

TENDER No: 6300031140

Date: 07.01.2020

TENDER DOCUMENT

**REQUEST FOR QUOTATION FOR ENGAGING TRAVEL AGENCY
FOR AIR TRAVEL REQUIREMENT OF BEML LIMITED FOR A PERIOD OF TWO YEARS**

Last date for submission of the bid is 28.01.2020 before 2.00 PM

**BEML Limited,
Corporate Office,
BEML Soudha, 23/1, 4th Main, SR Nagar,
Bangalore – 560027**

1. Introduction

General Information

BEML Limited (<http://www.bemlindia.com>), a Government of India undertaking has three major Business verticals – viz. Mining & Construction, Defence and Rail & Metro for both the Indian and export markets. It is one of the largest engineering and manufacturing enterprises in India with annual revenue of over Rs.3300 Crore. BEML Limited offers a wide spectrum of products and services for core sectors like mining, railways, defense, etc. with 9 manufacturing units in the states of Karnataka & Kerala and a nationwide network of sales offices across India that enables customers with ready access to its wide range of products. Further, the full-fledged service centers and parts depots offer total equipment care, maintenance contracts and rehabilitation services. BEML Limited has been accredited with ISO 9001 and ISO 14001 standard certifications. Some of the manufacturing divisions have been accredited with OHSAS18001 standard certification. BEML Limited has a good standing in International market and exports its equipment to Middle-East, South America and South-East Asian markets and African countries.

BEML Limited, a Company incorporated under the Indian Companies Act, 1956, is a Public Sector undertaking, under the Ministry of Defence, having its Registered Office at “BEML Soudha” No.23/1, IV Main, Sampangirama Nagar, Bangalore – 560 027 intends to tender for Engaging the services of a reputed Travel Agency for catering the Air Travel requirement for BEML Executives and VIP customers for a period of Two Years.

BEML LTD has manufacturing divisions in Bangalore, Mysore, KGF and Palakkad with Head Quarters at Bangalore.

2. Bid Submission Process

You are required to submit bid in Three parts viz. Pre-Qualification bid and Technical bid & Price Bid. BEML may at its sole discretion amend the bidding documents at any time prior to the deadline for submission of bids. However in case of such amendment, the bid submission date may be extended at the discretion of BEML. Amendments made prior to submission of bid will be provided in the form of corrigendum to the bidding documents and will be posted on the BEML website (http://www.bemlindia.com/tender_hq.php).

The objective of this RFP is that all firms/agencies has to submit the Pre-qualification bid i.e., submission of EMD through manual mode / through online and duly signed Original Integrity Pact along with annexure. The Technical bid and price bid to be submitted through SRM Platform only.

Note: To participate in this e- tender you should have Valid Class 3 digital signature.

Firms willing to participate in the tender may contact through e-mail: admin.srm@beml.co.in to obtain the user name and password for submitting the bids. The bidders have to submit their quotation on line through supplier relationship management (SRM) platform. All corrigendum, addenda, amendments, time extension, clarification etc., if any to the tender will be hosted on BEML website www.bemlindia.com only. Bidders shall regularly visit BEML’s website to keep themselves updated.

The bidders/ tenderers shall visit the site and acquaint themselves with the conditions of the work prior to submission of tenders. Please note that no claims will be entertained later on the grounds of ignorance.

In case of any queries relating to bid submission, you may send the same by e-mail to admin.srm@beml.co.in or you may contact BEML SRM Team on phone no. 080-22963269/141.

Digital Signature

Please note that as per the directives from Ministry of Defence, Class 3 Digital Signature is mandatory for submission of bid on BEML e-Procurement system. System will not accept Class 1 or Class 2 Digital Signatures. Please note that activation of the Digital Signature Token in our system happens after 12.00 midnight from the Start Date of the validity, i.e. the next date after the Start Date of the validity. Hence in case you are getting a new Class 3 Digital Signature Token or arranging renewal of the existing Class 3 Digital Signature Token, it is advisable to get the same at least two days before the due-date of the tender. In case of any queries on Digital Signature or submission of bid in the system, please contact BEML SRM Team on 080-22963269, 080-22963141 or e-mail to admin.srm@beml.co.in

BEML LIMITED invites tender from reputed Travel Agencies as per following details:

Description of Work	Appointment of Travel Agencies.
Estimated Cost of Work	3.50 crores per annum
Location of work	Travel agency should have office at all major metro cities.
Validity of Price	The quoted price should be firm for a period of 90 days from the date of opening of tender.

The last date for submission of the bid is on or before 28.01.2020 @ 14.00hrs.

This Tender consisting of Three parts:

Part A – Pre-Qualification Bid i.e. Submission of EMD (Earnest Money Deposit) through manual Mode/ other modes (as detailed below) and duly signed Integrity pact as per Annexure-J through Manual Mode.

Part B – Technical Bid i.e. Submission of Technical Bid (Through e-mode on BEML SRM system)

Part C – Submission of Price Bid (Through e-mode on BEML SRM system)

EARNEST MONEY DEPOSIT (EMD) / BID GUARANTEE : Rupees 14 Lakhs

Every bidder shall deposit an amount of **Rupees** 14 Lakhs as Earnest Money Deposit with BEML Limited through any of the following mode before the tender closing date indicated in the tender document:

- (i) **Account Payee Demand Draft / Banker's Cheque** drawn in favour of **BEML Limited**, payable at Bangalore from any of the commercial bank **(OR)**
- (ii) **An irrevocable Bank Guarantee** from a Scheduled Commercial Bank authorized by RBI to issue a Bank Guarantee in favour of the Purchaser in the prescribed format having a validity period of **bid validity + 45 days** from the date of opening of Tender.
(OR)
- (iii) NEFT / RTGS in favour of BEML Limited. *(Division Bank A/c details and IFSC)*
- (iv) The Earnest Money Deposit / Bid Guarantee shall remain deposited with the Purchaser for the period of bid validity + 45 days from the date of opening of Tenders. If the validity of the offer is extended, the

Earnest Money Deposit / Bank Guarantee duly extended shall also be furnished failing which the offer after the expiry of the aforesaid period shall not be considered by the Purchaser.

