



Bharat Heavy Electricals Limited
ELECTRONICS DIVISION, MYSURU ROAD
BENGALURU - 560026

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Tender No. C&PR:VV:146:16-17

Dated: 21st February 2017

**TENDER FOR TWO-YEARS RATE CONTRACT FOR PHOTOGRAPHY &
VIDEOGRAPHY SERVICES TO BHEL-ELECTRONICS DIVISION AND
ELECTRONICS SYSTEMS DIVISION, 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, Renewable Energy etc. are finding their way to international market at an ever increasing pace.

BHEL – Electronics Division (EDN), one of the manufacturing units of BHEL, invites you to participate in a two part competitive bid for entering into a Rate Contract for Photography and Videography services. The expected business volume is approx. Rs.5,00,000/- (Five Lakhs) per annum. The period of rate contract will be two years.

Last date for submission of tender: **1300 Hrs on 17-03-2017**

Date and Time of opening the Techno-Commercial Bid: **1330 Hrs on 17.03-2017**

Tender Documents: The tender document can be downloaded from the website www.bhel.com / www.bheledn.com / www.tender.gov.in

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 IX.**



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-VII, superscribed with “Offer for Photography and Videography Services” should be dropped in the slot marked as C&PR (Box No.10) in the tender box kept in the Reception Area at BHEL, Electronics Division, P B No 2606, Mysuru Road, Bengaluru 560026, on or before 1300 Hrs on 17th March 2017 and should be addressed to:

Shri S Chandrashekaraiiah
DGM (C&PR)
BHARAT HEAVY ELECTRICALS LIMITED
Electronics Division
PB No.2606, Mysuru Road
Bengaluru – 560026

Part A (Techno-Commercial Bid) shall be opened at 1330 Hrs on the same day i.e. 17th March 2017 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.

NOTE : Offers received without EMD are liable for rejection.

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	Name and address of proprietor/ partner(s)/ major shareholders	
5	Whether any of the relatives of owners are presently on the rolls of BHEL/have retired from the rolls of BHEL. If yes, please give name and other details.	
6	Self declaration of Financial Turnover for past 3 years: a. FY 2013-14 b. FY 2014-15 c. FY 2015-16	Documents to be submitted along with Techno-Commercial Bid (As 'a' below)
7	List of Companies with whom similar rate contracts/ assignments have been executed in last 3 years along with name of clients and contract value (copies of Purchase/Release orders to be attached)	To be submitted along with Techno-Commercial Bid (As 'b' below)
8	Details of Manpower	To be submitted along with Techno-Commercial Bid (As 'c' below)
9	Details of infrastructure and Photography & Videography equipment possessed by you	To be attached along with Techno-Commercial Bid (As 'd' below)
10	Delivery of photographs/albums/CDs/DVDs should be made at our office situated at Electronics Division, Mysuru Road, Bengaluru and Electronic Systems Division, Electronics City, Hosur Road. Kindly confirm by ticking Yes or No.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

a. Financial Documents

1. Copy of PAN card
2. Service Tax Registration Certificate
3. Income Tax Returns for last Three years
4. Self declaration of annual turnover for the last three years
5. The bidders are required to fill the attached NEFT form duly endorsed by their banker. A cancelled cheque should also be enclosed with the filled in NEFT format.

b. List of Jobs Executed during the last 3 (Three) years with Certificate/Copies of contracts

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 with and without Light

SCOPE OF WORK/ REQUIREMENT

(Not limiting but conforming to scope given here)

1. Work Description:

- 1.1 You will be required to take photographs of function/equipment at our factory premises at Mysuru Road, Bengaluru and ESD, Electronics city, Hosur Road, Bengaluru or any other location specified by us.
- 1.2 You will be intimated about the photographic 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 coverage at short notice also.
- 1.3 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.
- 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.
- 1.5 The CD/DVD should be handed over along with the prints with necessary titling.
- 1.6 You will be required to bring special equipment i.e. lighting, umbrella, etc. for taking Group photos comprising more than 50 people.

2. Period of Rate Contract:

Rate Contract will be for a period of two years and entered into with two parties.

ESSENTIAL CRITERIA

1. Bidder should have Office 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 less five years
 - 2.2 Professional Quality HD Video Camera suitable for shooting 1080P, 25 FPS resolution
3. Experience of having successfully completed similar contracts/assignments during last three years from the date of tender notice, similar assignment means Photography & Videography services.
4. The bidder should furnish Corporate Clients list/performance certificate for the last three years. List of jobs completed before submitting of the tender only should be included.
5. Self declared Financial Turnover reports for past 3 years
 - 5.1 FY 2013-14
 - 5.2 FY 2014-15
 - 5.3 FY 2015-16

Average Annual Turnover should be equal to or more than Rs.70,000/- (Rupees Seventy Thousand only).

