



Bharat Heavy Electricals Ltd

Electronics Division

Mysore Road, Bangalore – 560 026

Tender Document for

**Hiring of AutoCAD drafting services for various SPV projects at BHEL EDN Mysore
Road Bangalore-560026**

Due date and time for tender document submission: 07 June 2019 before 1:00 PM

This tender document contains 10 pages

- 1) Cover page (this page) - 1 page
- 2) Notice Inviting Tender - 4 pages
- 3) Two Part bid - 5 pages
(Technical Bid, Unpriced Price Bid, Price Bid, Third Party Non-Disclosure agreement)
- 4) Purchase Specification - 3 pages
(PS – 439-1032 Rev 03)
- 5) EFT Form - 1 page

INSTRUCTIONS FOR TENDER SUBMISSION:

Offer shall be submitted in two parts as below:

Part A .Technical Bid Tender document:

Part B Price bid tender document:

INSTRUCTIONS:

- 1) Part A: To be submitted in a separate sealed cover
- 2) Part B: To be submitted in a separate sealed cover.
- 3) Part A & Part B sealed covers should be put in outer envelope and Super scribing the Name of work and Name & Address of the Consultant and the Tender name and number.

Note:

Tender document shall be addressed to N Yaswanth, Dy.Manager, SCPV-Engg., NEB-V Floor, BHEL, Electronics Division, Mysore Road, Bangalore 560026. M:9642986518.

Contractor

Employer

ಎಸ್. ಯಸವಂತ್, ಡಿ.ಎಂ. ಸಿ.ಪಿ.ವಿ.ಇಂಜಿ. / ಎಂ.ಎ. & ಸಿ.ಎಂ. - ೨೦೧೯.
ಪುನ. ಪದಾಧಿಕಾರಿ, ಈ ಕಛೇರಿ / ಪುನ. ಸಿ. ಎಸ್. ಸಿ. ಎಸ್. - ೨೦೧೯.
N. YASWANTH, DEPUTY MANAGER / SC & PV-ENGG.
BHEL-EDN, MYSORE ROAD, BANGALURU-560026



BHARAT HEAVY ELECTRICALS LIMITED, ELECTRONICS DIVISION
MYSORE ROAD, BANGALORE-560026

DEPARTMENT: SC&PV SECTION: Engineering Phone: 080-26998251/9642986518


REF.TENDER ENQUIRY NO: **EDN: SCPV: ENGG: DRG: 19-20:02 DATED: 27-05-2019**

NOTICE INVITING TENDER

1. TENDER NUMBER : EDN: SCPV: ENGG: DRG: 19-20:02 dtd: 27.05.2019
2. NAME OF THE WORK : Hiring of Drafting services for various SPV projects at BHEL-EDN, Bengaluru Division
3. APPROXIMATE COST/BHEL Estimate (Rupees Five Lakhs Fifty five thousand only) : Rs 5,55,000/- plus applicable GST
4. WORK COMPLETION : 12 months from the date of issue of work order for all the activities put together.
5. PAYMENT TERMS : 1. Payment shall be made bimonthly on receipt of invoice
2. No advance payment.
- Price variation clause (PVC) : NOT applicable.
6. EARNEST MONEY DEPOSIT : NIL.
7. SECURITY DEPOSIT (SD) : NIL.
8. LAST DATE AND TIME FOR THE SUBMISSION OF DULY FILLED IN TENDER DOCUMENT : BEFORE 1.00 PM ON 07.06.2019
9. PLACE OF SUBMISSION OF TENDER Document : N Yaswanth, Dy.Manager, NEB 5th Floor
BHEL Electronics Division, Mysore Road,
Bangalore -560026. M:9642986518
10. DATE AND TIME FOR TECHNICAL BID OPENING : **At 1:30 PM ON 07.06.2019**

NOTE: The Tenderer shall return the duly filled in Tender document after affixing signature on all pages.

Contractor


ಎಸ್. ಯಸವಂತ್, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಇ.
ಉಪ. ನಿರ್ದೇಶಕರು, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಇ.
N. YASWANTH, DEPUTY MANAGER / SC & PV-ENGG.
BHEL-EDN, MYSORE ROAD, BANGALURU-560026


Employer



Bharat Heavy Electricals Limited
(ELECTRONICS DIVISION)
MYSORE ROAD, BANGALORE - 560 026.

