



भारत हेवी इलेक्ट्रिकल्स लिमिटेड ए झाँसी

ठाण्टांज भाट्टल म्स्क्यूट्टर्स स्टेट्स ए श्रांक्षै

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

TENDER DOCUMENT

For Tender Enquiry No.: **CPR/PHOTO-VIDEO/20-21**

For

Tender for “Photography-videoography of BHEL’s Prog.” for two years

Contact Persons:

Name: Anshuman Sharma

Designation: Dy.Manager (CMM)

Email: anshuman.sharma@bhel.in

PH: 0510-2412784

Tender Due Date: 10.07.2020 at 13:15 Hrs.

Tender Opening Date: 10.07.2020 at 14:00 Hrs.

Communications & Public Relations

BHARAT HEAVY ELECTRICALS LIMITED,

PO: BHEL, Jhansi 284120

Accepted

Signature and Seal of Bidder



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ठाण्टांज भाट्टल म्स्क्यूल्स स्पेश्यल श्राव्है

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

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Accepted

Signature and Seal of Bidder



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ठाण्ठां भाट्टल म्स्क्यूट्टर्स स्टेप्पर्स ए श्राव्है

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

Schedule "A"

NOTICE INVITING TENDER

Sealed Tenders are invited for the work: Photography-videoography of BHEL's Prog. for two years

Important Information

S. No.	Particulars	Description
1	Name of Work	Photography-videoography of BHEL's Prog. against Rate Contract" for two years.
2	Tender Evaluation Criteria	As per Annexure "F"
3	Duration of Rate Contract	Two years from the date of award, extendable for six more months. Rates shall be kept valid for two year.
4	Last date of receipt of the Tender	10.07.2020 on 13.15 Hours.
5	Date of opening of Techno - Commercial Bid.	10.07.2020 on 14.00 Hours.
6	Address for submitting the tender	Tender Box at CISF office Administrative Building gate BHEL, Jhansi-284120.
7	Earnest Money Deposit	Nil
8	Cost of Tender	Nil
9	Security Deposit	Nil
10	Validity of Offer	21 Days from tender opening date.

Accepted

Signature and Seal of Bidder



भारत हेवी इलेक्ट्रिकल्स लिमिटेड ए झाँसी

ठार्टार्ज भाट्टल म्स्क्यूल्यू रै स्डप्ज्म्क्स श्रां छै

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

Schedule -“B”

SCOPE OF WORK

1. Sealed Bids are invited in single parts for Rate Contract of Photography-videoography of BHEL's Prog. is as under:
 - A) Time to Time Photography-videoography of BHEL's various Programs /events/ functions etc. for two years.
2. The commencement date of the contract shall be the date of the LOI or LOA, whichever is earlier.

Instructions for furnishing of offer

1. Offer to be submitted in single Price Bid only. Bid consist of General Terms & Conditions (14 pages attached with TD), and all its sections, all enclosures in support of various clauses and Pre - Qualifying requirements as per Schedule-C, and blank price bid as per Schedule - G.
2. Price bid to be submitted duly filled as per schedule – H.
3. Price bid shall be opened as scheduled according to tender.
4. Bidders must properly sign all documents, on each page.
5. **Price bid (Only Page no.23)** along with supporting documents attached by bidder to be submitted in sealed envelopes mentioning/ boldly super-scribing “**PRICE Bid FOR** tender enquiry no. & tender opening date respectively. The price bid to be kept in envelop mentioning tender no. and tender due date with the name of bidder, addressed to Manager CPR BHEL Jhansi. This offer to be dropped in tender box located at CISF post ADM Gate BHEL Jhansi.
6. Overwriting /correction may attract for rejection of offer.
7. Tender Cost –NIL
8. EMD - NIL

For relevant details, please visit our website “www.bhel.com” & “[www.https://jhs.bhel.com/](https://jhs.bhel.com/)”

Note: BHEL takes no responsibility for any delay/loss of documents or correspondence sent by courier or post. Late tenders shall be rejected outright.

