



AN ISO 9001 COMPANY

BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)

High Pressure Boiler Plant

Tiruchirapalli-620 014.

Human Resource Management

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Ref. No: BPP-SCAN-01:

Date: 19/06/2014

Sub: Tender for Outsourcing of Scanning of Engineering Documents in BPP Dept. - Submission of Quotation - Reg.

We are maintaining around 3370 engineering documents in our Unit's Boiler Proposal and Performance Department ranging from 200 to 300 pages in each document. As such, the approximate number of pages to be scanned totals up to 8,30,000 pages (6,00,000 A4 and 2,30,000 A3 sheets). We are planning to convert them into soft copies by outsourcing the job, for easy retrieval and reference. The broad description of the activities to be undertaken by the contractor is as follows:

- Handling of document- Dismantling of each bound book and taking each sheet for scanning.
- Writing the category code of the document and serial number of page and ensuring reference number in each page of the document.
- Scanning of all the pages in pdf format in computer.
- Saving each page with file name as category code of document/section wise/page no. separately in a folder.
- Putting back all the sheets in order and making bound volume.
- Any other related work in this regard.

The details of work pertaining to the scanning of engineering documents and the tenders terms and conditions are attached as **Annexure-I**. As these documents are confidential and important, the agency will be required to carry out this job inside BHEL premises, deploying their resources such as computers, scanners and manpower, Other requisite stationery will be provided by BHEL. The entire work should be completed within a period of **Eight months** from the date of commencement of work. For executing the above work, interested, qualified and competent agencies are requested to submit their quote in Two parts in **Annexure II, III (Technical) and in Annexure-IV** (Price bid) in sealed covers on or before **12/07/2014**.

Contractors are requested to go through the Tender documents carefully and thoroughly.

- The duly filled Technical Bid in Annexure-II and Annexure-III with DD for EMD of Rs.**60000/-** should be kept in a cover neatly wax sealed with suitable superscription on the top of wax sealed Covers as "**Documents Scanning Contract-BPP-Technical Bid- EMD Enclosed**".

- The Rate Bid should be kept in a separate cover neatly wax sealed with suitable superscription on the top of wax sealed Cover as "**Documents Scanning Contract-BPP - Rate Bid**".

- Both the above sealed envelopes shall be placed in another common Cover and wax sealed with superscription "**Quotation for Documents Scanning-BPP**" and sent by **register post / Speed Post / Courier / In person**, so as to reach DGM (HR-W&R), 24 Building, HRM Department, BHEL, Trichy – 620 014 **ON OR BEFORE 12/07/2014 at 14-00 HRS** along with the required enclosures. **Offers without EMD will be rejected.**

A Pre-bid meeting will be held on **05/07/2014 at 14.00hrs for clarifications, if any**, in the HRM conference hall, Ground floor, 24 Bldg., BHEL, Trichy-14 and interested agencies are requested to participate in the same.

The price bid will be opened in the presence of technically qualified tenderers who opt to witness. The date and time of price bid opening will be intimated later.

ENCL; AS ABOVE

for Bharat Heavy Elec,Ltd.
Dy.General Manager (HR-W&R)

General Terms and Conditions
(Tender No. BPP-SCAN-01 DT 19/06/2014)

1. Scope of Work

The hard copies of engineering documents in bound book form are stored and maintained in three Document Rooms of BPP department. The documents are generally of A4 and A3 size. These documents contain hand written calculations, computer outputs, printed matters, drawings etc. With a view to digitize and preserve all the earlier records, the documents are to be scanned page wise and indexed properly in separate folder form in computer. The total number of pages will be around 6,00,000 –A4 pages & 2,30,000 –A3 pages. The step by step procedure of work will be as follows:-

2. Details of Work

BHEL engineer will provide the documents for scanning. Contractor has to perform the work as below:

a) Before Scanning

- I) To assign reference number for each page of the document. The details of reference number will be informed by BHEL engineer.
- II) To unbound the document/book and take out the sheets carefully without damaging.

b) During Scanning of Documents

- I) To do scanning of each page. A3 size page shall be scanned in scanner, meant for A3 size only.
- II) To save it as a text recognized (OCR) pdf file. While saving, the file name should be given as Contract No.(0671), Document category (A), Page No (0001): (Eg. 0671-A-0001) along with the size of the document (A3 / A4)
- III) To give book mark in the pdf file for tracking.
- IV) All scanned documents are to be stored with file name (to be informed by BHEL) in a separate folder with a book mark in the pdf.
- V) A set of 10 to 20 documents, as informed by BHEL engineer, shall be copied in one DVD. All the scanned documents shall be copied in DVDs and handed over to BHEL engineers.

c) After Scanning

After completing the scanning of document, all the sheets taken out are to be placed back in the same order and to be rebound in the book form. In case the wrapper / calico cloth is damaged during dismantling of the book or already found damaged prior to taking up the scanning work, new wrapper / calico cloth shall be used for rebinding the document.