INSTRUCTION TO TENDERERS

1. Sealed Tenders for the above noted work are hereby invited from contractors experienced in works of similar kind and magnitude.
2. Tenders should be addressed to the N Yaswanth- Dy.Manager (SC&PV), Electronics Division, BHEL, Mysore Road, Bangalore – 560 026, M:9642986518, super scribing the Tender reference, Name of Work and Name and Address of the Tenderer.
3. The local address of the Contractors, the name of the person to whom all the correspondence are to be addressed should be indicated, with telephone number (both office and residence).
4. All entries in tender documents should be in one ink. Eraser and over writing are not permitted. All cancellation and insertion should be duly signed by tenderer concerned with proper indication of the name designation and address of the person signing.
5. Tenderers shall fill in all the required particular in the blank space provided for this purpose in the tender documents and also sign in each and every page of the tender document including the drawings attached there to before submitting tender.
6. In case the rate quoted in figures differs from those quoted in words, the lower of the rates will be taken as the tendered rate and shall be binding on the tenderer.
7. In quoting rates, the tenderer are advised to take into account all factors including any fluctuations in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the tenure of the contract.
8. The rate quoted in the tender shall remain valid for a period of 3 months from the date of opening tender.
9. If in any case, the date of Tender Opening falls on holiday, the Tender will be opened on the next working day.
10. Unless the contractor whose tender is accepted signs agreement within fifteen days (15 days) of the date of the order directing him to do so.
11. The BHARAT HEAVY ELECTRICALS LIMITED reserve the right to reject any or all the tenders received or accept any tender or part thereof without assigning reason thereof.
12. Conditional and Unsigned tenders, tender 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.
13. Tenders submitted by the post should be sent by “Registered Post with acknowledgement due”. These should be posted with due consideration of any delay in postal delivery. Tenders received after the due date of opening tenders are liable to be rejected.


ಎಸ್. ಯಸವಂತ್, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಎಂ.
ಉಪ. ನಿರ್ದೇಶಕರು, ಎಲೆಕ್ಟ್ರಾನಿಕ್ಸ್ / ಮೈಸೂರು ರಸ್ತೆ, ಬೆಂಗಳೂರು-560026
N. YASWANTH, DEPUTY MANAGER / SC & PV-ENGG.
BHEL-ELDN, MYSORE ROAD, BANGALURU-560026


Contractor

Employer



14. The Contractors responsibility under this contract shall commence from date of receipt of the order or acceptance of tender.
15. If the tenderer deliberately gives wrong information on his tender, BHEL reserves the right to reject such tender at any stage.
16. Any covering letter and comments of the Contractor should be submitted in duplicate along with the offer.
17. Should a tenderer or contractor on the list of approved contractors have a relative or in the case of firm or Company of Contractors any of its shareholders relative is employed in the Electronics Division of BHEL, Bangalore-26, 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 fact subsequently come to light, the relevant provisions of the General Conditions of Contract will apply.
18. These 'INSTRUCTIONS TO TENDERERS' shall be deemed to form an integral part of the Contract agreement for the work to be entered into.
19. TDS on income tax will be deducted in line with provision of Income Tax Act 1969.

Contractor


ಎಸ್. ಯಶವಂತಿ, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಎಂ.
ಎನ್. ಯಶವಂತಿ, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಎಂ.
N. YASWANTHI, DEPUTY MANAGER / SC & PV-ENGG.
BHEL-EDIN, MYSORE ROAD, BENGALURU-560026

Employer



FORM OF TENDER


Having examined the invitation to bid, Instructions to tenderers, we the undersigned, offer to complete the work in conformity with the said bid documents on the terms and conditions and under the provisions set out or called for in the contract documents at the rates listed in the schedule of unit prices or else wherein the contract documents.

We undertake if our bid is accepted, to commence the works within 7 days from the date of issue of award and to complete and delivery the whole of the works comprised in the contract as per the time schedule agreed to the contract document.

We agree to abide by this bid for the period of three months from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before expiry of the period.

