

**BHARAT HEAVY ELECTRICALS LIMITED**  
(A GOVERNMENT OF INDIA UNDERTAKING)  
P.O.-BHEL, JHANSI - 284129

**Transformer Engineering Department**

# **Digitization of Special Transformer Drawings**

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**Annexure 'A'**

**NOTICE INVITING TENDER**

1. Scope of Work : **DIGITIZATION OF EXISTING SPECIAL TRANSFORMER DRAWINGS IN AUTOCAD.**
2. Tender Evaluation Criteria : As per Annexure – D
3. Duration of the Contract : One year from the date of the award of the contract.
4. Last date of receipt of the Tender : 1315 hours on **10.09.2010**
5. Date of opening of Techno Commercial Bid : 1400 hours on **10.09.2010**
6. Address for receipt of Tender : Additional General Manager (TRE & FES)  
Bharat Heavy Electricals Limited  
Khailar, Jhansi-284129  
U.P.
7. Earnest Money Deposit : Rs.60,000/- (Rs Sixty thousand only)  
payable in the form of Demand Draft/  
Banker's Cheque favoring BHEL, Jhansi  
(1. In case of successful bidder EMD shall be converted and adjusted against the security deposit  
2. In case of others the EMD shall be returned within 15 days of acceptance of award of work by the successful tenderer.)
8. Cost of tender documents : Rs. 400/- + 13.5% VAT = Rs 454/-  
payable through a separate Demand Draft in favour of "BHEL, Jhansi" along with technical bid.

1. **TECHNO-COMMERCIAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THE "BIDS" ARE LIABLE TO BE REJECTED.**
2. **THE CONTRACTORS MAY PHYSICALLY VISIT THE WORK PLACE BEFORE QUOTING THEIR RATES.**

**I/We agree with the above**  
Signature of Contractor with Seal

**Executive Incharge**

**Annexure 'B'**

**QUALIFYING REQUIREMENTS**

1. Companies/ parties in business of manufacturing similar range of products/ services as of BHEL Jhansi are technically not qualified to participate.
2. The party should have the minimum experience of two years in the generation of the drawings in AutoCAD & minimum Turnover of Rs10 Lakhs in last two years.
3. The successful vendors shall have to sign a confidentiality agreement (Non Disclosure Agreement) with BHEL to maintain the confidentiality of the information passed on to them by BHEL during the execution of the contract. The proforma of 'Non Disclosure Agreement' is attached as Annexure-H.
4. Should have valid PAN based Service Tax registration No.
5. Should have Income tax PAN Number.
6. Income Tax Return for the last three years.
7. Should have at least four nos authentic AutoCAD licenses.
8. Self certificate that he is not blacklisted by any of the BHEL Unit and other organization where he worked.
9. Declaration that he is not guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.

**I/We agree with the above**  
Signature of Contractor with Seal

**Executive Incharge**

**Annexure 'C'**

**INSTRUCTIONS TO TENDERERS**

1. The tender is to be processed in two parts viz. Technical bid and price/rate bid. The Technical Bid Application (Annexure - F) and its enclosures along with the Contractor's Obligations, General Terms & Conditions must be submitted in one sealed envelope superscribed as **"Tender for DIGITIZATION OF SPECIAL TRANSFORMER DRAWINGS IN AUTOCAD FOR TRANSFORMER ENGINEERING DEPARTMENT OF BHEL, JHANSI – Technical Bid"**. The second envelope duly sealed should contain the price bid (Annexure – G) only superscribed as **"DIGITIZATION OF SPECIAL TRANSFORMER DRAWINGS IN AUTOCAD FOR TRANSFORMER ENGINEERING DEPARTMENT OF BHEL, JHANSI - Price Bid"**. Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format will be rejected.
2. Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and superscribed as **"Tender for DIGITIZATION OF SPECIAL TRANSFORMER DRAWINGS IN AUTOCAD FOR TRANSFORMER ENGINEERING DEPARTMENT OF BHEL, JHANSI"**. The same should be dropped in the tender box kept in the CISF gate of Administrative Building, BHEL, Khailar, Jhansi, within the specified date and time by the representative of the tenderer. Late offers / quote through e-mail / fax / courier will not be considered. However, tenders sent by Registered / Speed post and received before the time/date of tender opening will be considered.
3. All tenderers can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the tenderer's / clients place by authorised officials, price bids of only those tenderers who are technically/commercially found suitable will be opened on a subsequent date which will be informed to the concerned parties in advance for witnessing the Price Bid opening.
4. All entries in the tender document should be in one ink. Corrections, over writing, cuttings, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the tenderer before submission.

