



Bharat Heavy Electricals Limited, Jhansi

COMMUNICATIONS & PUBLIC RELATIONS

Tender Enquiry No : **CPR/Photography & Videography/ 24-26**

Rate Contract for Photography & Videography for Two years.

TENDER DOCUMENT

For Tender Enquiry No.: **CPR/Photography & Videography /24-26**

for

Finalization of Framework Agreement (FA) for Photography and Videography for Two years

Contact Persons:

Name: Monika

Designation: Manager (Trfr-MM/ CCC)

Email: monikav@bhel.in

PH:0510-2770001/Extn.2414

Tender Due Date: 06/12/2024

Tender Opening Date: 06/12/2024

Communications & Public Relations

Bharat Heavy Electricals Limited,

PO: BHEL, Jhansi 284120

Accepted

Signature and Seal of Bidder



Bharat Heavy Electricals Limited, Jhansi

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Schedule "A"

NOTICE INVITING TENDER

Sealed Tenders are invited for the work: - Two Years Rate Contract for Photography and Videography

Important Information

S. No.	Particulars	Description
1	Name of Work	Framework Agreement/ Rate contract for Photography and Videography for Two Years.
2	Estimated Value	Not to be disclosed
3	Tender Evaluation Criteria	As per Schedule "F". <i>The evaluation of the offer will not be on item wise basis but on package wise basis, i.e. evaluation of the offers will be based on the total price of all the items.</i>
4	Validity of the Contract	Two Years from the date of award of the Work Order
5	Date of opening of Techno - Commercial Bid.	As per page 01
6	Address for submitting the tender	Tender Box, Security Control Room/Office Administrative Building, BHEL, Jhansi-284120.
7	Cost of Tender	Nil
8	Security Deposit	5% of the contract value
9	EMD	Rs. 1,000.00
10	Validity of Offer	120 Days from tender opening date.
11	PVC	Not Applicable
12	GST	GST will be paid extra.
13	Reverse Auction	Not Applicable
14	Address for issue of Tender	Sr.DGM(CPR), Bharat Heavy Electricals Limited Jhansi, PIN-284120

Note : No change in rate shall be entertained during the course of contract period once the tender is finalized.

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Schedule -"B"

SCOPE OF WORK

- 1) You will be required to take photographs/videography of function/equipment at our factory premises at BHEL Transformer Plant, Jhansi or any other location specified by us.
- 2) You will be intimated about the photographic/videographic assignment on telephone one day in advance. However, in case of urgent requirement, the same will be communicated to you and you will be required to arrange for photographic/videographic coverage at short notice also.
- 3) Quality of all the assignments should be of high order. Supply of poor quality outputs shall be summarily rejected and the same will have to be made good at no extra cost.
- 4) You will be required to bring special equipment on special occasions as and when required. (lighting, umbrella, etc.)
- 5) Delivery of photographs/albums should be made at our office situated at Transformer Plant, BHEL Jhansi,

Instructions for furnishing of offer

- 1) Sealed Bids are invited in **two parts** for Two Years Framework Agreement of Contract of Photography & Videography.
- 2) The commencement date of the contract shall be the date of the LOI or LOA, whichever is earlier.
- 3) Offer to be submitted in two bid, i.e. Techno Commercial Bid and Price Bid. Techno commercial bid consist of General Terms & Conditions (14 pages attached with TD), and all its sections, all enclosures in support of various clauses and Pre - Qualifying requirements as per Schedule-C, and blank price bid as per Schedule - G. **(Page No. 1 to 9 and 11 to 14)**
- 4) Price bid to be submitted duly filled as per schedule – H.
- 5) Price bid shall be opened of the technically qualified bidders only.
- 6) Bidders must properly sign all documents, on each page.
- 7) **Techno commercial bid (Page No. 1 to 9 and 11 to 14)** along with General Terms & Conditions (14 pages) supporting documents attached by bidder and **Price bid (Only Page no.10)** to be submitted in separate sealed envelopes mentioning/ boldly super-scribing **"PART-I TECHNO COMMERCIAL BID FOR** tender enquiry no. & tender opening date and **"PART-II PRICE Bid FOR** tender enquiry no. & tender opening date respectively. Both the envelope (price bid and Techno commercial bid) to be kept in **third** envelop mentioning tender no. and tender due date with the name of bidder, addressed to Manager-CCC, BHEL Jhansi. This offer to be dropped in tender box located at security post ADM Gate BHEL Jhansi.

