



Bharat Heavy Electricals Limited

Electronics Division

Mysore Road, Bangalore – 560 026

Tender Document for the Work of :

**SOFT CONVERSION (SCANNING & INDEXING) RATE
CONTRACT FOR TWO YEARS.**

Enquiry No: EDN:SCAN/OT/001/1011

Enquiry Date :11/11 / 2010

Submission of Tender Document : On or before
06 /12/2010 at 14.00Hrs.

OPENING DUE ON : 06/12/ 2010 at 15.00 Hrs.

Note : Technical Bid will be opened on the due date where as PRICE BID of the successful technical bidders will be opened at a later date which will be intimated to the relevant bidders.



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A. NOTICE INVITING TENDER

1. Tender Reference : **EDN:SCAN/OT/001/1011**
2. Name of the work : **SOFT CONVERSION (SCANNING & INDEXING) RATE CONTRACT FOR TWO YEARS**
3. Completion time : **TWO YEARS**
4. Estimated value : **Rs 45,00,000/= for Two years**
(Rupees Forty Five Lakhs)
5. Earnest money deposit : **1,00,000/= (CASH or DD)**
Rupees One Lakh only
(DD/Cash receipt to be enclosed along with Techno commercial Bid) drawn in favor of BHEL-EDN, Bangalore from any Nationalised Bank.
6. Last date and time for the receipt of completed tender : **Before 2.00 PM. on 06/ 12/ 2010.**
7. Date and time for tender opening : **At 3.00 PM. on 06 / 12 / 2010.**
(TECHNO COMMERCIAL BID)
8. Place of submission of completed tender: To be dropped in the **ENGG /SERVICES** TENDER BOX separately kept in the Reception Area at BHEL, Electronics Division, Mysore Road, Bangalore - 26

Note: The tenderer shall return the duly filled in Tender Documents after affixing signature on all pages.

Issued to:



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B. INSTRUCTIONS TO TENDERERS & BHEL GENERAL CONDITIONS OF CONTRACT

**Name of work : SOFT CONVERSION (SCANNING & INDEXING) RATE CONTRACT
FOR TWO YEARS.**

1. Sealed Tenders are hereby invited from registered Bangalore based vendors in line within the frame work mentioned above. The vendors should have a minimum annual turnover of Rs. 5.00 Lakhs (Rupees Five Lakhs only).
2. Tenders shall be addressed to the Sr. Manager (CE- Engg Services) Electronics Division, Bharat Heavy Electricals Limited, Mysore Road, Bangalore – 560 026. The full name and address of the tenderer, the name of the work, tender reference no. and date of opening shall be indicated on the cover.
- 2.1 The address of the vendor, the name of the person to whom all the correspondence are to be addressed shall be indicated with telephone number (both office and residence) FAX. / E-mail address/ Mobile Number Etc.
3. All the entries in the tender documents shall be in same ink (Blue ink). Erasures and over writing are not permitted. All cancellations and insertions shall be duly signed by the tenderer concerned with proper indication of the name, designation and address of the person signing.
4. Tenderers shall fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of the tender document including the specification attached before submitting tender.
5. Unit rates shall be quoted in figures as well as in words in Indian Currency only, i.e. Rupees and Paise with reference to each item and also the grand total amount of the whole contract shall be filled by the tenderers.
6. In case the rate quoted in figures differ from those quoted in words, rates quoted in words will be taken as the tendered rate and shall have a binding on the tenderers.
7. While quoting their rates, the tenderers are advised to take into account all factors including any fluctuations in market rates.
8. (a) The validity period of the tender shall be 'THREE MONTHS' from the date of opening of tender.
(b) Tenderers shall not increase their quoted rates, once the tenderer has submitted his quotation and during execution of the contract in case his tender is accepted.



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9. Before tendering, the tenderers are advised to inspect the nature of work/ documents. They shall be well versed with BHEL General Conditions of Contract, Instructions to tenderers, Specifications and all other documents which form part of the agreement to be entered into subsequent to award of work. The tenderers shall specially note that it is the tenderer's responsibility to provide any item which is not specifically mentioned in the specification, but which is necessary to complete the work.
10. Details of each item of work is shown in Scope of tender, Terms & Conditions, Techno Commercial Bid & Price Bid attached.
11. Should a tenderer find discrepancy or in doubt as to their meaning he shall seek clarifications at once by addressing it to the concerned authority. Every effort is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take upon himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
12. In the event of tender being submitted by a firm the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of Attorney on behalf of the firm concerned.
13. If in any case, the date of tender opening falls on a Holiday, the tender will be opened on the next working day at the same time.
14. Every tender must be accompanied by deposit receipt / D.D for the amount mentioned as Earnest Money Deposit (EMD). This Earnest Money will be refunded to the unsuccessful tenderers normally within Fifteen (15) days after acceptance of the award of work by the successful tenderer. In the case of successful tenderer, the Earnest Money will be retained as part of the Security Deposit for satisfactory completion of the work. Tenders without Earnest Money Deposit receipts are liable to be rejected. No interest will be paid on the Earnest Money Deposits and Security Deposits.
15. The Earnest Money Deposit may be furnished in any of the following forms :
 - (a) Cash (as permissible under Income Tax Act),
 - (b) Demand Draft

