



A Maharatna Company

**Bharat Heavy Electricals Limited**  
BHEL House, Siri Fort,  
New Delhi-110045

**TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY &  
VIDEOGRAPHY SERVICES TO BHEL-DELHI/NOIDA**

**Tender Enquiry No.: CC/PHOT/02/2013-14 dated 02.09.2013**

**Issued by:**  
**BHEL Corporate Communication**  
**Jeevan Tara Building,**  
**5, Sansad Marg, New Delhi-110001**

**TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY &  
VIDEOGRAPHY SERVICES TO BHEL-DELHI/NOIDA**

## NOTICE INVITING TENDER

Sealed offers under two part bid system are invited from vendors providing Photography & Videography services (meeting Qualification Requirement criteria as per clause 1.0 of Special Terms and Conditions, Annexure III of the tender enquiry) for the providing these services to BHEL offices situated at Delhi & Noida. BHEL, Delhi shall be empanelled and entering into rate contract with a maximum of four such vendors. The total value of work is approximately Rs. 3,75,000/- (Rupees Three Lakhs Seventy Five Thousand only) per annum. The period of rate contract will be for two years w.e.f. from 1st November 2013 to 31st October 2015, which can be extended by another one year based upon mutual consent & prevailing market conditions.

Following points relevant to the tender may please be noted and complied with:

### 1.0 Salient features of NIT

Sl. No.	ISSUE	DESCRIPTION
i	Tender no.	NIT NO. CC/PHOT/02/2013-14
ii.	Name of Work	Tender for Empanelment of Vendors for providing Photography & Videography services to BHEL-Delhi/ Noida
iii.	Issue of Tender	1. Tender documents can be collected from BHEL Corporate Communication, Jeevan Tara Building, 5, Sansad Marg, New Delhi-110001 from 02.09.2013 to 19.09.2013 (during office hours on working days) 2. Tender documents can be downloaded from the websites <a href="http://www.bhel.com">www.bhel.com</a> or <a href="http://eprocure.gov.in">http://eprocure.gov.in</a>
iii.	Submission/ Receipt of tenders	Upto 1300 hrs on 23.09.2013 at BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
iv.	Opening of Tender	On 1500 hrs on 23.09.2013 at BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
v.	Last Date of seeking clarification(s)	In writing, at least 3 days ahead of the date of submission of bids at the address of the undersigned.
xi.	Latest Updates	Latest updates on the Important dates, Amendments, Correspondences,

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New Delhi - 110 001

	Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications, Terms & Conditions etc. will be hosted on BHEL webpage ( <a href="http://www.bhel.com">www.bhel.com</a> ) and not in the newspapers. Bidders to keep themselves updated with all such information
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## 2.0 Terms and Conditions

- 2.1 BHEL shall be shortlisting four bidders based on techno-commercial evaluation of the bids. Price bids of only these four shortlisted bidders shall be opened and evaluated.
- 2.2 The lowest (L1) rates quoted by any bidder (amongst the four shortlisted bidders) for all the items (as asked in the price proforma) shall become the bench mark rates and shall be offered to all the 4 bidders for their matching. Bidders are required to match these rates. In case of refusal to match these rates, their bid shall be rejected.
- 2.3 Mere issuance of tender document/ obtaining tender document through BHEL web site/ Government portal should not be construed that the bidder is considered qualified.
- 2.4 The tender document shall not be sent by post.
- 2.5 Bids/ offers may be sent by post/ courier to the office of tender submission authority namely, General Manager, BHEL Corporate Communication, New Delhi. However, BHEL accepts no responsibility for any loss/ delay/ non-receipt of offers not submitted in person. Offers received incomplete/ late are liable for rejection.
- 2.6 Each and every page of Tender document along with supporting documents should be signed by authorized person with the Company seal as a mark of their acceptance of terms and conditions of the tender.

**For & On behalf of  
Bharat Heavy Electricals Limited**



(Renu Sheel)

Administrative Officer (CC)

BHEL Corporate Communication

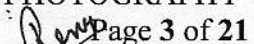
5, Jeevan Tara Marg, Sansad Marg

New Delhi-110001

**Date: 02.09.2013**

**Place: New Delhi**

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Bharat Heavy Electricals Ltd.