The price / rate should be quoted in figures as well as in words.

**Annexure'D'**

**TENDER EVALUATION CRITERIA**

The evaluation of the Tender will be carried out as follows:

1. The tenders confirming to the Notice Inviting Tender, Qualifying requirements, Instructions to the Tenderers, Contractor's obligations, General Terms and Conditions, Technical and Price bids conditions only will be evaluated.
2. Such of those tenders which confirm to the technical bid (Annexure - F) only will be evaluated.
3. BHEL officials may visit the tenderer's office & their client's place to evaluate the capability and assess the performance.
4. Capability of the Contractor will be assessed on the basis of previous track record, experience in other organizations, etc.
5. Successful tenderers after the above process only will be invited for opening of the price bid.
6. The Contract shall be awarded on overall L1 basis.

**I/We agree with the above**  
Signature of Contractor with Seal

**Executive Incharge**

**Annexure'E'**

**TENDER DOCUMENT**

Sealed tenders are invited for entering into a rate contract for one year for conversion of drawings on computers in AutoCAD as per the enquiry in BHEL format.

**IMPORTANT**

The quotation should be in two parts (Part-A) Techno-commercial bid and (Part-B) the price bid.

**(a) Techno – Commercial bid for tender**

All parties are required to submit techno commercial bid covering all the points covered under the head duly filled in and **signed** together along with the photocopies of their registration under the industry of state government and income tax return of last three years.

**(b) Price bid for Enquiry:**

The Price bid would be opened only for those vendors who would fulfill the technical commercial and statutory requirements.

**The vendor shall have to quote the rate for A4 size drawing only and the rates for other sizes shall be calculated based on equivalent A4 sizes as shown below.**

- 1. Rate for A4 size drawing = to be quoted by party ( as per enclosed price bid format Annexure -2)**
2. Rate for A3 size drawing = 2 x A4
3. Rate for A2 Size drawing = 4 x A4
4. rate for A1 Size drawing = 8 x A4
5. Rate for A0 size drawing = 16 x A4

**The basis for deciding the tender shall be rates quoted for A4 size drawing only.**

**(A) TECHNO – COMMERCIAL BID:**

**(A 1) TECHNICAL CONDITIONS:**

The parties should fulfill all the technical requirements mentioned below.

Documents or self statement in support of the requirement should be submitted with the offer.

1. The tenderer should have the licensed copy of latest version of AutoCAD for drafting.
2. The drawings generated in AutoCAD shall be error free.

**(A 2) SCOPE OF WORK:**

- a) The approximate no. of drawings which are to be finally generated are as under:

<u>Drawing size</u>	<u>Approximate No. Of drawings</u>
A4	500
A3	1000
A2	900
A1	400
A0	200

- b) Collect hard copy of drawings from BHEL Jhansi. Vendor to note that they cannot pass on the drawings to any other person without BHEL consent & permission.
- c) Generation of manufacturing drawings in AutoCAD using BHEL format.
- d) The material code directory shall be provided by BHEL.
- e) Manufacturing drawings shall be complete in all respect as per BHEL practice.
- f) The components and subassembly and assembly manufacturing drawings should be complete in all respect i.e. machining symbol, welding symbol, tolerances, edge preparation and special note if any.
- g) The vendor shall perform above work at his premises.
- h) All 2-D drawings generated shall be in scale.