If the tenderer has down loaded the Tender Document directly from the Web site i.e bheledn.com or bhel.com, then the DD for Rs. 500/= (Rupees Five Hundred only) drawn in favor of BHEL-EDN, Bangalore from any Nationalised Bank towards the cost of tender should be enclosed along with the Techno commercial Bid.
16. Unless the vendor, whose tender is accepted, signs the contract agreement/ acknowledges the receipt of work order and sends acceptance letter within fifteen days (15 days) from the date of the order directing him to do so, the Earnest Money already deposited by him may be forfeited and acceptance of his tender withdrawn.
17. If, after opening of tenders, a tenderer revokes his tender within the validity period or increases his earlier quoted rates or after acceptance of his tender does not accept the work in accordance with the instructions, the total Earnest Money Deposited by him will be forfeited and acceptance of his tender withdrawn. Even if only a part of the work included in the tender had been awarded to the tenderer, the total Earnest Money deposit will be forfeited.



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18. BHARAT HEAVY ELECTRICALS LIMITED reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof.
19. Conditional and unsigned tenders, tenders containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the Accepting Officer and tenders not submitted in the prescribed forms are liable to be rejected.
20. The contractors not on the approved list of contractors of this organisation must submit the following testimonials simultaneously with their tenders. These testimonials shall be signed by the person (s) issuing the same indicating their name, designation and full address.
 - i) A certificate to establish that the tenderer is an independent vendor working on his own for One Year minimum (Registered firm certificate).
 - ii) A certificate from a Bank of financial standing.
- Note:- Non – submission of the above testimonials along with the tenders may result in the tenders being rejected.
21. The tenders shall be accompanied by a list of contracts already held/ executed by the vendor at the time of submitting the tender and giving the following particulars:
 - (a) Name of work, value and address.
 - (b) The balance work remaining to be done on the same.
22. Tenders submitted by post shall be sent by “Registered Post with Acknowledgement Due”. These shall be posted with due consideration for any delay in postal delivery. Tenders received after the due date of opening of tenders are liable to be rejected.
23. The vendor’s responsibility under this contract shall commence from the date of receipt of the order or acceptance of his tender.
24. If a tenderer expires after the submission of his tender or after the acceptance of his tender, BHEL may, at their discretion, cancel such tender. If a partner of the firm expires after the submission of the tender / after the acceptance of the tender, BHEL may cancel such tender at their discretion unless the firm retains its character/s.
25. BHARAT HEAVY ELECTRICALS LIMITED will not be bound by any power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. They may however, recognize such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
26. If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage. Further, the tenderer will be liable for any damage caused.
27. The General and Special Conditions of Contract are complementary to each other and where they are in conflict, the special condition shall prevail.



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28. Should a tenderer on the list of approved vendors have a relative or in the case of firm or Company of Contractors any of its share holder's relative is employed in Electronics Division of Bharat Heavy Electricals Limited, Bangalore – 26, or any other units / offices of BHEL the authority inviting tenders shall be informed of this fact at the time of submission of the tender, failing which tender may be disqualified or if such a fact subsequently come to light, the relevant provisions of the General Conditions of Contract will apply.
29. These 'INSTRUCTIONS TO TENDERERS' & 'GENERAL CONDITIONS OF CONTRACT (GCC) OF BHEL' shall be deemed to form an integral part of the contract agreement for the work to be entered into. In cases of variation between the two in any matter, the conditions in the 'THE INSTRUCTIONS TO TENDERERS' shall prevail. Extracts of some of the important clauses of BHEL G.C.C are enclosed at Annexure B. The contractor has to obtain, at his cost , a copy of the BHEL GCC, scrutinise the same, and when submitting his tender, indicate his acceptance of BHEL GCC in the Proforma enclosed at Annexure A.
30. Wherever applicable under relevant provisions, the vendor shall comply with the provision of Employees Provident Fund and Miscellaneous Provisions Act 1952 and rules, regulations and other orders issued thereunder. In such cases he, as the employer shall be liable to pay employer's contribution/deductions towards PF under the PF & MP Act in respect of all labour employed by him for the execution of the contract in accordance with its provisions as amended from time to time. For this purpose, he shall indicate the code number obtained from the Regional Provident Fund Commissioner if already available or he should obtain a code number if he has not and produce the Photostat copy of the challan / receipt of monthly remittance of the contribution made by him to the PF Commissioner.
31. Wherever applicable under relevant provisions, the vendor shall comply with the provisions of ESI Act, and shall get himself registered with the E.S.I. Authorities as an independent Employer, obtain a separate code number and remit the dues in respect of the labour employed by him for the work and produce the challans / receipts of remittance of the ESI contributions due under the E.S.I. Act to BHEL. For this purpose, he shall indicate the code to BHEL and shall also furnish such particulars, as are due under the Act, to be sent to the appropriate authorities through the Principal Employer.
32. Wherever the employer is liable under these provisions regarding PF and ESI stipulated above, vendor shall also furnish such returns as are due, under the said Acts, to be sent to the appropriate authorities through the Principal Employer" and the applicability of the provisions of the PF &MP Act on the vendor will be as determined by BHEL/statutory Authorities. The final payments due to vendor on whom the above Acts apply in relation to this contract will be released only on production of a "No due certificate" from the Regional Provident Fund Commissioner or ESI Authorities as BHEL may at its discretion demand in such cases,

If any action is brought in by P.F. Commissioner/ESI authorities on BHEL for the work done by the Contractor for his labourers regarding PF/ESI amount due, short remittances, non remittances etc., the Contractor shall defend the case on behalf of BHEL and/or reimburse BHEL the expenses so incurred.