Corporate Communication

5, जिवन तारा मार्ग, 5, संसद मार्ग

5, Jeevan Tara Marg, Sansad Marg

New Delhi - 110 001



Enclosed:

- |                 |   |
|-----------------|---|
| Annexure - I    | : BHEL- Corporate Profile                               |
| Annexure - II   | : Scope of Work   |
| Annexure - III  | : Special Terms & Conditions                            |
| Annexure - IV   | : General Terms & Conditions                            |
| Annexure - V    | : Price Proforma ((A), (B) (C))                         |
| Annexure - VI   | : Marking Scheme  |
| Annexure - VII  | : No Deviation Certificate                              |
| Annexure - VIII | : Declaration Certificate (Infrastructure and Manpower) |
| Annexure - IX   | : Declaration Certificate (Legal)                       |
| Annexure - X    | : NEFT Format   |
| Annexure - XI   | : Submission of Tender                                  |
| Annexure - XII  | : Checklist   |

TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY &  
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## Annexure I

### BHEL — CORPORATE PROFILE

Established in 1964, BHEL is India's largest engineering and manufacturing company of its kind engaged in the design, engineering, manufacture, construction, testing, commissioning and servicing of a wide range of products and services for the core sectors of the economy, viz. Power, Transmission, Industry, Transportation, Renewable Energy, Oil & Gas and Defence. The company has been earning profits continuously since 1971-72 and paying dividends since 1976-77. In recognition of its consistent high performance, BHEL has been conferred with 'Maharatna' status by Government of India on 1st February 2013. It is now one among the seven Maharatna PSEs. Hon'ble Prime Minister of India has dedicated the Power Plant Piping Unit, Thirumayam Tamil Nadu, 16th Manufacturing Unit of BHEL, to the Nation on 2nd August 2013. With widespread network of 16 manufacturing units, two repair units, four regional offices, eight service centres, eight overseas offices, 15 regional centres, seven joint ventures and infrastructure to execute more than 150 project sites across India & abroad BHEL provides products, systems and services to customers efficiently and at competitive prices. The company has enhanced its capability to deliver 20,000 MW p.a. of power equipment to address growing demand for power generation equipment. The foundation stone for the new Greenfield Power Equipment Fabrication Plant of BHEL at Bhandara, Maharashtra was laid by the Hon'ble Chief Minister of Maharashtra on 14th May 2013. The company places strong emphasis on innovation and creative development of new technologies. Our research and development (R&D) efforts enables us to have a strong customer orientation responding to the changes in the market.

The high level of quality & reliability of our products is due to adherence to international standards by acquiring and adapting some of the best technologies from leading companies in the world including General Electric Company, Alstom SA, Siemens AG and Mitsubishi Heavy Industries Ltd., together with technologies developed in our own R&D centres.

Most of our manufacturing units and other entities have been accredited to Quality Management Systems (ISO 9001:2008), Environmental Management Systems (ISO 14001:2004) and Occupational Health & Safety Management Systems (OHSAS 18001:2007). BHEL, where Quality has taken deep roots as per internationally recognized quality systems, has once again made significant achievements by securing (a) Two 'CII-ITC Sustainability Awards 2012' for Strong Commitment towards sustainability and (b) 'Commendation for Significant Achievements in TQM by two units of BHEL.

Continuing its tradition of winning prestigious national/ international awards, the organization and its employees won several awards during the year which included 'SCOPE Meritorious Award for Human Resource Management'; Indian Chamber of Commerce 'PSE Excellence Award' in the R&D, Technology & Innovation category; '3 Star Gold Awards' for Quality Circles by 3 BHEL units. The significant awards conferred in the Individual category to the CMD include NITIE Distinguished Alumnus Award 2012; 'BT-STAR Best PSU Man of the Year Award 2012'; Enertia 'Power Man of the Year Award', to name a few. BHEL was declared the Best PSU in the Electrical & Electronics category by Dun & Bradstreet. Customer satisfaction survey has also been conducted for Power Sector for the first time, in the month of January 2013.

