



BHARAT HEAVY ELECTRICALS LIMITED
Electronics Division
Mysore Road, Bangalore - 560026

PH: 080-26998230
E-mail: chandras@bhel.in

Subject: Rate Contract for Domestic Air Travel/Train Ticket Booking and allied services for EDN, EPD & ISG

TENDER ENQUIRY NO. EDN/C&PR/AIRTRAVEL/2019-21/001 **Dated: 12/06/2019**
Due Date for submission of bids: 28/06/2019 13:00 Hrs.

Dear Sir(s),

Quotations are invited in sealed cover with Enquiry No., Enquiry Date & Due Date, legibly super-scribed on it, for the Scope mentioned herewith as per the enclosed Terms & Conditions. The quotation should reach, along with this letter, in the office of the undersigned by 13:00 hrs. on or before the due date. Part-I bids shall be opened at 13:30 hrs. In our office, on the due date of submission of offers. The tender should consist the following documents:

| SL.No | Description / Instructions |
|-------|---|
| 1. | a) This letter (Notice inviting Tender) b) Techno-Commercial Terms – Part-I Bid (Annexure-“A”) 1. Pre-qualifying Requirements for bidders c) Scope of Work – [Un-priced bid “with quoted” to be submitted along with Part-I bid.] d) Other terms and conditions e) Price Formats – Part-II Bid (Annexure-“B”) f) Draft of Declaration by Bidders (Annexure-“C”) g) List of Documents to be enclosed. (Annexure “D”) |
| 2 | IMPORTANT INSTRUCTIONS: 1. Bidders are required go through all the above mentioned documents before submitting the bid. 2. Offers should be submitted in Two Parts as described in Annexure-"A" & "B". 3. The prices must be quoted in the enclosed Price Format only . 4. The offers shall remain valid for 120 days from the date of opening of Part-I bid and 60 days from the date of opening of Price Bids / Reverse Auction (RA). 5. Price Bids opening / Participation in RA shall be for the technically & commercially acceptable bidders based upon Part-I bid evaluation. |

Quotations Part-I and Part-II shall be submitted in separate sealed envelopes and the same can be put together in one sealed envelope and addressed to

Shri Chandrashekaraiiah S,
SDGM (C&PR-T)
PB. No.2606, BHEL-EDN, Mysore Road
Bangalore-560026

The sealed envelope may be dropped in Tender Box No. 10 at RECEPTION.

Part-I offers of the parties shall be opened on the **Due Date of Opening i.e. 28/06/2019 at 13:30 Hrs, in our office** in the presence of authorized representatives of the parties. Due date of opening of Part-II offers shall be informed separately.

Thanking you,

Yours faithfully,
For and on behalf of B.H.E.L.

(V Varadaraju)
Sr Engr(C&PR)



(Annexure-A)

TECHNO-COMMERCIAL SPECIFICATIONS

1.0 GENERAL INSTRUCTIONS

BHEL intends to empanel Travel Agencies of repute to provide travel related services for its offices located in Bangalore by inviting the offers from prospective bidders in two parts. Part-I shall be Techno-commercial bid & Part-II shall be the Price Bid. Due date of the opening date of Part-I bid shall be the date of submission of offer as mentioned in the Notice inviting Quotations. Participation in RA / PBO shall be in respect of those bidders only who are techno-commercially acceptable based on the evaluation of Part-I bid. The services to be provided and the terms and conditions are mentioned below.

Considering the business volume of last two years & the anticipated growth, the approximate business volume for the next two years in respect of the BHEL offices located in Bangalore shall be as under:

Estimated Business Volume
For two years.

- | | | |
|----|-----------------------|--|
| a) | Domestic air travel | Rs. 8:0 crores |
| b) | Rail Booking | <u>Rs. 0.30 crores</u> |
| | Total likely business | Rs. 8.30 crores --- Annual Rs. 4.15 crores. |

The above figures (Rs. 8:30 crores) are indicative for tender purposes only & does not guarantee the business volumes for the contract period of two years. This may increase or decrease depending upon the actual requirements.

2.0 PRE-QUALIFICATION REQUIREMENTS:

- The bidder should submit copy of PAN Card, GSTIN certificate, cancelled cheque, NEFT format duly signed with seal by the bank authorities. & IATA registration certificates
- The average turnover of the bidders should be atleast Rs. 3 Crore per annum during the past three years (FY: 2016-17, 2017-18 & 2018-19).**
- In addition, during the last seven years, the prospective bidders should have either:**

Atleast three clients, each having order value of Rs. 3 Crores or more

OR

Atleast two clients, each having order value of Rs. 4.15 crores or more

OR

Atleast one client having order value of Rs. 7 crores.