Note:

- (a) The above said Demand Draft DD / Banker's Cheques on scheduled banks shall be submitted in Sealed envelope duly superscribing the Bid Invitation No. 6300031140 dated 07.01.2020, Closing date 28.01.2020 Time 14:00 Hrs at the top of the envelope. The words "PRE-QUALIFICATION BID" shall also to be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or written legibly on the left hand bottom corner of the envelope.
- (b) The above sealed envelope has to reach the address as mentioned below on or before the closing date & time of the tender.
General Manager (Corporate Materials)
BEML LIMITED., Room No.2
BEML SOUDHA, 23/1, 4th Main,
S.R. Nagar,
Bangalore – 560 027
KARNATAKA, India
- (c) Alternatively it can also be dropped in the Tender Box which is kept in Room No.2, Ground Floor, BEML Soudha, SR Nagar, Bangalore-560027.
- (d) Online Payment of EMD amount can be made as mentioned below:
- i) Open the following link:
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=9359>
 - ii) Read the terms & conditions, tick the acceptance box and click on Proceed.
 - iii) In 'Select State' dropdown, select All India and click on the Go button.
 - iv) In 'Select Payment Category', select EMD/ Tender Fee.
 - v) Enter details of payment, details of Bank Account for refund and click on Submit to make the online payment of the required EMD amount of Rs 14,00,000/-.

- (e) Please attach the details duly filled-up for refund of EMD amount in the following format along with the DD / Banker's Cheque for EMD:

BANK NAME	
BRANCH NAME	
CITY	
IFSC CODE	
ACCOUNT NO	
BENEFICIARY NAME	

Please ensure that online payment of EMD amount is made well ahead of the EMD Submission Date & Time mentioned in the Tender.

- (f) No interest will be payable by the Purchaser on the EMD / Bid Guarantee.
- (g) The Earnest Money / Bid Guarantee deposited is liable to be forfeited (encashed in case of BG) if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer.

- (h) EMD / Bid guarantee of the unsuccessful bidders will be returned at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to the successful bidder.
- (i) EMD / Bid guarantee of the successful bidder will be converted as part of security deposits and the balance amount of security deposits should be met by the bidder as per the contract / agreement conditions.
- (j) Offers not accompanied by Earnest Money as stipulated and for the amount as mentioned therein and for the stipulated period (in case of Bid guarantee) shall be summarily rejected.
- (k) EXEMPTION OF EMD: Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department are exempted from payment of EMD.
 - I. Bidders exempted from Earnest Money Deposit (EMD) shall submit exemption certificate from competent authority.
 - II. Note: Bidder shall ensure that their EMD (DD)/EMD Exemption Certificate/ Online payment is dispatched well in advance so that it reaches this office before the due time and date stipulated. Requests will NOT be entertained for late receipts.

Part B – Technical Bid i.e. Submission of Technical Bid (Through e-mode on BEML SRM system)

Part C – Commercial Bid i.e. Submission of Price Bid (Through e-mode on BEML SRM system)

General Instructions with regard to EMD:

- a) Quotation submitted online without submission of EMD/EMD Exemption Certificate/ Online payment in-time will not be considered.
- b) EMD submitted in any other form will not be accepted and the offer is liable to be rejected.
- c) EMD lesser than Rs. 14,00,000/- will not be accepted and the quotation is liable to be rejected.
- d) EMD of technically disqualified bidder's will be returned. EMD of successful bidder will be released after completion of Tender formalities.
- e) EMD does not carry any interest on return.
- f) EMD will be forfeited if any firm withdraws the tender submitted or refuses to execute the order for reasons whatsoever.
- g) EMD in the form of online payment is to be made before the bid closing date and time. EMD in the form of DD / Banker's Cheque / NSIC certificate,/ MSME Certificate/ Online payment (firms claiming EMD exemption) etc to be submitted through courier/post in a sealed cover, superscribing the bid number and closing date, address etc. before the bid closing date. Failure to do so will result in rejection of the bid.
- h) Tender shall be opened **on closing date i.e. 28.01.2020 @ 15.00hrs**
- i) No responsibility will be taken for postal or non-delivery/non receipt of EMD/firms claiming EMD exemption.

Duly signed Integrity Pact (I.P.) In original along with its enclosure: All pages of Integrity Pact including its enclosure to be signed with company seal by the tenderer. Two witnesses are also required to sign indicating their name and address at the designated place in the Integrity Pact.

Tenderers who are interested to participate in this tender are required to enter into an “**Integrity Pact**”. The Integrity Pact envisages an agreement between the prospective Bidder/ tenderer and the buyer committing the persons/officials of both the parties not to exercise any corrupt influence on any aspect of the contract.

Only those Bidders/ tenderers who have entered into an Integrity Pact with BEML would be eligible to participate in tendering with BEML. **The specimen of the Integrity Pact which is part of the tender documents is enclosed at Annexure -J** and same has to be duly filled and signed with seal by the tenderers on all pages along with witnesses signatures indicating their names and addresses.

The Central Vigilance Commission (CVC) has appointed Shri Arun Prakash Sharma and Shri Ajai Kumar as Independent External Monitors (IEM) to oversee the implementation of the Integrity Pact. Address of IEMs is as below:-

Shri Arun Prakash Sharma
B-1343, Palam Vihar,
Gurgaon, Haryana-122017
Ph:+91-124-4088681
Mob:- +91-9810388681
Email :- aps2008@yahoo.co.uk

Shri Ajai Kumar
2601, Tower-C,
Ashok Tower, Parel,
Mumbai - 400 012.
Email: Ajai.kumar3@gmail.com

PRE-BID MEETING

A pre-bid meeting will be conducted at 11:00 AM on 17.01.2020 at BEML Soudha, 23/1, 4th main,SR Nagar, Bangalore-560027. Queries, if any, shall be sent to General Manager – Corporate Materials (office@cpc.beml.co.in) to reach us on or before 16.01.2020 by **02.00 pm**. The queries of the firms on issues related to tender will be clarified during the pre-bid meeting. The bidder or its authorized representative shall confirm their participation in advance. Non- attendance at the Pre-Bid meeting will not be a cause for disqualification of a Bidder.

Any modification of the Bidding documents which may become necessary as a result of the pre-bid meeting shall be made by the Company and the same will be hosted on BEML website. Clarifications to the bidders' queries during the pre-bid meeting and all Corrigenda, addenda, amendments, time extensions, clarifications etc if any to the tender will be hosted on BEML website www.bemlindia.com only. Bidders should regularly visit BEML's websites to keep themselves updated. Before the dead-line for submission of Bids, BEML may modify the Bidding documents. All corrigenda, addenda, amendments, time extensions, clarifications etc if any thus issued shall be part of the Bidding documents and shall be hosted on BEML website.