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- 8) Overwriting /correction may attract for rejection of offer.
- 9) The duly filled in Technical and Price bid formats along with General Terms and Conditions and all other attachments with the signature of the tenderer on all the pages and complete in all respects super scribed as “Quotation for Tender No **CPR/Photography & Videography/24-26 dated 23.11.2024**” should reach us in a sealed cover on or before the due date (13:15 hours) through Registered / Speed post or the same may be dropped in the tender box available at the following address:

*Tender Box
Security Control Room/Office
Administrative Building Gate
Bharat Heavy Electricals Limited
Jhansi-284 120*

Note:

- (i) Incomplete offers are liable for rejection.*
- (ii) Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope then the “bids” are liable to be rejected.*
6. EMD – 2% of the estimated cost
7. Vendors must go through all the annexures and schedules carefully before submitting the bid. For relevant details, please visit our website “www.bhel.com”
8. The photography and videography shall be done at Transformer Plant, BHEL Jhansi or at any other place as desired.
9. Bids with deviations are liable for rejection. Hence your offer should be submitted only if the enclosed terms and conditions are acceptable to you.
10. Bidders must note that the total quantity mentioned in the price bid format shall not be ordered in one go. However, the order shall be given to successful bidder based on the requirement of BHEL Jhansi during the contract period of 2 year.
11. The decision of BHEL in evaluation of bid and/or award of contract shall be final . BHEL may accept/reject without assigning any reason.

Note: BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post. Late tenders shall be rejected outrightly.

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Schedule -“C”

Details of Bidder and Documents to be submitted along with Techno commercial Bid

S.No.	Particular	Detail (Please mention)
1.	Name of the firm	
2.	Name of the Proprietor/Partners	
3.	Address	
4.	Mobile No.	
5.	E-mail ID	

Pre - Qualifying Requirements

Essential documents to be submitted as per PQRs. And mention the detail in the last column of table shown below-

SL. No.	Particulars	Supporting documents (Pl. attach copies)	Detail of attached docs. (Pl. fill)
1	EMD of Rs. 1,000.00 or Valid CA certified MSMED certificate as per schedule H for the bidders claiming exemption for submitting EMD.	NEFT/RTGS/Cheque/DD/Money Receipt of BHEL cash Office etc. Account Details BHEL Jhansi A/C No. – 10670828866 IFSC Code SBIN0003807	(Attached/Not Attached)
1.	PAN No.	Copy of PAN	(Attached/Not Attached)
2.	AADHAR	Copy of AADHAR Card (in case of Proprietor/ Partnership).	(Attached/Not Attached)
3.	Having experience of photography & videography works during last 07 years- one or more works totaling to Rs.8,000.00 <i>(*Start-ups registered with DIPP are exempt to fulfill the above experience criteria)</i>	Work completion certificates/copy of invoices/TDS certificates/copies of work orders.	(Attached/Not Attached)
4.	Bidder should have Office within the periphery of 25 kms. from BHEL Transformer Plant, Jhansi.	Self-declaration of the supplier on Firm/ Proprietor's letter head	(Attached/Not Attached)
5.	Blank Price Bid	Signed copy of blank price bid.	Submitted / Not submitted

Accepted

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Schedule -“D”

GENERAL TERMS AND CONDITIONS OF ENQUIRY

GENERAL TERMS AND CONDITIONS OF ENQUIRY will be as per JHS2055C R02

JHS2055C R02 HAS BEEN UPLOADED IN SEPERATE FILE - PAGE NO 01 TO 14

(All the pages of **JHS2055C R02** has to be mandatorily signed by contractor and submitted along with bid)

MSE Benefit:

Benefits earmarked for MSE vendors:

- 1 .0 **Benefits earmarked for Micro & Small Enterprises (MSEs)**
- 1 .1 Tender documents shall be issued free of cost & no EMD wherever called for will be insisted upon. MSE bidders shall submit along with bid relevant documents w.r.t. their respective MSE status as per extant norms. Date to be reckoned for determining the deemed validity will be the last date of Technical bid submission. Non- submission of such document will lead to consideration of their bid, at par with other bidders and MSE status of such bidders shall be shifted to Non- MSE supplier till the supplier submit these documents.
- 1 .2 In tender, participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 25% of total tendered value. In case of more than one such MSE, the supply shall be shared proportionately. A quantum of 6.25% out of 25% quantity, so earmarked, will be reserved for MSE's owned by SC / ST entrepreneurs who submit their bid with relevant documents provided that in event of failure of such MSE(s) to participate in tender process or meet tender requirements and L1 price, 6.25% sub-target for procurement earmarked for MSE(s) owned by SC or ST entrepreneurs shall be met from other MSE(s). In case of indivisible tender the full quantity shall be awarded to MSE.
- 1 .3 Minimum 3% reservation for women owned MSEs within the above mentioned 25% reservation.
- 1 .4 If an enterprise falling under MSE category as defined in the MSMED Act 2006, graduates to a higher category from it's original category or beyond the purview of the Act, it shall continue to avail all non-tax benefits of it's original category notified by the Ministry of Micro, Small and Medium Enterprise for a period of three years from the date of such graduation to the higher category.
- 1 .5 MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (As per BHEL Format, where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.

