

Drawing Office **Subcontract**

Transformer Engineering Department
BHEL Jhansi

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Annexure 'A'

NOTICE INVITING TENDER

1. Scope of Work : **GENERATION OF COMPLETE SET OF DRAWINGS OF POWER TRANSFORMERS FOR THE PERIOD OF ONE YEAR.**
2. Tender Evaluation Criteria : As per Annexure – D
3. Duration of the Contract : One year from the date of the award of the contract.
4. Last date of receipt of the Tender : 1315 hours on **23.09.2008**
5. Date of opening of Techno Commercial Bid : 1400 hours on **23.09.2008**
6. Address for receipt of Tender : Additional General Manager (TRE)
Bharat Heavy Electricals Limited
Khailar, Jhansi-284129
U.P.
7. Earnest Money Deposit : Rs.1,00,000/- (Rs One Lakh only)
payable in the form of Demand Draft/
Banker's Cheque favoring BHEL, Jhansi
(1. in case of successful bidder EMD shall be converted and adjusted against the security deposit
2. in case of others the EMD shall be returned within 15 days of acceptance of award of work by the successful tenderer.)
8. Cost of tender documents : Rs400/- (Rs Four Hundred Only)
 1. **TECHNO-COMMERCIAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THE "BIDS" ARE LIABLE TO BE REJECTED.**
 2. **THE CONTRACTORS MAY PHYSICALLY VISIT THE WORK PLACE BEFORE QUOTING THEIR RATES.**

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

Annexure 'B'

QUALIFYING REQUIREMENTS

1. Companies/ parties in business of manufacturing similar range of products/ services as of BHEL Jhansi are technically not qualified to participate.
2. The party should have the minimum experience of three years in the detailed drafting of power transformers.
3. The successful vendors shall have to sign a confidentiality agreement (Non Disclosure Agreement) with BHEL to maintain the confidentiality of the information passed on to them by BHEL during the execution of the contract. The proforma of 'Non Disclosure Agreement' is attached as Annexure-H.
4. Should have Service Tax registration No.
5. Should have PAN number.
6. Income Tax Return for the last three years
7. Should have authentic AutoCAD licenses.
8. Self certificate that he is not blacklisted by any of the BHEL Unit and other organization where he worked.
9. Declaration that he is not guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

Annexure 'C'

INSTRUCTIONS TO TENDERERS

1. The tender is to be processed in two parts viz. Technical bid and price/rate bid. The Technical Bid Application (Annexure - F) and its enclosures along with the Contractor's Obligations, General Terms & Conditions must be submitted in one sealed envelope superscribed as **"Tender for GENERATION OF COMPLETE SET OF DRAWINGS OF POWER TRANSFORMERS FOR THE PERIOD OF ONE YEAR IN TRANSFORMER ENGINEERING DEPARTMENT OF BHEL, JHANSI – Technical Bid"**. The second envelope duly sealed should contain the price bid (Annexure – G) only super scribed as **"GENERATION OF COMPLETE SET OF DRAWINGS OF POWER TRANSFORMERS FOR THE PERIOD OF ONE YEAR IN TRANSFORMER ENGINEERING DEPARTMENT OF BHEL, JHANSI - Price Bid"**. Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format will be rejected.
2. Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and super scribed as **"Tender for GENERATION OF COMPLETE SET OF DRAWINGS OF POWER TRANSFORMERS IN TRE"**. The same should be dropped in the tender box kept in the CISF gate of Administrative Building, BHEL, Khailar, Jhansi, within the specified date and time by the representative of the tenderer. Late offers / quote through e-mail / fax / courier will not be considered. However, tenders sent by Registered / Speed post and received before the time/date of tender opening will be considered.
3. All tenderers can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the tenderer's / clients place by authorised officials, price bids of only those tenderers who are technically/commercially found suitable will be opened on a subsequent date which will be informed to the concerned parties in advance for witnessing the Price Bid opening.
4. All entries in the tender document should be in one ink. Corrections, over writing, cuttings, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the tenderer before submission.

