

Project Engineering  
Management

**BHARAT HEAVY ELECTRICALS LTD.**  
(A Govt. Of India Undertaking)  
**PURCHASE ENQUIRY**



REF :	PE-LPE/21
REF. DATE	30/12/2011
DUE DATE	20/01/2012

To,  
All reputed vendors(refer pre-qualification and requirement)  
Delhi NCR

Dear Madam/Sir,

**Subject: conversion of A4 size paper documents to soft form for two years at BHEL-  
PEM,Noida.**

Quotation are Invited in sealed cover with Enquiry No.,Enquiry Date, Quotation Due Date & Time, Name/ Address of the Organisation submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the undersigned before 2:00 P.M. on or before the above mentioned Due Date.

**SCOPE:**

As part of Digitization Project existing documents of A-4 size pertaining to various sections of office of BHEL-PEM, are required to be scanned to a minimum resolution of 400 DPI or upwards on a universally compatible format i.e.TIFF format and PDF with OCR and bookmarks using ADOBE ACROBAT version 8.0 or above, on auto run with proper indexing in MS-EXCEL for easy retrieval (e-cataloging).Refer Annexure-I for detailed scope.

**Payment terms :**

Bills is duplicate with challan (DC) to be submitted to the concerned user groups.After due verification by the user groups and on their approval the bills will be qualified for payment by our IT and finance department.Payment shall be released on a monthly basis at the end of each month based upon the number of documents scanned during the month.

Please quote the total F.O.R. destination BHEL /PEM, NOIDA inclusive of all taxes, freight, handling packaging, charges, transit insurance etc and shall remain firm without any variation till completion of the contract.

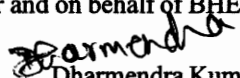
**BID SUBMISSION:**

In Two parts Bid shall be submitted in two sealed envelope as details enclosed in Annexures with the undersigned on or before the due date by 2:00 PM  
Part-I(i.e.Techno-commercial offer) shall be opened at 3:00 PM on the due date in the presense of representative of those bidders who may like to be present.

Thanking You,

Enclosure:

- 1.Technical Specification
- 2.Technical PQR
- 3.Financial PQR
- 4.Price Format
- 5.Introduction to bidders
- 6.Commercial terms and conditions

Yours faithfully,  
For and on behalf of BHEL  
  
Dharmendra Kumar  
BHEL PEM, Noida

Please reply to:  
Power Project Engineering Institute  
HRD & ESI Complex, Plot No 25, Sector 16 A  
Noida

Phone:  
Fax No:

Regd. Office:  
BHEL House  
Siri Fort