



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## BHARAT HEAVY ELECTRICALS LIMITED T & C ENGINEERING

RAMACHANDRAPURAM, HYDERABAD-502 032 (A.P)

Phone: 040-2318 5407/3423: e-mail : ramudup@bhelhyd.co.in

### TENDER NOTICE

Name of the department : T&C Engineering

Tender No. : HY/T&C/SCANNING/04

Dated: 22.12.2012

Sealed Tenders in two part bid procedure are invited by the DGM / T&C Engg(FES), Bharat Heavy Electricals Limited, RC Puram, Hyderabad-502032 for "Off- Loading of various sections of Steam Turbine Documents Digitization / Scanning in T&C Engg Department as detailed in the Specification TC-6-2258 of total 14 pages. The tenderer should have valid labour license, PF, ESI codes, Permanent Account Number (PAN), Service Tax Certificate number (STC) etc. STC is a must for contracts above Rs 5 lakhs.

1.	Name of work	:	Off- Loading of Digitization / Scanning of Steam Turbine Documents in T&C Engg Department
2.	Period for submission of Tenders	:	22.12.12 to 07.01.13
3.	Last date and time for receipt of Tender	:	07.01.13 upto 11.00 Hrs.
4.	Date and time of Tender opening at Vendor Complex	:	07.01.13 at 14.00 Hrs.
5.	Period of contract	:	One year from the date of awardal of contract.
6.	Approx. Estimated Value of work	:	Rs. 9,00,000/- (Excluding Service Tax).
7.	Earnest Money Deposit (EMD)	:	Rs. 20,000/-
8.	Cost of the Tender document	:	Rs. 250/- (Non-refundable).

DGM/ T&C Engg(FES)

To:

M/s.....

Contractor code No. (BHEL issued No.).....

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**Specification for Digitisation of legacy drawings & Document  
of T&C Engineering in BHEL premises.**

The following specification covers the requirement for digitisation of legacy drawings and critical documents of T&C Engineering.

**1. Objective**

BHEL, Hyderabad division is looking for a reliable engineering services provider to digitise the large volume of legacy drawings and documents available in the form of hardcopy. It is proposed that these drawings shall be scanned, subjected to quality checks and then uploaded to the digital archiving system of BHEL.

**2. Scope**

**2.1. Quantum of work**

The approximate number of drawings and documents to be scanned are indicated below. (The quantum of work at ordering may vary within +/- 30%).

Sl.No	Description	Quantity (approx)
2.1.1.	A3 size	52900
2.1.2.	A4 size	532420

**2.2. The scope approach shall include the following:**

Sl.No	Description	Responsibility
2.2.1.	Identification of drawings and documents to be scanned	BHEL
2.2.2.	Indenting of originals by engineering	BHEL
2.2.3.	Collecting of original hardcopy drawings and documents from source as per the indent issued by engineering.	Vendor
2.2.4.	Checking of revision status.	Vendor
2.2.5.	Scanning of the hard copies into TIFF/PDF format	Vendor
2.2.6.	Quality Checking of the scanned drawing for legibility.	Vendor
2.2.7.	Make small corrections wherever necessary as per instructions of the engineer concerned.	Vendor
2.2.8.		
2.2.9.	Final Quality Checking of the scanned drawing for legibility, cleanup & correction as per instructions of BHEL.	Vendor
2.2.10.	Approval of digital drawing.	BHEL
2.2.11.	Prepare indexed data for the drawings as per BHEL format and maintain a data base for the drawings scanned, uploaded etc.	Vendor
2.2.12.	Once approved the drawings shall be uploaded into designated digital archives.	Vendor
2.2.13.	Subsequently the original drawings should be stamped as "digitised" and then returned back to source.	Vendor
2.2.14.	Reviews will be held at mutually agreed milestone stages	Vendor & BHEL

The approach can be fine-tuned or modified to meet the requirements more effectively.

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### 2.3. Responsibilities of vendor and BHEL

#### 2.3.1. Responsibilities of BHEL

- 2.3.1.1. BHEL will provide space, power for hardware brought by the vendor.
- 2.3.1.2. BHEL will provide the list of drawings to be scanned and uploaded into metaphase.
- 2.3.1.3. Providing various technical inputs and communication.
- 2.3.1.4. Review approvals at each stage.
- 2.3.1.5. Facilitating vendor's team to understand the requirements.