Until and unless a formal agreement is prepared and executed this bid, together with your award thereof shall constitute a binding contract between us.

Contractor


ಎಸ್. ಯಸವಂತ್, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಎ. & ಎಂ.ಇಂ-2008.
एन. यशवंत, उपा प्रबंधक / एम.ए. & एम.इं-2008.
N. YASWANTH, DEPUTY MANAGER / SC & PV-ENGG.
BHEL-EDIN, MYSORE ROAD, BENGALURU-560028

Employer




TECHNICAL BID - PART BID (To be furnished by the Bidders)

- 1. NAME OF THE CONTRACTOR :
- 2. ADDRESS :
 (A) OFFICE :

 TEL. NO :
 (B) RESIDENCE :

 TEL. NO :
 E-Mail :
- 3. QUALIFICATION OF THE CANDIDATES (Proposed)
 - Mechanical :
 - Civil :
 - Electrical / Electronics :
- 4. Declaration for having atleast 6 months work experienceFor the deputed candidates : Enclosed/ Not Enclosed
- 5. a) SCOPE OF WORK as per Specification PS-439-1032 REV02 (Enclosed) : UNDERSTOOD/ NOT UNDERSTOOD
- b) ACCEPT TO EXECUTE IN TOTAL : YES/ NO
- 6. EFT Form (Enclosed) : FILLED/ NOT FILLED
- 7. PAN CARD COPY : ENCLOSED/ NOT ENCLOSED
- 8. GSTIN and State of Registration : ENCLOSED/ NOT ENCLOSED

Contractor


 ಎಸ್. ಯಸವಂತ್, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಎಂ.
 ಎನ್. ಯಸವಂತ್, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಎಂ.
 N. YASWANTH, DEPUTY MANAGER / SC & PV-ENGG.
 BHEL-EDM, MYSORE ROAD, BENGALURU-560028


Employer



9. IT returns of last three years : ENCLOSED/ NOT ENCLOSED
10. Turnover, Balance sheet , Profit and Loss Audited sheet for last three financial years : ENCLOSED/ NOT ENCLOSED
11. a) ESI registration Certificate : ENCLOSED/ NOT ENCLOSED
- b) Declaration for taking insurance for deputed people during duration of services : ENCLOSED/ NOT ENCLOSED
12. PF Registration Certificate : ENCLOSED/ NOT ENCLOSED
13. Declaration for deputation of one more person In case of need arise to BHEL : ENCLOSED/ NOT ENCLOSED
14. Declaration for signing Third Party Non-Disclosure Agreement in case of award of Work as per Annexure-1 : ENCLOSED/ NOT ENCLOSED
15. WHETHER REGISTERED WITH GOVT. AGENCIES SUCH AS CPWD/STATE PWD/MES/RAILWAY/OTHER PUBLIC SECTOR UNDERTAKING ETC., :
16. BHEL Payment Terms : Acceptable/ Not Acceptable
17. Acceptance to Reverse Auction (BHEL reserves Tight to conduct Reverse Auction) : Acceptable/ Not Acceptable
18. Whether Bidder enclosed Unpriced Price Bid in Technical Bid : Yes/No

Contractor

Employer


ಎಸ್. ಯಶವಂತಿ, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಎ. & ಎಂ.ಇ.
ಪುನ. ವ್ಯವಸ್ಥಾಪನಾ, ಹಣಕಾಸು / ಪುನ.ವಿ. ಪುನ.ವಿ. -ಬಿ.ಬಿ.
N. YASWANTHI, DEPUTY MANAGER / SC & PV-ENGG.
BHEL-EDIN, MYSORE ROAD, BENGALURU-560028



UnPRICED Price BID

BHEL Estimated Price (Excluding GST) details:


Size	Estimated No. of Drawings to be Drafted for Two Months	Estimated No. of Drawings to be Drafted for an Year	Unit rate for Drafting in (Rs)	Total Cost for Drafting of each size(Rs)
A0	25	150	1150	172500
A1	25	150	650	97500
A2	20	120	550	66000
A3	100	600	300	180000
A4	50	300	130	39000
Total Cost for Drafting of all sizes excluding GST				555000

BIDDER HAS TO INDICATE overall percentage above or below or at par with respect to total Estimated Value i.e. Rs 5,55,000 /- Plus GST.

