



BHARAT HEAVY ELECTRICALS LIMITED
HIGH PRESSURE BOILER PLANT
TIRUCHIRAPALLI – 620 014
WORKS CONTRACTS MANAGEMENT

PHONE : 0431 – 2577054
Email : sankars@bheltry.co.in

REF: BHE: WCM: C&PR: VM: 2016

Date: 07.12.2015

Tender for “Outsourcing of a Rate Contract for a Video Magazine Activities for C&PR Dept.”

Name of work	Outsourcing of a Rate Contract for Video Magazine Activities for C&PR Dept.
Earnest Money Deposit (EMD)	` 20,000/-
Mode of EMD submission	Demand Draft in favour of 'BHEL Tiruchirappalli' payable at Tiruchirappalli
Contract Period	12 months commencing from 01.01.2016
Tender document/processing fee	Nil
Address for submission of tenders	Works Contracts Management, First Floor, Bldg. 53, BHEL, Tiruchirappalli-620014 (TN)
Last date and time for receipt of bids at the above address	30.12.2015, 14:00 HRS
Date and time of opening of Part-I: Technical Bid	30.12.2015, 14:30 HRS
Date and time of opening of Part-II: Price Bid	All Technically qualified vendors will be informed
For clarification, if any	DGM/C&PR Dept Ground Floor, Bldg-24, BHEL, Tiruchirappalli-620014 (TN) Ph: 0431-2577381; eMail: bnsiva@bheltry.co.in

CONTENTS

1. ELIGIBILITY, SCOPE AND GENERAL TERMS & CONDITIONS
2. PART-I: TECHNICAL BID PROFORMA
3. PART-II: PRICE BID PROFORMA

To

Dear Sir,

Sub: Tender Documents for Outsourcing of a Rate Contract for a Video Magazine Activities for C&PR Dept. - Reg.

We are pleased to host the detailed Tender Documents for making a bi-monthly video magazine for BHEL Tiruchirappalli .


The duration contract period is for one year from the start date.

The Agencies are requested to go through the Tender Documents carefully and thoroughly and submit their offers as detailed below:

1. The duly filled in **Technical Bid** should be placed in one cover (**Cover no. 1**) with superscription "Technical Bid for Outsourcing of a Rate Contract for a Video Magazine Activities for C&PR Dept.
2. The duly filled in **Price Bid** should be placed in a separate cover (Cover **no. 2**) with superscription "PRICE BID for Outsourcing of a Rate Contract for a Video Magazine Activities for C&PR Dept.
3. The **EMD** should be placed in a separate cover (Cover **no. 3**) with superscription " EMD for Outsourcing of a Rate Contract for a Video Magazine Activities for C&PR Dept.
4. All the three covers should be neatly sealed and placed in one cover with superscription tender a making bi-monthly video magazine and should be sent by Registered Post / Speed Post / Courier or submitted in person so as to reach Sr. Manager / Works Contracts Management, Bldg. 53, 1st Floor, BHEL, Trichy – 14. On or Before **30.12.2015** at **14.00** hrs.
5. The Technical bids will be opened on **30.12.2015** at **14.30** hrs in the presence of the tenderers who are present.
6. The Price Bids of the technically qualified agencies will be opened at a later date. The Technically qualified agencies will be informed about the Price Bid opening.

For Bharat Heavy Electricals Ltd,

S. Sankararajan
Senior Manager,
Works Contracts Management,
Bldg.53, First Floor,
BHEL, Trichy – 14.

		BHARAT HEAVY ELECTRICALS LIMITED (A Government of India Undertaking) HIGH PRESSURE BOILER PLANT WORKS CONTRACTS MANAGEMENT TIRUCHIRAPALLI – 620 014		PHONE : 0431 – 2577054 Email : sankars@bheltry.co.in	
ENQUIRY No: BHE:WCM: C&PR: VM: 2016 DATED 07.12.2015			DATE 07.12.2015	DUE DATE FOR QUOTATION 30.12.2015 BEFORE 14.00 Hrs.	
<u>TECHNICAL BID</u>					
Sl. No.	CRITERIA	DATA TO BE FURNISHED			
1.	Name of the Agency				
2.	Address of the Agency				
3.	Name of the Contact person with Phone No.				
4.	Telephone No.				
5.	Email id				
6.	PAN No. of the Agency				
7.	Service Tax Registration				
8.	Vendor Registration No. in BHEL if any				
9.	Experience in making Video Magazines/ Product/Corporate films for which a minimum of 1 film done by the service provider should be given along with the tender documents				
10.	Editing facilities				
11.	Acceptance of all the scopes and Terms & Conditions as given in the Annexure 1 & 11				