#### 2.3.2. Responsibilities of vendor

- 2.3.2.1. Project execution and delivery as per agreed schedule
- 2.3.2.2. File transfer management
- 2.3.2.3. Project status reporting to BHEL as per agreed stages
- 2.3.2.4. Facilitating BHEL team for follow-up and review activities.
- 2.3.2.5. VENDOR shall provide service in BHEL's local normal working hours.
- 2.3.2.6. Provision of service outside BHEL's local normal working hours is not a contractual obligation however depending on BHEL's requirement services outside the local normal working hours will be permitted.
- 2.3.2.7. VENDOR should strictly adhere to all State/Central Government rules/regulations/Acts with regard to the staff employed by the VENDOR and hereby indemnifies BHEL for any loss/costs it may sustain in this regard.
- 2.3.2.8. VENDOR agrees to maintain confidentiality of BHEL's proprietary information that has become known to the VENDOR during discharge of services. All personnel of the vendor working on BHEL job have to sign BHEL's 3rd party non-disclosure agreement. **(Enclosed at Annexure-VI)**
- 2.3.2.9. VENDOR indemnifies BHEL from any copyright or legal liabilities that may arise due to VENDOR's use of tools/techniques/software for discharge of services.
- 2.3.2.10. The Vendor will use reasonable care and skill in providing the services and will be responsible for the quality of workmanship and accuracy of the deliverables. Vendor shall implement in-house quality control and shall carry out 100% quality checks before submitting to BHEL for acceptance.
- 2.3.2.11. The Contract shall be considered successfully completed upon acceptance of deliverables by the BHEL Project Leader. The BHEL Project Leader shall be specified at the time of award of the Contract to successful Bidder.
- 2.3.2.12. Vendor will be responsible for adherence to the material movement and security procedure of BHEL.
- 2.3.2.13. Vendor shall not utilize services of BHEL employees for carrying out contract jobs. In case of violation of this condition, the rate contract will be terminated without any notice.

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### 2.4. Software & Hardware

- 2.4.1. Vendor to deliver TIFF and PDF format for scanning the drawings and supplier shall select suitable Software for performing the above job. The scanning has to be performed with minimum DPI of 300 in a compressed format vendor to take care that the file size should be as minimum as possible.
- 2.4.2. The supplier shall bring the necessary software and BHEL shall not supply any software.
- 2.4.3. Supplier shall bring suitable A3&A4 scanners, for which suitable space shall be provided in BHEL premises.
- 2.4.4. Vendor shall also bring at least 2 PCs of suitable configuration and establish them at BHEL to perform the above job.
- 2.4.5. Vendor shall carry out the scanning and associated activities in BHEL only.
- 2.4.6. BHEL shall not supply any hardware and the maintenance of this hardware is vendor's responsibility.
- 2.4.7. The vendor shall bring the machinery inside, on returnable gate pass, clearly indicating the purpose and period. The responsibility of the machinery is with the vendor.

### 2.5. Deliverables

- 2.5.1. The deliverables include Soft copies of the drawings in TIFF/PDF format.
- 2.5.2. Drawing shall be deemed handed over only after proper scanning, cleaning, indexing is done, undergoes quality checks to the satisfaction of BHEL and finally uploaded into designated digital archives.

### 2.6. Delivery Schedule

Once the project is awarded, the vendor team should be able to complete the Project in 15 weeks in a phased manner.

### 2.7. Acceptance Criteria

- 2.7.1. The digitisation methodology should meet the mutually accepted criteria set before the start of the project
- 2.7.2. The drawings and documents should be as per BHEL standards.

## 3. General Instructions:

### 3.1. Two-Part Bid:

- 3.1.1. The offer shall be submitted in a sealed envelope which would contain two separate sealed envelopes as i) Technical Bid and ii) Price Bid.
- 3.1.2. The Technical bid should contain (a) vendor qualification forms duly filled, signed & stamped (b) commercial terms & conditions except price (c) technical offer in details for the entire scope of the work as given in the Technical Specification.