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**Annexure II**

**SCOPE OF WORK**

The brief scope of work of vendors providing Photography & Videography services is given below:

1. Coverage of various functions/events held at Delhi/Noida, as per location specified by BHEL. The CD's/DVD's of the total coverage for each event, along with two copies of the Contract Sheet, have to be submitted to BHEL.
2. The vendor shall be intimated about the photographic assignment on telephone one day in advance. However, in case of urgent requirement, the vendors may be required to arrange for photographic/ videographic coverage at short notice also.
3. Services may be required on Sundays & holidays under special circumstance
4. Assignment Charges for digital photography will include cost of one CD and two copies of the Contract Sheet. There will be no commitment for hard copies, which shall be ordered separately as per requirement and payable as per agreed rates.
5. Assignment Charges for video recording will include cost of one complete set of DVD's and any additional copies/sets required shall be ordered separately as per requirement, and payable as agreed rates.
6. The CD's/DVD's of each event may be required at short notice and depending on the requirement, photographs may also be required to be emailed from the location of event itself.
7. Occasionally, the vendors may be required to undertake photography/videography outside Delhi/Noida, for which no extra payment shall be made. At times, there may be need to cover more than a function on for "Full-Day".
8. For duration of coverage more than four hours and up to eight hours, Assignment Charges shall be payable for "Full-Day".
9. For duration of coverage upto four hours, Assignment Charges shall be payable for "Half-Day".
10. All outputs (Still/Video) shall be delivered on the same day or next day as per instructions.
11. The vendors may be required to collect CDs/Pen Drives of photographs from Corporate Communication Department BHEL Parliament Street Jeevan Tara Building and deliver photographs back within 4 hrs under normal circumstance & within 1 hr. under exceptional circumstance

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**Annexure III**

**SPECIAL TERMS AND CONDITIONS**

**1.0 ELIGIBILITY CONDITIONS/ QUALIFICATIONS REQUIREMENTS**

Offers shall be considered only, Experienced, Technically competent and Financially sound vendors providing Photography & Videography services who meet the following QUALIFICATION REQUIREMENT:

S. No.	Criteria	Minimum Requirement	Documents required in support
i	Experience	Bidder should be in photography & photo printing business for last 5 years	Copy of contract sheets/ work orders to this effect
ii	No. of Organizations served	Atleast Three (PSU's/ Central/ State Ministry/ies/ Listed Companies)	Copy of Letter of empanelment/ rate contract or copy of latest work order
iii.	Possess a full-fledged office in Delhi with state-of-the-art infrastructure and manpower	<ol style="list-style-type: none"> <li>Registered office at Delhi, preferably in South/ Central Delhi in the vicinity of BHEL offices</li> <li>Infrastructure/ Equipments <ol style="list-style-type: none"> <li>High resolution Professional (DSLR) Digital Camera-1</li> <li>Professional Quality HD Video Camera-1</li> <li>High speed printer-1</li> <li>Inkjet colour printer-1</li> <li>Mobile</li> <li>Email connectivity</li> </ol> </li> <li>Manpower <ol style="list-style-type: none"> <li>1.0 Photographer -1</li> <li>2.0 Videographer -1</li> <li>3.0 Delivery boy-1</li> <li>4.0 Other Manpower-1.</li> </ol> </li> </ol>	<p>Copies of address proof, Registration with Local Tax Authorities &amp;or Electricity Bills, Telephone Bills in the name of the bidder/ bidder firm.</p> <p>List of all equipments with make and age that are owned by bidder/ are under his disposal (signed and stamped on letter head)</p> <p>Details of Manpower (key personnel) (signed and stamped on letter head)</p> <p>Declaration Certificate (Infrastructure and Manpower as per Annexure VIII)</p>
iv	Annual Turnover for FY 2010-11 FY 2011-12 FY 2012-13	Average Annual Turnover of last three years should be more than or equal to Rs.1,12,500/-.	<p>Certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns (as applicable in the individual bidders case) duly vetted by a CA should be submitted.</p> <p>However in case, if the bidder is not able to submit the Balance sheet/P&amp;L/Income tax for the year 2012-13, due to non-finalization of accounts, the last two available balance sheets/P&amp;L accounts, i.e. 2010-11 &amp; 2011-12, shall be considered, provided the bidder provides a CA certified statement as regards non-finalization of accounts for the year 2012-13.</p> <p>Along with the above, the following documents are also required:</p> <ul style="list-style-type: none"> <li>• Copy of PAN card</li> <li>• Service Tax Registration certificate</li> <li>• Copy of proof of registration for various taxes as may be applicable in the individual bidder's case.</li> <li>• Incorporation Certificate</li> </ul>

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## 2.0 EVALUATION:

BHEL will constitute a tender committee for techno-commercial and price evaluation of the bids. These committees will evaluate the bids and carry out final selection a maximum of four vendors providing Photography and Videography services for the empanelment with BHEL. Decision of BHEL in this regard will be final.