Accepted

Signature and Seal of Bidder



भारत हेवी इलेक्ट्रिकल्स लिमिटेड ए झाँसी
 रप्टर्ज भाट्टल म्स्क्यूटर्स स्टेट्स ए श्राविंग
 (संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

Schedule -"C"

Detail of Bidder and Documents to be submitted along with Price Bid

S.No.	Particular	Detail (Please mention)
1.	Name of the firm	
2.	Name of the Proprietor/Partners	
3.	Address	
4.	Mobile No.	
5.	E-mail ID	

Pre - Qualifying Requirements

Essential documents to be submitted as per PQRs. & mention the detail in the last column of table shown below-

SL. No.	Particulars	Supporting documents (Pl. attach copies)	Detail of attached docs. (Pl. fill)
1.	Valid GSTIN	Certificate copy of GST Registration.	
2.	PAN No.	Copy of PAN	
3.	AADHAR	Copy of AADHAR Card (in case of Proprietor/ Partnership).	
5.	Average Annual Financial turnover during the last 3 years ending 31 st march of the previous F.Y. should be at least- Rs.1.00 lakhs	Audited and certified Balance Sheet of related financial years <u>or</u> ITR copies of related years.	
6.	Having experience of Photography & Videography work during last 07 years ending 31.05.2020- (i) one work of min Rs.1.00 Lakhs. (ii) Two works of min Rs 0.85 Lakhs each. (iii) Three works of min Rs.0.60 Lakhs each.	Work completion certificates OR copy of invoices OR TDS certificates OR copies of work orders.	
7.	Self-declaration regarding not guilty/not black listed and timely providing of photography services.	Affidavit on stamp paper of Rs.100/- as per attached annexure	Submitted / Not submitted
9.	Blank Price Bid	Signed copy of blank price bid.	Submitted / Not submitted

We will fulfill all the obligations of the contract and abide by the terms & Conditions mentioned in the enquiry.

Self Declaration

I declare that i will provide all as quoted above.

Sign & Seal.

Accepted

Signature and Seal of Bidder



भारत हेवी इलेक्ट्रिकल्स लिमिटेड ए झाँसी

ठार्टाइ भॉट्ल म्स्क्यूल्स से स्डप्ज्म्स ए श्रृंख्ला

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

कार्य का नाम :दर संविदा (Rate Contract) के आधार पर दो वर्ष हेतु
फोटोग्राफी वीडियोग्राफी/

निविदा खुलने का दिनांक :

क्र .	फोटोग्राफी विवरण	अन्य विवरण	वांछित सामग्री/ मदों की संख्या	मूल्यदर/ ₹	समेकित लागत मूल्य
1	फोटोशॉट (प्रति शॉट)	पेन ड्राइवसीडी /	6000		
2	फोटो हार्ड कॉपी "4) ग6 (प्रति कॉपी समाचार) प्रकाशनार्थ(700		
3	फोटो हार्ड कॉपी) 5 ग7 (प्रति कॉपी समाचार) प्रकाशनार्थ(200		
4	फोटो हार्ड कॉपी "4) ग6 कॉपी 50- (एलबम सहित (100₹00.₹)	04		
5	फोटो हार्ड कॉपी "5) ग7 (50-कॉपी	एलबम सहित (150₹00.₹)	04		
6	फोटो हार्ड कॉपी "4) ग6 (कॉपी 100-	एलबम सहित (200₹00.₹)	04		
7	फोटो हार्ड कॉपी "5) ग7 (कॉपी 100-	एलबम सहित (300₹00.₹)	04		

क्र .	वीडियोग्राफी विवरण	वीडियो डीवीडी सं.	वांछित सामग्री / मदों की संख्या	मूल्यदर/ ₹	समेकित लागत मूल्य
1	03 से 01 घण्टे वीडियोग्राफी	डीवीडी 02-01	08		
2	04 से 01 घण्टे वीडियोग्राफी	डीवीडी 03-02	06		
	कुल योग				

