



Bharat Heavy Electricals Limited
Electric & Photovoltaic Division-Malleswaram
BENGALURU - 560012

Phone: 080-2218 2247
Fax : 080-2334 4231

Tender No. MKTG/C&PR/P&V/2019-20/01 dated 19.12.2019

**TENDER FOR TWO-YEARS CONTRACT FOR PHOTOGRAPHY & VIDEOGRAPHY
SERVICES TO BHEL-ELECTRIC & PHOTOVOLTAIC DIVISION-
MALLESWARAM, BENGALURU**

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GENERAL INFORMATION:

BHEL, a Maharatna PSU, is an integrated power plant equipment manufacturer and one of the largest engineering and manufacturing enterprises in India. In addition to dominating the Indian Power Sector, BHEL make products and systems for Power Generation, Transportation, Transmission & Distribution, and Renewable Energy etc. are finding their way to international market at an ever increasing pace.

BHEL –Electric & Photovoltaic Division, one of the manufacturing units of BHEL, invites you to participate in a two part competitive bid for entering into a Contract for Photography and Videography services. The period of contract will be two years. The expected business volume is approx. Rs.1, 90, 000/- (One Lacs Ninety Thousand Only) per annum.

Last date for submission of tender: **1300 Hrs on 09.01.2020**

Date and Time of opening the Techno-Commercial Bid: **1400 Hrs on 09.01.2020**

Tender Documents: The tender document can be downloaded from the website www.bhel.com only

You are required to read the tender document completely before filling up the same. Your offer should be fully compliant to the requirements which are spelt out in the enclosed **Annexures – I to VIII.**

INSTRUCTIONS TO BIDDERS:

The tender document is in two parts:

- 1. Part-A (Techno-Commercial Bid)**
- 2. Part-B (Price bid)**

Bidders shall fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign in each and every page of the tender document along with relevant enclosures/attachments before submitting of tenders.

All entries in tender documents should be in one ink. Erasing and over-writing are not permitted. All cancellation and insertion should be duly signed by bidder concerned with proper indication of the name, designation and address of the person signing.

The local address of the Office, name of the person to whom all the correspondence are to be addressed should be indicated, with mobile/telephone number (both office and residence) and E-mail addresses.

Your complete offer, as per details given in Annexure-VIII, superscribed with “Offer for Photography and Videography Services” should be dropped in the slot marked as BHEL EPD in the tender box kept in the Reception Area at BHEL, Electric & Photovoltaic Division, Prof. C N R Rao Circle, Opp. Indian Institute of Science, Malleswaram, BANGALORE-560012, on or before 1300 Hrs on 09.01.2020 and should be addressed to:

Shri B K Singh
Senior DGM (MKTG, BD & C&PR)
BHARAT HEAVY ELECTRICALS LIMITED
Electric & Photovoltaic Division
Prof. C N R Rao Circle, Opp IISC
Malleswaram, BANGALORE-560012

Part A (Techno-Commercial Bid) shall be opened at 1400 Hrs on the same day i.e. 09.01.2020 in the Discussion Room, adjacent to Reception Area at the above Office address. All qualified bidders shall be intimated about opening of Part B (Price Bid) on a subsequent date and the bids shall be opened in the presence of the bidders, who may like to be present. Bidders are required to submit one price bid only. If more than one price bid is submitted, the same is liable to be rejected.

PART – A: TECHNO-COMMERCIAL BID

Annexure – I

INFORMATION ON BIDDERS' / ASSOCIATES' INFRASTRUCTURE

Sl. No.	Particulars	Details / Remarks
1	Name and Postal Address of the Office	
2	Details of Contact persons: a. Name b. Telephone No. c. Mobile No. d. Email ID	
3	Type of Business: Proprietary/ Partnership/ Private Limited Company/ Limited Company (Please Enclose proof of the same)	
4	PAN Card, GSTIN-if applicable OR Bidder Undertaking & NEFT form duly filled by the bidder	To be submitted along with Techno-Commercial Bid (As 'a' below)
5	Work Order Copy of Companies with whom similar contracts/ assignments have been executed in last 7 years along with name of clients and contract value	To be submitted along with Techno-Commercial Bid (As 'b' below)
6	Details of Manpower	To be submitted along with Techno-Commercial Bid (As 'c' below)
7	Details of infrastructure and Photography & Videography equipment possessed by you	To be attached along with Techno-Commercial Bid (As 'd' below)
8	Delivery of photographs/albums/CDs/DVDs should be made at our office situated at Electric & Photovoltaic Division, Prof. C N R Rao Circle, Opp. Indian Institute of Science, Malleswaram, BANGALORE-560012, INDIA, Kindly confirm by ticking Yes or No.	Yes ☐ No ☐

Documents required to be submitted along with the Techno-Commercial Bid as applicable:

a. Financial Documents

1. Copy of PAN card
2. Goods & Service Tax Registration Certificate (if Taxable Services billing is more than Rs. 20,00,000/ annum) **OR** Bidder undertaking for Taxable Services billing is less than Rs. 20,00,000/ annum for GSTIN exemption.
3. The bidders are required to fill the attached NEFT form. A cancelled cheque should also be enclosed with the filled in NEFT format.

b. Work Order Copy of similar contracts/ assignments during the last 7 (Seven) years with invoice / Performance Certificate

c. Details of Manpower: Number as per break up given below may be filled.