SCOPE OF WORK: The work of Air Ticket booking and related services to be carried out under the Contract is spread all over India and Overseas. TRAVEL AGENCY has to provide:

1. Booking and issuing of domestic, international air tickets including pre-paid tickets.
2. Providing services on 24 x 7

3. Timely delivery of tickets, VISA service, passport service and any other related service as instructed by BEML from time to time.
4. Providing information and details of most economical options, for domestic/international air travel with suggestions for re-schedule and modifications.
5. Obtaining/providing travel related insurance including overseas medical insurance.
6. Provide information on booked, delivery, cancellation, upgradation/re-validation of tickets at all its offices of BEML as per the requirement at its expense.
7. Availing Corporate Benefits at the time of booking and passing on to BEML as per MOU's signed between the company and concerned airlines.
8. In the case of cancellation at short notice the travel agency should minimize any penalty / no penalties to the company. However, cancellation of all domestic & International air tickets will be paid as per norms of the concerned air line as per MOU's signed. Penalties attributable to the fault of the travel agency will not be accepted.
9. In case of any promotional fares offered by the air lines, same to be informed to company on regular basis.
10. In case of any extra incentives (discount) is given by the airlines, the same to be passed on to BEML.
11. Unused air tickets shall be passed on to the travel agency for refund and the travel agency shall arrange refund to the company.
12. Travel agency shall book the most economic air tickets available at the time of booking against the approved movement order only or exceptional cases as per the instructions of BEML authorized personnel. Tickets shall be arranged by the travel agency within the specified time. The travel agency should deliver the tickets to the traveler / authorized person through mail. In case of any cancellations the agency shall arrange for cancellation of ticket as per the direction of the travel / authorized officer. Rescheduling of ticket shall be against the approved amended movement order or written communication of the travel / authorized officer.
13. The requisitions for air tickets / visa / Passport must be taken by the travel agency from the authorized person of BEML or any person designated for making the requisition of tickets by BEML. Any tickets booked by unauthorized requestor shall not be considered for payment.
14. The e-ticket sent to BEML must contain in the subject line, name of the traveler, sector, date and company badge of the employees. (In case of booking for outsiders, made by the Company are exceptional.
15. The travel agency should be able to provide preferential seats to the requirement of traveler particularly for senior level executives and also to arrange boarding passes ahead of scheduled departures.
16. The travel agency shall not assign or sub-let the contract of work or any part thereof, without the prior written consent of BEML.
17. BEML reserves the right to evaluate the performance of the travel agency, on need basis.
18. Travel agency shall provide MIS reports / statements clearly indicating GST for the business class, economic class, and international travel to claim GST by the Company.
19. Travel agency shall maintain the registration certification of IATA during the contract.
20. BEML reserves the right to cancel the contract without assigning any reason whatsoever with 30 days notice in writing.
21. The agency may raise the bill for payment of tickets and other services rendered on the credit facility offered.
22. The user shall verify the bill presented for payment
23. BEML will avail the credit period in full i.e., 30 days from the submission of bill. Agency shall raise the bill once in 15 days with consolidated statement covering tax structure.
24. The quoted rate should be exclusive of taxes.

25. Invoice shall necessarily contain the GST registration number of the travel agency and BEML.
26. BEML shall pay the applicable GST to the appointed agency, provided it is shown separately in the invoice and the travel agency had paid actual amount of GST as per prevailing rates.
27. The losses / damages to BEML which are attributable to the travel agency shall be deducted from the bills and adjusted from the security deposit submitted by the travel agency.
28. Notwithstanding the above, any question, claim, dispute or difference for which the decision has been taken in the clauses of the contract /tender document shall be binding on the parties of the contract and shall not be revoked or attempted to reopened on any ground of any informally omission, delay or error in the proceeding or any ground whatsoever.
29. The travel agency shall continue to provide the services during the pendency of the arbitration proceedings and recourse to arbitration shall not be a bar to the continuance of the work.
30. The courts of Bangalore shall have the exclusive jurisdiction upon any matter arising out of the contract.
31. The period of contract shall be two years from the date of issuing the purchase order.

Technical Bid – Part B: (To be submitted through e-mode on BEML SRM system)

TECHNICAL CRITERIA

<i>Sl No</i>	<i>Criteria Details</i>	<i>Documents required to be uploaded in Collaboration folder of SRM system in PDF format for evaluating the Criteria(*)</i>
1	<p>The average annual turnover for the last 3 financial years, i.e., 2015-16, 2016-17 & 2017-18 shall not be less than Rs. 500 Lakhs for each year.</p> <p>In case, audited financial results of 2017-18 has not been declared by the agency before the closing date of tender, annual turnover for 2014-15 shall be considered (in lieu of 2017-18) for bid evaluation.</p>	<p>Please upload Copy of audited Turnover Statement for the last three financial years i.e. for the Years “2015-2016, 2016-2017 & 2017-2018”.</p> <p>Please upload Audited Balance sheet and profit and loss account statements of last 3 financial years (i.e., 2015-16, 2016-17 & 2017-18)</p> <p>In lieu of audited financial results of financial years, audited financial results of calendar years may also be considered as deemed appropriate.</p>
2	<p>Work Experience : TRAVEL AGENCY should have been in operation for a minimum period of 5 to 10 years. The copies of the similar works executed/work completion certificate to be enclosed.</p>	<p>Please upload the following :</p> <ol style="list-style-type: none"> Copy of contract(s) for similar works executed in the past with details of scope of work. Satisfactory work completion certificate Copy from the end user / purchaser corresponding to the contract(s) submitted for similar works. The certificate shall be considered only in the cases of works completed in full and complete. In case of work completion certificate obtained other than government organizations / Public Sectors the same shall be supported with TDS certificate by the contractor.
3	<p>Details of current clients (including PSU’s / PSE’s such as P.Os, and certificates of Corporate Clients serviced by the TRAVEL AGENCY.</p>	<p>Copy of P.Os, and certificates from Corporate Clients serviced by the TRAVEL AGENCY including details of experience in handling PSU’s / PSEs together with testimonials if any to be uploaded.</p>
4	<p>The agency shall have its Head Office / Branch offices in Bangalore or valid Tie up with associated agencies in metro cities i.e., Delhi, Mumbai, Kolkata, Chennai.</p>	<p>Please upload the details</p>
5	<p>The agency shall depute one experienced representative at BEML Soudha on daily basis during office hours for Booking of Tickets and processing their bills.</p>	<p>Please upload the experience details of the representative.</p>
6	<p>Brief Details about the Firm/Agency</p>	<p>Please upload filled in format as per Annexure ‘A’</p>
7	<p>Not banned / blacklisted /debarred from Trade by any Central / State Government department / Autonomous Institutions or PSU’s in India.</p>	<p>Please upload the Undertaking document as per the Annexure ‘B’</p>
8	<p>Qualifications of Staff : There should be minimum three to four qualified staff out of which at least one should have Diploma/Degree in Tourism and</p>	<p>An overall description of the agency including brief history, CVs of the Manager and staff who will be working on TRAVEL AGENCY’s</p>