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- 3.1.3. The price bid should be identical to technical bid but with price details. **(Annexure – I)**. Bidder must indicate prices for all the items indicated in the Price Schedule. In addition, the total price of contract also should be clearly indicated. All prices should be firm for the duration of the contract. All applicable duties and taxes shall be clearly indicated in the offer. The tariff rates as applicable on the date of bid shall be specified. Wording like “Extra as applicable” or “as applicable at the time of dispatch”, etc will not be acceptable.
- 3.1.4. The vendor should be a registered contractor having a valid TIN registration number or else he can submit an exemption certificate to that effect.
- 3.1.5. All documents and annexure of the offer shall be on vendor’s letterhead.
- 3.1.6. Vendor shall submit a list of hardware and software he intends to bring for the execution of the above job. **(Annexure-II)**
- 3.1.7. Each sealed envelope should be super-scribed with the type of bid (Technical or Price), Tender Notification number and bidder’s name, stamp & signature. Both these envelopes should be submitted through one covering sealed envelope super-scribing the Tender Notification number and bidder’s name, stamp & signature.
- 3.1.8. The sealed Bids shall be submitted on or before the time & date specified & shall be addressed to the official as mentioned in the Notice Inviting Tender. Tenders submitted by post shall be sent preferably as “REGISTERED POST ACKNOWLEDGEMENT DUE / SPEED POST” and shall be posted with due allowance for any postal delay. The tenders received after the due date and time of opening are liable to be rejected.
- 3.1.9. Bidder must fill up all the schedules and furnish all the required information as per the instructions given in various sections of the tender specification. Each and every page of the Tender Specification must be SIGNED, STAMPED AND SUBMITTED ALONGWITH THE OFFER by the Bidder in token of complete acceptance thereof. The information furnished shall be complete in itself.
- 3.1.10. The Bidder shall quote the PRICES in English Language and international numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, THE LESSER OF THE TWO will be treated as valid. For the purpose of the tender, the metric system of units shall be used.
- 3.1.11. All entries in the tender shall either be typed or be written in ink. Erasures and overwriting are not permitted and may render such tenders liable to rejection. The Bidder shall duly attest all cancellations and insertions.
- 3.1.12. Conditional and unsigned tenders, tenders containing absurd or unworkable rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions, specifications, etc., are liable to be rejected.
- 3.1.13. Tenders shall be signed by persons duly authorized / empowered to do so. Certified copies of such authority and relevant documents shall be submitted along with the tenders. **(Annexure-III)**

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- 3.1.14. Should a Bidder or, in the case of a Firm or Company, its Partner(s) / major Shareholder(s) / Director(s) have relation(s) employed in BHEL, the authority inviting tender shall be informed of the fact along with the offer. Otherwise, BHEL may, at its sole discretion, reject the tender or cancel the contract at any stage of the contract.
- 3.1.15. Any deviations to the specification shall be brought out clearly in the schedule of deviations (**Annexure-IV**).

**3.2. Earnest Money Deposit (EMD):**

- 3.2.1. In compliance with BHEL Works Policy 2008, the vendor has to pay an EMD of Rs 20, 000/- (Rupees Twenty Thousand only) along with offer. EMD can be paid in cash at BHEL Cash Office or through DD in favour of BHEL, Ramachandrapuram payable at Hyderabad.
- 3.2.2. Offers without EMD will be rejected.
- 3.2.3. EMD will be returned to unsuccessful vendors, normally within fifteen days of acceptance of award of contract by the successful Bidder.
- 3.2.4. EMD will not carry any interest.
- 3.2.5. EMD by the Bidder will be forfeited if,
- 3.2.5.1. After opening the tender, the Bidder revokes his tender within the validity period or increases his earlier quoted rates.
- 3.2.5.2. The successful Bidder does not commence the work within the period as per LOI / Contract. In case the LOI / contract is silent in this regard then within 15 days after award of contract.

**3.3. Validity of Offer and Evaluation:**

- 3.3.1. The offer shall be kept open for acceptance for a period of 90 days from the date of opening of tender. The Technical bid alone will be opened on the due date mentioned in the enquiry.
- 3.3.2. In case of minor changes in scope and / or technical specifications or commercial terms, having price implications, technically accepted bidders shall be asked to submit their revised offer in line with the revised scope and terms and conditions.
- 3.3.3. Price Bids of only the Qualified and Technically acceptable bidders will be opened. Price bids shall be valid for 30 (Thirty) days from the date of opening the Price Bid.
- 3.3.4. In case BHEL calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer, which shall be binding, on the Bidder. All expenses for attending such negotiations are to be borne by the bidder.
- 3.3.5. The total price for entire scope of work will be considered for bid evaluation. The entire work covered in this Tender shall be entrusted to a single vendor satisfying the qualifying criteria.

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3.3.6. The successful vendor shall attend to the office of official as mentioned in the Notice Inviting Tender on the date fixed by written intimation of him. The vendor shall forthwith accept award of the contract and complete the execution of the agreement by signing all documents connected therewith. The required Security Deposit (SD) amount shall also be paid at the time of award of the contract.