- a) Photographer
- b) Videographer
- c) Delivery boy
- d) Other Manpower

d. Details of Infrastructure and Equipment (To be submitted as per break up given below :

- a) Make of Professional Digital Camera
- b) Make of High Density Video Camera

SCOPE OF WORK/ REQUIREMENT

(Not limiting but conforming to scope given here)

1. Work Description:

- 1.1 You will be required to take photographs or videography of function/equipment at our factory premises at **Electric & Photovoltaic Division, Prof. C N R Rao Circle, Opp. Indian Institute of Science, Malleshwaram, and BANGALORE-560012, INDIA** or any other location specified by us.
- 1.2 You will be intimated about the photographic or videography 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 or videography coverage at short notice also.
- 1.3 Quality of photographs (min 16 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.
- 1.4 All photographs/albums/CDs/DVDs should be delivered at our office with Delivery Challans having proper security entry at BHEL Material Gate within two days from the date of photography. However, photographs taken during VIP visits and other important events should be delivered on the same day.

2. Period of Rate Contract:

Rate Contract will be for a period of **two years**

MINIMUM QUALIFICATION CRITERIA/REQUIREMENT (PQR)

1. Bidder should have Office/Photo Studio at Bengaluru with minimum staff as detailed below:
 - 1.1 Photographer - I
 - 1.2 Videographer - I
 - 1.3 Delivery boy - I
2. Minimum equipment as detailed below:
 - 2.1 High resolution Professional (DSLR) Digital Camera Model not more than five years older.
 - 2.2 Professional Quality FHD Video Camera suitable for shooting 1080P, 25 FPS resolution
3. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
 - a. Three similar completed works costing not less than the amount equal to 30% of the estimated cost.

Or
 - b. Two similar completed works costing not less than the amount equal to 40% of the estimated cost.

Or
 - c. One similar completed work costing not less than the amount equal to 60% of the estimated cost.

The bidder should furnish Work Order copy along with the invoice bill/Completion certificate to meet any one of the above criteria.

4. Definition of “similar work” should be clearly mentioned in bid/Offer document.

Note: Offers of the bidders not meeting the above requirements are liable to be rejected.

TERMS AND CONDITIONS**1. SUBMISSION OF OFFER:**

- 1.1** Your offer should be complete in all respects as explained in the **Annexure-VI**.
- 1.2** The Price quoted should be firm and inclusive of taxes.
- 1.3** Offers 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 above are liable for rejection.
- 1.4** **Bidders are required to submit one price bid only. If more than one price bid is submitted by single bidder, the same is liable to be rejected.**

2. PRICE:

- 2.1** Price to be filled-in as per the Price format only, enclosed as **Annexure-V**. Change in Price Format is not allowed. Price bids submitted in non-standard format / proforma invoice, etc. are liable to be rejected.
- 2.2** Total Price to be given in words as well as in figures without any corrections / over-writing. Care should be taken to ensure that the amount in words and figures match with each other.
- 2.3** If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- 2.4** Unit price for each item (inclusive of taxes) to be quoted separately in the Price format.
- 2.5** Rates quoted will remain firm during the period of contract. No request for increase in prices will be entertained during contract period.
- 2.6** The contract shall be entered into for a period of **Two years**.

3. SECURITY DEPOSIT (SD):

The successful bidder shall be required to furnish security deposit of 5% of contract value within 3 days from the date of placement of order by way of demand draft in favour of Bharat Heavy Electricals Limited, Electric & Photovoltaic Division, payable at Bengaluru.. SD amount will remain with BHEL-EPD till the completion of contract and final settlement of bills and shall be returned thereafter. Security Deposit can also be submitted in the form of Bank Guarantee from the Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee Format should have approval of BHEL-EPD.

Bidders to note that Security Deposit amount carries **NO INTEREST**. Security deposit shall be forfeited in case successful bidder supplies inferior quality of material or due to delayed supply or non-fulfilment of conditions of the order.

4. VALIDITY OF OFFER:

Your offer should remain valid for a period of minimum 3 (Three) months from the date of opening of the tender for our acceptance.

