



Bharat Heavy Electricals Ltd.



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/02/2016-17 dated 01.10.2016

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

## 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 empanelling and entering into rate contract with a maximum of 4 nos. of such vendors. The total value of work is approximately Rs. 2,50,000/- (Rupees Two Lakhs fifty s Thousand only) per annum. The period of rate contract will be for two years w.e.f. from 1<sup>st</sup> February 2017 to 31<sup>st</sup> January 2019, 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/02/2016-17
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 1 <sup>st</sup> Oct.2016. to 22 <sup>nd</sup> Oct.2016 ..(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 13.00 hrs on 22.10.2016 at BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
iv.	Opening of Tender	On 14:00 hrs on 22.10.2016 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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	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 bidders based on techno-commercial evaluation of the bids. Price bids of only the shortlisted bidders shall be opened and evaluated.
- 2.2 The lowest (L1) rates quoted by any bidder (amongst the 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 shortlisted 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 to the concerned interested party by BHEL.
- 2.5 Bids/ offers with complete documentation may be sent by post/ courier to the office of tender submission authority namely, Addl. 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.)  
Sr. Admn. Officer (CC)  
BHEL Corporate Communication  
5, Jeevan Tara Marg, Sansad Marg  
New Delhi-110001



Date: 1-10-2016

Place: New Delhi

Enclosed:

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

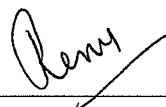


## Annexure I

### 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 soft copies of the total coverage for each event – which has to be supplied in CDs/DVDs/pen drive have to be submitted to BHEL
2. The vendor shall be intimated about the photographic assignment on telephone or email one day in advance. However, in case of urgent requirement, the vendors may be required to arrange for photographic/ videographic coverage at short notice of less than 3 hours also
3. Services may be required on Sundays & holidays under special circumstance.
4. Services required for the events are categorized as **CATEGORY A** (standard coverage) and **CATEGORY B** (special coverage) events. Equipment and manpower for the same is discussed in Annexure II
5. Assignment Charges for digital photography will include cost of one CD/DVD or pendrive when necessary (and requested for). There will be no commitment for hard copies of the photographs, which shall be ordered separately as per requirement and payable as per agreed rates
6. Photographs need to be clicked on uncompressed format (.CR2 in case of canon and .NEF in case of Nikon) and data to be kept with the agency in their custody for atleast 7 working days from the shoot. BHEL may ask for the uncompressed photos in case of requirement for high quality prints at no additional cost. Suitable mode (pendrive/hard disk etc.) shall be provided by BHEL corporate communication in case of the same
7. Assignment Charges for video recording will include cost of one complete set of data submitted in a pendrive (footage submitted on 1080p) and any additional copies/sets required shall be ordered separately as per requirement, and payable as agreed rates
8. The CDs/DVDs of each event may be required at short notice and depending on the requirement, photographs may also be required to be emailed / uploaded online immediately from the location of event itself
9. For duration of coverage more than four hours and up to eight hours, Assignment Charges shall be payable for "Full-Day"
10. For duration of coverage up to four hours, Assignment Charges shall be payable for "Half-Day"
11. All outputs (Still/Video) shall be delivered on the same day or next day as per instructions
12. Photographs of the event are required to be submitted immediately after the event (within 3 hours of completion of the event) to BHEL Corporate Communication office, or as per instructions provided. However, videos of the event may be provided on the next working day (during working hours and shall in no circumstances exceed 24 hours)