	Travel Management from a recognized university, IITM or an institution approved By AICTE. The owner of the firm would be included as one of the qualified employees. The academic qualifications may be relaxed in case of the other two staff members who are exceptionally experienced personnel in Airlines, Shipping, Transport and PR agencies. Hotel and other Corporate Bodies and those who have worked for three years with IATA/UFTA agencies and also those who have two years experience with MOT approved Travel Agencies.	account and operating system to be uploaded. Detailed list of personnel working with the agency with qualifications and work experience to be uploaded.
9	TRAVEL AGENCY should be an income-tax assessee and should have filed Income Tax return for the current assessment year.	Copy of Income Tax returns filed during the Financial year 2017-18 to be uploaded.
10	TRAVEL AGENCY should have International Air Transport Association (IATA) Membership/Recognition and should have a valid license to run the business with Dept. of Tourism, Govt. of India recognition. TRAVEL AGENCY should have valid license for Foreign Exchange issued by RBI from time to time.	Copy of International Air Transport Association(IATA) membership/Recognition, copy of the valid license to run the business from the competent authority, copy of the recognition from Dept. of Tourism, Govt. of India, copy of valid license for Foreign Exchange issued by RBI to be uploaded.
11	An undertaking has to be submitted by the bidders stating that they have read, understood and are agreeing to all the tender terms and conditions.	Please upload the Undertaking Document as per the Annexure 'C'
12	The Specific Conditions arising out of implementation of GST (which has to be signed and submitted along with the technical bid. The details are enclosed at Annexure 'D'	Please upload the signed document as per the Annexure 'D'
13	The Technical Compliance sheet for having complied with the terms and conditions of Tender including the Scope of work has to be signed and submitted along with the Technical Bid. The details are enclosed at Annexure 'E' .	Please upload the signed document as per the Annexure 'E'

*Relevant documents are to be meticulously uploaded by the bidder and the bid will not be considered if any of the documents are not uploaded.

Please ensure that no price details are mentioned in the technical bid (attachments to the Collaboration folder) or in the envelope with EMD and Integrity Pact. Offers with Price details either in Technical Bid (under part B) or in the envelope at Part A, will be rejected.

Please upload the following documents in the Collaboration Folder in the system as part of Technical Bid.

The following documents signed with company seal are to be scanned and uploaded in the collaboration folder:

1. General Data in respect of your company as per Annexure 'A'
2. Undertaking as per Annexure 'B'
3. Undertaking as per Annexure 'C'
4. Special Conditions arising out of implementation of GST as per Annexure 'D'
5. Technical Compliance sheet as part of the Technical Bid as per Annexure 'E'
6. List and details such as P.Os and certificates of corporate clients serviced by and experience in handling PSEs. (Relevant documents to be scanned and uploaded on the collaboration folder)
7. International Air Transport Associations (IATA) Membership/recognition and a valid license to run the business from the competent authority and recognition from Dept. of Tourism. Govt. of India (all relevant documents to be scanned and uploaded in the collaboration folder)
8. Valid license for Foreign Exchange issued by RBI from time to time.

Note:

1. Technical bid will be opened first subject to receipt of original DD/Exemption Certificate for EMD as well as the original duly signed & stamped Integrity Pact.
2. The vendors must ensure that the documentary proofs to substantiate clauses above are given, without which the bid is liable to be rejected.
3. Relevant documents are to be meticulously uploaded by the bidder and the bid will not be considered if any of the documents is not uploaded.
4. Please ensure that no price details are mentioned in the technical bid (attachments to the Collaboration Folder). Offers with price details in technical bid (under part B) will not be considered and their offer will be rejected.

Technical Bid Evaluation:

- a) Two bid system of tendering will be followed where the technical bid and financial bid will be evaluated separately.
- b) The tendering evaluation will be done on weight age basis with total marks of 100% for Technical evaluation based on various parameters given below.

Technical Bids of applicants will be evaluated based on the aforesaid eligibility criteria after scrutinizing all the relevant documents sought from them. Thereafter the Technical bids shall be evaluated based on the Weightage for the marks obtained by the bidders.

Only those bidders shall be deemed to have qualified in the Technical Bid which have scored a minimum of 60 marks out of 100 marks allocated on various parameters as furnished below.

SL NO	DESCRIPTION	MAX. MARKS	The bidder may please tick the applicable marks below.
1	Experience	15 Marks	
	More than 10 years		15
	Between 5 years to 10 Years		10
2	Current Clients (including PSUs/ PSEs/Corporations)	15 Marks	
	Clients from Private sector, PSU's / PSE's / Corporations		15
	a. Clients excluding PSU's and PSE's		10
3	Head Office/ Branch office in Bangalore and Head office /Branch Office/ tie up with associated agencies for the allied services other than the ticketing in other metro cities (4 metro cities in India)	10 Marks	
	a. Having Head Office/ Branch office in minimum 4 metro cities in India i.e. Delhi, Mumbai, Kolkata, Chennai		10
	b. Not having Head Office/ Branch office tie up four metro cities in minimum 5 metro cities in India i.e. Delhi, Mumbai, Kolkata & Chennai		5
4	Establish embedded services in BEML HQ	10 Marks	
	a. Willing to establish embedded services in BEML HQ		10
	b. Not Willing to establish embedded services in BEML HQ		5
5	Services for obtaining VISA,	10 Marks	
	a. Willing to provide services for obtaining VISA		10
	b. Not Willing to provide services for obtaining VISA		5
6	Services for obtaining new Passport	10 Marks	
	a. Willing to provide services for obtaining new Passport		10
	b. Not willing to provide services for obtaining new Passport		5
7	Services for obtaining Health Certificate / Renewal	10 Marks	
	a. Willing to provide services for obtaining Health Certificate / Renewal		10

	b. Not willing to provide services for obtaining Health Certificate / Renewal		5
8	Issue Foreign Exchange as per RBI guidelines.	10 Marks	
	a. Willing to Issue Foreign Exchange as per RBI guidelines		10
	b. Not Willing to Issue Foreign Exchange as per RBI guidelines		5
9	Travel related insurance including overseas medial insurance from authorized Insurance Companies.	10Marks	
	a. Willing to provide Travel related insurance including overseas medial insurance from authorized Insurance Companies.		10
	b. Not willing to provide Travel related insurance including overseas medial insurance from authorized Insurance Companies.		5