5. The price / rate should be quoted in figures as well as in words.

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

Annexure 'D'

TENDER EVALUATION CRITERIA

The evaluation of the Tender will be carried out as follows:

1. The tenders confirming to the Notice Inviting Tender, Qualifying requirements, Instructions to the Tenderers, Contractor's obligations, General Terms and Conditions, Technical and Price bids conditions only will be evaluated.
2. Such of those tenders which confirm to the technical bid (Annexure - F) only will be evaluated.
3. BHEL officials may visit the tenderer's office & their client's place to evaluate the capability and assess the performance.
4. Capability of the Contractor will be assessed on the basis of previous track record, experience in other organizations, etc.
5. Successful tenderers after the above process only will be invited for opening of the price bid.
6. The Contract shall be awarded on overall L1 basis.
7. The Contract may be distributed to more than one bidder. In case order is distributed to more than one bidder than order for all the subassemblies related to one transformer will be placed to one party only.

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

Annexure 'E'

TECHNICAL REQUIREMENT

Sealed tenders are invited for preparation of complete set of drawings of transformers prepared on computer (in soft copy) as per the enquiry.

Input to the party:

Parties will be given the relevant parts of Electrical Specification, complete set of Customer drawings, Layout and Standards / Standard drawings as required (case to case basis) for preparation of Complete Set of drawings of transformers. The drawings completed in all respects as per BHEL norms including detailing & bill of material (BOM) is expected from the party as output. The parties will not be permitted to carry out the work inside BHEL premises and the entire work related to this contract is to be carried outside BHEL only.

Complete Set of Drawings of Transformer consist of following drawings

- A.**
 - 1. Tank Assembly**
 - 2. Tank Details**
 - 3. Tank Base**
 - 4. Tank Rim Assembly**
- B.**
 - 1. Tank Cover Assembly & Details**
 - 2. Turrets Assembly - HV**
 - 3. Turrets / Cable Box - LV**
 - 4. Neutral Turrets - LVN/HVN**
 - 5. Bus Duct Assembly**
- C.**
 - 1. Out Side fittings (M Box, TC Mtg, Ladder Mtg, NRCT Mtg, Thermosyphon Mtg etc)**
 - 2. Blanking Plates**
- D.**
 - 1. Pipe Work Header Assembly & Details**
 - 2. Main Conservator Pipe Work & Details**
 - 3. Aux Conservator Pipe Work & Details**
- E.**
 - 1. Additional Welding – Pads & Wiring Support**

Scope is not limited to the list mentioned above and any fabrication component / subassembly as per the practices prevalent in the Industry may also be covered.

Parties are required to also give the price of above 7 set of subassembly drawings individually. BHEL may like to give the order for individual set of subassembly also. If contract is terminated in between then the price of only completed and approved complete set of subassembly will be paid.

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

(A) TECHNO – COMMERCIAL BID:

(A 1) TECHNICAL CONDITIONS:

The parties should fulfill all the technical requirements mentioned below.
Documents in support of each requirement should be submitted with the offer.

(A 2) SCOPE OF WORK:

The vendors shall prepare BHEL drawings as per reference. Drawings/ Sketch/ Instructions given by Engineering division in line with ISO and BHEL standard practice. The party will do the generation of drawings based on BHEL's Engineering Specification, design data and Layout. No drawing on computer shall be given to the party for reference purpose except layout.

(A 3) CORRECTIONS, REWORKS AND REDRAWING:

All correction shall be carried out by the vendor without any extra payment and if corrections are too many it should be redrawn till it is accepted. No payment shall be made for such corrections or redrawing.

(A 4) SOFTWARE & HARDWARE

(A 4.1) The vendors shall have AutoCAD 14 or later version software. The party should have minimum two no PCs with required configuration to operate AutoCAD software as desired. The computers should belong to the person/ company in its own name. Number of PCs will be increased by the party depending on workload.