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33. If applicable, the Contractor shall apply and obtain license under Contract labour (R&A) Act 1970 and comply with the relevant provisions of this Act in respect of the labour employed by him for executing this contract. The Contractor shall furnish necessary returns to the authority through the Principal Employer.
34. If applicable, the Contractor shall insure all his labourers and materials. Any claim by his employees for the damages shall be settled by the contractor even when action is against BHEL or to reimburse the legal expenses incurred by BHEL.
35. Any action brought in by anybody, on BHEL regarding patent, right etc., used by vendor in the execution of work, shall be defended by the contractor and / or he shall reimburse to BHEL, the cost of the same.
36. Vendor shall produce necessary records, documents, explanation whenever he is called upon to, by any Government agencies like ESI, PF, VIGILANCE etc.
37. BHEL is not responsible for any injury or death caused to employees of the vendor while he/ she is inside BHEL premises.
38. **TERMS OF PAYMENT :**
The Terms of payment will be as per the Terms & Conditions enclosed.
39. **SECURITY DEPOSIT :**
The Terms of Security Deposit will be as per the Terms & Conditions enclosed.
40. **INTERRUPTION TO WORK:**
Extension of time or penalty / liquidated damages as the case may be, will be determined as stipulated in above clauses of BHEL General Conditions of Contract (ANNEXURE-B).

ANNEXURE - A

GENERAL CONDITIONS OF CONTRACT

It is hereby agreed by me / us that the BHEL General Conditions of Contract including subsequent amendments / additions / deletions to clauses if any, and conditions pertaining the settlement of disputes by Arbitration form an integral part of the tender documents and that the tender submitted by me/us is subject to the aforesaid BHEL General Conditions of Contract which has been read and accepted by me / us.



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ANNEXURE 'B'

CLAUSE 58 OF GENERAL CONDITIONS OF CONTRACT

ARBITRATION:

Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Executive Director/General Manager of BHEL and if the Executive Director/General Manager is unable or unwilling to act to the sole arbitration, some other person appointed by the Executive Director/General Manager, willing to act as such Arbitrator. There will be no objection if the arbitrator so appointed is an employee of BHEL-EDN or an employee of any other unit of BHEL and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The Arbitration to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, such Executive Director/General Manager as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as Arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by such Executive Director/General Manager or an employee appointed as Arbitrator as aforesaid should act as Arbitrator and the Arbitrator shall give reasons for the award.

Subject as aforesaid the provision of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause, together with the amount or amounts claimed in respect of each such dispute.

The arbitrator (s) may from time to time with consent of the parties extend the time, for making and publishing the award.

The work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.

The arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

The arbitrator shall give a separate speaking award in respect of each dispute or difference referred to him.



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The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

C.UNIT HEALTH, SAFETY & ENVIRONMENTAL POLICY



Bharat Heavy Electricals Limited

ELECTRONICS DIVISION & ELECTRONICS SYSTEMS DIVISION

BANGALORE

UNIT HEALTH, SAFETY & ENVIRONMENTAL POLICY

The Management is committed to be an environmentally sound company in its activities, products, services and to provide safe and healthy working environment covering its Employees, Contractors, Contract Labours, Trainees, Suppliers, Customers and all interested Parties, as an integral part of business performance through:

- ✧ Compliance with applicable legal and other requirements related to occupational Health, Safety and Environment.
- ✧ Setting objectives and targets to eliminate / control / minimize environmental pollution, risks due to Occupational Health and Safety Hazards for preventing injury & ill health and reviewing the objectives and targets to have continual improvement in HSE performance.
- ✧ Promotion of activities for conservation of resources by environmental management with focus on electrical energy and chemicals.
- ✧ Communication of HSE Policy to employees, customers, suppliers, contractors and all interested parties and enhancement of Environmental, Safety and Occupational Health Management Systems, by pro-active measures.
- ✧ Commitment for regular evaluation and pro-active measures for prevention & control of environmental pollution / risks due to incidents & occupational diseases.
- ✧ Appropriate training of employees, customers, suppliers, contractors and all interested parties on Health, Safety and Environmental (HSE) aspects.
- ✧ Formulation and maintenance of HSE Management programs for continual improvement.
- ✧ Periodic review & audit of HSE management Systems to ensure its continuing suitability, adequacy and effectiveness.
- ✧ Co-operation with concerned agencies / regulatory bodies engaged in HSE activities.

S. Sankararaman

Date : 25.05.2009

EXECUTIVE DIRECTOR
(EDN & ISG), BANGALORE



D.SCOPE OF TENDER, TERMS AND CONDITIONS

REF: **EDN:SCAN/OT/001/1011**

DATE: 11/11/2010.