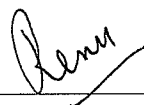
Annexure II

**SPECIAL TERMS AND CONDITIONS**

**1.0 ELIGIBILITY CONDITIONS/ QUALIFICATIONS REQUIRMENTS**

Offers shall be considered only for 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 atleast last 3 years alongwith similar experience in videography as well. 1. Three similar jobs*/services with value not less than Rs. 2L each <b>OR</b> 2. Two similar jobs*/services with value not less than Rs. 2.5L each <b>OR</b> 3. One similar job*/services with value not less than Rs. 4L	Copy of contract sheets/ work orders to this effect along with experience letter of successful completion of the jobs
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	1. Registered office at Delhi, preferably in South/ Central Delhi in the vicinity of BHEL offices 2. Infrastructure/ Equipments a) Professional camera bodies as described below. b) Lenses as described below. c) Lighting as described below. d) Professional Quality Full HD Video Camera with 4K recording facility () e) Portable sound recorder with capability to be attached to mixer. f) Photo editing softwares Adobe Photoshop CS5 or above, Lightroom 5 or above. g) Video editing softwares like Adobe Premier Pro CS5 or above, Final Cut Pro 7 or above. h) Mobile connectivity 24X7 i) Email & High speed broadband connectivity 3. Manpower 1.0 Photographer - 2 2.0 Videographer - 2 3.0 Delivery boy- 2 4.0 Professional Editor- 1	Copies of address proof, Registration with Local Tax Authorities or Electricity Bills, Telephone Bills in the name of the bidder/ bidder firm.  List of all equipments with make and age that are owned by bidder/ are under his disposal (signed and stamped on letter head)  Details of Manpower (key personnel) (signed and stamped on letter head)  Declaration Certificate (Infrastructure and Manpower as per Annexure VIII)  <b>Note:</b> Incase of more photographers /videographers required, the vendor has to arrange to provide same at the contract rates.



		<p><b>CATEGORY A (Special coverage)</b>  <b>DSLR Bodies (Min 16MP)</b>  1. Canon EOS 5D Mark IV/Mark III  <b>OR</b>  2. Canon EOS 6D/6D Mark II <b>OR</b>  3. Nikon D810/D800 <b>OR</b>  4. Nikon D750/D610</p> <p><b>DSLR lenses</b>  1. 24-70mm 2.8 or equivalent zoom  2. 70-200mm 2.8 or equivalent zoom  3. Full frame ultrawide lens  4. 50mm 1.8 or faster</p> <p><b>STROBES/LIGHTING</b>  1. 4 nos speedlites/wireless flashes with suitable light modifiers (softboxes/umbrellas etc) <b>OR</b>  2. 4 nos. studio lights with suitable light modifiers</p> <hr/> <p><b>CATEGORY B (Regular Coverage)</b>  <b>DSLR Bodies (Min 12MP)</b>  1. Canon 70D/80D/7D/7D Mark II/5D Mark II <b>OR</b>  2. Nikon D700/D7000/D7100/D7200/D300/D300s/D500/D200/D90</p> <p><b>DSLR lenses</b>  1. 18-135mm 3.5-5.6 / 24-105 4.0 L IS for canon systems or similar zoom.  2. 18-105mm or 18-120mm for Nikon systems or similar zoom  3. 50mm 1.8 or equivalent.</p> <p><b>STROBES/LIGHTING</b>  1. 1 nos speedlite/wireless flash or on camera.</p>	
iv	Annual Turnover for  FY 2015-16 FY 2014-15 FY 2013-14	Average Annual Turnover of last three years should be more than to Rs. 3,00,000/-.	<p>Certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns (as applicable in the individual bidder's 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 2015-16, due to non-finalization of accounts, the last two available balance sheets/P&amp;L accounts, i.e. 2014-15 &amp; 2013-14, shall be considered, provided the bidder provides a CA certified statement as regards non-finalization of accounts for the year 2015-16.</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> </ul>



			<ul style="list-style-type: none"> <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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\*: Similar Job / service" refers to "providing Photography & Videography services". Work experience for duration more than the two year shall be prorated for two years to calculate contract value. And for contract duration less than the two year, pro-rata calculation shall not be applicable and actual value shall be the contract value.

## 2. 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

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

### 2.2. PRICE EVALUATION

- 2.2.1. 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.
- 2.2.2. 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.
- 2.2.3. Bidders are required to match these rates. In case of refusal to match these rates, their bid shall be rejected.

## 3.0 PENALTY

### 3.1. Penalty on grounds of Quality

- 3.1.1. Quality of photographs (min 12 MP – Fine JPEG and RAW/NEF when requested for)/videography (1080p, 25FPS) should be of high order. Any supply of poor quality photos or poor quality or downscaled video shall be summarily rejected and would be subject to partial or non-payment.
- 3.1.2. In case of unacceptable quality of footage (Photographs/video footage) 25% of the assignment charges would be deducted at the first instance as penalty; 50% of the assignment charges would be deducted at the second instance as penalty; and work will not be allotted for the next time.