### 2.1 TECHNO-COMMERCIAL EVALUATION

- i. The Tender committee will scrutinize the offers of all the bidders based on Qualification requirements as per clause 1.0 above.
- ii. The Tender committee will then evaluate all the qualified bidders on parameters and scoring scheme as indicated in Marking Scheme given at Annexure VI
- iii. Top 4 scoring bidders (cumulative score of S. No. i to vi) would be short-listed

### 2.2 PRICE EVALUATION

- i. Price bids will be opened and evaluated for only short-listed bidders (as per techno-commercial evaluation). The price bids of these bidders will be opened in the presence of representatives of these bidders who wish to be present.
- ii. The lowest (L1) rates quoted by any bidder (amongst the 4 shortlisted bidders) for all the items (as asked in the price proforma) shall become the bench mark rates and shall be offered to all the 4 bidders for their matching.
- iii. Bidders are required to match these rates. In case of refusal to match these rates, their bid shall be rejected.

### 3.0 PENALTY- QUALITY

Quality of photographs (min 8 MP)/ videography (1080, 25FPS) should be of high order. Any supply of poor quality shall be summarily rejected and the same will have to be made good at no extra cost.

### 4.0 LATEST UPDATES

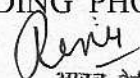
All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc. to the tender will be hosted on the websites ([www.bhel.com](http://www.bhel.com) and <http://eprocure.gov.in>) only and not in newspapers. Bidders should regularly visit the websites till the date of submission of the bids to keep themselves updated.

### 5.0 OTHER IMPORTANT CONDITIONS

- i. There shall be no equitable distribution of work amongst the parties, which shall depend upon the requirement of the event.
- ii. Quality of the job and promptness of service shall be the main criteria for job distribution.
- iii. Offloading/subletting of the job to outside agencies shall not be allowed.
- iv. All consumables and material used shall be of standard make

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Bharat Heavy Electricals Ltd.  
Corporate Communication  
प्लॉट नं. 5, संसद मार्ग  
प्लॉट नं. 5, Sansad Marg  
110 001 / New Delhi - 110 001



**Annexure IV**

**GENERAL TERMS AND CONDITIONS**

**1.0 SUBMISSION OF OFFER**

- 1.1 Your offer should be complete in all respects (refer Annexure XI).
- 1.2 Offer should be either typed or written legibly in English. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc. not authenticated as above may be rejected by BHEL.

**2.0 VALIDITY OF OFFER**

- 2.1 Your offer should remain valid for a period of 60 days from the date of opening of the tender for our acceptance.

**3.0 PRICE**

- 3.1 Price quoted should be firm.
- 3.2 Price to be given in figures without any correction/ overwriting.  
If there is an error in calculation, the calculation shall be corrected by BHEL. In such a case (ie in case of calculation error in the amount quoted by the bidder and the corrected amount calculated by BHEL, higher of the two will be considered for evaluation and lower will be considered for placement of the order and no objection will be entertained by BHEL in this regard. Decision of BHEL in this regard will be final.
- 3.3 The bidders are required to quote essentially for the entire scope of work.
- 3.4 Price to be filled-in strictly as per the Price Proforma enclosed as Annexure-V (A), (B) and (C). Change in Proforma is not allowed.
- 3.5 Offers not fulfilling any of the above conditions are liable to be rejected.

**4.0 TAXES**

- 4.1 It is mandatory to comply with all taxes applicable for the required services. Your price bid should indicate all the applicable taxes, duties and levies.
- 4.2 The bidder must have registration for all applicable taxes for executing the job. If they do not pay service tax as per prevalent tax law, they have to intimate as and when they come under the purview of service tax limit and make payment to the concerned authority.
- 4.3 BHEL shall not be responsible, in any way, for violation of any rules/regulations by the bidder.