SCOPE OF TENDER, SPECIFICATION AND TERMS & CONDITIONS

1.0 SCOPE OF TENDER :

CONVERSION OF HARD MEDIUM ENGINEERING DOCUMENTS INTO SOFT MEDIUM AS PER THE ORIGINAL (COLOUR \ BLACK& WHITE)

SCANNING / INDEXING :

- a) Scanning and indexing of Engineering & other documents, Eg. Mechanical Drawings, Schematics, etc, available in Hard medium are to be converted into Soft medium in TIFF format with indexing on MSEXCEL.
- b) Hard copy originals of O & M manuals into soft medium in PDF with OCR & bookmarks using ADOBE ACROBAT version 8.0 or above, on auto run.
- c) Soft media files already available at BHEL-EDN shall be compiled with files scanned at your end, as per the user index with no commercial implications.

2.0 SPECIFICATION FOR SCANNING AND INDEXING OF ENGG DOCUMENTS & O&M MANUALS ON CD.

2.1 Scanning to a minimum resolution of 400 DPI or upwards on a universally compatible format i.e

- a) Conversion to TIFF with Indexing on MSEXCEL for Engg drawings as per Sl.No.01 of TABLE-1 & TABLE-2.

INDEXING IN CASE OF TIFF FORMAT : The database shall have Indexing of drawing details /title block on a minimum of SEVEN field parameters or more. The indexing shall be on a Microsoft Excel format.

- b) Conversion to PDF with book marking using ADOBE ACROBAT ver 8.0 or above With OCR as per Sl.No.02 of TABLE-1 & TABLE-2.

Scanned images shall be de-speckled & de-skewed before converting to TIFF /PDF format.



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DATE: 11/11/2010.

PROJECT ESTIMATION:

TABLE-1:

Estimated no of sheets for soft media conversion to be done ON- SITE at BHEL-EDN:

Sl. No	DESCRIPTION OF ACTIVITY	Qty in sheet size wise	
		A4	A3
01	SCANNING IN TIFF FORMAT with INDEXING IN MSEXCEL Scanning to be carried out at EDN with your manpower & machines. Place & Power will be provided by BHEL.	1,00,000	80,000
02	SCANNING IN PDF FORMAT (With OCR & bookmark) Scanning to be carried out at EDN with your manpower & machines. Place & Power will be provided by BHEL.	18,00,000	50,000

TABLE-2:

Estimated no of sheets for soft media conversion to be done OFF-SITE at Vendor's establishment:

Sl. No	DESCRIPTION OF ACTIVITY	Qty in sheet size wise				
		A4	A3	A2	A1	A0
01	SCANNING IN TIFF FORMAT with INDEXING IN MSEXCEL Scanning to be carried out at your place as per work orders issued based on BHEL requirements	NIL	NIL	1400	600	700
02	SCANNING IN PDF FORMAT (With OCR & bookmark) Scanning to be carried out at your place as per work orders issued based on BHEL requirements	9,00,000	2,25,000	100	150	100

TABLE – 3 :

Estimated no of Additional CDs (i.e In addition of Point 2.2 mentioned below).

Sl. No	Description/specification	Qty in Nos.
1	Additional copy on CD	3250

2.1.1 Size of the Hard copies available for conversion at EDN:

- ISO A0 – 1189mm x 841mm,
- ISO A1 – 841mm x 594mm
- ISO A2 – 594mm x 420mm,
- ISO A3 – 420mm x 297mm
- ISO A4 – 210mm x 297mm

Note: Above sizes with tolerances of ± 10 mm on length and breadth

Wherever the original is over size falling between two different sizes (2.1.1) , it will be considered as the next higher size between them for eg: A4 oversize will be considered as A3. Under size documents to be adjusted & scanned to fit in single standard document size i.e A4 or A3. The quantity is only indicative not exhaustive. However at the time of actual operation it might decrease or increase to the extent of $\pm 15\%$.



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2.2 OUTPUT MEDIA:

- a) For Engg documents i.e (1a): shall be on CDs (2 Sets) enclosed in hard plastic CD covers along with relevant EXCEL file.
- b) For (1b) : Output shall be on CDs - 2 sets minimum enclosed in hard plastic CD covers (with ADOBE ACROBAT version 8.0 or above reader embedded on the CD for auto-run along with installation procedure) is inclusive in the contract.

The project details given by the user departments along with BHEL monogram shall be printed and labeled on the CD. This shall be legible & aesthetically presentable.

2.3 EXECUTION OF THE JOB : For details, refer TABLE-1, TABLE-2 & TABLE-3

The entire infrastructure required for the above are on your account, for e.g. Scanners for different sizes, of standard quality in each variety and compatible computers. Conversion of such documents by using any number of softwares as per your own practices and procedures shall be on your account. Any consumables required for the above operations also shall be on your account. If the scanning is to be carried out within BHEL premises, BHEL will provide space & power supply.

