



Bharat Heavy Electricals Limited
Electronics Division
Mysore Road, Bangalore – 560 026
Tender Ref.: ET/437

**Tender Document for
Rate contract for
Maintenance of illumination & Ventilation Equipment**

Opening date: 25.11.2016
This Tender document contains 13 Pages



Bharat Heavy Electricals Limited

Electronics Division

Mysore Road, Bangalore – 560 026

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NOTICE INVITING TENDER

1. Tender Reference : ET/437
2. Name of the work : Rate contract for Maintenance of Illumination & Ventilation Equipment
3. Duration of Contract : 2 years
4. Estimated cost : Rs.7.5 Lakhs
5. Earnest money deposit : Rs.15,000/-
6. Last date and time for the Receipt of completed tender : Before 1:30 p.m. on 25.11.2016
7. Date and time for tender opening : At 1:45 p.m. on 25.11.2016
8. Place of submission of completed tender: To be dropped in the FS&T TENDER BOX kept in the Reception Area at BHEL, Electronics Division, Mysore Road, Bangalore – 560 026

This tender document contains 13 pages as follows.

PART-I

- Instructions to tenderers-page 1 to 08
- Technical & Commercial format (Annexure-I) – page 09 to 11

PART-II

- Price Bid formats (Annexure-II) – page 12 to 13

Note:

1. The tenderer shall return the duly filled in tender document after affixing signature on all pages.
2. The Tenderer shall ensure and put **Part-I “Technical cum Commercial bid (Annexure – I)” and “Instructions to Tenderers” in one cover and Part-2 “Schedule of Work / Price bid (Annexure-II)” in a separate cover. Both these covers shall be separately sealed and then **put together in a single cover and sealed.** All the sealed covers shall be properly identified with necessary information such as Tender reference, Name of the work, type of document put inside, date of tender opening to enable to open the correct document cover only.**
3. **EMD shall be attached along with the Technical cum Commercial bid (Part-1) of the offer.**
4. **Contractors All Risk Policy under clause 38 of GCC will be covered by BHEL.**

Issued to:



Bharat Heavy Electricals Limited

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INSTRUCTIONS TO TENDERERS

Name of work: Rate Contract for Maintenance of Illumination & Ventilation Equipment

1. Sealed Tenders for the above noted work are hereby invited from Contractors experienced in works of similar kind and magnitude.
2. Tenders should be addressed to the Issuing Officer, Electronics Division, Bharat Heavy Electricals Limited, Mysore Road, Bangalore – 560 026. The full name and address of the tenderer, the name of the work and date of opening should be indicated on the cover.

The local address of the Contractor, the name of the person to whom all the correspondence are to be addressed should be indicated with telephone number (both office and residence) and FAX. / E-mail address.

3. All entries in the tender documents should be in one ink. Erasures and over writing are not permitted. All cancellations and insertions should be duly signed by the tenderer concerned with proper indication of the name, designation and address of the person signing.
4. Tenderers shall fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of the tender document including the drawings (where ever applicable) attached there to before submitting tender.
5. Unit rates should be quoted in figures as well as in words in Indian Currency only, i.e. