



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

Ref no.: AA:GAX:14:HS:504

Date: 29.01.2015

To,

**M/s iFly Vacations Pvt. Ltd.**

315, Suneja Tower 1, District Centre,

Janak Puri, New Delhi – 110058

*Kind Attention: Mr. Rahul Vaid, Manager(Sales)*

**Sub: NIT for organising BHEL Board Review Meeting of Strategic Plan 2012-17 during 11<sup>th</sup> – 14<sup>th</sup> February, 2015 at Hotel Movenpick, Bengaluru.**

BHEL invites quotation for organizing organising BHEL Board Review Meeting of Strategic Plan 2012-17 during 11<sup>th</sup> – 14<sup>th</sup> February, 2015 at Hotel Movenpick, Bengaluru. Tentatively, there shall be a total of 71 nos. participants incl. organisers.

### **Scope of Work:**

1. Accommodation for minimum 65 participants in individual rooms with details as per Annexure-I enclosed.

*(The above shall be subject to Addition / Reduction of maximum 10% Room Nights as per the rates quoted by you)*

Tikka, garlanding & presenting pheta (traditional head gear / turban) followed by non-alcoholic welcome drink to be provided on arrival.

Facilities like Newspaper, Tea / Coffee with cookies, Mineral Water Bottles etc. to be provided in each room during stay. In addition to the above, Assorted Fruit Basket for selective special invitees / participants.

Exact requirement shall be communicated through LOA. However, payment will be as per actual utilization beyond the confirmed requirements based on BHEL's requirement on all days of the stay.

2. Board room for approx. 15 persons on 12.02.2015(evening) with all requisite conference facilities (refer Annexure-I). Conference room facility for 02 days i.e. 13<sup>th</sup> – 14<sup>th</sup> February, 2015, for all participants, which shall include excellent conference hall with tables & armchairs with proper covers, audio-visual aids / facilities, computer / laptop with internet connectivity etc.(ref. Annexure-I for detailed requirements). Any additional on the spot BHEL requirement shall also be arranged.
3. In the conference room, stationery items like pen, pencil, writing pads, white board with markers, flip chart board with papers etc. shall also be required.
4. During meeting, Mineral Water, Tea / Coffee / juices / soft drinks & biscuits / cookies, mouth fresheners, etc. shall be provided in the Conference room twice a day for all the participants, as per BHEL requirements.

Evening High Tea (with soft drinks & juices also) with Veg & Non-Veg snacks (02 each) to be provided for all the participants during their stay followed by dinner.

5. Buffet Breakfast, Lunch & Dinner on all days of stay for all participants as per Menu (Veg & Non Veg) decided by BHEL. Details of menu, etc. to be discussed with the BHEL organizing team.

पंजीकृत कार्यालय : बीएचईएल हाउस, सीरी फोर्ट, नई दिल्ली-110049, भारत फोन : 66337000, फैक्स : 011-26493021  
Regd. Office : BHEL House, Siri Fort, New Delhi-110049, INDIA. Phone : 66337000, Fax : 011-26493021

6. At least two (2) dedicated Liaison officers / coordinators to be provided with mobile nos. during the stay at hotel.
7. Miscellaneous requirements like flower arrangements, still photography during welcome & meeting(s), decorations, lamp lighting, etc. shall also be arranged as per BHEL requirement.
8. For detailed scope of work refer Annexure-I.
9. The above facilities should be at par with the highest standards of quality to the satisfaction of BHEL. For unsatisfactory service / quality, BHEL reserves the right to not pay for unsatisfactory service / suitably levy penalty. BHEL decision in this regard shall be final and binding.
10. Payment terms:
  - a. Payment shall be made by BHEL post successful completion of the meeting(s).
  - b. BHEL shall only make payment accommodation of the participants, in line with the rates / prices quoted. All other associated arrangements(S.No.2,3,4 & 5; Annexure-I) shall be on complimentary basis.
  - c. Bill(s) shall be submitted in line with the rates / prices quoted in the Price Bid.
  - d. All payments shall be made on submission of bills in duplicate, duly certified by BHEL representative(s), within 15 days from the date of receipt of complete documents / bills as per the rates given in the price bid format. However, no interest shall be paid for any delay in making the payment.
11. The final program schedule shall be communicated to you latest by 06.02.2015.
12. No advance shall be given by BHEL.
13. BHEL reserves the right to inspect the Resort / Hotel for the availability / suitability of the facilities. BHEL also reserves the right to reject the offer without assigning any reason.
14. The quoted prices shall remain firm till the conclusion of the event in all respect.
15. Any clarification on the scope of work to be obtained from the undersigned.
16. You are requested to kindly quote your best rates in the enclosed price bid format (Annexure-II) and signed copy of the NIT including all enclosures may be given in the sealed envelope / email on or before 12:00 Hrs @ 04.02.2015.

This should be treated IMPORTANT & reply may be sent to us on "Priority".

Thanks & Regards.