Place :
Date :

Signature of the Agency
(Name & Address with Seal)

Annexure-I**SCOPE OF THE JOB*****Job***

Making a bi-monthly video magazine. The job involves video coverage of important events in a given two months; editing, Voice over recording, adding background music and final production. Voice over recording through professional artist is to be done by the contractor based on the script given by BHEL. (For voice over recording only professional artists like PC Ramakrishnan, Chennai for English & other well-known artists for Tamil approved by BHEL only should be used)

Language

Two languages: English & Tamil. First it has to be done in English based on the English script and after that the Tamil version based on the Tamil script whenever required.

Video Magazine Duration

Each about 15 minutes to 25 minutes

Format

1,920 × 1,080 (full HD) resolution.

Camera

Broadcast quality Full HD cameras

Accessories

Tripod, Video lights/Sun-gun, Professional video camera mike and other allied accessories.

Location

Mostly will be in BHEL Tiruchi premises. However, some coverages will have to be done at other places/outstation

Conveyance

The service provider should make their own conveyance arrangements to do the video coverages at BHEL complex and Tiruchirappalli. However, some coverages will have to be done at other places/outstation, where BHEL will make arrangements for transportation, lodging and boarding.

Video Shootings of events

In two months, there will be a minimum of 10 video coverages. Over and above 10 coverages, if envisaged, additional payment will be made for each additional video coverage for which you have to quote separately. After, every video coverage, the first edited version of the event covered should be given within three days or whenever required by BHEL.

Editing

For editing, Apple Final Cut-Pro software or other advanced editing software approved by BHEL should be used. Wherever editing is required to be done in the presence of BHEL officials, they should be allowed for direction and improvements which should be strictly followed.

Editing should be done in Full HD and a final authored version in MP4 or FLV format should be in full HD

Backup & storage system

The service provider should store BHEL's video footages taken on earlier 300 occasions which will come up to 8 TB. Also should make provisions to store the video footages that are required to be taken for the next given 12 months

Video Magazine Delivery

The first cut should be delivered within three days after the recording of the approved script for approval by BHEL.

DVD

Final edited magazine incorporating both English and Tamil version (whenever required) should also be re-authored in DVD format and given to BHEL. The design provided by BHEL should be printed on one side of the CD and in a sheet for insertion in the Jewel box. Up to 40 DVDs with stickers should be given on demand for each edition.

Place:

Date:

Signature of the Agency

(Name & Address with Seal)

Copy Right

All raw coverage, edited footage and final product will be the sole property of BHEL Tiruchirappalli and should not be copied, shared or otherwise disseminated by the contractor without specific permission with the Head/C&PR, BHEL, Tiruchirappalli

Annexure-II**TERMS & CONDITIONS****OFFICE/STUDIO**

1. The service provider should have a full-fledged editing studio at Tiruchirappalli or should have a tie-up with a studio with the editing facilities in Tiruchirappalli for audio/video editing/post-production.

EXPERIENCE

2. Contractor should have experience in making corporate films or video magazines for which a DVD is to be submitted along with the tender documents.

DURATION OF THE CONTRACT

3. The duration of the contract is for a period of 1year (or making six video magazines) from the date of commencement of k after award of work. Initially contract may be awarded for two months (or making one video magazine) which may be extended on the basis of services to the satisfaction of BHEL Tiruchirappalli, for a further period of 10 months (or making five video magazines).

EVENT VIDEO COVERAGES

4. The successful service provider has to cover the event without fail. In case of failure to report at the specified time and place, BHEL reserves the right to arrange the video coverage through other source and deduct the amount incurred by BHEL from the pending / future bills of defaulting service provider and in addition an amount of ` 500/- will be levied as penalty for each occasion the service provider fails to do the video coverage whenever BHEL make the request.
5. Service provider should be in a position to send persons for video coverages to BHEL Tiruchirappalli within a short notice of two hours. Normally, coverage intimation will be given one-day in advance or immediately after the requirement was known.
6. Assignment starts from the time of entry at BHEL security gate or half-an-hour before the start of the programme and ends at the time of leaving the security gate or half – an hour after completion of the programme.
7. The duration of each video coverage will be 30 minutes to 6 hours

CONVEYANCE

8. BHEL will not pay any separate transportation charges for local coverage. However for outstation coverage if any, transportation will be provided by BHEL.