Accepted

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Schedule - E

Special Terms & Conditions

1. Contractor will have to fulfill all legal obligations regarding minimum wages, PF, ESI, GST etc. as may be applicable to him.
2. The contractor has to abide by all laws, rules & regulations of Government, applicable to this type of work. Ignorance of the same does not entitle him to any concessions or claims.
3. Quantities indicated in the price bid are for estimate purpose only. However, these quantities can vary to any extent during execution of the contract.
4. Offer with any deviation or any comments/additional remark/condition on price bid shall be liable for rejection of offer. The bidders are required to submit their rates in the strictly as per the price format enclosed in the tender document any price bid in any other fashion will be rejected.
5. Security Deposit: Contractor shall be liable to submit security deposit @ 5% of the total contract value. Mode of deposit – as per GTC JHS 2055C R02 Sl. No. IX.A.
6. **Payment Terms:** As mentioned in Cl. No. X.6 of 'General Terms & Conditions' JHS 2055C R02.

Payment shall be released within 30 days from the date of bill subject to submission of complete documents in all respect

7. **Taxes & Duties:** GST shall be paid extra as applicable.
8. **Penalty/ LD:**
 - a. Penalty in case of non-reporting at required time and date, an amount of 100/hr shall be deducted from the bill.
 - b. Generally, a prior notice of two hours will be given to the Service Providers for providing photography and videography service. In case of non-reporting / refusal to provide the requisite service, the same may be hired from any other source(s) at the risk and cost of the Service Provider. The difference, if any, between the agreed hiring rates with the Service Provider and the amount payable by BHEL in the event of not providing the service will be recovered from the Service Provider from the running bills.
9. **Short Closure:** During execution, if the performance of supplier is not upto the mark in respect of delivery / quality performance, BHEL reserves the right to short close / cancel the individual PO/ Rate contract.

Accepted

Signature and Seal of Bidder



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Schedule -F

Blank Price Bid Not to be filled, but to be signed only)

NAME OF WORK: Two Years Rate Contract for Photography & Videography

Blank Price Bid for Framework Agreement for Photography/Videography for 2 years					
Sl. No.	Job Description	Unit	Qty. for 2 Years	Quoted Rate	Total Estimated Value
			A	B	C=A*B
1	Minimum Charges for single visit of Photography (soft copies in Pen Drive as desired) upto 1 hrs	Events	5	Quoted/ Not Quoted	Quoted/ Not Quoted
2	Minimum Charges for single visit of Photography (soft copies in Pen Drive as desired) for more than 1 Hours upto 4 hrs	Events	3	Quoted/ Not Quoted	Quoted/ Not Quoted
3	Minimum Charges for single visit of Photography (soft copies in Pen Drive as desired) for more than 4 Hours to 8 hrs	Events	4	Quoted/ Not Quoted	Quoted/ Not Quoted
4	Colour photo print charges in 4"x6" size (for press release to be provided on the same day)	Nos. of print	335	Quoted/ Not Quoted	Quoted/ Not Quoted
5	Colour photo print charges in 5"x7" size	Nos. of print	50	Quoted/ Not Quoted	Quoted/ Not Quoted
6	Album Charges for Min 50 photos album of 5"x7" size (Scope- Printing of 50 photos and album)	Nos.	2	Quoted/ Not Quoted	Quoted/ Not Quoted
7	Video Coverage (Up to 1 Hrs) including editing & DVD (soft copy to be provided in pen drive)	Events	2	Quoted/ Not Quoted	Quoted/ Not Quoted
8	Video Coverage (Up to 4 Hrs) including editing & DVD (soft copy to be provided in pen drive)	Events	4	Quoted/ Not Quoted	Quoted/ Not Quoted
Total Price of all the items Sl No. 1 to 8 (in Rs.)					Quoted/ Not Quoted
Note: Please tick the item for which you are quoting.					