**5.0 TERMS OF PAYMENT**

- 5.1 Payment shall be released within thirty days from the date of receipt of bills after submission of requisite proofs of successful completion of the work as per work

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- order.
- 5.2 While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 5.3 BHEL reserves the right to make payment through E-mode. Successful bidder shall be required to furnish the following information upon selection on its letter head as per Annexure X.

## 6.0 ARBITRATION

- 6.1 Any dispute or difference, whatsoever arising between the parties out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be referred to the sole arbitration of the Head of Corporate Communication of BHEL whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason (s) for the award.
- 6.2 Subject to the above, the provisions of Arbitration Act 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

## 7.0 EFFECT AND JURISDICTION OF CONTRACT

- 7.1 The law applicable to this contract shall be the laws in force in India. The courts in Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this contract.

## 8.0 CONFIDENTIALITY

- 8.1 All the pictures/videos/information/documents/materials shared by BHEL shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances.
- 8.2 As the information is property of BHEL, it is covered under copy right is not to be copied or used for any commercial or non-commercial purposes without proper permission to do so.

## 9.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 9.1 The bidder should accept all terms & conditions of the tender unconditionally, including the penalty clause and confidentiality clause. In case the bidder wants to deviate for the tender conditions, such deviations shall be clearly specified in No deviation certificate (Annexure VII). If no deviation are given in tender submitted, it will be assumed that the bidder accepts all terms and conditions of the tender.
- 9.2 Deviations may or may not be accepted by BHEL. Any deviation accepted by BHEL for a bidder may be extended to all bidders.
- 9.3 In case a deviation is not accepted by BHEL, the bidder is required to withdraw the same, otherwise its bid is liable to be rejected and in such case no bidder shall have any claim arising out of such action. BHEL's decision on the same shall be final and binding.

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## 10. INCOMPLETE TENDERS

- 10.1 Incomplete tenders, which do not contain all the information called for, are liable to be rejected.
- 10.2 The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

## 11.0 CANCEL/SCRAP OF TENDER

- 11.1 BHEL also reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.

## 12.0 LEGAL DECLARATION

- 12.1 The bidder is required to give a declaration that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also the bidder should not have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. They also need to certify that their Firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication. The declarations format is as per Annexure IX of the tender enquiry.

## 13.0 CONTRACT TERMINATION

- 13.1 BHEL reserves the right to terminate the contract any time if the execution of work is found unsatisfactory.

## 14.0 AUTHORISED OFFICER

- 14.1 Senior Manager (Corporate Communication)/ Administrative Officer (Corporate Communication), BHEL, or any other officer nominated by BHEL, shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the bidder.

## 15.0 CONTACT PERSONS

- 15.1 For any clarification, bidders may contact the following officials of BHEL:

Ms. Poonam Talwar – Senior Manager (CC)  
Tel.: 011-23346291, e-mail: [poonamtalwar@bhel.in](mailto:poonamtalwar@bhel.in)  
Fax: 011-23342769

Mrs. Renu Sheel – Administrative Officer (CC)  
Tel.: 011-23340471, email: [renus@bhel.in](mailto:renus@bhel.in)  
Fax: 011-23342769

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**Annexure V (A)**

**PRICE PROFORMA  
COLOUR PHOTOGRAPHS**

S. No.	Size	Rate (Rs.)	
		Gloss	Matt
1	Stamp Size (3.5cm X 2.5cm ) (Set of 4 copies)		
2	Passport Size (3.5cm X 3.5cm) (Set of 4 copies)		
3	Passport Size (3.5cm X 4.5cm) (Set of 4 copies)		
4	Special Size (50 X 50 mm) (Visa Purpose with white background) (Set of 4 copies)		
5	5" X 7"		
6	8" X 10"		
7	8" X 12"		
8	10" X 12"		
9	12" X 15"		
10	16" X 20"		
11	20" X 24"		
12	20" X 30"		
13	30" X 40"		
14	40" X 60"		
15	Larger/Odd Size (Per sq. Inch)		
16	Contact Sheet (8" X 12")	(Gloss only)	

**Signature & Seal of Bidder**

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*[Signature]*

Bharat Heavy Electricals Ltd.  
Corporate Communication  
T-5, Sansad Marg  
New Delhi - 110 001