- a) All the relevant supporting documents for the above are required to be uploaded for evaluation.
b) Bidders scoring minimum of 60% marks as per the table above shall be considered for further evaluation after opening the price bid.
c) **The Commercial bids of only technically qualified bidders approved by BEML Limited shall be opened subsequently.**

PART C – Submission of Price Bid (Through e-mode on BEML SRM system)

Price Bids of applicants will be evaluated based on the aforesaid eligibility criteria after scrutinizing all the relevant documents sought from them. Thereafter bids shall be evaluated based on marks obtained by them.

The rate for the following Services to be furnished in the Price Bid :

SL NO	DESCRIPTION	Amount (Rs)
1	Service Charges for booking domestic tickets	
2	Service charges for booking international tickets	
3	Service Charges for obtaining VISA	
3	Service charges for obtaining passport	
4	Charges for deputing Representative	
4	Service charges for obtaining Health Certificate/Renewal	
5	Service Charges for providing travel related insurance including medical insurance from authorised insurance companies.	

Commercial Bid: Price bid to be submitted as per the format by clicking on **Item Data** tab in SRM.

Bidder has to quote the Basic Price, applicable GST etc in the item Data Column. Applicable GST can be selected from the dropdown box. In case any applicable GST is not available in the dropdown box, the same may be clearly mentioned along with the % in the # Bidders remarks#.

The bidder's rankings shall be evaluated depending on the marks obtained by each of the bidders in the Technical bid. Financial evaluation of the Price Bid shall be carried out after aggregating to a single figure the price quoted for each of the line items for the purpose of comparison/evaluation of the final quotation.

The bidder meeting the eligibility criteria and with the qualifying marks in the Technical Bid and lowest rate in the Price Bid will be deemed as the successful bidder and will be considered as eligible L-1 bidder for further processing.

3. Terms and Conditions

- a) The quotation should be complete in all respects and free from any ambiguity.
b) Price should be quoted in Indian Rupees only
c) FAX / EMAIL quotations will not be accepted

- d) **Payment terms:** Payment will be made on 60th day from the date of receipt and acceptance of the Tickets at our respective divisions and Duly Certified by User Department.
 - e) Delivery Lead Time: In case of Urgency, the same to be delivered within the requested time.
 - f) Delivery Terms: FOR BEML Limited
 - g) Validity of quotation: 90 days from the date of opening of the tender.
 - h) Successful bidder is required to submit Performance Bank Guarantee for 10% of PO value from the Scheduled Commercial Banks authorized by RBI Interest will not be paid on the PBG and same will be returned after the satisfactory completion of the contract. The validity of Performance Bank Guarantee to be 30 months from the date of the Purchase Order.
 - i) BEML reserves the right to increase the quantity at the same price, terms and conditions during the pendency of the contract.
 - j) Right of Buyer: BEML reserves the right to accept or reject any bid in part or full without assigning any reason which shall be binding on the bidder.
 - k) Termination: BEML shall exercise the option to terminate the contract with one month notice in the event of Non-Performance/Poor Performance and en-cash the PBG. BEML also reserves the right to review and modify the contract at any point of time during the contract period.
 - l) Liquidated Damages: If the Supplier exceeds any agreed delivery date (s) or period(s), purchaser shall levy LD for such delay @0.5% per week (7days) and part thereof, subject to a maximum of 5% of the value of the delayed portion of the Purchase Order. GST shall also be applicable on the LD amount so levied.
 - m) Risk Purchase Clause: In the event of Non Performance of the order, BEML reserves the right to avail the services from alternate source at the bidders risk and cost apart from recovery/encashment of EMD/PBG.
 - n) Canvassing by tenderers in any form including unsolicited letters on tenders submitted or Post tender corrections shall render their tender liable for rejection.
- 32.
- o) Incomplete offers are liable for rejection.
 - p) Offers not confirming to the above terms are liable to be ignored.

General Terms and Conditions

(i) ARBITRATION :

For PSUs: In the event of any dispute or difference relating to the interpretation and application of the provisions of this Agreement, such dispute or difference shall be referred by either party for Arbitration to the Sole Arbitrator in Department of Public Enterprises to be nominated by the Secretary to the Government of India, in charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to the arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such Award may make further reference for setting aside or revision of the Award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference, the dispute shall be decided by the Law Secretary or the Special Secretary/Addl. Secretary, when so authorized by the Law Secretary, whose decision shall bind the parties finally and conclusively. The parties to the dispute will share equally the cost of Arbitration as intimated by the Arbitrator.

For firms other than PSUs: In the event of any dispute or difference relating to the interpretation and application of the provisions of this Agreement, such dispute or difference shall be referred by either party for Arbitration to the Sole Arbitrator to be appointed by BEML. The Arbitration proceedings shall be in accordance with the provisions of Arbitration and Conciliation Act, 1996 and Rules framed there under. The place of Arbitration shall be at Bangalore and all Arbitration proceedings shall be conducted in English language and governed by the above said Act and Rules.

Courts at Bangalore shall alone have sole jurisdiction to decide any issue arising out of the Arbitration or this Agreement.

(ii) FORCE MAJEURE CLAUSE:

Notwithstanding anything contained in the Contract, neither the Supplier nor the Purchaser shall be held responsible for total or partial non-execution of any of the contractual obligations, should the obligation become unreasonably onerous or impossible due to occurrence of a 'Force Majeure' conditions which directly affect the obligations to be performed by the Purchaser or the Supplier. Such events include war, military operations of any nature, blockages, revolutions, insurrections, riots, civil commotions, insurgency, sabotage, acts of public enemy, fires, explosion, epidemics, quarantine restrictions, floods, earthquake, or acts of God, restrictions by Govt. authorities over which the Supplier or the acts on which the Purchaser has no control.