ठेकेदार के हस्ताक्षर दिनांक सहित
 ठेकेदार का नाम व पता
 दूरभाष क्रमांक

Accepted

Signature and Seal of Bidder



भारत हेवी इलेक्ट्रिकल्स लिमिटेड इंज्ञीज़रिंग

ठर्ड लाइज भाट्टल म्स्क्यूलर स्प्लिट्टर श्रृंगार

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : CPR/PHOTO-VIDEO/20-21

For Photography-Videography of BHEL's Programs for two years.

प्रस्तावित कार्य हेतु नियम एवं शर्तें

- 1^ए निविदादाता को संलग्न सूची के अनुरूप प्रति आइटम की दर कोट करनी होगी।
- 2^ए पार्टी यह सुनिश्चित करेगी कि जो भी सामग्री फोटोग्राफी वीडियोग्राफी एवं अन्य कार्य के/लिए प्रयोग में लाई जाएगी उसकी गुणवत्ता उच्चकोटि की होगी।
- 3^ए कम्पनी द्वारा कार्य के लिए फोन द्वारा सूचित करने पर बीचईएल आना होगा एवं फोटोग्राफी / वीडियोग्राफर तत्सम्बन्धीकार्य निर्धारित समय के अंदर पूरा करना होगा।
- 4^ए फोटोग्राफडीवीडी आदि अपेक्षानुसार/ बनाने होंगे। इनमें खराबीए गुणवत्ता की कमी तथा अन्य त्रुटियां पाए जाने पर निविदादाता की यह जिम्मेदारी होगी कि वह इनको दुबारा बना कर दे जिसका कोई अतिरिक्त भुगतान नहीं किया जाएगा।
- 5^ए यदि कार्यविधि मानक स्तर से नीचे की पार्थी गई तो भेल प्रबंधन को यह अधिकार सुरक्षित होगा कि वह समस्त कायदिश को निरस्त कर दें।
- 6^ए ठेका कायदिश की अवधि से दो वर्ष के लिए मान्य होगा।
- 7^ए पार्टी अपने कोटेशन में टैक्स सबंधित व अन्य शर्तें जो भी लागू हो स्पष्ट रूप से लिखें।
- 8^ए एल 1-पार्टी का निर्णय करने के लिए प्राइस विड में दिए गए प्रत्येक कार्य की मात्रा को उसके लिए प्रस्तुत की गई दर से गुण किया जाएगा। इस प्रकार सभी कार्यों के लिए प्रस्तुत दरों का योग करने पर जिस पार्टी की दरें सबसे कम होगीए उसे एल 1-माना जाएगा। कार्यों की यह मात्रा पूर्णतया अनुमानित है तथा यह घट या बढ़ सकती है। इस संदर्भ में पार्टी का कोई दावा मान्य नहीं होगा।
- 9^ए बिल मानक आधार पर प्रस्तुत करना होगा जिसका भुगतान बिल प्राप्त होने के उपरांत दिन की 60 अवधि में करने का प्रयास किया जाएगा।
- 10^ए ठेकेदार को कुल ठेका राशि का 5 धरोहर राशि के रूप %में भेल इंजीनियरिंग के खाते में जमा करना होगा जिसको ठेके की समाप्ति एवं कार्य संतोषजनक ढंग से पूर्ण करने के बाद वापस कर दिया जाएगा। उक्त धरोहर राशि पर कोई ब्याज देय नहीं होगा।
- 11^ए टेंडर हेतु जमानत राशि एवं टेंडर प्रपत्रों का क्रय मूल्य शून्य रहेगा।
- 12^ए पार्टी.सु. औ. ठेकेदार को के/बल के नियम एवं कानून का पालन करना होगा।
- 13^ए भेल प्रबंधन के पास किसी भी या समस्त निविदाओं को निरस्त करने का अधिकार सुरक्षित है।