Contractor may visit the Document Rooms and inspect / ascertain the condition of documents.

3. Conditions to be complied by the Contractor

- a) The above works shall be carried out inside BHEL premises deploying contractor's resources such as computers, scanners, binding materials, manpower etc. A suitable space along with power supply points for computers/scanners will be allocated to the contractor for performing the work.
- b) The quantum of scanning pages indicated is tentative and is likely to vary. If certain pages are not to be scanned, as per BHEL engineer, in view of 'superseded/not valid/unimportant', such pages shall not be scanned.
- c) The contractor must employ qualified staff and supervisors for execution of the work.
- d) Age limit: All workmen and supervisors of the contractor for the contract should be more than 18 years of age. Further they must be medically fit and free from any contagious disease and should be adequately knowledgeable to execute the job without any flaw.
- e) The bill for every month shall be prepared by the contractor on the basis of work record and submitted to concerned engineer for verification and a register should be maintained by the contractor for the purpose.
- f) The consolidated statement shall be prepared by the contractor on the last date of the month and submitted by first week of every month to the concerned engineer for certification and to make necessary arrangement for payment by Finance department to the contractor within 45 days from the date of receipt of the bill.
- g) The statutory provisions pertaining to Factories Act, PF Act, ESI Act, Minimum wages Act, Payment of Bonus Act, Employee Compensation Act and other relevant legislations are to be complied with by the contractor without fail.
- h) Minimum wages applicable for Tamilnadu Government, PF, ESI and other statutory requirements for the contract personnel are to be met. While submitting the monthly bill for payment, contractor should enclose the copy of the wage acquittance of the workmen for the salary paid, challans and statements towards remittance of PF, ESI and other statutory payments etc. for the previous month. Signature of the workmen should be obtained in the wage acquittance for disbursement of the salary. Payment of bonus (minimum of 8.33% as under payment of bonus act) should also be disbursed once in a year in the presence of executive in charge.
- i) Apart from paying the minimum wages prescribed by the State Government, Rs.300 per day for skilled worker, the contractor has to ensure an additional payment of Rs.4100 per contract workman per month. The additional payment of Rs.4100 will also attract all statutory payments such as PF, ESI, Bonus etc.
- j) The contractor shall remit the Service Tax at applicable rates and get the same reimbursed. Hence the value of Service Tax need not be included in the quotation. The sum will be reimbursed on production of valid documents/proof for having paid service tax by the contractor. The service tax as applicable has to be claimed separately in the monthly bill.
- k) Salary for the workmen should be paid on or before 10th of every month.
- l) Recovery will be made for any damages / theft caused to the properties of BHEL as well as the person involved in the misconduct should be dispensed from contract work immediately. It is the responsibility of the contractor to take disciplinary action against the misbehaving workmen.
- m) Any deficiency in work in the above mentioned contract will lead to penal charges to the extent of work affected in terms of percentage or on pro-rata basis, as decided by BHEL. Deficiency continued will lead to termination of contract. Also, risk purchase clause will be operated to complete the work. Ie. Alternate arrangement will be made by BHEL and any excess expenditure incurred in this regard will be recovered from contractor's bill

- n) Documents are to be handled carefully and should not get misplaced or mixed up. It is the responsibility of the contractor to receive and return the document safely.
- o) As and when some documents are scanned and documents rebound, contractor shall take certification from BHEL engineer for completion.
- p) The number of pages (A4 and A3) scanned will be accounted from the number of pages (A4 and A3) saved in computer. Based on this, contractor shall take certification from BHEL engineer.
- q) In case of any clarification / dispute etc, the decision of BHEL engineer will be final.
- r) Contractor/his workmen has/have to maintain strict confidentiality about the details of work being done and he/his workmen should not carry with him/them any storage device like pen drive / CD, etc.
- s) The workmen to be deployed by the contractor shall adhere to the safety/ security rules and regulations of BHEL and any person who is found to be violating the security / safety rules of the company shall be replaced immediately at the cost of the contractor.
- t) The work has to be carried out daily and regularly, without break except on BHEL holidays.
- u) The contractor should follow norms of BHEL security system for movement of men and materials within the complex.
- v) Daily attendance register for contract laborer should be maintained by the contractor and should show it to BHEL authorities, when needed.
- w) Contractor has to follow the stipulations of applicable Factory Act, while performing the work in BHEL premises.
- x) While the lowest bidder will be decided as per L1 rates (amount mentioned in the clause no.IV as Total Package value in format No.IV- Price bid form), BHEL reserves the right to negotiate the L1 rate .The contract will be awarded to only one contractor based on the lowest acceptable total value quoted by two or more contractors is same, the L1 will be decided by a lot system, in the presence of all L1 vendors.