राहुल सिंह / RAHUL SINGH  
अभियंता / Engineer  
कॉर्पोरेट प्रशासन / Corporate Administration  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.  
बी.एच.ई.एल. हाऊस, सिरी फोर्ट / BHEL House, Siri Fort  
नई दिल्ली-110 049 / New Delhi - 110 049

21/01/15  
29.01.2015

Rahul Singh  
Engineer(HR-GAX)  
BHEL Corporate Office  
Asiad, Siri Fort, New Delhi 110049  
(Phone: 6633 7437; Mobile: 8800 41 6765)

**Detailed requirements for organising BHEL Board Review Meeting during 11<sup>th</sup> – 14<sup>th</sup> February, 2015 at Bengaluru.**

**1. Accommodation for participants as per following plan:**

- a. Minimum Guarantee of 65 nos. participants (resident) with break-up based on maximum entitlements as indicated in Annexure-II (Price Bid).  
(Addition / Reduction of maximum 10% of Total Room Nights)
- b. Single / non sharing rooms for all participants.
- c. Enhanced / upgraded rooms for participants with maximum entitlement equal to Rs. 14000.00 per night.
- d. All participants within each category of rooms as indicated at Annexure-II shall be allotted rooms of same level / standard.

**2. Meal / Food arrangements:**

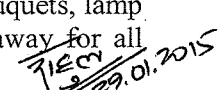
- a. Corporate buffet breakfast, lunch & dinner for all participants on all days of stay as applicable.
- b. Menu shall include both vegetarian & non-vegetarian items / dishes.
- c. This shall include the meeting lunch on 13<sup>th</sup> & 14<sup>th</sup> February, 2015.
- d. Silver service for approx. 10 Board Members
- e. Hi-tea / beverages & mocktails, juices with 4 nos. snacks (Veg. & Non Veg.) before Dinner on all nights of stay.

**3. Meeting arrangements:**

- a. Board Room for approx.15 persons for Board Meeting on 12.02.2015 (evening; Duration – 03 Hours)
- b. Conference hall with seating capacity to accommodate all participants with Double-U (or as confirmed on the spot by BHEL representatives) shape arrangement. (for 13.02.2015 & 14.02.2015; Duration – Full Day)
- c. 10 Board Room chairs for Board members. Rest chairs shall be with arm rest.
- d. A/V requirements as follows-
  - i. LCD Projector & screen
  - ii. 01 nos. collar mike
  - iii. 08 nos. cordless handheld mikes
  - iv. 12 nos. goose neck table mikes
  - v. 01 nos. laser pointer
  - vi. Laptop with internet / wi-fi.
  - vii. Printer & FAX
  - viii. PA system with operator
  - ix. Digital audio recording (all days)
  - x. Conference calling setup (for Board Room on 12.02.2015)
- e. Stationery items like pen, pencil, notepad, etc. for all participants.
- f. 2 times tea / coffee & soft drink / juices (as per BHEL requirement) on all days of meeting. Assorted snacks (veg & non veg) shall also be served in the evening with tea / coffee (separate from 2(e) above).
- g. Wi-fi access to all participants during their stay.

4. Cultural performance (preferably folk dance) on 13.02.2015 evening, for a min. of 2 hours, followed by Gala Dinner for all participants & any special invitees, if any. Light live music on 12.02.2015 evening also to be arranged.

5. Miscellaneous arrangements like photographer, flower decoration, garlands & bouquets, lamp lighting shall also be arranged as per BHEL requirement(s). Souvenir / give away for all participants also to be arranged.

  
**Rahul Singh**  
 Engineer(HR-GAX)

**Price Bid****BHEL Board Review Meeting during 11<sup>th</sup> – 14<sup>th</sup> February, 2015 at Bengaluru.**

<b>Accommodation including all associated complimentary arrangements as per Annexure-I</b>					
<b>Category of Room</b>	<b>BHEL Requirement</b>		<b>No. of Nights</b>	<b>Rate excluding taxes(Rs.)</b>	<b>Applicable taxes(%)</b>
1.	Accommodation including all arrangements as per Annexure-I Check in: 12.02.2015 Check out: 14.02.2015 Max. entitlements with respective no. of participants is as follows:			<i>Quote per person per night charges limited to respective maximum entitlement(s)</i>	
	Maximum per night entitlement, excl. taxes (Rs.)	Nos. of participants			
Category-1	14000.00	10	*03		
Category-2	14000.00	38	02		
Category-3	10500.00	04	02		
	10500.00	04	*03		
Category-4	7500.00	03	*03		
Category-5	4800.00	02	*03		
Category-6	3200.00	04	*03		
2.	Arrangements for non-resident participants / invitees / organisers		<b>Nos.</b>	<b>% discount over quoted rates</b>	<b>Applicable taxes(%)</b>
	For arrangements excl. accommodation during meeting		06		
	<i>Minimum Guarantee</i>		<i>65 Rooms / 153 Room Nights</i>		
* Participants / organisers requiring rooms for 03 nights shall check in on 11.02.2015. In case of exigency, a few participants may need accommodation on 14.02.2015. The same has not been considered in estimation & shall be payable as per actual utilisation on the rates quoted.					

**Note:**

1	All other associated arrangements excl. accommodation shall be on complimentary basis.
2	Additional requirements, if any, shall be certified by BHEL representatives.
3	Payment towards additional room nights shall be payable as per rates quoted in Price Bid.

  
**Rahul Singh**  
 Engineer(HR-GAX)