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-VII**.
- 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, the same is liable to be rejected.**

2. PRICE:

- 2.1** Price to be filled-in as per the Price Proforma only, enclosed as **Annexure-VI**. Change in Proforma is not allowed. Price bids submitted in non-standard format / proforma invoice, etc. are liable to be rejected.
- 2.2** 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** In case of any mismatch between the prices quoted in figures and words, lower of the two will be considered and shall be binding on the bidder.
- 2.4** 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.
- 2.5** Unit price for each item (inclusive of taxes) to be quoted separately in the Price Proforma.
- 2.6** Rates quoted will remain firm during the period of contract. No request for increase in prices will be entertained during this period.
- 2.7** The contract shall be entered into for a period of Two years.

3. QUALITY:

Quality of photographs/albums/CDs/DVDs should be of high order as per Sl No 1.3 on page 6. Any supply of poor quality work shall be summarily rejected and the same will have to be made good at no extra cost.

4. EARNEST MONEY DEPOSIT (EMD):

Offer must be accompanied with a DD / Pay Order for Rs. 2,000/- (Two thousand only) drawn in favour of Bharat Heavy Electricals Limited, Electronics Division, payable at Bengaluru, towards EMD. **Offers received without EMD are liable to be rejected.** EMD will be returned to the unsuccessful bidders within two weeks' time of placement of order on successful bidder. EMD of the successful bidder would be retained till completion of the job and final settlement of the bills.

Bidders may please note that EMD carries NO INTEREST. EMD shall be forfeited, if after opening of the tender, the bidder revokes his bid within the validity period or increases his earlier quoted price.

5. SECURITY DEPOSIT (SD):

The successful bidder shall be required to furnish security deposit of Rs.2,000/- (Two Thousand only) within 3 days from the date of placement of order by way of demand draft in favour of Bharat Heavy Electricals Limited, Electronics Division, payable at Bengaluru. On request, the EMD amount can be adjusted against the Security Deposit. SD amount will remain with BHEL-EDN 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-EDN.

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.

6. 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.

7. EVALUATION OF THE OFFERS/ SELECTION PROCESS:

7.1 Evaluation of the Techno-Commercial offers would be done by a BHEL- EDN Tender Committee as per the details provided in **Annexure-III**.

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

7.2 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 committee and the Part 'B' (Price Bid) of only technically acceptable bidders will be opened.

7.3 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 annual requirement 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.)

Sl. No	Description	Unit	Annual Requirement
01 Digital Photography at factory premises (including CD and ordinary album)			
1.1	Half Day Assignment (i.e., up to four hours coverage) including conveyance for both assignment and delivery of photo prints, albums and CDs	Nos	175
1.2	Full Day Assignment (i.e. more than four hours coverage time) including conveyance for both assignment and delivery of photo prints, albums and CDs	Nos	90
02 Printing of Colour Photographs (Size in Inches)			
2.1	5 x 7 Prints	Nos	1650
2.2	4 x 6 Prints	Nos	5450
2.3	8x12 Prints	Nos	100

03 Printing of Colour Passport size Photographs			
3.1	First set (3 Nos. in a set)	Nos	35
3.2	Extra set (3 Nos. in a set)	Nos	15
04 Lamination and Mounting			
4.1	Lamination and Mounting of Photographs (Including printing) on 8mm wooden board with stand as well as provision for hanging of Mounted photograph	Square Inch	1400
05 Supply of Albums (Size of Photographs in inches)			
5.1	Ordinary type album with provision for inserting 40 photos of size 4" x 6"	Nos	75
5.2	Ordinary type album with provision for inserting 80 photos of size 4" x 6"	Nos	5
5.3	Hard bound type album with provision for inserting 48 photos of size 5" x 7"	Nos	10
5.4	Slip in type required for special occasions with provision for inserting 120 photos of size 4" x 6"	Nos	10
5.5	Ring type Auto stick required for special occasions (provision for inserting 300 Photos of size 4" x 6")	Nos	10
5.6	Extra sheets for Ring type Album	Nos	50
06 Video coverage			
6.1	Video Coverage Assignments with DVD	Nos	25

Special Condition:

Bidders are required to study the prevailing Market trend of raw materials/labourers/other relevant requirement before quoting and submit the competitive price.

Note:

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

8. AWARD OF WORK:

8.1 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 7.3 above. However, BHEL reserves the right to negotiate with L1 party and L1 rates shall be counter offered to L2 and L3 bidders for distribution of work till a total of two parties (inclusive of lowest bidder) are available for finalisation of the contract.

8.2 Notwithstanding anything contained in this tender enquiry, BHEL-EDN reserves the right to split the work within two bidders in its own interest. BHEL-EDN also reserves the right to cancel / scrap the tender without assigning any reason whatsoever.