Nature of Document

The current documents are mostly A4 sheets in Printed / Photocopies/ reproducible traceable formats / blue prints /type written sheets, tracing sheets etc. Approximately 5% of the documents might have been soiled, torn and pasted etc. Such of the documents which has been stored for long duration might have collected dust and other natural, seasonal damages like patching etc.

a) VERIFICATION & ACCEPTANCE:

Scanning quality and the correctness of indexing parameters is in the purview of the vendor. The user department will verify these and will accept if found satisfactory. The output to be given on a CD for verification. This is also applicable for O & M manuals.

b) GENERAL :

Any clarification required has to be taken into consideration well in advance so as not to hinder the process of tender opening, directly or indirectly creating a situation to extend the due date / opening date of the tender shall not be entertained. The same shall be at your own risk.

Before submitting the Tender, if the interested parties who intend to quote/ Operate against this Tender, if requested in writing, we may permit them to have actual on the spot inspection for making their own assessments of the documents to be converted into soft media.

The above inspection shall be only for a short duration / shall not exceed more than 30 minutes. At any preferable point of time not more than two representatives of your company may be permitted. During such inspection you are bound to all our security rules and regulations.

You are not permitted to take any documents outside our campus for evaluation or otherwise. Precisely your personnel in case of visiting our works should be capable of taking on the spot evaluation on our premises within the stipulated period, on your own. Such evaluation carried out by your personnel is not in any way binding on us and subsequent inspection shall not be



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permitted directly or indirectly. This shall also not have any bearing on this Tender such as asking for extending the period of Tender etc.

BHEL-EDN reserves the right to award the contract on any party at their own discretion so also terminate the same, at any point of time without producing any proof for such action.

2.4 EXPERIENCE:

If you have executed similar job to any reputed company / Government organisation you have to furnish the below-

- a) Infrastructure, manpower, and experience in handling this of work
- b) Proof of such orders been executed (Copy of PO to be enclosed).
- c) Customer satisfaction / evaluation certificate to be enclosed.
- d) Quantum of job executed.
- e) Site inspection has to be arranged at your customer premises by you for our personnel in the event of spot evaluation, if required.

In the event of accident/ damage etc by your personnel the same shall be viewed seriously according to the gravity of such incidents by BHEL-EDN. All the documents given to them for specific job are to be maintained as confidential, no documents shall be moved from one place to another without prior permission of the concerned / authorized executives. As the documents are of great importance to BHEL-EDN, utmost care has to be taken while handling the same.

All the materials brought inside shall be with appropriate documents (for eg Delivery Challan) duly endorsed in security making necessary ENTRY / EXIT entries. In the absence of the above any claim whatsoever shall not be entertained.

All the documents obtained for executing the specified job has to be returned back to the concerned obtaining seal and signature of the same authority.

2.5 SCHEDULE:

Schedule will be as decided between BHEL-EDN and the vendor depending on the load and the urgency.

2.6 QUALITY ASSURANCE:

Scanning quality and the correctness of the scanned image /indexing on the relevant formats on the CDs shall be the responsibility of vendor.

2.7 ACCEPTANCE CRITERIA :

For the job executed on the event of awarding the contract to the vendor, after verification, bills in duplicate with Delivery Challan (DC) to be submitted to the concerned user groups. After due verification as per 2.3(a) by the user groups and on their approval the bills will be qualified for the payment by our finance department.

All the documents obtained for executing the specified job has to be returned back to the concerned obtaining seal and signature of the same authority.



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3. TERMS AND CONDITIONS:

- 1) This is only a request for quotation and not an order.
- 2) Tenders without tender document fee receipt of Rs. 500/- (Non refundable) will not be considered.
- 3) Tenders should be submitted in two parts i.e One for Techno commercial Bid (PART-I) and another Price Bid (PART-II). Both of them shall be in separate sealed covers duly superscribing “TECHNO COMMERCIAL BID” and “PRICE BID”. The tender No. and due date shall be mentioned clearly on both the bids. Both these covers to be put in one more envelope & sealed with tender no., due date written on that. Earnest money Deposit receipt/ D.D should be attached with Techno Commercial Bid.
- 4) Tenders not super scribed with Tender No. and due date are liable for rejection.
- 5) Before filling up the above, you are requested to go through the terms and conditions and scope of work enclosed , and after clearly understanding the same, you may fill up this Tender.
- 6) Even though the contract is valid for a period of TWO years, initially the contract will be awarded for ONE year only. Based on the satisfactory performance of the vendor, the contract will be renewed for one more year. No change whatsoever in rates, terms and conditions will be entertained during this period.
- 7) Vendors should invariably mention in their tenders the details of facilities owned by them for satisfactory execution of the contract.
- 8) Bharat Heavy Electricals Limited does not bind itself to accept the lowest or any tender but reserves the right to accept /reject any tender without assigning any reason thereof. And also BHEL has the right to award the contract to more than one vendor.
- 9) BHEL-EDN reserves the right to award the contract on any party at their own discretion so also terminate the same, at any point of time without assigning any reason thereof.
- 10) L1 status will be arrived based on the overall landing cost of Table-1, Table-2 & Table-3. BHEL reserves the right to award the contract to more than one vendor. In case of two vendors, efforts would be made to ensure load distribution in the ratio of 60: 40 between L1 and other vendor respectively. However the rate for the other vendor will be freezed on L1 rate(Final).