- (A3) Due to time constraint in drawing conversion, we may finalize the order on more than one vendor. However, major quantity shall be ordered on the lowest technically acceptable offer. Considering the capacity of L1 vendor vis-à-vis BHEL requirement of completion of work (given in Clause (A2)) within one year.



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**(B) COMMERCIAL AND STATUTORY REQUIREMENT:**

- (B1) All parties are required to submit the signed photocopies of PAN and Service tax registration and Income Tax return of last three years.
- (B2) **CORRECTIONS, REWORKS AND REDRAWING:**  
All correction shall be carried out by the vendor without any extra payment and if corrections are too many it should be redrawn till it is accepted. No payment shall be made for such corrections or redrawing.
- (B3) **DELIVERABLES & DELIVERY SCHEDULE:**  
Soft copy of the duly approved manufacturing drawings in (CD) shall normally be delivered within 4 months from the date BHEL has furnished the drawing and in no case vendor should take more than 7 days in excess of the allocated time for the particular work.
- (B4) **PERIOD OF CONTRACT:**  
The contract will be valid for a period of 12 months from the date of award, however if need arises it can be further extended to next 6 months based on the mutual agreement.
- (B5) BHEL reserves the right to terminate the contract and forfeit security deposit at any time if it is found that the assigned work is not being promptly attended or that there is a deliberate negligence on the part of the vendor or BHEL equipments are being tampered by the vendors / their representatives /or confidentiality of the information is breached.
- (B6) BHEL reserves the right to run parallel orders at its discretion with other suppliers to expedite the work if considered necessary to do so.
- (B7) **PANALITY CLAUSE:**  
Failure to supply of drawings in time as mentioned in Clause (B3) will make supplier liable to pay penalty of 0.5% of the price of the item in arrays per week or in part thereof limited to max 10% of the order value.
- (B8) **SUB LETTING:**  
The vendors will not sub-let job allotted/ allocated to him.

The drawings tracing and other related materials supplied by BHEL or made in BHEL is the sole property of BHEL. These should not be referred to by any other party. These should be preserved in the suppliers custody at the supplier's cost and returned soon after the completion of drawing work.

- (B9) **EARNEST MONEY DEPOSIT (EMD)**  
The earnest money of Rs.60,000/- (Rs Sixty Thousand only) to be deposited through a demand draft in favor of BHEL Jhansi shall be submitted along with the offer. In case of successful bidder EMD shall be converted and adjusted

against the security deposit and for unsuccessful bidder the EMD shall be returned after 15 days of start of work by successful bidder.

**(B10) SECURITY DEPOSIT:**

(B8.1) The contractor shall deposit security deposit, as prescribed under Clause 8.2.1 of Works Policy of BHEL (Annexure-I). Security deposit should be in the form of demand draft in favor of BHEL Jhansi. This security deposit shall be returned to contractor after successful completion of the contract, compliance of statutory obligations, submission of service tax challan, return of engineering design documents / drawings etc supplied by BHEL.

(B8.2) In case of non satisfactory performance of the contract or abandoning the contract BHEL reserves the right to forfeit the security deposit which shall be final and binding on contract.

**(B11) PAYMENT TERMS:**

Progressive payment shall be released on monthly basis after receipt of drawing and submission of bills and challan duly certified by the Transformer Engineering Department within 60 days of their submission.

**(B12) TAXES AND DUTIES:**

As the job is done on labor basis, no taxes and duties (except Service Tax) shall be applicable, however necessary tax deduction at source from the supplier's bill shall be made as per income tax rule.

**(C) SAFETY:**

The persons appointed by the contractor for the work should follow all safety instructions applicable in BHEL factory.

**(D) ABANDONING THE WORK:**

In the event of contractor abandoning the work BHEL reserves the right to get the unfinished work completed at contractor's risk and cost.

**(E) STATUTORY**

(I.1) The vendor shall be responsible for any statutory requirement of state / central Government pertaining to their staff such as Provident Fund, ESI etc.