5. EVALUATION OF THE OFFERS/ SELECTION PROCESS:

5.1 Evaluation of the Techno-Commercial offers would be done by a BHEL- EPD as per the details provided in **Annexure-I**.

7.1.1 Infrastructure facilities

7.1.2 Past work experience and quality of work of supplies made to their clients

7.1.3 Conformity with respect to SCOPE OF WORK

5.2 The Selection Process

7.2.1 The Part "A" (Techno-Commercial Bid) will be opened first to ascertain adherence to the tender requirements.

7.2.2 The acceptable bidders will be short-listed by the EPD and the Part 'B' (Price Bid) of only technically acceptable bidders will be opened.

5.3 Evaluation of Price Bid:

As price for every item is to be quoted separately, price bid evaluation will be done taking into account the approximate requirement for 2 years as indicated below and by calculating total cost to company based on the same. (Items with negligible requirement have not been indicated and will not be taken into account for evaluation.) The total requirement of Services indicated below is tentative, it may be increased or decreased based on requirement of EPD.

S No:	Item Description	Uom	Total Requirement
1	Photography Charges for single visit up to 4 Hrs.	Nos	124
2	Photography Charges for single visit up to 8 Hrs.	Nos	20
3	Colour Photo Print, 6X4 First prints	Nos	4000
4	Colour Photo Print, 6X4 Additional Prints	Nos	1000
5	Album up to 80 Copies	Nos	60
6	Album up to 120 Copies	Nos	30
7	Album up to 250 Copies	Nos	20
8	Album up to 300 Copies	Nos	10
9	Video Coverage up to 4 Hours	Nos	6
10	Video Coverage-Additional per Hour	Nos	24
Total			

Note:

It is mandatory to quote for the entire scope of work. Incomplete offers shall not be considered for evaluation purpose.

6. AWARD OF WORK:

- 6.1 The award of work shall be based on the lowest Total Amount quoted in the Price Proforma **(Annexure-VI)** i.e., Total Amount including all taxes, in Part “B” of the offer as detailed in 5.3 above.

7. RISK PURCHASE:

- a. BHEL-EPD at its option will be entitled to terminate the contract and get the job executed through another vendor at the risk and cost of the bidder either the whole of the goods or part thereof which the vendor has failed to deliver or commission or provide within the stipulated time as aforesaid or if the same are not available, with the best and the nearest available substitute thereof.
- b. The bidder shall be liable for any loss which BHEL-EPD may sustain by way of such Risk Purchases.

8. ARBITRATION:

All disputes between the parties to the contract arising out of, or in relation to the contract, other than those for which the decision of the officer or any other person is by the contract expressed to be final and conclusive, shall after written notice by either party to the contract to the other party, be referred to sole arbitration of the Additional General Manager or his nominee. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Reconciliation Act, 1996. The parties to the contract understand and agree that it will be no objection that the Additional General Manager or the person nominated as Arbitrator had earlier in his official capacity to deal directly or indirectly with the matters to which the contract relates or that in the course of his official duties had expressed views on all or any of the matters in dispute or difference. The award of the Arbitrator shall be final and binding on the parties to this contract. In the event of the Arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason or his award being set aside by the Court for any reason, it shall be lawful for the Additional General Manager or his successor, as the case may be, either to act himself as the Arbitrator or to appoint another Arbitrator in place of the outgoing Arbitrator in the manner aforesaid. The Arbitrator may, from time to time, with the consent of both the parties to the contract, enlarge the time for making the award. Work under the contract shall be continued during the arbitration proceedings. The venue of the arbitration shall be the place from which the contract is issued or such other place as the Arbitrator at his discretion may determine.

9. PAYMENTS:

Payment will be made within 30 days' time from the date of satisfactory completion of the job in conformity to the scope of work and receipt of bills, whichever is later.

10. Goods and Services Tax (GST):

- a. BHEL EPD GSTIN number is **29AAACB4146P1ZB**. All invoices from supplier / service provider to contain BHEL GSTIN No.
- b. The Bidder shall mention Bidder's GSTIN number in all quotations and Invoices submitted.
- c. The Bidder shall also mention
 - (i) For goods supply - HSN (Harmonised System of Nomenclature) /
 - (ii) For services - SAC (Services Accounting Code) mandatorily in all invoices submitted
- d. Invoice submitted should be in the format as specified under GST Laws viz. all details as mentioned in Invoice Rules like GSTIN registration number, invoice number, quantity, rate, value, taxes with nomenclature – CGST, SGST, UGST, IGST mentioned separately, HSN Code / SAC Code etc.

Payment of GST to Bidder will be made only if PO / invoice data is matching with data uploaded by the Bidder.