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- 11) Rates quoted shall be assumed as, inclusive of all taxes if any, unless specifically mentioned in the quotation.
- 12) Where there is a provision for payment of sales taxes extra, it will be only paid if registration number both under Karnataka Sales tax and Central Sales tax are specifically mentioned on the bill/ invoice and acceptance in writing by BHEL.
- 13) Tenders should be accompanied by earnest money deposit (EMD) in the form of Demand Draft of Rs.1,00,000/- (Rupees One Lakh only) drawn in favor of BHEL-EDN, Bangalore from any Nationalised Bank. The same will be returned to the unsuccessful tenderers after acceptance of the award of the contract by the successful tenderer. For the successful tenders, the EMD can be adjusted against or as a part of security deposit.
- 14) EMD will not carry any interest.

15) Security Deposit :

- 15.1) Security Deposit shall be collected from the successful tenderer. The rate of Security Deposit will be as below:
- | | |
|--------------------|---|
| Upto Rs. 10 lakhs | 10% |
| Above Rs. 10 lakhs | 1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs. |

The security Deposit will be collected before start of the work from the contractor.

- 15.2) Security Deposit may be furnished in any one of the following forms
- Cash (as permissible under the Income Tax Act)
 - Demand Draft in favor of BHEL-EDN, Bangalore from any Nationalised Bank.
 - Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit will be collected before start of the work and the balance 50% may be recovered from the running bills.
 - EMD of the successful tenderer shall be converted and adjusted against the security deposit.
 - The security deposit will not carry any interest.
- 15.3) No enhancement of rate for whatever cause will be allowed once the tender is accepted and the order is placed. Withdrawal from the quotation after it is accepted or failure to make the supplies within the scheduled period will entail cancellation of the contract and forfeiture of the earnest money or recovery as deemed fit, as ascertained by BHEL, from your Deposit.
- 15.4) Security deposit will not be refunded to the contractor except in accordance with the terms of the contract.



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- 16) The quality of the scanned documents shall always meet our specifications. Any deviation from our specification and supplies of inferior quality will be summarily rejected and the same will have to be made good at no extra cost.
- 17) Delivery schedule, as mentioned in the work orders issued from time to time, should be adhered to. Failure to supply by the time specified on the indent will make the vendor liable to an unconditional penalty of ½% (half percent) of price of the goods in arrears per week at the discretion of the purchaser, subject to a maximum of 10%.
- 18) All the documents given to you for scanning are the property of BHEL and the vendor will be responsible to protect them and return them immediately after use. Further, the vendor should maintain the secrecy of documents and any lapse on this ground will be viewed very seriously.
- 19) The work shall be executed solely by the supplier using his own machine and he shall not, in any way, subcontract it to another agency without our consent.

20) PAYMENT: Terms of Payment:

- 20.1) Documents for Payment Invoice / Delivery Challan (DC) has to be prepared in triplicate and submitted to BHEL-EDN, Bangalore, specifying the size of the document, quantity and other details required.

All the bills are to be submitted to Senior Manager /ES who in turn will verify and accept such of the bills which are in line with the contract (as accepted by Engg. user groups). These bills shall be forwarded to Finance department for effecting necessary payment. The normal terms of payment are 100% in 30 days after the receipt of the valid / qualified invoices / bills from your end.

- 20.2) Payments will be made only thro' Electronic Fund Transfer (EFT). BHEL will issue a blank EFT format along with work order & filed EFT format to be submitted at the time of acceptance of order.
- 21) Income Tax as applicable will be deducted at source.
- 22) BHEL reserves the right to terminate this contract at any time without assigning any reason whereof.

Incomplete tenders or tenders received later than the stipulated time are liable to be rejected.

For BHARAT HEAVY ELECTRICALS LIMITED
Sr. MANAGER (CE-ENGG.SERVICES)



Bharat Heavy Electricals Limited

Electronics Division

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E.TECHNO COMMERCIAL BID (PART – I)

TO

BHARAT HEAVY ELECTRICALS LTD
ELECTRONICS DIVISION
P.B.NO. 2606, MYSORE ROAD
BANGALORE-560 026.

TELEFAX : 080-26740137
TELEPHONE : 080-26998641

KIND ATTN : Sr. MANAGER (CE-ENGG.SERVICES)

REF :

VENDOR'S NAME AND ADDRESS

TENDER NO : EDN:SCAN/OT/001/1011

RECEIPT /DD NO (EMD):

DATE:

DUE DATE : 06/12/2010

TENDER OPENING AT : 15:00 Hrs.

SUB: SOFT CONVERSION (SCANNING & INDEXING) RATE CONTRACT FOR TWO YEARS.