Bidders have to submit the copy of the Orders along with Certificate of completion of services from the client.



3.0 **SCOPE OF WORK**

The travel agency will be required to provide implant office at BHEL -EDN, with staff of at least one person. The working office space for the implant office shall be provided by BHEL. The other facilities like telecommunication, computer / laptop with printer & internet connectivity, etc. shall be arranged by the travel agency.

The Scope of Work shall be as per details below:

- 3.1. **Booking of Airline Tickets:** Booking for domestic including cancellation & re-scheduling, if required, shall be made immediately but not later than 6 hours of the intimation to the travel agency OR as directed by the officer authorized by BHEL and also ensuring timely delivery of the tickets directly to the individual
- 3.2 BHEL will prefer purchase of air tickets at most economical rates available so as to derive maximum benefit on air travel.
- 3.3. **Booking of Railway Tickets:** Booking & cancellation of rail tickets for BHEL officials for their official tour shall be made immediately but not later than 6 hours of the intimation to the travel agency OR as directed by the officer authorized by BHEL and also ensuring timely delivery of tickets.
- 4.0 The successful parties shall assist in firming up the itineraries of BHEL officials for the domestic air travel as under:
 - i) Schedule & Flights as per requisition.
 - ii) The most optimum alternative with marginal change in schedule / comfort.
 - iii) Most economic options with suggestions on change in schedules / flights (airlines) even with significant change in schedule.

The ticket bookings will be finalized and passed on by respective Administration Department of the Unit.

- 4.1 **The travel agency shall be responsible and ensure booking / cancellation of domestic air and rail tickets during / after office hours, including holidays.**
- 4.2 **Passport & Visa:** Submission and processing of our applications to the Passport Office and Embassies for obtaining passports and visas including collection of documents from the respective offices, arranging interviews & arranging medical insurance, if required, and handing over to us. **No separate charges for the same shall be paid by BHEL.** However, the actual charges paid for passport, visa fees and medical insurance will be reimbursed by BHEL.
- 4.3. **Protocol:** Protocol services by trained staff on departure and arrival at Bangalore Airport to the senior officials of BHEL while going on foreign trips and occasionally for non-BHEL high dignitaries, as per the requirements conveyed from time to time. **No separate charges for the same shall be paid by BHEL.**



5.0 **Composition of the Bids:**

5.1 **Part-I (Techno-Commercial Bids):**

The Part-I Bid shall contain all details and documents listed in Annexure-D.
No price details are to be furnished in Part-I of the bid.

5.2 Part-II (Price Bid) Part II Bid shall comprise of Price Format, duly filled, as per the enclosed instructions / details.

6.0 **EVALUATION CRITERIA AND AWARD OF CONTRACT**

BHEL shall carry out detailed evaluation of the bids to determine that the requirements set forth in the bid specifications are met. BHEL may accept or reject the deviations sought by the bidder (s) & may load the bids for price for accepting the deviation.

Based upon the evaluation, BHEL shall determine the techno-commercially acceptable bidders. BHEL reserves the right to reject any bidder without assigning reason for the same.

BHEL reserves the right to opt for reverse auction for arriving at L1 rates for awarding the contract.

Price bid opening / participation in Reverse Auction shall be in respect of techno-commercially acceptable bidders only.

Most beneficial bid to BHEL shall be considered as L1 bid.

AA) Air Tickets

Quantum of discount offered by the bidder payable to BHEL in terms of % on basic fare for air tickets on anticipated business volume of approx. Rs. 8 crores for the contract period of two years, as per break up given in the Price Format. However, GST and other taxes applicable, shall be payable extra.

In case of cancellation of Air Tickets no service charges (positive or negative) shall be receivable/payable and only the payment shall be made by BHEL as per actuals on production of documentary evidence from airlines.

BB) Rail Tickets

The quantum of likely Railway Business, during the contract period of two years, shall be Rs. 0.30 Crores

(Details in Price Bid Annexure B).

The bidder shall indicate the amount of Agency Service Charges, if any, over & above the IRCTC charges, on per ticket basis for reservation/ cancellation.

The net impact of discount on air travel & the charges for Railway services shall be evaluation criteria of bids. The evaluated price shall be worked out as per the sample sheet enclosed at Annexure-B.