For invoices where GST is payable on Reverse charge basis – “Tax payable on reverse charge basis” to be mandatorily mentioned on the invoice.
- e. TDS as per GST/Income Tax act shall be applicable
- f. In case GST credit is delayed/denied to BHEL due to non/delayed receipt of goods and/or tax invoice or expiry of timeline prescribed in GST law for availing such ITC, or any other reasons not attributable to BHEL, GST amount will be recoverable from vendor along with interest levied / leviable on BHEL.
- g. In case vendor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law will be recoverable from vendor/contractor along with interest levied/ leviable on BHEL.
- h. The bidder to provide their GSTIN. (Copy to be enclosed). If not registered under GST, undertaking to be submitted that they will register and furnish copy of certificate if applicable, before submitting the first bill.
- i. Any changes in taxes and duties after award of the contract will not be considered except such are those, which are imposed by govt., notification within the contract period after placement of PO.

11. EFFECT AND JURISDICTION OF CONTRACT:

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

Note:

Your offer is subject to the terms & conditions, as laid in the **Annexure-IV**, and a duly signed copy for acceptance of the same shall form part of your offer, to be submitted along with Part 'A' (Techno-Commercial Bid).

All information in the Tender Document is meant for only your reference and not for sharing, unless and otherwise, authorized by BHEL-EPD in writing. Please ensure compliance.

Offers not fulfilling any of the above conditions are liable for rejection.

BHEL reserves the right to use information provided by bidders for registering them with BHEL as vendors.

PART – B: PRICE BID

S No:	Item Description	Nos of Services	percent age	Unit Price (Rs)	Total Price (Rs)
1	Photography Charges for single visit up to 4 Hrs.	124	48.76		
2	Photography Charges for single visit up to 8 Hrs.	20	9.55		
3	Colour Photo Print, 6X4 First prints	4000	12.84		
4	Colour Photo Print, 6X4 Additional Prints	1000	2.68		
5	Album up to 80 Copies	60	3.37		
6	Album up to 120 Copies	30	2.53		
7	Album up to 250 Copies	20	2.54		
8	Album up to 300 Copies	10	1.55		
9	Video Coverage up to 4 Hours	6	10.11		
10	Video Coverage-Additional per Hour	24	6.07		
Total					

Total Value of Offer Rs/- (Value in Words.....

.....)

GST.....%

Note: Price Proforma 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.

SIGNATURE WITH SEAL

SUBMISSION OF OFFER

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

i) Part “A” (TECHNO-COMMERCIAL BID)

Envelope superscribed with “Part A”, **should contain the following:**

- a) Check-list as per **Annexure-VIII**.
- b) **Acceptance of the enclosed BHEL “Terms and Conditions” (Annexure-IV) and Conformity to “Scope of Work” (Annexure-II) by way of signing and affixing rubber stamp on each page of the referred Annexure.**
- c) Information on Bidder’s Infrastructure as per **Annexure-I along with the supporting Documents.**
- d) Duly filled NEFT form (**Annexure-VII**) with seal & signature by bidder and a cancelled cheque.
- e) Three Sample of Photo Sample photos/video taken by the bidder including equipment photo, if any

ii) Part “B” (PRICE BID)

Envelope duly sealed and superscribed with “Part B” (**PRICE BID**) should contain the Price Bid in Price Proforma enclosed as **Annexure-V**.

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.

iii) Both the Parts of the offer, Part A and B in individual sealed covers, to be placed in another sealed envelope, duly superscribed with:

- 1. Contract for photography & videography services to BHEL
- 2. Due date and time of submission of offers.
- 3. Name and address of the bidder.
- 4. BHEL address as given on page 3 of the tender

NEFT FormPlease 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, EPD, Bengaluru 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, EPD, Bengaluru 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:

Company Seal

Telephone NO. with STD
Code**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:

Electric & Photovoltaic Division,



Annexure – VIII**Check-list**

S.No.	Description /Item	Enclosed
1.	Information about vendor's Infrastructure in Proforma supplied as Annexure- I	Yes/No
2.	Signed Copy of " Scope of Work " (Annexure-II)	Yes/No
3.	Copy of the signed BHEL " Terms & Conditions " (Annexures-IV) as token of acceptance	Yes/No
4.	Copy of proof PAN No. as applicable	Yes/No
5.	All the pages of Techno-Commercial Bid as well as Price bid are duly signed by the bidder along with company's seal	Yes/No
6.	Techno-Commercial Bid along with this check-list sealed in a separate envelope superscribed – "PART A"	Yes/No
7.	Price Bid without any comments / deviations sealed in a separate envelope superscribed – "Part B"	Yes/No
8.	Duly filled NEFT form (Annexure-VII) with seal & signature of the banker and a cancelled cheque	Yes/No
9.	Part 'A', Part 'B' and all other required documents are put in single sealed envelope	Yes/No