### 3.2. Penalty on grounds of non-timely delivery

- 3.2.1. Delivery of the photos/videos and other required deliverables (if any), must be made in the time specified as per contract. In case of a default, 50% of the assignment charges will be deducted as penalty

### 3.3. Penalty on grounds of loss of data

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3.3.1. No payment of any kind would be made or bills entertained incase of partial or complete loss of data (photos/videos) by the photographers. Further 50% of the next assignment charges to be given to the same agency, would be deductible as penalty for the above.

#### 4. CANCELLATION POLICY

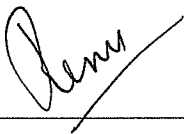
- 4.1. No charges would be applicable to be paid to the agency if the cancellation is made by BHEL a minimum of 3 hours prior to the event
- 4.2. In case of no prior cancellation, half day charges for the respective category shall me entertained, irrespective of whether the shoot was for full day or half day.

#### 5. 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.

#### 6. OTHER IMPORTANT CONDITIONS

- 6.1. There shall be no equitable distribution of work amongst the parties, which shall depend upon the requirement of the event.
- 6.2. Quality of the job and promptness of service shall be the main criteria for job distribution.
- 6.3. Offloading/subletting of the job to outside agencies shall not be allowed.
- 6.4. All consumables and material used (memory cards, photo paper etc) shall be of standard make



**Annexure IV**

**GENERAL TERMS AND CONDITIONS**

**1.0 PROCEDURE FOR 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 90 days (3 months) from the date of opening of Part-I bid and 60 days (2 months) from the date of opening of Part-II bid. Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder(s) without assigning any reason.

**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 (i.e. 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**

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- 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 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 CONFIDENTIALITY

- 6.1 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/third party under any circumstances.
- 6.2 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. BHEL shall own the copyright for all the photographs and video clippings, and would not be a property of the vendor.

## 7.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 7.1 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.
- 7.2 Deviations may or may not be accepted by BHEL. Any deviation accepted by BHEL for a bidder may be extended to all bidders.
- 7.3 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.

## 8.0 INCOMPLETE TENDERS

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

## 9.0 CANCEL/SCRAP OF TENDER



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

## 10.0 LEGAL DECLARATION

- 10.1 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.

## 11.0 CONTRACT TERMINATION

- 11.1 If at any time the Service Provider defaults in proceeding with the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.

## 12.0 AUTHORISED OFFICER

- 12.1 Deputy General Manager (Corporate Communication)/ Sr. 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.

## 13.0 CONTACT PERSONS

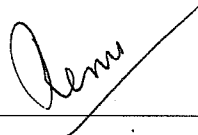
- 13.1 For any clarification, bidders may contact the following officials of BHEL:

For Administrative queries: :

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

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

Fax: 011-23342769



For Technical queries: :

Mr. Anupam Chaterjee Sr. Executive (cc)  
Tel: 01-23340472: email [anupamc@bhel.in](mailto:anupamc@bhel.in)  
Fax: 011-23342769

#### 14.0 DISTRIBUTION OF BUSINESS

BHEL intends to distribute the work load to a maximum of 4 Service Providers/ agencies. The distribution shall be made with respect to the agency with better services/quality getting lion's share of the work.

#### 15.0 VALIDITY OF CONTRACT

The contract will be valid for a period of two years. The same may however be extended further for a period of one year/part thereof with mutual agreement, in writing, on the same Rates, Terms and Conditions.

### CONTRACT LAW, NOTICE AND ARBITRATION

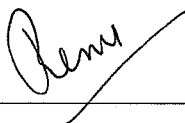
#### 16.1 ARBITRATION

- a) In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The



award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

#### **15.1 LAWS GOVERNING THE CONTRACT**

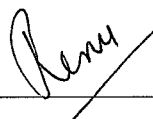
The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

#### **15.2 JURISDICTION OF COURT**

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

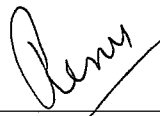
#### **15.3 DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE**

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the



Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

- b) Cost of the purchases/service made by the Purchaser/Service taker at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

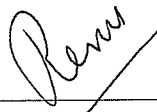


Annexure V (A)

**PRICE PROFORMA  
COLOUR PHOTOGRAPHS**

S. No.	Size	Rate (Rs.)					
		Gloss			Matt		
		Amount (including all applicable taxes, duties and levies)	Service tax, if any	Total	Amount (including all applicable taxes, duties and levies)	Service tax, if any	Total
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





Bharat Heavy Electricals Ltd.