4. Following criteria will be compulsory for technical qualification of bidders:-

- ❖ EMD of ` 60,000/- (` Sixty thousand only)
- ❖ Documents to prove financial soundness of the firm (in any of the following manner given below) for any of the two consecutive years out of four years i.e., 2009-10, 2010-11, 2011-12 and 2012-13 (Assessment Year 2010-11, 2011-12, 2012-13 & 2013-14).
Copy of Income Tax submission acknowledgement (OR)
OR
Audited Profit & Loss account and Balance Sheet indicating CA membership number.
- ❖ Contract copy for work similar to current scope of work (document scanning by using their own men and materials) issued by any Central/State Govt. / PSU company / Private organization. Experience certificate from private organization to be supported by TDS (Tax Deduction at source) certificate issued by the organization OR Form 26 AS or Bank statement for transaction of payment
- ❖ Copy of valid registered licence of their Institution/Organisation.
- ❖ Copy of Income Tax PAN card.

5. Contract period:

The contract period is Eight months for scanning the said 8,30,000 pages. Further extension of Contract period shall be mutually agreed. However the contract may be terminated due to violations or non-performance of the Contract conditions or deficiency of service by giving one month's notice by BHEL. If the contractor terminates from his end, he should also give a minimum of one month's notice in advance.

6. EMD:

The EMD for the said work is **Rs.60,000/-** (Rupees sixty thousand only) and it should be furnished in the form of **DD in favour of BHEL/Trichy-620014**. One time EMD is also acceptable subject to certification of validity by Finance and approval by AGM/HRM. **Offers without EMD will be rejected.**

EMD by the tenderer will be forfeited if:

- i) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
- ii) The tenderer does not commence the work within the period / date as per LOI / Contract or within 15 days after award of LOI /Contract whichever is earlier,
- iii) EMD given by all successful tenderers shall be refunded normally within fifteen days of acceptance of award of work by successful tenderer.
- iv) EMD shall not carry any interest.

7. Insurance & Taxes

BHEL will not be liable for any Medical attendance, injury / loss of life of the persons engaged by the contractor during the process of their said contract work services in BHEL. A suitable insurance coverage for the workmen shall be arranged by the Contractor at their own cost. Deduction of Income Tax at source will be made as per rules. Service Tax should be remitted by the contractor at applicable rates (**only 3.09% of claim value**) each month and proof to be produced with the bill for claiming as per provisions of Act.

8. Arbitration

Disputes or differences arising from this Tender or in any manner connected therewith shall be subject to the following disputes resolution mechanism:

- i) Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their senior management within 10 days of a dispute arising.
- ii) If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to sole arbitrator to be nominated by the GM/HR, BHEL, Trichy. The place of arbitration shall be at Trichy. All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- iii) The arbitration award shall be final and binding upon the parties and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal.
- iv) All disputes shall be subject to the exclusive jurisdiction of courts at Trichy.

for Bharat Heavy Elec,Ltd.
Dy.General Manager (HR-W&R)

HRM-BHEL – TIRUCHY
TECHNICAL-BID

Contractors are required to furnish the following details and declarations for consideration of their Offers (Tender No. Ref. No: BPP-SCAN-01: Date: 19/06/2014)

NAME & ADDRESS OF THE CONTRACTOR/ FIRM	
OTHER DETAILS OF THE CONTRACTORS:	
IT PAN NO.	
PF CODE NO.	
ESI CODE NO.	
CST NO.	
TIN/TNGST NO.	
SERVICE TAX REGN. NO.	
FAX NO.	
E-MAIL ID	
TELEPHONE NO. (LANDLINE)	
MOBILE PHONE NO.	
DD FOR EMD (Enclosed/Not enclosed)	
DD Value, No. and Date	

I HAVE ENCLOSED THE FOLLOWING:-

- ❖ DD for EMD of ` 60,000/- (Sixty thousand only)
 - ❖ Documents to prove financial soundness of the firm (in any of the following manner given below) for any of the two consecutive years out of four years i.e., 2009-10, 2010-11, 2011-12 and 2012-13 (Assessment Year 2010-11, 2011-12, 2012-13 & 2013-14).
 - ❖ Copy of Income Tax submission acknowledgement
- OR
- ❖ Audited Profit & Loss account and Balance Sheet indicating CA membership number.
 - ❖ Contract copy for work similar to current scope of work (document scanning by using their own men and materials) issued by any Central/State Govt. / PSU company / Private organization. Experience certificate from private organization to be supported by TDS (Tax Deduction at source) certificate issued by the organization OR Form 26 AS or Bank statement for transaction of payment
 - ❖ Copy of valid registered licence of the Institution/Organisation.
 - ❖ Copy of Income Tax PAN card.

