



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: 21 Nov 2016 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 - 2 pages
- 4) Purchase Specification - 2 pages
(PS – 439-1032)
- 5) EFT Form - 1 page

INSTRUCTIONS FOR TENDER SUBMISSION:

Offer shall be submitted in two parts as below:

Part A .Technical Bid Tender document: 1 page

Part B Price bid tender document: 1 page

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 PUNAM MISHRA- Manager (SC&PV- RPD), BHEL, Electronics Division, Mysore Road, Bangalore 560026


पुनम मिश्रा, प्रबंधक/एस.सी. एवं पी.वी.-आर.पी.डी.
PUNAM MISHRA, MANAGER/SC&PV-RPD
BHEL-EDN, MYSORE ROAD, BANGALORE - 560 026

CONTRACTOR

EMPLOYER



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

DEPARTMENT: SC&PV

SECTION: Engineering

Phone: 080-26998991

REF.TENDER ENQUIRY NO: **EDN: SCPV: ENGG: DRG: 04 DATED: 11-11-2016**

NOTICE INVITING TENDER

1. TENDER NUMBER : EDN: SCPV: ENGG: DRG: 04 DATED: 11.11.2016
2. NAME OF THE WORK : Hiring of drafting services for various SPV projects at BHEL-EDN, Bengaluru Division
3. APPROXIMATE COST : Rs 2.53 Lakhs
4. WORK COMPLETION : 6 months from the date of issue of work order for all the activities put together.
5. PAYMENT TERMS : 1. Payment shall be made trimonthly 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 21.11.2016 (Monday)
9. PLACE OF SUBMISSION OF TENDER DOCUMENT : Tender document shall be dropped into the tender box marked as "**SC&PV**" (**FRIDAY Box**), located at the reception area of BHEL-EDN, Bangalore or sent by courier.

Tender to be addressed to:

Manager (SC&PV- RPD), NEB 5th Floor,
BHEL Electronics Division, Mysore Road,
Bangalore -560026.

10. DATE AND TIME FOR TECHNICAL BID OPENING : At 1:30 PM ON 21.11.2016
10. PAN COPY : Submitted/Not submitted

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

ISSUED TO CONTRACTOR


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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 PUNAM MISHRA- Manager (SC&PV- RPD), Electronics Division, BHEL, Mysore Road, Bangalore – 560 026, 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 contract 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.


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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.


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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.


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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 CANDIDATE :
4. Details of AutoCAD Course done by Candidate :
5. a) SCOPE OF WORK
as per Specification PS-439-1032 : UNDERSTOOD/ NOT UNDERSTOOD
(Enclosed)
- b) ACCEPT TO EXECUTE IN TOTAL : YES/ NO
6. EFT Form (Enclosed) : FILLED/ NOT FILLED
7. PAN CARD COPY : ENCLOSED/ NOT ENCLOSED

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

1. EMD PARTICULARS : NIL
2. SECURITY DEPOSIT : NIL
3. WHETHER REGISTERED WITH GOVT. AGENCIES SUCH AS CPWD/STATE PWD/MES/RAILWAY/OTHER PUBLIC SECTOR UNDERTAKING ETC., : Not Applicable
4. BHEL'S PAYMENT TERMS : ACCEPTABLE / NOT ACCEPTABLE
5. Price (inclusive of service tax) details:

Size	No. of drawings per quarter	No. of drawings For 6 months	Unit rate for Drafting in (Rs)	Total for Drafting of each size(Rs)
A0	25	50		
A1	25	50		
A2	20	40		
A3	100	200		
A4	50	100		
Total for Drafting of all sizes including Service Tax				

Total Value in Words (Inclusive of service tax):

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**Purchase Specification
for hiring of AutoCAD drafting Services for various
SPV Projects**

PS-439-1032

REV NO: 00


PAGE : 1 OF 2

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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 00	Prepared	Approved	Date
	NY	PM	11.11.2016

	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 such as BEL 15 MWp , NLC 65 MWp, NTPC-Mandsaur 50 MWp, KPCL Haveri 10 MWp, WBSEDCL 3x10 MWp, BHEL Bhopal 10MWp etc. For executing these projects, a dedicated drawing office facility with two 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.

2.0 Pre-Qualification Criteria

- 2.1 Contractor should depute two persons to work in the BHEL EDN campus for the duration of the contract i.e. 6 months. He/she will work as per general shift timings of BHEL, EDN
- 2.2 Deputed person should have minimum qualification of Diploma in the field of Mechanical or Electrical or Civil Engineering.
- 2.3 Deputed person should have done a certificate course in AutoCAD.
- 2.4 Deputed person should have worked in AutoCAD software for at least three months in last two years and he has to provide a certificate from the contractor or self-declaration in this regard.
- 2.5 During the period of contract, contractor should not depute another person in place of existing person unless in extraordinary circumstances which are acceptable to BHEL.

3.0 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: <ol style="list-style-type: none"> 1. Technical offer covering letter. 2. Filled up EFT form in original (enclosed) and a copy of pan card with self attestation. 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