(*Pen Drive will be returned after use)

- Rates to be quoted is exclusive of GST, the applicable GST will be paid extra
- The evaluation of the offer will not be on item wise basis but on package wise basis, i.e. evaluation of the offers will be based on the total price of all the items.
- Quantities indicated above are estimated. However, these quantities can vary to any extent during execution of the contract.

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PRICE BID

Schedule G

NAME OF WORK: Two Years Rate Contract for Photography & Videography

Price Bid for Framework Agreement for Photography/Videography for 2 years					
Sl. No.	Job Description	Unit	Qty. for 2 Years	Quoted Rate	Total Estimated Value
			A	B (in Rs.)	C=A*B (in Rs.)
1	Minimum Charges for single visit of Photography (soft copies in Pen Drive as desired) upto 1 hrs	Events	5		
2	Minimum Charges for single visit of Photography (soft copies in Pen Drive as desired) for more than 1 Hours upto 4 hrs	Events	3		
3	Minimum Charges for single visit of Photography (soft copies in Pen Drive as desired) for more than 4 Hours to 8 hrs	Events	4		
4	Colour photo print charges in 4"X6" size (for press release to be provided on the same day)	Nos. of print	335		
5	Colour photo print charges in 5"X7" size	Nos. of print	50		
6	Album Charges for Min 50 photos album of 5"x7" size (Scope- Printing of 50 photos and album)	Nos.	2		
7	Video Coverage (Up to 1 Hrs) including editing & DVD (soft copy to be provided in pen drive)	Events	2		
8	Video Coverage (Up to 4 Hrs) including editing & DVD (soft copy to be provided in pen drive)	Events	4		
Total Price of all the items Sl No. 1 to 8 (in Rs.)					
Note: Please tick the item for which you are quoting.					

(*Pen Drive will be returned after use)

- Rates to be quoted is exclusive of GST, the applicable GST will be paid extra
- The evaluation of the offer will not be on item wise basis but on package wise basis, i.e. evaluation of the offers will be based on the total price of all the items.
- Quantities indicated above are estimated. However, these quantities can vary to any extent during execution of the contract.

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Certificate by Chartered Accountant on letter head
(Only for those bidders claiming MSE Preference)

Schedule H

Annexure – I

Certificate by Chartered Accountant on letter head.

This is to Certify that M/s, (hereinafter referred to as 'company/') having its registered office at is registered under MSMED Act 2006 as per following details:-

UDYAM Reg. No. -

UDYAM Reg. Date :,

Category: (Micro/Small),

Major Activity:(Manufacturing/Services).

Further verified from the Books of Accounts that the investment and turnover of the company as per the latest three financial statements as per MSMED Act 2006 is as follows:-

(Amount in Crores)

Financial Year	Investment in plant and machinery*	Turnover during the Year	Type of Financial Statements
			Audited/Provisional
			Audited/Provisional
			Audited/Provisional

*Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Micro, Small and Medium Enterprises vide its notification No.S.O.2119 (E) dated June 26, 2020:

(Strike off whichever is not applicable)

The above investment of Rs..... Crore and Turnover of Rs..... Crore is within permissible limit of Investment of Rs. Crore and Turnover of Rs..... Crore for Micro/ Small (Strike off which is not applicable) Category under MSMED Act 2006.

.Or

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) as notified vide S.O. No. 2119(E) published in the gazette notification dated 26.06.2020 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

UDIN -

Accepted

Signature and Seal of Bidder



Bharat Heavy Electricals Limited, Jhansi

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Schedule I

Acceptance Letter (No Deviation Certificate)

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Signature

With name, Designation & seal of the firm

Accepted

Signature and Seal of Bidder



Bharat Heavy Electricals Limited, Jhansi

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Schedule J

Declaration

I/ We hereby declare that I / we have not been banned/blacklisted or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / court against our firm/ partner or the company.

Signature

With name, Designation & seal of the firm

Accepted

Signature and Seal of Bidder



Bharat Heavy Electricals Limited, Jhansi

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Schedule K

DECLARATION BY BIDDER

We declare that the following family firms or sister concern affiliates / subsidiary firms are participating in the tender No NIT **CPR/Photography & Videography/ 22-23**: 1.0.....
2.0..... 3.0..... I..... , hereby declare on behalf of
M/s..... and the family firms or sister concern affiliates / subsidiary firms listed above
that we are not indulging in cartel formation for tender No NIT: **CPR/Photography & Videography/ 22-23**

Name & signature of the bidder
(Seal)

Accepted

Signature and Seal of Bidder