(A 4.2) The party should have minimum two trained persons in AutoCAD presently available with them and also during execution of the contract. These two persons should be available exclusively for computer drawing work. Number of persons will be increased depending on workload.

(A4.3) Input to the party for preparation of drawing shall be verified by an independent panel of three members of Transformer Engineering department. Similarly the panel shall also verify the output drawings supplied by the party to ascertain the requirement as per tender condition.

(B) COMMERCIAL AND STATUTORY REQUIREMENT:

(B1) All parties are required to submit the signed photocopies of PAN and Service tax registration and Income Tax return of last three years.

(B2) CORRECTIONS AND REWORK

All corrections in drawings shall be carried out by the contractor without any extra payment

(B3) DELIVERY:

Soft copy (CD) of duly approved Drawings shall normally be delivered within the stipulated time as decided by the concerned division in writing and in no case vendor should take more than 7 days in excess of the allocated time for the particular work.

(B4) PANALITY CLAUSE:

Failure to supply of drawings in time as mentioned in Clause(B3) will make supplier liable to pay penalty of 0.5% of the price of the item in arrays per week or in part thereof limited to max 10% of the order value.

(B5) SUB LETTING:

The vendors will not sub-let job allotted/allocated to him.

The drawings tracing and other related materials supplied by BHEL or made in BHEL is the sole property of BHEL. These should not be referred to by any other party. These should be preserved in the suppliers custody at the supplier's cost and returned soon after the completion of drawing work.

(B6) EARNEST MONEY DEPOSIT (EMD)

The earnest money of Rs.1,00,000/- (Rs One Lakh only) to be deposited through a demand draft in favor of BHEL Jhansi shall be submitted along with the offer. In case of successful bidder EMD shall be converted and adjusted against the security deposit and for unsuccessful bidder the EMD shall be returned after 15 days of start of work by successful bidder.

(B7) SECURITY DEPOSIT:

(B7.1) The contractor shall deposit security deposit, as prescribed under Clause 8.2.1 of Works Policy of BHEL (Annexure-I). Security deposit should be in the form of demand draft in favor of BHEL Jhansi. This security deposit shall be returned to contractor after successful completion of the contract, compliance of statutory obligations, submission of service tax challan, return of engineering design documents / drawings etc supplied by BHEL.

(B7.2) In case of non satisfactory performance of the contract or abandoning the contract BHEL reserves the right to forfeit the security deposit which shall be final and binding on contract.

(C) PAYMENT TERMS:

Progressive payment shall be released on monthly basis after receipt of drawing and submission of bills and challan duly certified by the Transformer Engineering Department within 60 days of their submission.

(D) TAXES AND DUTIES:

As the job is done on labor basis, no taxes and duties (except Service Tax) shall be applicable, however necessary tax deduction at source from the supplier's bill shall be made as per income tax rule.

Tender Document

Drawing Office Subcontract

Tender Notification No: TRE/DOSubContract/2008/01



(E) PERIOD OF CONTRACT:

The contract will be valid for a period of one year from the date of award and may be extended for further one year after successful completion of the contract and mutual concern of both the parties. The contractors would be given one- month time to complete the work in hand already accepted by them during the period of contract.

(F) COMPENSATION:

BHEL reserves the right to terminate the contract and forfeit security deposit at any time if it is found that the assigned work is not being promptly attended or that there is a deliberate negligence on the part of the vender or BHEL equipments are being tempered by the vendors / their representatives /or confidentiality of the information is breached.

(G) SAFETY:

The persons appointed by the contractor for the work should follow all safety instructions applicable in BHEL factory.

(H) ABANDONING THE WORK:

In the event of contractor abandoning the work BHEL reserves the right to get the unfinished work completed at contractor's risk and cost.

(I) STATUTORY

(I.1) The vendor shall be responsible for any statutory requirement of state / central Government pertaining to their staff such as Provident Fund, ESI etc.

(I.2) The vendor shall comply with the provision of all relevant rules enforced from time to time by Central Govt. / State Govt. / Municipal Corporation etc.