CC) Finalization of Award:

Based on the outcome of RA / Price Bid Opening, the bidders would be ranked from L1 position in ascending order. Since BHEL intends to empanel two parties, counter-offer of L1 bidder shall be given to the next higher bidder in the rank, i.e., L2. . The empanelment of second party shall be subject to matching the L-1 rates. ***In case L2 bidder does not match the L1 rates for empanelment, BHEL reserves the right to award the contract for the entire scope of work on L1 bidder.***

Efforts shall be made to allocate approx. 60% of business volume to the L-1 bidder while the L2 (second empanelled operator) would be allocated 40% work.

7.0 CONTRACT VALUE

The contract value shall be the total of discount offered on (a) air tickets and (b) the service charges for booking / cancellation of rail tickets on, the anticipated business volume for the entire contract duration, as indicated in Clause No. 1.0 above. This shall be indicated in the Letter of Award to successful bidder (s). However, the actual payment under the contract shall be based on the volume of services rendered.

8.0 VALIDITY OF OFFERS

The offers submitted by the parties shall be valid for a period of 120 days from the date of opening of Part-I bid and 60 days from the date of opening Part-II bid/ RA. Participation in RA / Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder (s) without assigning any reason.

9.0 VALIDITY OF CONTRACT

The contract will be valid for a period of two years. The same may however be extended further with mutual agreement, in writing, and on the same Rates, Terms and Conditions.

10.0 TERMINATION OF CONTRACT

Based upon the feedback from the users about deficiency in services, BHEL reserves the right to terminate the contract at its own discretion with the either / both parties by giving 3 (Three) months notice in writing. Likewise, the empanelled agencies, based upon the logical reasoning, can also terminate the contract by giving at least 3 months notice in writing

11.0 Profile / documents to be attached with Part-I (Techno-commercial bid) shall be as per sheet attached as Annexure-D.

12.0 CHARGES NOT PAYABLE BY BHEL

12.1 BHEL will not pay any service charges for the services enumerated at S.No.4.2 & 4.3 of Scope of Work. **However, Service Tax, as applicable, shall be payable extra for the**



Air (domestic) & Rail Services. Any statutory variation in the said taxes during the validity of the contract shall also be admissible as charged by Airline / IRCTC.

- 13 **Rail Reservation Charges:** BHEL expects from the empanelled travel agencies to provide Railway reservation / cancellation services free of charge. However, over & above the basic fare, the service charges of IRCTC & any other charges indicated on e-ticket shall be payable by BHEL. Service Tax on the billing amount, if applicable, shall also be payable extra.

14.0 EARNEST MONEY DEPOSIT (EMD)

EMD of Rs. 2.00 lakh (Rupees Two Lakh only) should accompany the techno-commercial bid in the form of a demand draft drawn in favour of Bharat Heavy Electricals Limited payable at any scheduled bank in Bengaluru in a separate sealed envelope superscribed "EMD" on the top. ***Tender without EMD will not be accepted and shall not be considered for evaluation.***

No interest shall be payable by BHEL on EMD amount.

The EMD shall be forfeited in case of:

- Withdrawal of bid or increase in rates or change in bid conditions after opening of the tender.
- Refusal to enter into a contract after the award of contract.
- If operations of the contract are not commenced from the date indicated in the award of contract.

The EMD will be refunded to the unsuccessful bidders within fifteen days of acceptance of award of work by the successful bidder(s) / expiry of the validity of the bid, whichever is earlier.

15.0 SECURITY DEPOSIT

The successful bidder shall pay the Security Deposit shall be Rs. 2.5 Lakh (Two Lakh & Fifty Thousand Only) form of a demand draft drawn in favour of Bharat Heavy Electricals Limited payable at any scheduled bank in Bengaluru After adjusting EMD, the Security deposit shall have to be deposited by empanelled agencies with BHEL along with the acceptance of LOA.

The Security Deposit shall not carry any interest.

16.0 VERIFICATION PROCESS:

BHEL before making payment shall carry out verification of Air Ticket. The verification process will include following steps.

- Based upon the PNR/ticket no. BHEL will retrieve the ticket ONLINE.
- If the verification is not possible by point mentioned above, then concerned BHEL employee looking after travel desk will either



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witness the booking of ticket or will verify the correctness of the ticket amount.