01. Name and address of the organisation :
 - a) Factory
Telephone No. :
Fax
 - b) Works :
Telephone No.
Fax
02. Registration No. :
Copy of valid registration/ license to carry out
SOFT CONVERSION (SCANNING & INDEXING)
03. No. of years of experience that you have in
the field of SOFT CONVERSION (SCANNING & INDEXING)
:
04. Details about the bulk/large volume of work of :
this nature carried out by you at short notice for
any public/private sector enterprise(your capacity
per day in terms of number of soft converted documents).
(enclose copy of PO/Invoice)



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05. **Major Customers** :
PO Ref./ date.
(copy of the performance certificate issued by
major customers, preferably from Public Enterprises)
06. **Financial Status**
- a) Banker's Name & Address
 - b) Annual Turnover with bank statement
:
 - c) Volume of financial turnover thro' Chartered Accountant
 - d) Income Tax Assessment, for the last 3 years
07. **Details of your Resources** in respect of
the following:
- a) Area of the premises with address
 - b) No. of Scanners, Computers etc
(Details of M/Cs & ownership
to be enclosed.)
 - c) Capability of SOFT CONVERSION for A0 TO A4 sizes :
- :
- 08 **Delivery**
- a) In terms of Scanned images (A4) that can be discharged :
per day.
 - b) Indexing in terms of no. of records .
- 09 No. of qualified /experienced people working in :
your organisation(Brief details-gradewise to be
furnished with qualification)
- 10 **Safety Measures**
(in case of accidents, provision of fire extinguishers,
insurance, etc.)
- :



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11. In case you have extended your services to BHEL :
or their sister units, please give detail of order no./date
12. Complete details of relatives in BHEL as per :
clause 28 of Instructions to tender and BHEL
General Conditions of contract.
- 12.1 If related to any BHEL employee:
NAME :
STAFF NO :
DESIGNATION:
DEPARTMENT :
RELATIONSHIP :
- 13 If any Ex-BHEL personnel is employed by the company :
Mention His/ Her details of last posting.

NAME :
STAFF NO :
DESIGNATION:
DEPARTMENT :
RELATIONSHIP :
14. Remarks, if any
15. List of Enclosures

Wherever not applicable, please write 'Not applicable'



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Questionnaire to be answered by the tenderer by ticking the suitable boxes in Annexure-1 & 2. Wherever not applicable, please write 'Not applicable'. Additional information if any may be given as an annexure to this.

ANNEXURE – 1

SL. No.	Description	Yes	No
01	Whether the tenderer has understood the scope of work and agrees to deploy manpower as indicated in the tender. (If there is any clarification required, the same may be got cleared from the Executive in charge, before submitting the offer.)		
02	Whether the tenderer has agreed to all Terms & Conditions given in the tender. (If there is any deviation, the offer will be liable for rejection.)		
03	Whether the tenderers has their own code for ESI & PF as per the relevant act as per Govt. Norms. (Tenderers Paying the PF & ESI on an other agency's name / sister concern is not acceptable.)		
04	Whether the tenderer has Service Tax registration No. with minimum annual turnover of Rs. 5.00 Lakhs (Rupees Five Lakhs only).		
05	Whether the tenderer agrees to Pay Wages as per Minimum wages Act, EL Wages, Holiday Wage as per Karnataka Factory Rules. (Necessary proof should be submitted while claiming running bill and final bill)		
06	Whether the tenderer has enclosed the list of Machineries and accessories to execute the required work under one roof.		
07	Whether the tenderer agrees to give validity of offer for 3 months from the date of opening of technical bid.		
08	Whether the tenderer agrees for the payment terms mentioned in the tender.		
09	Whether the tenderer has agreed to submit EMD of 1 lakh and has submitted the same along with technical bid. (if not enclosed with the tender the offer will be liable for rejection)		
10	Whether the tenderer has agreed to submit Security Deposit immediately after receipt of the work order as mentioned in the tender		



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SL. No.	Description	Yes	No
11	Whether the tenderer has enclosed the list of clients with addresses & contact person.		
12	Whether the tenderer has enclosed the list of similar works being done with the addresses and contact person.		
13	Whether the tenderer has enclosed the certificates received from Government / Reputed organisation for the similar work done. (If they do not have sufficient experience as stated, the offer will be liable for rejection)		
14	Whether the tenderer has enclosed the list of technical personnel, their qualification and experience who will be deployed for this work.		
15	Whether the tenderer has indicated the address of their local office in Bangalore along with the phone no. & fax no.		
16	Whether the tenderer has sufficient working area (Minimum 10 Sq.Mts).(Ten Sq.Mts)		
17	Whether the tenderer has enclosed the copy of Power of Attorney (if applicable).		
18	Whether the tenderer has enclosed the certificate to establish that the tenderer is an independent contractor working on his own.		
19	Whether the tenderer has enclosed the DD towards the cost of Tender Document, along with the Technical bid. (In case the tenderer has downloaded the tender document directly from the Web Site. If not enclosed the tender will not be considered) .		
20	Whether the tenderer has enclosed the certificate of company's registration (Minimum of 1 year experience)		
21	Whether the tenderer has enclosed the complete details of relatives in BHEL as per clause 30 of Instructions to tenderer and BHEL General Conditions of Contract.		