The party claiming to be affected by Force Majeure shall notify the other party in writing without delay, within two weeks on the intervention and on the cessation of such circumstance. Extension of time sought by the Supplier along with supporting evidence and so granted by the Purchaser for the supply/work affected, if any, shall not be construed as waiver in respect of remaining deliveries.

Notwithstanding above provisions, Purchaser shall reserve the right to cancel the order/ Contract, wholly or partly, in order to meet the overall delivery schedule and make alternative arrangements including arrangements with third party for completion of deliveries and other schedules. Purchaser may takeover partly processed material at a mutually agreed price.

(iii) APPLICABLE LAWS AND JURISDICTION OF COURTS:

Indian laws both substantive and procedural, for the time being in force including modifications thereto, shall govern Contract. The competent Indian courts shall have sole jurisdiction over disputes between purchaser and the Supplier.

(iv) INTELLECTUAL PROPERTY RIGHTS; LICENSES :

If any Patent design, trademark or any other intellectual property rights apply to the delivery or accompanying documentation, Purchaser shall be entitled to the legal use thereof free of charge by means of a non-exclusive, worldwide, perpetual license. All intellectual property rights that arise due to the execution of the delivery by the Supplier and by its employees or third parties involved by the Supplier for performance of the agreement belong to Purchaser.

The Supplier shall be obligated to do everything necessary to obtain or establish the above mentioned rights. The Supplier guarantees that the delivery does not infringe on any of the intellectual property rights of third parties. The Supplier shall also be obligated to do everything necessary to obtain or establish the alternate acceptable arrangement pending resolution of any (alleged) claims by third parties. The Supplier shall indemnify the Purchaser against any (alleged) claims by third parties in this regard and shall reimburse Purchaser for any damages suffered as a result thereof. "The Supplier shall comply with all applicable Labor Laws, particularly Contract Labor (Regulation & Abolition) Act, 1970, ESI Act, Gratuity Act, Payment of Bonus Act, Payment of Minimum Wages Act, Provident Fund Act etc., and Rules framed therein from time –to- time and the Supplier shall indemnify the Company for any loss caused to it by reason of inaction, non-compliance etc., of the provisions of any Law by the Supplier".

(v) **BRIBES AND GIFTS:**

Any bribe, commissions, gift or advantage given, promised or offered by or on behalf of the supplier or his partner, agent or servant or anyone on his or on their behalf to any officer, servant, representative or agent of BEML or any person on his or their behalf in relation to the obtaining or to the execution of or any other contract with BEML Ltd., shall in addition to any criminal liability which the supplier , may incur, subject the supplier to the cancellation of this and all other contracts with BEML and also for payment of any loss or damage resulting from any such cancellation to like extent, the supplier shall be liable for any loss which BEML may sustain on that account. Any question or dispute as to the commissions of any offence under the present clause shall be settled by BEML in such manner and on such evidence of information as they may think fit and sufficient and their decision shall be final and conclusive.

(vi) **JURISDICTION:**

Courts at Bangalore alone shall have jurisdiction to decide any issue/dispute arising out of the Arbitration or this Purchase Order in exclusion of all other Courts. However, jurisdiction of any other court may be accepted by mutual discussion and agreement by and between the Company and the Supplier.

(vii) **DRAWINGS AND DOCUMENTS:**

Drawings, technical documents or other technical information received by one party shall not, without the consent of the other party, be used for any other purpose than that for which they were provided. They may not, without the consent of the submitting party, otherwise be used or copied, reproduced, transmitted or communicated to third parties.

The Supplier shall, as per agreed date/s but not later than the date of delivery, provide free of charge information and drawings which are necessary to permit the Purchaser to erect, commission, operate and maintain the product. All intellectual properties, including designs, drawings and product information etc. exchanged during the formation and execution of the Contract shall continue to be the property of the submitting party.

(viii) **NON-DISCLOSURE AND INFORMATION OBLIGATIONS:**

The Supplier shall provide Purchaser with all information pertaining to the delivery in so far as it could be of importance to Purchaser. The Supplier shall not reveal confidential information to its own employees not involved with the tender / Contract & its execution and delivery or to third parties. The

Supplier shall not be entitled to use the Purchaser's name in advertisements and other commercial publications without prior written permission from Purchaser.

Further to above, the supplier shall not divulge/share any data/information collected through the survey/findings of the survey to any person /firm. The complete process/assignment shall be treated as confidential.

(ix) **DURING ARBITRATION**

"Supplies under this Purchase Order, if reasonably possible, may continue by mutual agreement during the dispute / Arbitration proceedings".

(x) **PROGRESS REPORT:**

The supplier shall regularly inform the progress of work and in such form as may be called for by the Purchaser from time to time. The submission and acceptance of such reports shall not prejudice the rights of the Purchaser in any manner.

(xi) **CONTRACT VARIATIONS: INCREASE OR DECREASE IN THE SCOPE OF SUPPLY:**

Purchaser may vary the contracted scope. If the supplier is of the opinion that the variation in scope has an effect on the agreed price or delivery period, purchaser shall be informed of this immediately in writing along with technical details, and in the event of additional work, submit a quotation with regards to the price and delivery period and the effect this scope will have on the other contracts under execution by the supplier. The supplier shall not perform additional work/ altered scope of work without the written instructions/amendment to the Purchase Order to that effect. The Purchaser also reserves its rights to decrease the scope of supply placed against Purchase Orders under due intimation to the supplier. Such decrease may be warranted due to defective goods or Policy Decisions of the Management of the Purchaser. And in such an event, the Supplier shall not have any claims or right against the Purchaser.

(xii) **NON-WAIVER OF DEFAULTS**

If any individual provision of the Contract is invalid the other provisions shall not be affected. The failure of BEML to insist upon performance of the Contract, to enforce any of the terms and conditions of this Contract or to exercise any right or privilege granted to BEML under this Contract or under law, shall not be construed as a waiver and the same shall continue in full force and effect.

(xiii) **ASSIGNMENT OF RIGHTS AND OBLIGATIONS; SUBCONTRACTING:**

The supplier is not permitted to subcontract the delivery or any part thereof to third parties or to assign the rights and obligations resulting from this agreement in whole or in part to third parties without prior written permission from Purchaser. Any permission or approval given by the Purchaser shall, however, not absolve the supplier of the responsibility of his obligations under the contract.

(xiv) **INTEGRITY COMMITMENT IN THE EXECUTION OF CONTRACTS:**

Commitment by Purchaser:

Purchaser commits to take all necessary steps to prevent corruption in connection with the execution of the Contract.