QUOTED PERCENTAGE (%) IS APPLICABLE ON ALL THE RATES OF ITEMS UNIFORMLY.

Contractor

Employer


ಎಸ್. ಯಶವಂತಿ, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಐ.ಎಂ.
एन. यशवंत, उपायुक्त / एम.ಐ. & ಎಂ.ಐ.ಎಂ.-ಇಂಜಿ.
N.YASWANTH, DEPUTY MANAGER / SC & PV-ENGG.
BHEL-EDM, MYSORE ROAD, BENGALURU-560028



PRICE BID (To be Submitted in a separate Envelope)

BHEL Estimated Price (Excluding GST) details:

Size	Estimated No. of Drawings to be Drafted for Two Months	Estimated No. of Drawings to be Drafted for an Year	Unit rate for Drafting in (Rs)	Total Cost for Drafting of each size(Rs)
A0	25	150	1150	172500
A1	25	150	650	97500
A2	20	120	550	66000
A3	100	600	300	180000
A4	50	300	130	39000
Total Cost for Drafting of all sizes excluding GST				555000

BIDDER HAS TO Quote overall percentage above or below or at par with respect to total Estimated Value i.e. Rs 5,55,000 /- Plus GST.

Quoted Percentage (%) ABOVE /BELOW (+/-)/ AT PAR :

Quoted Percentage (%) in words:

Total Base AMOUNT AFTER APPLICATION OF PERCENTAGE:


Total Base AMOUNT in words AFTER APPLICATION OF PERCENTAGE:

GST Applicable:

Total Amount after GST :

Total Amount in words after applicable GST

Contractor


ಎಸ್. ಯಶವಂತ, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಎಂ.
ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಎಂ.
N. YASWANTH, DEPUTY MANAGER / SC & PV-ENGG.
BHEL-EDIN, MYSORE ROAD, BENGALURU-560026

Employer



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 programs/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 programs/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 of20 .

Name

Company


Signature

Contractor



ಎಸ್. ಯಸವಂತ್, ಉಪ ನಿರ್ದೇಶಕರು / ಎಂ.ಐ. & ಎಂ.ಇಂ-2008.
 एन. यासवंत, उपा निदेशक / एम.आ. & एम.इं-2008.
 N. YASWANTH, DEPUTY MANAGER / SC & PV-ENGG.
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Employer


	Purchase Specification for hiring of AutoCAD drafting Services for various SPV Projects	PS-439-1032
		REV NO: 03
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Technical Specification for hiring of AutoCAD drafting Services for various
SPV Projects at BHEL EDN, Mysore Road, Bangalore.

Revision details :R 03	Prepared	Approved	Date
	NY	PM	31.05.2019

	Purchase Specification for hiring of AutoCAD drafting Services for various SPV Projects	PS-439-1032
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1.0 Introduction

Bharat Heavy Electricals Limited (BHEL), Electronics Division, Bangalore is executing various SPV projects. For executing these projects, a dedicated drawing office facility with **three (3)** deputed persons are required for assisting BHEL engineers in drafting array layouts, general arrangement drawings, module mounting structures, single line diagrams etc. in AutoCAD software and also 3D modelling in Autodesk Inventor software. Deputed persons should have minimum qualification of ITI or Diploma in each grade of Mechanical, Civil and Electrical/Electronics respectively.

2.0 Pre-Qualification Criteria

a. Bidders should have executed works of similar nature of works during last seven years as per below, as on the date of opening of Technical Bid.

1. **One** similar work of value not less than 80% of estimated value (excluding all taxes).

(OR)

2. **Two** similar works of value each not less than 50% of estimated value (excluding all taxes)

(OR)

3. **Three** similar works of value each not less than 40% of estimated value (excluding all taxes)

Note:


- A. The term “ Similar works “ means vendor should have successfully executed drafting services in AutoCAD/Autodesk Inventor
- B. The term ‘executed’ means the bidder should have achieved the criteria specified above even if the total contract has not been completed or closed.

b. The bidder should have at least 1 Diploma Engineer or I.T.I trained Draughtsman in each grade of Mechanical, Civil and Electrical/Electronics trade.

c. The bidder should give self-declaration that in case award of work, the people who will be deputed will have atleast 6 months experience in AutoCAD/ Autodesk Inventor

d. Average annual financial turn over during the last 3 years, ending 31st March of the previous financial year, should be 30% of the NIT value.

e. Bidder must have earned cash profit in any one of the last three financial years, ending 31st March of the previous financial year.