**Annexure- V (B)**

**PRICE PROFORMA  
LAMINATION & MOUNTING CHARGES (in Rs.)**

S. No	Size	Lamination & Mounting charges on Sun board		Lamination & Mounting charges on board		Glass Framing Charges With Italian Beading	
		Rate (in Rs.)					
		Gloss	Matt	Gloss	Matt	With cut mount	Without cut mount
1	8"X10"						
2	8"X12"						
3	10"X12"						
4	12"X15"						
5	16"X20"						
6	20"X24"						
7	20"X30"						
8	30"X40"						
9	40"X60"						
10	Larger/Odd Size (per sq. inch)						

**Signature & Seal of Bidder**

**TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY & VIDEOGRAPHY SERVICES TO BHEL-DELHI/NOIDA**

*(Signature)*

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**Annexure- V (C)**

**PRICE PROFORMA  
MISCELLANEOUS JOBS**

Description of Job	DIGITAL PHOTOGRAPHY (WITHOUT HARD COPIES)	
	Half Day (upto 4 hrs)	Full Day (4-8 hrs)
Assignment charges for still photography with studio set-up (Umbrellas & special effects equipment) with one CD included in the cost (with no restriction on no. of exposures)	Rs. _____	Rs. _____
Assignment charges for still photography without studio set-up with one CD included in the cost (with no restriction on no. of exposures)	Rs. _____	Rs. _____
Assignment charges for digital video recording with one set of DVD's included in the cost	Rs. _____	Rs. _____
Cost per additional CD's	Rs. _____ per copy	
Cost per additional DVD's	Rs. _____ per copy	
Scanning charges with CD	Rs. _____ per sq inch	
Transfer charges (copy to copy ) Including cost of CD/DVD	From VHS to CD      Rs. _____ each From VHS to DVD      Rs. _____ each From CD to DVD      Rs. _____ each From DVD to DVD      Rs. _____ each	
E-Mail charges	Rs. _____ per folder of an event containing any nos. of photographs	
Cost per Album for size 5"X7" photographs ("Arpit" or equivalent brand)	50 photographs      Rs. _____ 100 photographs      Rs. _____ 150 photographs      Rs. _____ 200 photographs      Rs. _____	

**Signature & Seal of Bidder**

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**Annexure- VI**

**MARKING SCHEME**

S. No.	Criteria	Max. Marks	Break Up
i	Experience	10	5 marks for meeting the qualification requirement criteria for 5 years and one mark for every additional year subject to total of max. 10 marks
ii	No. of Organizations served (PSU's/ Central/ State Ministry/ies/ Listed Companies)	10	5 marks for meeting the qualification requirement criteria for 3 clients and one mark for each additional client served over and above 3, subject to total of max. 10 marks.
iii	Possess a full-fledged office in Delhi with state-of-the-art infrastructure and manpower	30	Office in Central/ South Delhi: 10 marks  Equipment: 10 marks (5 marks for meeting the qualification requirement criteria and one mark for each additional no. of High resolution Professional (DSLR) Digital Camera/ Professional Quality HD Video Camera, subject to total of max. 10 marks.  Manpower: 10 marks (5 marks for meeting the qualification requirement criteria and one mark for each additional no. of Photographer/ Videographer, subject to total of max. 10 marks.)
iv.	Annual Turnover for FY 2010-11 FY 2011-12 FY 2012-13	10	5 marks for meeting the qualification requirement criteria and one mark for additional Rs. 1 lakh achieved in average turnover for these three years, subject to max. 10 marks.
	<b>Total</b>	<b>60</b>	

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**Annexure – VII**

**No Deviation Certificate**  
**(to be given on Bidder's letter head)**

**Certificate of Acceptance**

It is certified that we have read and understood all the terms and conditions of the Tender No. CC/PHOT/02/2013-14 dated 02.09.2013.

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

Or

Our company/ firm, namely, ..... do hereby accept all the Terms and Conditions set out in the Tender Document except the following: (Give reference to Clause No.s of Terms and Conditions which are not acceptable)

- 1.
- 2.
- 3.

**Note: Deviations may or may not be accepted by BHEL**

Also, it is confirmed that deviations, if any, have been indicated only in this format and nowhere else in the offer.