17.0 PAYMENT TERMS:

The bills along with supporting vouchers will be submitted on fortnightly basis and the payment, excluding GST & notional interest thereon, shall be made within 15 days from the date of submission of the bills, complete in all respects. **However, no interest shall be payable for delay in making the payment.**

18. TAXES & DUTIES

- a) To enable BHEL to avail GST input tax credit, contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST law such invoice shall be submitted within prescribed time limit (as mentioned in payment Terms at clause No 17 above) in the name of respective BHEL Unit /Office /Region.
- b) The contractor has to submit their GST registration certificate to BHEL Unit / Office /Region within 30 days from the acceptance of work order GSTIN of BHEL will be provided to the contractor by respective office of BHEL within 30 days from the placement of work order.
- c) Any statutory changes as and when made applicable by government shall become applicable against documentary evidence.
- d) Payment to the contractor will be subjected to TDS as per rules in force from time to time the Tax deduction at source (TDS) shall be done as per the provisions of Income Tax Act and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.
- e) Travel Agent shall issue GST compliant invoice for entire air/rail fare including agency commission under his GSTIN OR two separate GST compliant tax invoices i.e. one Tax invoice raised by the airlines/railways for air /rail travel services in the name of respective BHEL unit/region/office and other GST complaint tax invoice in line with GST law & GST invoice rules raise by travel agent towards commission charges as charge by travel agent.
- f) Payment shall be made to contractor only after submission of GST complaint Tax invoice as mentioned above and other relevant documents. However ,to protect BHEL'S interest for GST input tax credit, GST portion amount along with notional interest on GST credit for 2 months' period (presently rate of interest @24%) shall be withheld and the same shall be released only after confirmation form GST website/ portal that invoice has been declared in GSTR 1 return filed by contractor within the stipulated time for the relevant period and tax amount thereon has been paid by contractor to Govt. within the stipulated time period as per GST Law.
- g) In case GST credit is delayed to BHEL or subsequently recovered from BHEL due to non/day delay in filing of GSTR-1 Return or delay in nonpayment of tax to Govt. by contractor or foe any other reasons not attributable to BHEL, in such case financial



implication on BHEL on account of delay/loss recovery from BHEL of such GST credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the contractor's bill and / or adjusted against GST amount not paid as indicated under (f) above.

- h) Irrespective of refund of GST Credit and interest there on to BHEL by GST portal upon subsequent declaration of such invoice by the contractor in his GSTR-1 for any period after due date of such return and / or payment of GST there on by contractor on GST portal, the notional interest for delayed period of GST credit (i.e. delay for the period when GST credit is allowed and the period when GST credit (i.e. delay for the period when GST credit is actually allowed and the period when GST credit should have been allowed had contractor declared such invoice in his GSTR-1 and paid tax thereon month as per GST law) shall be recovered from contractor.

PENALTY CLAUSE

- a) The empaneled travel agency is required to book ticket immediately on receipt of movement order /communication BHEL from the concerned BHEL travel desk representative. Such booking shall in no case be, later than six hours of receipt of movement order or 2-3 hours before departure of the flight. In the event of the failure to do so, the travel agent will be liable to pay a sum of Rs.500/- per incident.
- b) The empaneled travel agent must book the ticket strictly at the most economical fare available for the indicated time slot (for economical fare, the travel agent has to submit the screen shot of the lowest fare as a documentary evidence), as per the DEAL CODE of various airlines with BHEL (as provided by BHEL) unless otherwise specified in the movement order or as per written instructions (through Email, WhatsApp or SMS) given by concerned BHEL travel desk representative failing to do so shall lead to penalty of Rs.500/- per incident in addition to difference between lowest cost and actual cost of the ticket booked.
- c) In case, cancellation of the ticket is not made by the empaneled travel agent even after written communication (through email, WhatsApp, SMS) by the executive concerned or by the BHEL travel desk representative request such cancellation within permissible time (as per the Airline rules) for making the cancellation, no payment shall be made to empaneled travel agency for that particular ticket.

19.0 Review of Contract: In the event of any unforeseen changes in the existing practices of aviation industry, subject to production of documentary evidence, (for example, IATA / Airline commission and discounts being passed on to the travel agents), BHEL reserves the right to review the contract to protect the mutual interests and take action as deemed appropriate. The decision of BHEL in this regard shall be final.

- a) BHEL reserves the right to do periodical BSP (Billing and settlement Plan) audit.
- b) BHEL at any time during execution of contract, may go with travel credit card to avail maximum benefit. Accordingly, the successful bidder shall have to accept during execution of the contract.

20.0 ARBITRATION

20.1 In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner



touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Purchaser).

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at Bangalore.

- 20.2** In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable:-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

21.0 LAWS GOVERNING THE CONTRACT

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

22.0 JURISDICTION OF COURT

Courts at Bangalore shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

23.0 DEFAULT / BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

- 23.1** If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with



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his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores / services not so delivered or others of a similar description where stores / services exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

- 23.2** Cost of the purchases made by the Purchaser at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.