Commitment by the Contractor:

The Contractor (s) commit (s) to take all measures to prevent corruption and will not directly or indirectly try to influence any decision for the benefit for which he is not legally entitled. The contractor (s) will not commit any offence under the relevant Acts. The Contractor (s) will not use improperly, for purpose of competition or personal gain or pass on to others, any information or documents provided by Purchaser as part of business relationship.

The Consultant (s) will not enter with other Firm (s) / Consultant(s) into any undisclosed agreement or understanding or any actions to restrict competition. If the Consultant(s), before award or during execution of the consultancy Contract commit(s) a transgression of the above or in any other manner such as to put his reliability or credibility in question, Purchaser is entitled to disqualify the consultancy contractor(s) from the consultancy process or terminate the contract and / or take suitable actions as deemed fit.

Kindly Note:

33. If taxes are not mentioned separately in the item data/bidders remarks, it will be considered as the price quoted is inclusive of GST.
34. If validity of the offer is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry.
35. If payment terms is not mentioned in the bidders remarks, it will be considered as per terms and conditions of the tender enquiry
36. If minimum deliver schedule is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry.

TENDER No: 6300031140

Date: 07.01.2020

Annexure –‘A

General Data in respect of your Company (i.e company profile).

Sl. No.	Description	To be Filled and/ or documents to be uploaded
1	Name of Bidder	
2	Company Address Telephone no: Contact Person Mobile No. e-mail ID.	
3	Bank account numbers with Banker's Name, Address & Contact Number:	Bank account number :- Bank Name :- Address :- IFSC code:
4	PAN Number	
5	GST Number	
6	Description of Business & Business background	

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____

TENDER No: 6300031140

Date: 07.01.2020

Annexure –'B'

UNDERTAKING

This is to certify that _____ (Name of the Firm) has not been banned / black listed / debarred from Trade by any Central /State Govt. Dept. / Autonomous Institution / PSUs in India.

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____

TENDER No: 6300031140

Date: 07.01.2020

Annexure –‘C’

UNDERTAKING

To:

The General Manager (Corporate Materials),

M/s. BEML LTD

Bangalore-27

Dear Sir,

Having examined the Bid # 6300031140 dated 07.01.2020 the receipt of which is hereby duly acknowledged, we, the undersigned, hereby confirm that we have read, understood and accept all the terms & conditions stipulated in the tender. Further, we indicate that upon selection, we will execute the assignment as per the tender terms and conditions.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____

Special Conditions arising out of implementation of GST
(Which is to be signed and submitted along with the offer)

Tax Indemnity clause

1. The supplier of Goods / Services shall comply with all the procedural requirements and relevant provisions under GST Law so as to enable BEML Limited (BEML) to avail Input Tax Credit (ITC) in a timely manner. BEML has the right to recover tax loss along with consequential interest and penalty suffered by BEML due to any non-compliance of tax laws by the supplier. Any GST liability arising on the supplier on account of loss of GST credits for reasons such as failure of the supplier to provide the details for raising invoice with necessary particulars, delay in payment of consideration beyond stipulated time period and the interest thereon would be on the suppliers themselves and BEML shall not be liable to compensate the same.
2. The supplier shall ensure that the Taxes which have been collected / with-held on behalf of BEML have been duly paid / will be paid to the Government account within the due dates specified under various Tax Laws in India and Rules made there under. It may please be noted that if BEML is not able to avail any tax credit due to any short coming on the part of the supplier (which otherwise should have been available to BEML in the normal course), then the supplier at his own cost and effort will get the short coming rectified. If for any reason the same is not possible, then the supplier will make 'good' the loss suffered by BEML due to the tax credit it lost in that transaction.
3. Under the GST Law, any economic or tax benefit arising out of the implementation of GST is mandatory and required to be passed on to BEML by the supplier. Similarly, the benefits enjoyed by the supplier and other players in the supply chain are also required to be passed on to the supplier by them, which in turn shall be passed on to BEML by way of price reductions. The suppliers shall indemnify BEML against any direct or indirect loss arising out of not passing on the aforesaid benefits. As responsible suppliers of BEML, the responsibility to pass on the above benefits vests with the supplier and BEML reserve the right to seek the manner in which such benefits is passed on to BEML.
4. Any amount paid to the suppliers including job-workers / sub-contractors shall be first attributable to the GST Tax charged in the invoice and the balance shall be considered towards the 'value' of supply of goods / services.
5. Timely provision of invoices / Debit Note / Credit Note: The supplier has to timely provide invoice / Debit Note / Credit Note to enable BEML to claim tax benefit on or before stipulated time period as per GST Law. All necessary adjustment entries (Credit Note, Purchase Returns, Debit Notes) shall be made before September of the succeeding Financial Year.
6. HSN for goods shall be specifically included to avoid disagreement on classification at a later stage.
7. BEML shall identify the Place of supply to enable to avail the GST credit at right location.
8. Advance payment if any made before supply of goods/services or raising of invoices, would attract GST. In case of receipt of advance, the supplier undertakes to raise the necessary statutory document. Further the supplier declares to raise the prescribed documentation governing the movement of goods.
9. Any known discount shall form part of terms of the agreement to enable Supplier / BEML to claim tax adjustment.

10. THREE copies of the invoices are mandatory and need to be provided by the suppliers and wherever the law requires, an Electronic Reference Number for each invoice should be provided. Further, the invoices for supplies shall clearly bear the GSTIN No. / UID No. along with purchase order number and date accompanied by despatch advice and date of packing list.
11. Wherever applicable, BEML has the right to deduct "Tax deducted at source" at the rate prescribed under the GST law and remit the same to the Government of India.
12. Any local levies and or other charges levied by any Central / State / Local authorities wherever applicable shall be extra and supplier shall be liable to discharge the same.
13. The supplier shall be responsible to issue documents required for movement of goods and the logistic partner shall not be liable for any loss arising due to confiscation of goods by government agencies on account of lack of proper documents, deficiencies in documentation or any wrong declaration.
14. Any Liability arising out of dispute on the tax structure, computation and payment to the Government will be to the Supplier's account.
15. Where the supply of goods / services are liable to GST under reverse charge mechanism, then the supplier should clearly mention the category under which it has been registered and also that "the liability of payment of GST is on the Recipient of Service".
16. The invoice should be clearly specified with any abatement, if any claimed or otherwise from the Taxable Value, while calculating the GST.
17. The Bid evaluation criteria will include but not limited to 'GST Compliance rating' when introduced and operational by GSTN. The Purchase Order shall be void, if at any point of time the supplier is found to be a blacklisted dealer as per GSTN rating system and further no payment shall be entertained.