(I.2) The vendor shall comply with the provision of all relevant rules enforced from time to time by Central Govt. / State Govt. / Municipal Corporation etc.

**(F) ARBITRATION AND LAW:**

The disputes if any shall be referred to the sole arbitration of the concerned divisional Head of BHEL or any person appointed by BHEL. The venue of arbitration shall be JHANSI only.

**Annexure 'F'**

**PROFORMA FOR SUBMITTING TECHNICAL BID FOR GENERATION OF  
POWER TRANSFORMER DRAWINGS**

- |     |  |   |                         |
|-----|--|---|-------------------------|
| 1.  | Name of the firm   | : |                         |
| 2.  | Name of the Proprietor                                       | : |                         |
| 3.  | Address and Contact Numbers                                  | : |                         |
| 4.  | Service Tax Registration Number                              | : |                         |
|     | Copy of the Certificate                                      | : | Enclosed / Not Enclosed |
| 5.  | PAN Number   | : |                         |
| 6.  | Income Tax Return for last 3 years                           | : | Enclosed / Not Enclosed |
| 7.  | 2 years Audited annual accounts<br>(in support of Turnover)  | : | Enclosed / Not Enclosed |
| 8.  | 2 years Experience Certificate<br>(Of similar work)          | : | Enclosed / Not Enclosed |
| 9.  | AutoCAD license<br>(Serial no and Version)                   | : |                         |
| 10. | Self Certificate<br>(As per Qualifying Requirement clause 8) | : | Enclosed/Not Enclosed   |
| 11. | Declaration<br>(As per Qualifying Requirement clause 9)      | : | Enclosed/Not Enclosed   |
| 12. | Earnest Money Deposit  | : | Rs. 60,000/-            |
|     | a) Demand Draft Number & Date                                | : | _____                   |
|     | b) Drawn on  | : | _____                   |
| 13. | Tender Cost  | : | Rs. _____               |
|     | D.D.No   | : | _____                   |
| 14. | Any other relevant information                               | : |                         |

**We will fulfill all the obligations of the contractor and abide by the  
Terms & Conditions mentioned in the enquiry.**

Signature with Name  
& Office Seal

Date:

**Annexure 'G'**

**PROFORMA FOR SUBMITTING PRICE BID FOR GENERATION OF POWER  
TRANSFORMER DRAWINGS**

1. Name of the firm :
2. Name of the Proprietor :
3. Address and Contact Numbers :

SI No	Description	Rate ( in Rs/No)
1.	Rate of conversion of drawing in BHEL format of equivalent A4 size as per scope of work specified in tender document No: TRE/25/Digitization of Drawing/2010/01	<p>----- Rs/ No</p> <p>(in words)</p> <p>-----</p> <p>-----</p> <p>-----</p>

Service tax @ \_\_\_\_ extra

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(Sign of Authorized Signatory with date & stamp)

Date:

**Annexure 'H'**

## BHARAT HEAVY ELECTRICALS LIMITED

UNIT NAME: BHEL JHANSI

### THIRD PARTY NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, on behalf of the  
(Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with BHEL on contract is confidential and that the nature of the business of the BHEL is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL all documents and property of BHEL, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer data/configuration, and all other materials and all copies thereof relating in any way to BHEL's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, and are reasonable given the nature of the business carried on by the BHEL. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NAME	SIGNATURE	DATE	SEAL OF COMPANY
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**Annexure'I'**

	<b>WORKS POLICY</b>	Document No.: AA:MM:WP Rev. No: 00    Date: 06-08-2008
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**8.2    Security Deposit:**

8.2.1 Security Deposit should be collected from the successful tenderer. The rate of Security Deposit will be as below:

- Up to Rs. 10 lakhs: 10%
- Above Rs. 10 lakhs up to Rs.50 lakhs: Rs.1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs.
- Above Rs. 50 lakhs: Rs 4 lakhs + 5% of the amount exceeding Rs. 50 lakhs.

The security Deposit should be collected before start of the work by the contractor.