



பாரத மிகுமின் நிறுவனம்

BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
BOILER AUXILIARIES PLANT
Indira Gandhi Industrial Complex
RANIPET – 632 406

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BHEL:BAP:HR:C&PR:PH

Dated: 25/04/2016

NOTICE INVITING TENDER

Tender Notice No.	BHEL:BAP:HR:C&PR:PH dt: 25-04-2016
Nature of work	Photography coverage & and supply of Maxi size copies and Video coverage of Official functions/Meetings at BAP, BHEL Ranipet.
Period of Contract	Two Years
Last Date & Time for submission of Tender	12.05.2016 15:00 hrs
Date & Time and Venue of Tender Opening	12.05.2016 15:30 hrs HRM Conference Hall, BAP BHEL, Ranipet
The document contains:	10 pages i.e. Part – I - Instructions to Tenderer Part –II - Terms & Conditions Part –III - No Deviation Certificate Part –A - Pre Qualification bid & Unprice bid Part –B - Price bid
Tender shall be addressed to	Executive /HR-C&PR Bharat Heavy Electricals Limited Indira Gandhi Industrial Complex, Ranipet – 632406 Vellore Dist. Tamil Nadu
EMD	-Nil-
Security Deposit	10% of Contract value (to be submitted by the successful bidder before start of the work)

PART-I

Instructions to Tenderer

01. Sealed tenders in two part bid are invited from the agencies for photography and Video coverage of Official functions/meetings at BAP, BHEL Ranipet.
02. Tenders will be received up to 15:00 hrs on 12.05.2016 in the prescribed form. The pre-qualification bid (Part-A) will be opened on 12.05.2016 at 15:30 hrs at HRM Conference Hall, BAP, BHEL, Ranipet in the presence of tenderers / representatives who chose to be present for the tender opening.
03. Tenders will be evaluated further and tenderers who are found to meet the pre qualification criteria will be intimated to attend the tender opening of Part 'B' – price bid at a date to be notified separately. Part 'B' will be opened at the specified date in the presence of the tenderers / representatives who are notified and chose to attend the tender opening.
04. Bidders to ensure that their offers are complete in all respect. Offer should be either typed or written legibly. Alterations / over-writings, if any, in the tender should be attested by the person signing the tender. Any deviation or non-compliance may lead to rejection of their offer at any stage.
05. Tender offers should be posted with due allowance for any delay in postal delivery. Tender offers received after the due date and time of opening tenders will be rejected.
06. The management of BHEL will not be responsible for any loss or damage or delay in transit of offer documents sent by BHEL to the prospective offerer or sent by the offerer to BHEL duly filled in, by Post.
07. Tenderer shall affix signature and seal on all pages as a token of acceptance.

HOW TO QUOTE:

01. This tender document consists Part 'A' and Part 'B' as detailed below:
02. Part 'A' : Pre-qualification bid (technical bid) & unprice bid.
03. Part 'B' : Price bid.
04. Part 'A' must be duly completed and sealed in a separate envelope superscribed **"BHEL/BAP/C&PR/PH- Part 'A' - Pre-qualification Bid"** .
05. Part 'B' must be duly completed and sealed in a separate envelope superscribed **"BHEL/BAP/C&PR/PH - Part 'B' - Price bid"**.

SIGNATURE & SEAL OF THE TENDERER

06. Tender offers submitted by post should be sent through Registered Post/ Courier/Speed Post. Tender documents consisting of Part 'A' & 'B' are to be duly sealed in two separate inner covers and super scribed as said above. The two inner covers should be sent in a sealed outer cover superscribing " TENDER FOR PHOTOGRAPHY/VIDEO COVERAGE" and send it to 'Executive/HR-C&PR, HRM dept., BHEL, Ranipet-632406'.
07. Name of the tenderer should be written on the sealed envelope.
08. The tenderer should submit the tender documents intact without detaching any page or pages.
09. The tenderer shall expressly accept all the terms and conditions of the tender.
10. BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The company has no obligation to accept the lowest tender. BHEL's decision in this regard shall be final and binding.

SIGNATURE & SEAL OF THE TENDERER

PART –II

Scope and Terms & Conditions

SPECIFICATION/SCOPE OF WORK:

Services of photography/Video coverage of Official functions/meetings held at BAP, Ranipet and supply of Maxi Size colour photo copies/CD,DVD of Video coverage.