**3.4. Security Deposit (SD):**

3.4.1. The successful Bidder shall pay Security Deposit (SD) at the time of acceptance of the award of contract based on the total contract price as given below:

**3.4.2. For total contract price up to Rs. 10 Lakh : 10% of contract value**

3.4.3. EMD of successful bidder will be adjusted against SD.

3.4.4. Any penalties or dues from the vendor will be adjusted against the bill or SD. SD will be returned along with the final bill of vendor at the end of contract period.

3.4.5. SD will be forfeited if the vendor abandons the contract during the contract period.

3.4.6. SD will not carry any interest.

**3.5. References jobs:**

The capabilities of vendor would have to be demonstrated with at least two references of performing such jobs earlier with details. **(Annexure-V).**

**3.6. Pre-bid interaction.**

Vendor may have a pre-bid meeting with BHEL for understanding the requirements before submitting the offer.

**3.7. Payment**

3.7.1. During the Acceptance period or the warranty period, in the event changes, Additions, Alternations made to the deliverables by BHEL shall be mutually discussed and agreed upon.

3.7.2. BHEL will pay any invoices and /or any amounts to be paid after meeting the acceptance criteria and receipt of deliverables within 90 days.

**3.8. Penalty Clause:**

Penalty at the rate of 0.5% per week to a maximum of 10% of the bill will be levied for the late delivery of the job as per certification of the BHEL Project Leader.



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**3.9. Termination:**

3.9.1. In case of breach of contractual terms & conditions by the VENDOR, BHEL reserves the right to terminate the contract by thirty days written notice to the VENDOR. If there is substantial or continual breach of contract by BHEL (including failure to pay charges or any other payment on the due date), VENDOR may withdraw the service within thirty days written notice.

**3.10. Arbitration and jurisdiction:**

3.10.1. In case of any unresolved disputes between the vendor and BHEL with regard to the supplies, it shall, after a written notice to the other party, be referred to sole arbitration of the General Manager of BHEL or his nominee. The Arbitration shall be conducted in accordance with the provisions of the current version of Indian Arbitration and Conciliation Act 1996. The award of the arbitrator shall be final and binding on both the parties to the contract.

3.10.2. Venue for arbitration shall be BHEL, Hyderabad and courts at Hyderabad and Sangareddy (Medak District, AP) shall have jurisdiction.

3.10.3. Laws of India shall be applicable.

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**Specification number TC-6-2258  
(ANNEXURE – I)  
PRICE SCHEDULE**

"Digitisation of legacy drawings & documents of TC&GT Engineering"				
Estimation				
A	Scanning			
		No of Drawings & documents	Price as per rate contract	Total
	A3	52900		
	A4	532420		
B	Raster editing of drawings & documents (10%)			
		No of Drawings & Documents	Price as per rate contract	Total
	A3	5290		
	A4	53242		
C	<b>All other activities as listed below</b>			
	Collecting of original hardcopy drawings & documents from source as per the indent issued by Engineering.			
	Checking of revision status.			
	Quality Checking of the scanned drawing & documents for legibility.			
	Final Quality Checking of the scanned drawing & documents for legibility, cleanup & correction as per instructions of BHEL.			
	Prepare indexed data for the drawings & Documents as per BHEL format and maintain a data base for the drawings & documents scanned, uploaded etc.			
	Uploading of drawings into designated digital archives.			
	Stamping of scanned drawings as "digitised" and then returning back to source.			
	Equipment handling charges			
	<b>Total Cost</b>	<b>A+B+C</b>		

Assuming 15% of  
(A+B)

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**Specification number TC-6-2258****(ANNEXURE – II)****LIST OF SOFTWARE AND HARDWARE**

Sl No	Description of equipment and brief specification	Quantity
	<b>Software</b>	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

	<b>Hardware</b>	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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**Specification number TC-6-2258  
(ANNEXURE – III)**

**DECLARATION**

I/We,.....hereby certify that, all the information and data furnished by me with regard to this Tender specification **TC-6-2258** are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

I/We, further certify that I am the duly authorized representative of the under mentioned tenderer and a valid power of attorney to this effect is also enclosed.

I/We, hereby declare that I/We shall treat the tender documents, drawings, specifications and other records connected with the work as secret / confidential and shall not communicate information / derived there from to any persons other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the same.

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Specification number TC-6-2258  
(ANNEXURE – V)

**SIMILAR JOBS EXECUTED / IN PROGRESS IN PAST THREE YEARS**

TIN Number of the vendor: \_\_\_\_\_

Sl.No	Agency by whom awarded	Particulars of the works awarded	Contract value	Duration of the project	Date of completion
1					
2					
3					

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**Annexure - VI**

**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 programs/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 programs/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\_\_.

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