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(Annexure-B)

| PRICE BID FORMAT | | | |
|--|--|---|--|
| BHEL TENDER NO.EDN/C&PR/AIRTRAVEL/2019-21/001 Dated: 12/06/2019 | | | |
| SL .NO | CATEGORY OF TRAVEL | % AGE of Discount Offered on Basic Fare. (Prefix"+" if chargeable from BHEL and "-"if payable to BHEL) | NET PAYABLE /RECEIVABLE BY BHEL(Prefix"+"if Chargeable from BHEL and "-"if payable to BHEL) |
| [1] | [2] | [3] | [4] |
| A | AIR TICKET Booking | | |
| B | TRAIN TICKET Booking | | |
| c | NET Payable (+)/Receivable(-)By BHEL for Evaluation(Rupees) | | |
| (Taxes applicable shall be payable extra &hence not to be include in the above prices). | | | |
| WE CONFIRM THAT PRICES QUOTED BY US ABOVE ARE AS PER THE TENDER TERMS AND CONDITIONS. | | | |
| (SIGNATURE OF THE BIDDER WITH SEAL) | | | |



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INSTRUCTIONS/ DETAILS FOR FILLING PRICE-BID (PART-II)

We hereby confirm compliance to the tender terms and conditions for price bid.

- ❖ Quantum of discount offered by the bidder payable to BHEL in terms of % on basic fare for air tickets on anticipated business volume of approx. Rs. 8.3 crores for the contract period of two years _____ %.
- ❖ All inclusive (basic fare + taxes) anticipated business volume for the domestic air travel/ train Tkts during the contract period of two years would be approx. 7.0 Crores.
- ❖ Rail Reservation Charges: In case the bidders want to provide the Railway Reservation & Cancellation services, for an approx. business of Rs. 0.80 crores for the contract period, on chargeable basis, over & above the IRCTC charges indicated on e-ticket, the same are to be indicated in the Price Bid Format.
- ❖ For quoting Agency Service Charges for Railway Services for reservation & cancellation of tickets, bidders can assume a total of approx. 8000 (eight thousand) tickets for the evaluation of their bids against this tender. Likely business for providing the Railway services shall be approx. Rs. 80.0 lakhs. This quantum is indicative only & to be considered for bid evaluation purposes. This may increase or decrease as per BHEL requirements.
- ❖ Over & above this, empanelled travel agencies shall have to provide booking/ cancellation of tickets under "Tatkal" category. Agency service charges, if any, in addition to the charges levied by IRCTC, are also to be quoted on per ticket basis considering 800 (eight hundred) tickets during the contract period of two years.
- ❖ The net impact of the discount (payable to BHEL) offered on air travel & the agency charges for providing Railway Services (payable by BHEL) shall be the evaluation criteria. The most beneficial offer (max. of discount on air travel & the least of agency charges for Railway services) shall be ranked as L-1. Since BHEL has to empanel two agencies, the L-1 rates shall be offered to the next higher bidder in the rank for acceptance. Sample of price bid format is attached.
- ❖ For Railway services, quantum of bookings mentioned above, is indicative only and shall be considered for evaluation of bids against this tender. This may increase or decrease as per BHEL requirement & payments made on actual basis.

SIGNATURE OF BIDDER WITH SEAL

NAME:
DESIGNATION:
COMPANY:
DATE:



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(Annexure-C)

Tender No. EDN/C&PR/AIRTRAVEL/2019-21/001
Due Date: 28/06/2019

DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

Signature
(Name & Address of the Bidder with official seal)

NAME:
DESIGNATION:
COMPANY:
DATE:

Place:



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(ANNEXURE-D)

DOCUMENTS TO BE ATTACHED WITH THE OFFER PART-I BID

- 1) Earnest Money Deposit
- 2) Audited Balance Sheet along with Profit & Loss Statement of the Company for the last three years along with the Certificates of Satisfactory Performance from concerned clients / customers towards fulfilling pre-qualification requirements.
- 3) List of clients, including PSUs, if any.
- 4) List of Offices in India and abroad.
- 5) IATA Registration Certificate (attach photocopy). In case providing services related to foreign exchange, a copy of RBI Registration Certificate should also be provided.
- 6) List of airlines along with applicable rates of commission.
- 7) A copy of GSTIN Registration Certificate.
- 8) Declaration Sheet
- 9) Complete details of the contact person with email id and mobile number etc.
- 10) Any other information that bidder may like to furnish.