Date:

Signature of Authorized Signatory

Place:

(Designation)

**TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY & VIDEOGRAPHY SERVICES TO BHEL-DELHI/NOIDA**

**Annexure-VIII**

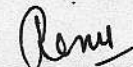
**DECLARATION CERTIFICATE (Infrastructure and Manpower)**

**(to be given on Bidder's letter head)**

I/We, do hereby declare that we possess a full-fledged office with equipment and manpower as listed under QR of Special Terms and Conditions (Annexure –III) of the Tender Enquiry. Further, we have no objection in case BHEL desires to inspect and physically verify the same and shall provide the required assistance for the same.

**(Signature & Seal of the firm)**

**TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY & VIDEOGRAPHY SERVICES TO BHEL-DELHI/NOIDA**



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**Annexure-IX**

**DECLARATION CERTIFICATE(LEGAL)**

**(to be given on Bidder's letter head)**

I/We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm /company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

**(Signature & Seal of the firm)**

**TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY &  
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**Annexure – X**

**NEFT Details Format**

<b>BANK NAME &amp; COMPLETE ADDRESS WITH PIN CODE</b>	
<b>BANK ACCOUNT NO.</b>	
<b>MICR CODE</b>	
<b>IFSC CODE</b>	
<b>PARTY'S eMAIL – ID</b>	
<b>PAN NO.</b>	
<b>CST NO., IFAPPLICABLE</b>	
<b>VAT NO., IFAPPLICABLE</b>	
<b>SERVICE TAX REGN. NO., IFAPPLICABLE</b>	
<b>PARTY's NAME &amp; ADDRESS</b>	

**TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY &  
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**Annexure – XI**

**SUBMISSION OF OFFER**

Your offer has to be submitted in **two parts** as follows:

**PART 'I' : TECHNO-COMMERCIAL BID (Sealed Envelope)**

Envelope superscribed with 'Part I'

- a. Documents and information required for ascertaining the qualification of the bidder as per Clause 1.0 of Annexure-III, **Eligibility Conditions/ Qualification Requirement (QR)**.
- b. Signed and stamped copies of 'Scope of Work', 'Special Terms & Conditions' and 'General Terms & Conditions' (Annexure- II, III, IV) as token of acceptance.
- c. **No Deviation Certificate** as per Annexure-VII.
- d. **Declaration Certificate (Infrastructure and Manpower)** as per Annexure-VIII
- e. **Declaration Certificate (Legal)** as per Annexure-IX
- f. **Check List** as per Annexure-XII.

**Note:**

Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage.

**i) PART – 'II' : PRICE BID**

Containing your price bid/quote for the job, strictly as per Price Performa enclosed at Annexure-V (A), (B), and (C), duly authenticated/stamped for proper identification.

**Note:** Part "B" to have prices only. Any comments / deviations in this Part except discount shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

All Parts of the offer, i.e. Part I and II in an individual sealed covers, to be placed in a single sealed envelope, duly superscribed with:

1. Quotation for Empanelment of vendors for providing Photography & Videography services to BHEL-Delhi/Noida
2. Due date and time of submission of offers.
3. Name and address of the bidder.
4. BHEL address as given in the covering letter.

**TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY & VIDEOGRAPHY SERVICES TO BHEL-DELHI/NOIDA**

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**Annexure – XII**

**Checklist**

S.No.	Description /Item	Enclosed Yes/No
1.	<b>No Deviation Certificate</b> as per Annexure – VII on your letter head.	Yes/No
2.	<b>Declaration Certificate (Infrastructure and Manpower)</b> as per Annexure-VIII	Yes/No
3.	<b>Declaration Certificate (Legal)</b> as per Annexure-IX	Yes/No
4.	Documents/ Information required as per Clause-1.0 of Annexure-III of <b>ELIGIBILITY CONDITIONS/ QUALIFICATION REQUIREMENT (QR)</b>	Yes/No
5.	Signed and stamped copies of 'Scope of Work', 'Special Terms & Conditions' and 'General Terms & Conditions' (Annexure- II, III, IV) as token of acceptance.	Yes/No
6.	Part I (Techno-commercial Bid) in Sealed Cover duly superscribed with Part I (Techno-commercial Bid)	Yes/No
7.	Part 'II' sealed in a separate envelope duly superscribed with Part II (Price Bid)	Yes/No

**TENDER FOR EMPANELMENT OF VENDORS FOR PROVIDING PHOTOGRAPHY & VIDEOGRAPHY SERVICES TO BHEL-DELHI/NOIDA**

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