ELIGIBILITY CRITERION

1. The tenderer should have an established photo studio/shop.
2. The studio/shop must be located within 30 kms from BHEL, Ranipet.
3. The tenderer should be a professional/full time photographer or should have employed such persons.

TERMS AND CONDITIONS:

1. Good quality and branded camera (still/Video) shall be used for the above work.
2. Date and Time of Photo/Video coverage and no. of snaps/duration of programme to be covered will be informed by the undersigned/PR Staff.
3. You shall be required to report at the venue for photography/Video coverage when asked by the authorized person of BHEL/Ranipet within an hour.
4. The photography/Video coverage shall be converted in to CD/DVD along with relevant photo copies and delivered to BHEL/PR dept. No payment will be made for the cost of CD/DVD and conversion of the programme in to CD/DVD. A good quality CD/DVD must be used for this purpose.
5. In case of urgency, photographs are to be delivered according to the nature of urgency at the shortest possible time as notified.
6. The entire photos/Video with negative is sole property of BHEL. No photograph or CD/DVD of BHEL/Ranipet shall be parted to any persons without the authorization in writing by the undersigned.
7. You are advised to maintain a record which specifies Date, event, no. of copies requested, no. of copies delivered and the signature of the official to whom the photos/CDs handed over. This may be required to be produced during submission of Bills by you.
8. The quantity indicated in the price bid is not 'single time requirement', it is for the entire contract period i.e. for 2 years. Also the quantity indicated in the Price bid is tentative only. However the actual quantum may vary according to the requirements and BHEL will not compensate any reduction in the quantity during the tenure of contract.
9. The rates quoted in the tender shall be firm and valid throughout the contract period for 2 years from the date of issue of LOI.

SIGNATURE & SEAL OF THE TENDERER

10. The Contractor's responsibility under this contract shall commence from the date of receipt of the order of acceptance of his offer through letter of intent.
11. BHEL reserves the right to accept/reject any or all tenders received or part thereof without assigning any reason there for.
12. Conveyance charges will be given at the flat rate of Rs 40/- per trip. In case more than one trip in a day is requested, conveyance will be paid accordingly.
13. Halting charges will be given at the flat rate of Rs 60/- per trip irrespective of no. of hours engaged in the company.
14. Contract will be awarded to the lowest bidding tenderer i.e.L1 party. **The L1 will be decided on overall basis of sum of the estimated quantity multiplied by the rate quoted for respective item i.e. based on Sl.no: 6 of Price bid.** Any omission to quote for individual rate schedule will lead to rejection of the tender at the discretion of BHEL. If more than one bidder emerge as L1, snap bidding will be done to decide the L1 party. No splitting of contract will be done.
15. It is mandatory to comply with all taxes applicable for the required services. In the Price bid applicable service tax in percentage is to be indicated separately. If it is not mentioned at the given place, it will be assumed that no service tax is applicable.
16. The contract shall commence from date of awarding the contract or at a later date as decided by BHEL and shall remain in force for a period of **Two years**. BHEL shall have the right to terminate the agreement for convenience without any liability whatsoever by giving one month's written notice.
17. In case of the matters not specifically provided herein, BHEL shall have the right to give instructions for compliance of the contract.

VALIDITY OF RATES:

The rates quoted should be valid for 90 days initially from the date of opening of the price bid. The rates of successful bidder should be valid for two years from the date of commencement of the contract.

SECURITY DEPOSIT

The successful bidder shall be required to furnish security deposit at the rate of 10% of the order value within 3 days from the date of LOI by way of demand draft drawn in favour of 'Bharat Heavy Electricals Ltd., Ranipet-632406' payable at SBI, Mukundarayapuram, (Branch Code 7013). SD will remain with BHEL till the tenure of the contract i.e. 2 years (24 months). Security Deposit can also be submitted by way of Bank Guarantee, as per format provided/ approved by BHEL. Bidders to note that Security Deposit amount carries no interest. Security deposit shall be forfeited in case the successful bidder refuses to commence the work within the period as per LOI / Contract and/or non-fulfillment of conditions of the order.