9. PERCENTAGE SHARING OF WORK BETWEEN SUCCESSFUL BIDDERS:

9.1 Rate contract will be entered into with two parties. To the extent possible, original lowest bidder shall be given 60% of the share of the business volume.

9.2 In case two parties having quoted the same L1 rate, 50% share of the total business volume will be shared between the two L1 parties and the rate will not be counter offered to L2 parties.

9.3 In case of only one party quoting L1 rate and two parties having quoted the same L2 rate, 20% share of the total business volume will be shared between the two L2 parties at the accepted L1 rates.

9.4 In case, none of the parties accepts the L1 price, the lowest bidder shall be offered 100% business volume.

10. 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 (C&PR) 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 (C&PR) 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 (C&PR) 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.

11. 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.

12. 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.

13. TAXES:

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.

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-EDN 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.

NO DEVIATION CERTIFICATE

Certified that we have read and understood all the terms and conditions of the Tender No **C&PR:VV:146:16-17** Dated: **21st February 2017** and that our company/firm, namely, do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document.

Date:

Signature of Authorised Signatory

Place:

(Designation)



PART - B: PRICE BID

Sl No	Description	Quoted Rate (Inclusive of taxes)	
		In figures (Rs)	In words
01	Digital Photography at factory premises (including Cost of CD and ordinary album):		
1.1	Half Day Assignment (i.e., up to four hours coverage time) including conveyance for both assignment and delivery of photo prints, albums & CDs		
1.2	Full Day (i.e., more than four hours coverage time) including conveyance for both assignment and delivery of photo prints, albums & CDs		
1.3	Waiting charges per hour (Applicable only for ½ day assignment and applicable only in case where total time including assignment and waiting period exceeds four hours)		
02	Printing of Colour Photographs (Size in Inches)		
2.1	5 x 7 Print		
2.2	4 x 6 Print		
2.3	8x12 Print		
03	Printing of Colour Passport size Photographs		
3.1	First set (3 Nos. in a set)		
3.2	Extra set (3 Nos. in a set)		
04	Mounting and Lamination of Photographs:		
4.1	Printing, Lamination and Mounting of Photographs on 8mm wooden board with stand as well as provision for hanging of Mounted photograph (Rate per square inch to be quoted)		
05	Supply of Albums (Size of Photographs in inches)		
5.1	Ordinary type album with provision for inserting 40 photos of size 4" x 6"		

5.2	Ordinary type album with provision for inserting 80 photos of size 4" x 6"		
5.3	Hard bound type album with provision for inserting 48 photos of size 5" x 7"		
5.4	Slip in type required for special occasions with provision for inserting 120 Photos of size 4" x 6"		
5.5	Ring type Auto stick required for special occasions (provision for inserting 300 photos of size 4" x 6")		
5.6	Extra sheets for Ring type Album		
06 Videography:			
6.1	Video coverage along with DVD up to four hours including conveyance for videography assignment and delivery of DVD with titling		
6.2	Charges for extra hours video coverage (rate per extra hour to be quoted)		
07 Charges for usage of special equipment			
7.1	Additional charges for special lens cameras, extra lighting and umbrella for taking group photographs etc. (Rate per assignment)		
08	Conveyance charges (in case of photo/video coverage other than BHEL-EDN, Mysuru road) a. To City center b. To Electronic city		

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-IX**.
- b) Earnest Money Deposit (EMD) as given in Clause 4.0 of Terms and Conditions (**Annexure-IV**).
- c) **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.**
- d) **No Deviation Certificate on bidder’s letter head as per Annexure-V.**
- e) Information on Bidder’s Infrastructure as per **Annexure-I along with the supporting Documents.**
- f) Duly filled NEFT form (**Annexure-VIII**) with seal & signature of the banker and a cancelled cheque.
- g) 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-VI**.

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, EDN, 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, EDN, 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:

Electronics Division, Mysuru Road,

BENGALURU - 560 026



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.	No Deviation Certificate on Bidder's letter head as per Annexure-V	Yes/No
5.	Earnest Money Deposit as per Clause No. 4.0 of the Terms & Conditions (Annexure-IV)	Yes/No
6.	Copy of proof PAN No. as applicable	Yes/No
7.	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
8.	Techno-Commercial Bid along with this check-list sealed in a separate envelope superscribed - "PART A"	Yes/No
9.	Price Bid without any comments / deviations sealed in a separate envelope superscribed - "Part B"	Yes/No
10.	Duly filled NEFT form (Annexure-VIII) with seal & signature of the banker and a cancelled cheque	Yes/No
11.	Part 'A', Part 'B' and all other required documents are put in single sealed envelope	Yes/No