मैंने सभी नियम व शर्तें पढ़ ली हैं तथा भलीभांति समझ ली है। मुझे सभी नियम-शर्तें पूर्णतः स्वीकार्य हैं।

ठेकेदार के हस्ताक्षर दिनांक सहित:

ठेकेदार का नाम व पता:

दूरभाष नं.:

:

निविदाकार का नाम व पता:

दूरभाष नं.:

Accepted

Signature and Seal of Bidder



भारत हेवी इलेक्ट्रिकल्स लिमिटेड ए झाँसी

ठाण्टांज भाट्टल म्स्क्यूल्स रै स्डप्ज्म्क्स श्रां छैं

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

GENERAL TERMS AND CONDITIONS OF ENQUIRY
(JHS2055C R00)

UPLOADED IN SEPERATE FILE - PAGE NO 01 TO 14
(To be signed by contractor and submitted along with bid)

Accepted

Signature and Seal of Bidder



भारत हेवी इलेक्ट्रिकल्स लिमिटेड ए झाँसी

ठाटांज भाट्टल म्स्क्यूल्स रै स्डप्ज्म्क्स श्रांचै

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

Schedule - E **Special Terms & Conditions**

1. Contractor/Operator will have to fulfill all legal obligations regarding minimum wages, PF, ESI, Pollution Norms, Motor Vehicle Act (Amendment) - 2019, GST etc. as may be applicable to him. The vehicles should have valid taxi permit issued by R.T.O., Jhansi. The vehicle must be comprehensively insured for driver, passengers & the third party for the period of the contract.
2. The contractor has to abide by all laws, rules & regulations of Government, applicable to this type of work. Ignorance of the same does not entitle him to any concessions or claims.
3. Penalty/ LD: As mentioned in 2nd table of price bid.
4. Offer with any deviation or any comments/additional remark/condition on price bid shall be liable for rejection of offer.
5. Monthly Bills will have to be submitted along with a copy of logbook to CPR. Certified bill will be routed for payment to CPR department & CPR will make appropriate necessary corrections (if required) before forwarding the bills for payment to finance dept.
6. **Payment Terms:** As mentioned in 'General Terms & Conditions'.
7. **Taxes & Duties:** GST shall be paid extra as applicable.

Accepted

Signature and Seal of Bidder



भारत हेवी इलेक्ट्रिकल्स लिमिटेड ए झाँसी

ठार्टार्ड मॉटर म्यूच्युर स्पेशलिस्ट्स ए श्री छैट

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

Schedule - F

AFFIDAVIT

(On Rs.100/- Non Judicial Stamp paper.)

I / We M/s..... proprietorship / Pvt. Ltd. / partnerships firm represented by Shri..... s/o..... aged about resident of do here by solemnly affirm and state as follows:

1. That the firm stated hereinabove holds all statutory requirements such as under: -
 - A. PAN number in the name of the firm.
 - B. Income Tax Return for the last three years (Desirable).
 - C. GST number.
2. That the deponent declares that no criminal trial/prosecution for any offence involving fraud dishonesty and moral turpitude is pending against the deponent in any court of law. Further no penalty/guilty/conviction was awarded against the deponent by any court of law/statutory authority in India.
3. That the deponent hereby declares that neither myself & my firm was declared as insolvent by any court of law nor any insolvency proceedings pending in any court of law.
4. That the deponent declares that the firm referred herein above never been blacklisted/banned/delisted on the date of tender by any establishment of any PSU / State Govt. / Govt. of India.
5. That the deponent declares that he is not Blacklisted / under hold from BHEL Jhansi OR banned by any unit / region / office of BHEL.
6. That the deponent declares that he will deploy all 04 vehicles meeting specifications within Ten Days from the date of receiving of Letter of Award.

Deponent

VERIFICATION

The facts stated herein above are true and correct to the best of my knowledge and nothing has been concealed. Verified on/...../2020 at Jhansi (U.P.).

Accepted

Signature and Seal of Bidder



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ठाण्ठांज भाट्टल म्स्क्यूल्स स्टेट्स ए श्रां छै

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

Schedule – G

Blank Price Bid

(Not to be filled, but to be signed only)

NAME OF WORK: Tender for “Photography-videoography of BHEL’s Prog.” for two years

Item	Description	UNIT *	Quoted rates Rs. (to be filled in by the cont.) in figures & words
1	Charges for “Photography-videoography of BHEL’s Prog.” for two years	Per Photo / Videography	(Please fill)
2	GST	%	(Please fill)

PENALTY / L.D (Pl. refer clause no. 8 of schedule D) Penalty/LD may be levied in case of the following lapses take place. However, penalty can also be levied for other lapses.

Sl.No.	Description of Lapses	Unit	Deduction/Penalty Amount
1	Not providing Photographer or Videographer on time/place specified by BHEL management (beyond 05 minutes late on each occasion; occasion means reporting time in function given by concerned officer of BHEL OR at specified location). If Photographer/Videographer is late by more than 10 Minutes, deductions made accordingly.	Each occasion	Rs. 200/-
2	Not providing Photographer/Videographer on a day	Each occn.	Rs. 500/-
3	Not maintaining pics/images in good condition	Each Image	Upto Rs.50/-
4	Misbehaving/loose/harsh talking with Concerned officers	Each occn.	Upto Rs.500/-
5	Admitting un-authorized persons/things in BHEL premises	Each occn.	500/-
6	Identity card indicating name of Photographer/videographer, name of Firm etc.	Each occn.	Rs.100/-

The penalty can be waived off at the sole discretion of BHEL subject to satisfactory written explanation submitted by the contractor. However, repetitive defaults by the contractor may entail cancellation of contract by giving one-month notice period.

Accepted

Signature and Seal of Bidder



भारत हेवी इलेक्ट्रिकल्स लिमिटेड ए झाँसी

ठार्टाइ भाट्टल म्स्क्यूटर से स्टेप्स्म्स्क्यू श्राव्है

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PHOTO-VIDEO/20-21**

For Photography-Videography of BHEL's Programs for two years.

Annexure 'H'

Price Bid

NAME OF WORK: Tender for "Photography-videoography of BHEL's Prog." for two years .

Item	Description	UNIT *	Quoted rates Rs. (to be filled in by the cont.) in figures & words
1	Charges for "Photography-videoography of BHEL's Prog." for two years	Per Photo / Videography	(Please fill)
2	GST	%	(Please fill)

PENALTY / L.D (Pl. refer clause no. 8 of schedule D) Penalty/LD may be levied in case of the following lapses take place. However, penalty can also be levied for other lapses.

Sl.No.	Description of Lapses	Unit	Deduction/Penalty Amount
1	Not providing Photographer or Videographer on time/place specified by BHEL management (beyond 05 minutes late on each occasion; occasion means reporting time in function given by concerned officer of BHEL OR at specified location). If Photographer/Videographer is late by more than 10 Minutes, deductions made accordingly.	Each occasion	Rs. 200/-
2	Not providing Photographer/Videographer on a day	Each occn.	Rs. 500/-
3	Not maintaining pics/images in good condition	Each Image	Upto Rs.50/-
4	Misbehaving/loose/harsh talking with Concerned officers	Each occn.	Upto Rs.500/-
5	Admitting un-authorized persons/things in BHEL premises	Each occn.	500/-
6	Identity card indicating name of Photographer/videographer, name of Firm etc.	Each occn.	Rs.100/-

The penalty can be waived off at the sole discretion of BHEL subject to satisfactory written explanation submitted by the contractor. However, repetitive defaults by the contractor may entail cancellation of contract by giving one-month notice period.

Accepted

Signature and Seal of Bidder