SIGNATURE & SEAL OF THE TENDERER

PENALTY – DELAY

The contract is subject to the satisfactory performance of work, quality of product and adherence to BHEL requirements. In case of failure or delay on the part of contractor, BHEL will take alternative arrangement and the entire amount incurred in that connection will be recovered from the contractor. Persistent deviation in the contract may lead to termination of the contract at any moment without assigning any reason in writing at the discretion of BHEL, Ranipet.

PAYMENT TERMS:

1. Payment will be made on monthly basis and will be paid within thirty days from the date of submission of bills. The bills should be addressed to the undersigned in triplicate and submitted during 1st week of every succeeding month. All statutory formalities will have to be complied with.
2. Payments will be made only to bidder's Bank Account through EFT (Electronic Fund Transfer). In this regard, necessary forms for EFT shall be submitted by the successful bidder at the time of agreement.

EFFECT AND JURISDICTION OF CONTRACT

The law applicable to this contract shall be the laws in force in India. The courts in Ranipet, Tamilnadu, India shall have exclusive jurisdiction in all matters arising under and on account of this contract.

SIGNATURE & SEAL OF THE TENDERER

PART - III

NO DEVIATION CERTIFICATE

Certificate of Acceptance

"Certified that we have read and understood all the terms and conditions of the Tender No.BHEL:BAP:HR:C&PR:PH dt: 25.04.2016 and that our company/ firm, namely, do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

Date:

Signature of Authorised Signatory

Place:

(SEAL)

PART- 'A'

PRE-QUALIFICATION BID

PARTY's NAME & ADDRESS (with phone no & e-mail id)	
Whether the Photo Studio/shop is located within 30 kms from BHEL, Ranipet?	
Experience in Photography/Video coverage if any	
PAN No. (Self attested Xerox copy should be attached)	
CST No., if applicable (Self attested Xerox copy should be attached)	
SERVICE TAX REGN. No., if applicable (Self attested Xerox copy should be attached)	
Any other information the tenderer may like to furnish.	
Whether all the pages of the tender document has been signed	
Whether the rate quoted will be valid for 90 days.	

I / We hereby declare that the information provided above is true and if found incorrect the tender will likely to be rejected at the discretion of BHEL.

SIGNATURE & SEAL OF THE TENDERER

Place:

Date:

UNPRICE BID

Sl. No	SPEFCIFICATION OF WORK	Whether Rate/per copy * in Price bid (Part B) is quoted or not YES/NO	Whether Total rate for 2 years in Price bid (Part B) is quoted or not YES/NO
01	Taking photography of Official functions/meetings at BAP, Ranipet and supply of Maxi size photocopies		
02	Supply of Additional Maxi Size Photo copies		
03	Video Coverage		
04	ServiceTax applicability on Sl.No: 04 of Price Bid is indicated or not : YES / NO If ST is applicable, % of Tax and Service Tax Regn no : mentioned / not mentioned		

*rate per hour for video coverage.

SIGNATURE & SEAL OF THE TENDERER

PART-‘B’

PRICE BID

Sl. No	SPEFCIFICATION OF WORK	Quantity in nos for 2 years	Rate/copy in Rs	Total In Rs
01	Taking photography of Official functions/meetings at BAP, Ranipet and supply of Maxi size photocopies	19200 (Approx)		
02	Supply of Additional Maxi Size Photo copies	600 (Approx)		
03	Video Coverage	36 hrs	(rate/hour)	
04	Sub Total (Sl.No: 01+02+03)			
05	Service tax if applicable on Sl.No: 04.		% of tax	
06	Grand Total (Sl.No: 04+05)			

Please Tick [] the appropriate column below;

<u>SERVICE TAX APPLICABLE</u>	<u>SERVICE TAX NOT APPLICABLE</u>

In case of Service tax applicability, the same shall be quoted in the rate schedule, both % and service tax amount for the gross total. Please furnish your Service Tax No.....

If service tax is not applicable based on threshold exemption limit, the same shall be indicated above and at no point of time during the pendency of the contract Service Tax will be reimbursed/borne by BHEL.

DATE:

SIGNATURE & SEAL OF THE TENDERER

Note:

For the details of Conveyance and Halting charges, kindly refer the Sl. Nos. 12 & 13 of the terms & conditions. Furnishing of rates and other required information in the Rate Schedule should be legible and no correction is acceptable.