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ANNEXURE – 2

TECHNICAL SPECIFICATION OF SOFT CONVERSION

SL. No.	Description	Yes	No
01	SCANNING OF HARD COPY ORIGINAL (COLOUR \ BLACK& WHITE) at Min 400 DPI and upwards.		
02	SCANNING IN TIFF FORMAT with INDEXING (Min of 7 parameters per document) IN MSEXCEL (ON-SITE) Scanning to be carried out at EDN with your manpower & machines. Place & Power will be provided by BHEL		
03	SCANNING IN PDF FORMAT (ON-SITE) With OCR & bookmark using ADOBE ACROBAT ver 8.0 or above. Scanning to be carried out at EDN with your manpower & machines. Place & Power will be provided by BHEL.		
04	SCANNING IN TIFF FORMAT with INDEXING (Min of 7 parameters per document) IN MSEXCEL (OFF-SITE) Scanning \ indexing to be carried out at your place as per work orders issued based on BHEL requirements		
05	SCANNING IN PDF FORMAT (OFF-SITE) With OCR & bookmark using ADOBE ACROBAT ver 8.0 or above. Scanning to be carried out at your place as per work orders issued based on BHEL requirements		
06	COMPILATION OF Soft media files already available at BHEL-EDN with files scanned at your end, as per the user index with no commercial implications		
07	DE-SPECKLE, DE-SKEW and CLEANING of Scanned images before converting to TIFF \ PDF format		
08	OUTPUT MEDIA on CDs for (1a): (2nos) enclosed in hard plastic CD covers along with relevant EXCEL file		
09	OUTPUT MEDIA on CDs for (1b): 2 sets minimum enclosed in hard plastic CD covers (with ADOBE ACROBAT version 8.0 or above reader embedded on the CD for auto-run along with installation procedure		
10	LABELLING : The project details given by the user departments along with BHEL monogram shall be printed and labeled on the CD		
11	VERIFICATION & ACCEPTANCE : The output to be given on a CD for verification		

I certify that the information given above are true and correct to the best of my knowledge and belief. I adhere to the INSTRUCTIONS TO TENDERERS in Notice Inviting Tender., Scope of work and Terms & conditions issued by Bharat Heavy Electrical Limited, Electronics Division, Bangalore

SIGNATURE OF TENDERER
WITH SEAL

TENDERER

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ISSUING OFFICER



Bharat Heavy Electricals Limited

Electronics Division

Mysore Road, Bangalore – 560 026

F. PRICE BID (PART – II)

TO

BHARAT HEAVY ELECTRICALS LTD
ELECTRONICS DIVISION
P.B.NO. 2606, MYSORE ROAD
BANGALORE-560 026.

TELEFAX : 080-26740137
TELEPHONE:080-26998641

KIND ATTN : Senior Manager (CE-ENGG.SERVICES)

REF : TENDER NO : EDN:SCAN/OT/001/1011

VENDORS NAME AND ADDRESS

DATE :

SUB: SOFT CONVERSION (SCANNING & INDEXING) RATE CONTRACT FOR TWO YEARS

TABLE-1:

Rates for estimated no of sheets for soft media conversion to be done ON- SITE at BHEL-EDN:

Sl. No	DESCRIPTION OF ACTIVITY	Size	A4		A3	
			Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)	Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)
01	SCANNING IN TIFF FORMAT with INDEXING IN MSEXCEL Scanning to be carried out at EDN with your manpower & machines. Place & Power will be provided by BHEL.					
02	SCANNING IN PDF FORMAT (With OCR & bookmark) Scanning to be carried out at EDN with your manpower & machines. Place & Power will be provided by BHEL.					

TABLE-2:

Rates for estimated no of sheets for soft media conversion to be done OFF-SITE at Vendor's establishment:

Sl No	DESCRIPTION OF ACTIVITY	Size	A4		A3		A2		A1		A0	
			Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)	Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)	Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)	Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)	Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)
01	SCANNING IN TIFF FORMAT with INDEXING IN MSEXCEL Scanning to be carried out at your place as per work orders issued based on BHEL requirements		NIL	NIL	NIL	NIL						

TENDERER

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ISSUING OFFICER



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Sl. No	DESCRIPTION OF ACTIVITY	Size	A4		A3		A2		A1		A0	
			Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)	Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)	Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)	Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)	Rates per sheet in Figures (Rs)	Rates per sheet in Words (Rs)
02	SCANNING IN PDF FORMAT (With OCR & bookmark) Scanning to be carried out at your place as per work orders issued based on BHEL requirements											

TABLE – 3 :

Rates for estimated no of Additional CDs (i.e In addition of Point D 2.2 of Scope of tender).

Sl. No	Description/specification	Rate per CD In Figures (Rs.)	Rate per CD In words (Rs.)
1	Additional copy on CD		

NOTE:

- 1) TENDERS SHALL QUOTE FOR ALL THE ABOVE CATEGORIES. FAILURE TO QUOTE EVEN FOR ONE OF THE ITEMS IN THE ABOVE CATEGORIES, THE OFFER IS LIABLE TO BE REJECTED.
- 2) L1 STATUS WILL BE ARRIVED BASED ON THE OVERALL LANDING COST OF ALL THE ITEMS PUT TOGETHER.
- 3) RATES QUOTED SHALL BE ASSUMED AS, INCLUSIVE OF ALL TAXES IF ANY, UNLESS SPECIFICALLY MENTIONED IN THE QUOTATION.
- 4) THE RATES QUOTED ARE IN LINE WITH SCOPE OF TENDER TERMS & CONDITIONS (**REFER D 1.0 & 2.0**)

**SIGNATURE OF THE TENDERER
WITH SEAL**

TENDERER

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ISSUING OFFICER