ABIDING TECHNICAL SPECIFICATIONS

9. The service provider should abide to all the technical specifications and incase the service provider doesn't abide to the specifications, BHEL retains the right to terminate the contract at any time.

INSURANCE OF THE EQUIPMENT

10. The Contractor /Studio is responsible for the Insurance of their equipment / crew.

Place:
Date:

Signature of the Agency
(Name & Address with Seal)

EMD

11. As per our policy, each tenderer should pay an amount of ` 20,000/- as Earnest Money Deposit (EMD) in the form of Demand Draft drawn from a nationalised Bank in favour of 'BHEL, TIRUCHIRAPPALLI' and it should be submitted along with the tender document. After finalisation of the contract, only the successful tenderer's EMD amount will be adjusted against the Security Deposit (SD).

SECURITY DEPOSIT (SD):

12. Security Deposit (SD) will be collected from the successful tenderer at the rates indicated below:

- a. Up to ` 10 lakh: 10%.
- b. Above `10 lakh up to ` 50 lakh: ` 1 lakh + 7.5% of the amount exceeding `10 lakh.
- c. Above ` 50 lakh: ` 4 lakh + 5% of amount exceeding ` 50 lakh.

13. The contractor must remit the SD before start of work. SD may be furnished in any one of the following forms:
14. Demand Draft drawn in favour of 'BHEL, Tiruchirappalli' on any Scheduled/Nationalized Bank payable at Tiruchirappalli.
 15. Local cheques of scheduled banks, subject to realization.
 16. Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras, etc. Certificates should be held in the name of the Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back.
 17. Bank Guarantee from Scheduled Banks/Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
 18. Fixed Deposit Receipt issued by Scheduled Banks/Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/c BHEL, duly discharged on the back.
 19. EMD of the successful tendered can also be converted and adjusted against SD.
 20. No interest will be payable to the Contractor for the amount deposited during the period of agreement.
 21. Failure to pay the Security Deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract and the tenderer shall be liable to compensate BHEL for any losses incurred by BHEL. EMD in such cases will also be forfeited.
 22. Security deposit shall be refunded within a reasonable time after the date of successful completion of the contract, i.e. the contractor carrying out all obligations/operations as required under the contract.
 23. BHEL reserves the right to appropriate any part of the whole of the amount of the security deposit without prejudice to other claims against this contractor for losses suffered by BHEL due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation/insolvency or change of composition. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.

PERFORMANCE

24. BHEL shall review the overall performance of the studio after two months of award of contract. If the performance is not found to be satisfactory, BHEL reserves the right to short close the rate contract.

GENERAL

25. Taxes, if any, should be indicated separately.
26. Bill for each occasion should be given by the studio after completing each issue of a given two-months. After verification, bill will be processed and payment will be made within 45 days.
27. The successful bidder has to follow BHEL's rules and regulations including safety procedures. Against BHEL's policy / rules specifically mentioned confidential areas / items / documents etc. or any printed / digital / electronic format of technical drawings / products etc. should not be disclosed directly or indirectly to anyone, failing which legal action is liable to be taken against the Studio.
28. Intending bidders must read all pages of this document carefully and note the specifications and requirements.

Place:

Date:

REF: BHE: WCM: C&PR: VM: 2016

Signature of the Agency
(Name & Address with Seal)

Date: 07.12.2015

TENDER CORRIGENDA

29. Corrigenda, if any, will be posted against the same NIT number on the BHEL Tenders and Govt Tenders websites and not in any other form. Hence bidders are required to visit the above websites on a daily basis for any updates till award of work.

FRAUD PREVENTION POLICY:

30. The Bidder along with its associate / collaborators / sub-vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about fraud or suspected fraud as soon as it comes to their notice". Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website, vendor portals of Units / Regions intranet.

Annexure-III

PRICE BID

SL. #	DESCRIPTION	PRICE	
		(In Figure)	(In words)
1.	Rate per bi-monthly video magazine in two languages- English & Tamil. The job involves video coverage of 10 events; development of concept, visualization, script writing, voice over by professional artist, development of story board for every event, editing, final production; and final 40 DVDs	,	Rupees
2.	Rate for video coverage for every additional event* (one single coverage means covering an event of 30 minutes to 6 hours)	,	Rupees
3.	Applicable taxes	,	Rupees
TOTAL: 1+2+3		,	Rupees

***Note:** LI offer will be arrived based on the combined total of making bimonthly video magazine for six issues in addition to 60 video coverages @ 10 mandatory video coverages for each bimonthly issues + Video coverage for additional 50 video coverages. One video coverage means doing a video coverage of an event of 10 minutes to 6 hours.