**Annexure- V (B)**

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

S. No	Size	Lamination & Mounting charges on Sun board			Lamination & Mounting charges on board			Wooden Framing Charges (with provision of stand as well as wall mpount)											
		Gloss			Matt			Gloss			Matt			With cut mount			Without cut mount		
		Amount*	Service tax, if any	Total	Amount*	Service tax, if any	Total	Amount*	Service tax, if any	Total	Amount*	Service tax, if any	Total	Amount*	Service tax, if any	Total	Amount*	Service tax, if any	Total
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)																		

\*Amount value would be including all applicable taxes, duties and levies other than service tax

Signature & Seal of Bidder

**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)
Category A Refer Annexure II	Assignment charges for still photography with studio set-up with one CD/DVD included in the cost (with no restriction on no. of exposures)	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____
Category B Refer Annexure II	Assignment charges for still photography with studio set-up with one CD/DVD included in the cost (with no restriction on no. of exposures)	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____
Category A Refer Annexure II	Assignment charges for still photography without studio set-up with an camera / off camera flash one CD/DVD included in the cost (with no restriction on no. of exposures)	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____
Category B Refer Annexure II	Assignment charges for still photography without studio set-up with an camera / off camera flash one CD/DVD included in the cost (with no restriction on no. of exposures)	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any: Rs. _____ Total: Rs. _____	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any: Rs. _____ Total: Rs. _____
Assignment charges for digital video recording (full HD output) with one set of data DVD (16GB) included in the cost		Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any: Rs. _____ Total: Rs. _____	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any: Rs. _____ Total: Rs. _____

*Renu*



Assignment charges for digital video recording (full HD output) with one pendrive (16GB) included in the cost	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____
Cost per additional CD/DVD (one set)	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____	
Cost per additional pendrive (one set)	Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____	
Cost per Album for size 5"X7" photographs ("Nataraj") or equivalent brand)	50 photographs Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____  100 photographs Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____  150 photographs Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____  200 photographs Amount (including all applicable taxes, duties and levies): Rs. _____ Service tax, if any : Rs. _____ Total: Rs. _____	

**Signature & Seal of Bidder**

**Annexure- VI**

**MARKING SCHEME**

S. No.	Criteria	Max. Marks	Break Up
i	Experience	10	5 marks for meeting the qualification requirement criteria for 3 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	50	Office in Central/ South Delhi: 10 marks  Equipment: 20 marks (10 marks for meeting the qualification requirement criteria and 2 marks for each additional no. of High resolution Professional (DSLR) Digital Camera/ Professional Quality HD Video Camera, studio lighting/strobes etc. subject to total of max. 20 marks.  Manpower: 20 marks (10 marks for meeting the qualification requirement criteria and 2 marks for each additional no. of Photographer/ Videographer and professional editor, subject to total of max. 20 marks.)
iv.	Annual Turnover for FY 2013-14 FY 2014-15 FY 2015-16	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>80</b>	

*Renu*



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)

**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)**

*Renu*

Annexure-IX

**DECLARATION CERTIFICATE(LLEGAL)**

**(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.

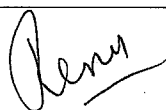
**(Signature & Seal of the firm)**



**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>	



**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.

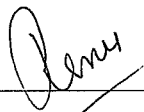
**i) PART – 'II' : PRICE BID**

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.



Annexure – XII

Checklist

S.No.	Description /Item	Enclosed Yes/No
1.	No Deviation Certificate as per Annexure – VII on your letter head.	Yes/No
2.	Declaration Certificate (Infrastructure and Manpower) as per Annexure-VIII	Yes/No
3.	Declaration Certificate (Legal) 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

*[Handwritten Signature]*