	Purchase Specification for hiring of AutoCAD drafting Services for various SPV Projects	PS-439-1032
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f. Bidder should have relevant certificate of ESI registration or can give declaration that in case of award of work by BHEL-EDN, bidder will comply Insurance for the deputed people either through ESI/Workmen Compensation Insurance.

g. Bidder should have valid PF, GST and PAN registration.

h. Bidder has to give a self-declaration ,in letter head, that “In case of need arise by BHEL, vendor has to depute one more person, who has knowledge in AutoCAD/ Autodesk Inventor, within 7 days of intimation by BHEL for a specific duration for increased workloads” .

i. Bidder has to give a self-declaration, in letter head, that in case of award of work by BHEL, will sign THIRD PARTY NON-DISCLOSURE AGREEMENT before commencement of works (format is attached as Annexure-1)and also will comply for minimum wages as per state of Karnataka.

All the supporting documents for the above clauses have to submitted along with the technical bid.

3.0 Payment Terms:

Payments will be made on bi-monthly basis depending upon the work performed during the previous two months, along with proof of statutory payments and the drawings made, certified by BHEL-Engineer

4.0 Penalty:

Delay in commencement of works beyond 1 week after informed by BHEL: 1% per week with a maximum LD of 5%.

5.0 Instructions to vendors on bid submission

3.1	Offer shall be submitted in two-parts (Two part-bid). Both parts shall be in separate sealed envelopes as per instructions in tender. The individual envelopes shall be enclosed in a common bigger envelope with markings on the envelope (address, etc) as per instructions provided in tender.
3.2	First-part shall be Technical bid . Following details shall be furnished: 1. Technical offer covering letter. 2. Filled up EFT form in original (enclosed) 3. Separate clause-wise deviation sheet in case of deviations from BHEL spec.
3.3	Second-part shall be Price bid as per BHEL tender format.
3.4	In addition to the above instructions, tender document provides detailed instructions for bid submission. Vendor shall submit the bid based on such tender instructions.

**Electronic Funds Transfer (EFT) OR
Paylink Direct Credit Form**

Please Fill up the form in **CAPITAL LETTERS** only.

TYPE OF REQUEST(Tick one): _____ CREATE _____ CHANGE

BHEL Vendor / Supplier Code:	
Company Name :	
Permanent Account Number(PAN):	
Address	

City: _____ PINCODE _____ STATE _____

Contact Person(s)	
Telephone No:	
Fax No:	
e-mail id:	

1 Bank Name:	
2 Bank Address:	
3 Bank Telephone No:	
4 Bank Account No:	
5 Account Type: Savings/Cash Credit	
6 9 Digit Code Number of Bank and branch appearing on MICR cheque issued by Bank	
7 Bank swift Code(applicable for EFT only)	
8 Bank IFSC code(applicable for RTGS)	
9 Bank IFSC code(applicable for NEFT)	

- A I hereby certify that the particulars given above are true, correct and complete and that I, as a representative for the above named Company, hereby authorise BHEL, EDN, Bangalore to electronically deposit payments to the designated bank account.
- B If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.
- C This authority remains in full force until BHEL, EDN, Bangalore receives written notification requesting a change or cancellation.
- D I have read the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under ECS / EFT.

Date:

Authorised Signatory:

Designation:

Telephone NO. with STD Code

Company Seal

Bank Certificate

We certify that _____ has an Account No _____ with us and we confirm that the bank details given above are correct as per our records.

Date:

(.....)

Place:

Signature

Please return completed form along with a blank cancelled cheque or photocopy thereof to:

Bharath Heavy Electricals Ltd,

Attn:

Electronics Division, Mysore Road,

BANGALORE - 560 026

In case of any Query, please call : 080-26998xxx / 2674xxxx or fax no. 080-2674xxxx