(J) ARBITRATION AND LAW:

The disputes if any shall be referred to the sole arbitration of the concerned divisional Head of BHEL or any person appointed by BHEL. The venue of arbitration shall be JHANSI only.

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

Annexure 'F'

**PROFORMA FOR SUBMITTING TECHNICAL BID FOR GENERATION OF
POWER TRANSFORMER DRAWINGS**

1. Name of the firm :
1. Name of the Proprietor :
2. Address and Contact Numbers :
3. Service Tax Registration Number :
Copy of the Certificate : Enclosed / Not Enclosed
4. PAN Number :
5. 3 years Experience Certificate : Enclosed / Not Enclosed
(of similar work)
6. AutoCAD license and Version :
7. Self Certificate : Enclosed/Not Enclosed
(As per Qualifying Requirement clause 9)
8. Declaration : Enclosed/Not Enclosed
(As per Qualifying Requirement clause 10)
9. Earnest Money Deposit : Rs. 1,00,000/-
a) Demand Draft Number & Date : _____
b) Drawn on : _____
10. Tender Cost : Rs _____
D.D.No : _____
11. Any other relevant information :

**We will fulfill all the obligations of the contractor and abide by the
Terms & Conditions mentioned in the enquiry.**

Signature with Name
& Office Seal

Date:

Tender Document

Drawing Office Subcontract

Tender Notification No: TRE/DOSubContract/2008/01



NOTE: TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THE "BIDS" ARE LIABLE TO BE REJECTED.

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

Annexure 'G'

**PROFORMA FOR SUBMITTING PRICE BID FOR GENERATION OF POWER
TRANSFORMER DRAWINGS**

1. Name of the firm :
2. Name of the Proprietor :
3. Address and Contact Numbers :

Sr No	Set of Drawings	Price in Rs.
1.	Tank Assembly	
2.	Tank Details	
3.	Tank Base	
4.	Tank Rim Assembly	
5.	Tank Cover Assembly & Details	
6.	Turrets Assembly – HV	
7.	Turrets / Cable Box – LV	
8.	Neutral Turrets - LVN/HVN	
9.	Bus Duct Assembly	
10.	Out Side fittings (M Box, TC Mtg, Ladder Mtg, NRCT Mtg, Thermosyphon Mtg etc)	
11.	Blanking Plates	
12.	Pipe Work Header Assembly & Details	
13.	Main Conservator Pipe Work & Details	
14.	Aux Conservator Pipe Work & Detail	
15.	Additional Welding – Pads & Wiring Support	
	Complete Set of Power Transformer Drawings (Total)	

Signature with Name
& Office Seal

Date:

NOTE: TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THE “BIDS” ARE LIABLE TO BE REJECTED.

Annexure 'H'

BHARAT HEAVY ELECTRICALS LIMITED

UNIT NAME: BHEL JHANSI

THIRD PARTY NON-DISCLOSURE AGREEMENT

I, _____, on behalf of the
(Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with BHEL on contract is confidential and that the nature of the business of the BHEL is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL all documents and property of BHEL, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer data/configuration, and all other materials and all copies thereof relating in any way to BHEL' s business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, and are reasonable given the nature of the business carried on by the BHEL. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at _____, this _____ day of _____, 20____.

NAME	SIGNATURE	DATE	SEAL OF COMPANY
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Annexure 'I'

	WORKS POLICY	Document No.: AA:MM:WP Rev. No: 00 Date: 06-08-2008
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8.2 Security Deposit:

8.2.1 Security Deposit should be collected from the successful tenderer. The rate of Security Deposit will be as below:

- Up to Rs. 10 lakhs: 10%
- Above Rs. 10 lakhs up to Rs.50 lakhs: Rs.1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs.
- Above Rs. 50 lakhs: Rs 4 lakhs + 5% of the amount exceeding Rs. 50 lakhs.

The security Deposit should be collected before start of the work by the contractor.