Place:

Date:

Company seal with signature

TENDER No: 6300031140

Date: 07.01.2020

Annexure-'E'

BIDDER HAS TO UPLOAD THE FOLLOWING TECHNICAL COMPLIANCE SHEET AS PART OF THE TECHNICAL BID

Annexure	Particulars	Details to be uploaded by service Provider	Complied YES or NO
A	Brief Details about the firm (Company profile)	Please upload filled-in format as per Annexure-A in collaboration folder	
B	An undertaking as to be submitted stating that the bidder is not banned / black listed / debarred from Trade by any Central / State government department / Autonomous institutions or PSUs in India.	As per Annexure-B Certified by the authorized signatory of the bidder to be uploaded in the collaboration folder.	
C	An undertaking has to be submitted by the bidders stating that they have read, understood and agree to all Tender terms & conditions.	As per Annexure-C Certified by the authorized signatory of the bidder to be uploaded in the collaboration folder.	
D	Special Conditions arising out of implementation of GST Tax Indemnity clause	As per Annexure-D Certified by the authorized signatory of the bidder to be uploaded in the collaboration folder.	
F	Duly signed Integrity Pact (I.P.) In original along with its enclosure: All pages of Integrity Pact including its enclosure to be signed with company seal by the tenderer. Two witnesses are also required to sign indicating their name and address at the designated place in the Integrity Pact.	As per Annexure-F to be signed and uploaded in the collaboration folder.	

The relevant documents are to be meticulously uploaded by the bidder and the bid will not be considered if any of the documents are not uploaded.

Signature with date of Authorized signatory
Name: _____

Designation: _____

Firm's Seal: _____

INTEGRITY PACT

Between

BEML Limited (BEML) hereinafter referred to as “The Principal”

and

.....(firm name).....hereinafter referred to as “The Bidder/Contractor”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s forThe Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint an independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or it there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitment of the Bidder(s)/ contractor(s)

- (1) The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- a. The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b. The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further, the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/ Contractor(s) of foreign origin shall disclose the name and address of the Agents/ Representatives in India, if any. Similarly, the Bidder(s)/ Contractor(s) of Indian Nationality shall furnish the name and address of the foreign Principals, if any. Further, as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed at **Enclosure to Integrity Pact (Annexure-A1)**.
 - e. The Bidder(s) / Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or any other form such as to put his reliability or creditability in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

Section 4 – Compensation for Damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.

- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous Transgression

- (1) The Bidders declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti corruption approach or with any other Public Sector Enterprises in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banning of business dealings”.

Section 6 – Equal treatment of all Bidders /Contractors /Sub-contractors

- (1) The Bidder(s)/ Contractor(s) undertaker(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
- (2) The Principal will enter into agreement with identical conditions as this one with all Bidders, Contractors and subcontractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or of the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer

Section 8 – Independent External Monitor / Monitors

- (1) The Principal appoints competent and credible **Independent External Monitor** [#] for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of the Bidders/Contractors as confidential. He reports to the CMD, BEML.
- (3) The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and

unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Subcontractor(s) with confidentiality.

- (4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (6) The Monitor will submit a written report to the CMD, BEML, within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise submit proposals for correcting problematic situations.
- (7) If the Monitor has reported to the CMD, BEML, a substantiated suspicion of an offence under relevant IPC/PC Act, and the CMD, BEML has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (8) The word '**Monitor**' would include both singular and plural.

Section 9 – Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/ determined by CMD of BEML.

Section 10 – Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Corporate Office of the Principal, i.e. Bangalore.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

- (4) Should one or several provisions of this agreement turn out to be invalid, the reminder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the integrity pact will prevail.

(For & On behalf of the Principal)

(For & On behalf of Bidder/Contractor)

Signature

Signature

Name -----

Name -----

(Office Seal)

(Office Seal)

Place-----

Place-----

Date -----

Date -----

Witness 1:

Witness 1 :

Signature

Signature

Name & Address -----

Name & Address -----

Witness 2:

Witness 2:

Signature

Signature

Name & Address-----

Name & Address -----

Enclosure to Integrity Pact (Annexure-J)

GUIDELINES FOR INDIAN AGENTS OF FOREIGN SUPPLIERS

- 1.0 There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with BEML LTD shall apply for registration in the prescribed **Application-Form** available on *www.bemlindia.com*.
- 1.1 Registered agents will file an authenticated Photostat copy duly attested by a Notary Public/Original certificate of the principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/remuneration/salary/ retainer ship being paid by the principal to the agent before the placement of order by BEML LTD.
- 1.2 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.

2.0 DISCLOSURE OF PARTICULARS OF AGENTS/ REPRESENTATIVES IN INDIA, IF ANY:

- 2.1 Tenderers of Foreign nationality shall furnish the following details in their offer:
 - 2.1.1 The name and address of the agents/representatives in India, if any and the extent of authorization and authority given to commit the Principals. In case the agent/representative be a foreign Company, it shall be confirmed whether it is real substantial Company and details of the same shall be furnished.
 - 2.1.2 The amount of commission/remuneration included in the quoted price(s) for such agents/representatives in India.
 - 2.1.3 Confirmation of the Tenderer that the commission/ remuneration if any, payable to his agents/representatives in India, may be paid by BEML LTD in Indian Rupees only.
- 2.2 Tenderers of Indian Nationality shall furnish the following details in their offers:
 - 2.2.1 The name and address of the foreign principals indicating their nationality as well as their status, i.e, whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents/representatives.
 - 2.2.2 The amount of commission/remuneration included in the price (s) quoted by the Tenderer for himself.
 - 2.2.3 Confirmation of the foreign principals of the Tenderer that the commission/remuneration, if any, reserved for the Tenderer in the quoted price (s), may be paid by BEML LTD in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Stores and Spares in case of operation items.
- 2.3 In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission /remuneration, if any payable to the agents/representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.
- 2.4 Failure to furnish correct and detailed information as called for in paragraph-2.0 above will render the concerned tender liable to rejection or in the event of a contract materializing, the same liable to termination by BEML LTD. Besides this there would be a penalty of banning business dealings with BEML LTD or damage or payment of a named sum.

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BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

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