SIGNATURE OF THE AGENCY

HRM-BHEL – TIRUCHY
TECHNICAL-BID
(Tender No. BPP-SCAN-01 DT 19/06/2014)

(Please write 'YES' confirming your acceptance to the following):

01.	I understand that the workmen and supervisors are to be paid wages not less than the Minimum Wages notified by Tamil Nadu Govt. from time to time (BHEL shall be considered as "General Engineering & Fabrication Industry" category of employment for the purpose of calculation of TN Govt. Minimum Wages).	
02.	I understand that future revisions of wages made by Tamil Nadu Govt. from time to time shall be borne by us in total and I also know that Price Variation Clause is not applicable. I undertake to pay the revised wages to my workmen.	
03.	I understand that I have to pay an additional amount of Rs.4100/- per month for each contract workman engaged for this work as per BHEL rules and I undertake to pay the same to my workmen.	
04.	I understand that I have to remit PF and ESI payments regularly and I undertake to remit the same every month and produce proof to BHEL every month.	
05.	I understand that I have to pay Bonus to the employees as per Payment of Bonus Act and I undertake to pay the same to my employees as per Bonus Act.	
07.	I understand the quantum of work involved as given in the scope of work of the tender documents.	
08.	I understand that I have to quote the rate per page after adding the total commitments from Sl. No.01 to 06 above taking the total quantum of job for completion in a period of eight months.	

Place:

Date:

SIGNATURE OF THE AGENCY

BHEL-TIRUCHY
HRM - WELFARE

RATE BID FORMAT FOR WORKS CONTRACT FOR THE SCANNING CONTRACT OF ENGINEERING DOCUMENTS IN BPP DEPT.

(To be filled and sent by Register post / Speed Post / Courier or submitted in person on or before the last date mentioned in the covering letter of the Tender Documents).

We, the quoting Contractor accept all the general terms and conditions in the tender Documents, and there is no deviation in the tender clauses and scope of work.

We quote our rates for the contract taking the following into consideration:-

- ✓ Tamilnadu Govt. Minimum wages payable to the skilled workmen as amended from time to time.
(BHEL shall be considered as General Engineering and Fabrication Industry under TN Govt. Minimum Wages Rules: Workmen at par with Skilled Workmen – Present rate per skilled workman is Rs. 300 /- per day).
- ✓ BHEL Addl. Wages of Rs.4100/- per month per workman.
- ✓ Provident Fund, ESI and Bonus payable to the workmen as per legal provisions.
- ✓ Administrative Expenses, Taxes and other service charges
- ✓ The total amount of wages involved for the number of workmen to be engaged to complete the full quantum of work in a period of Eight months

We quote the Works Contract RATE as per the Scope of Work and Terms and Conditions furnished in the Works Contract Tender for Scanning the Engineering documents of BPP Department.

- i) Scanning of A4 size page - Rate/Page.(To be written in hand without any overwriting both in numbers and words)

Rs.....only.
- ii) Scanning of A3 size page - Rate/Page. .(To be written in hand without any overwriting both in numbers and words)

Rs.....only.
- iii) Dismantling the bound volume for scanning and rebinding the same after the work is completed (Same rate per book for both A3 and A4 sizes. To be written in hand without any overwriting both in numbers and words)

Rs.....only.

- iv) **TOTAL PACKAGE VALUE**= Scanning of 600000 A4 pages + 280000 A3 pages + dismantling and assembling 3370 books. To be written in hand without any overwriting both in numbers and words)

Rs.....only.

Time for completion of work: EIGHT MONTHS FROM THE DATE OF COMMENCEMENT OF CONTRACT.

Note: We are aware of the prevailing Service Tax rules and rates. Service Tax will be remitted as per the Act and claimed in the scanning contract Bill as per the provisions of the Act applicable from time to time.

Address :

Signature of the Contractor with Date and Seal

Phone No.

Cell Phone No. :

Email / Fax :

Note:

- To be sent in a wax sealed cover by Speed post / Courier / Registered post or handed over in person well in advance so to reach the below mentioned address.

To:

DGM (HR-W&R)
HRM, 24 BLDG.,
Bharat Heavy Electricals Ltd,
TRICHY – 620 014
(Phone Nos. 2577064 and **2575741**)