



BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
HIGH PRESSURE BOILER PLANT
WORKS CONTRACTS MANAGEMENT
TIRUCHIRAPALLI – 620 014

PHONE : 0431 – 2577054, 2575347
FAX : 0431- 2520296
Email : sankars@bheltry.co.in
shamalam@bheltry.co.in

Ref : BHE:WCM:C&PR:PHOTO:2015-17

DATED : 31.10.2015

Dear Sir,

Sub : Tender Documents for “Outsourcing of Photography activities with a Studio in Trichy”-reg.

We are pleased to host the detailed Tender Documents for the “Outsourcing of Photography activities with a Studio in Trichy “.

The contract period is for Two Years 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 Photography activities with a Studio in Trichy “
2. The Duly filled in **Price Bid** should be placed in a separate cover (**Cover no. 2**) with superscription “ PRICE BID for Outsourcing of Photography activities with a Studio in Trichy “.
3. The **EMD** should be placed in a separate cover (**Cover no. 3**) with superscription “ EMD for Outsourcing of Photography activities with a Studio in Trichy “.
4. All the Three covers should be neatly sealed and placed in one cover with superscription “ Tender for Outsourcing of Photography activities with a Studio in Trichy “ 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 26.11.2015 at 14.00 hrs.
5. The Technical bids will be opened on 26.11.2015 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,

M. Shyamala Devi
Senior Engineer,
Works Contracts Management,
Bldg.53, First Floor,
BHEL, Trichy – 14.



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DATE
31.10.2015

DUE DATE FOR
QUOTATION: 26.11.2015
BEFORE 14.00 Hrs.

TECHNICAL BID

Sl.No.	CRITERIA	DATA TO BE FURNISHED
1	Name of the Studio	
2	Address of the Studio	
3	Telephone No.	
4	Experience in Photography Field (Copy to be attached)	
5	Email id	
6	PAN No. of the Agency	
7	Service Tax Registration	
8	Vendor Registration No. in BHEL if any	
9	Name of the Contact person with Phone No.	
10	Model and specification of Camera & all other equipments available.	
11	Acceptance of Terms & Conditions Sl.No.1 to 20	

Place :
Date :

Signature of the Agency
(Name & Address with Seal)

PRICE BID

Sl.No	Details of work	Rate (`)	Rate in Words
1.	Assignment charges for <u>first 4 hours</u> of the programme, function, VIPs visit, facilities/products, etc. coverage - using one Digital Camera and equipment.	`	
2.	For part thereof for <u>every additional one hour</u> coverage (i.e. after the first 4 hours)	`	
3.	Conversion/copying of photographs from memory chip to <u>one CD</u> (any number of photos of the event) <i>including cost of CD in plastic pouch</i>	`	
4.	Conversion/copying of photographs from memory chip to <u>one DVD</u> (any number of photos of the event) including cost of DVD in plastic pouch	`	
5.	For taking Passport photo with all required including backdrop with stand and lights, umbrella, etc. per person.	`	
6.	Cancellation charges – Applicable only if cancelled less than 4 hours before start of the programme.	`	
	<p><u>NOTE:</u></p> <ol style="list-style-type: none"> Charges will be paid on pro rata basis for the serial number 1, 3 & 4 wherever the quantity is more than one. L1 bidder will be arrived at on the basis of lowest total offer for Serial Number 1 to 5. 		

TERMS & CONDITIONS

1. Studio should have the latest digital camera with all accessories to cover various official programmes / functions / VIP's visit / products / facilities etc. BHEL Tiruchirappalli Complex in Factory & Township and any other location in and around Tiruchirappalli.
2. Studio should have experience of minimum 3 years in Photography for covering such official programmes / VIP's visit etc. for which a certificate / letter from reputed company / Institution or self certification for the experience to be attached / submitted along with the tender form by the studio.
3. Photograph should be taken with minimum resolution of 6 mega pixel.
4. On each occasion the empanelled Photographer should come with a Laptop to download the photos after the coverage and arrange to provide a DVD, CD of the coverage immediately.
5. The Photo images will also be downloaded in the department PC / System.
6. BHEL will inform about the photo coverage with a minimum time of Two hours in advance.
7. Empanelled Photographer 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 photo coverage through other source and deduct the amount incurred by BHEL for the coverage will be recovered as penalty from the pending / future bills of defaulting empanelled photographer.
8. Empanelled Photographer has to bring all necessary equipment for the coverage. If quality of the photos taken is found to be not up to the mark, BHEL retains the right to terminate the contract at any time.
9. The Contractor / Studio is responsible for the Insurance of their equipment / crew.
10. The rate contract will be for a period of Two years and the volume of work will be ` 6 Lakhs (Approximately).
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). The volume of work for 2 years will be around ` 6 Lakhs approx.) for which the successful tenderer has to deposit an amount of ` 60,000/- as SD. Hence the balance amount of ` 40,000/- is to be paid in the form of DD by the successful tenderer before the start of the work. This will be retained by BHEL till the closing date of contract. The security deposit shall not carry any interest.
12. BHEL reserves the right to empanel more than one studio at the L1 rates of the successful tenderer by counter offering the L1 rates to the other tenderers except tenderer who has quoted the highest rate (H1). Work will be distributed in the ratio of 60% and 40% to the successful tenderer and tenderers accepting counter offer L1 rates.
13. Rates to be filled in the attached Price Bid format in figures and words without any correction or over writing.

14. Assignment charges starts from the time of entry at BHEL security gate by the photographer or half – an hour before the start of the programme and completes at the time of leaving the security gate or half – an hour after completion of the programme.
15. BHEL will not pay any separate transportation charges for local coverage. However for outstation coverage if any, transportation will be provided by BHEL or actual cost incurred by the photographer towards transportation will be paid by BHEL on production of receipts / vouchers.
16. 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.
17. Taxes in any, should be indicated separately.
18. Bill for each occasion should be given by the studio immediately / same day / next working day after completion of the work. Consolidated bills will be processed every month and payment will be made within 45 days. Service Tax extra if applicable.
19. BHEL requires the service of the empanelled photographer for photographic coverage only and not for printing of photos.
20. The contractor 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.
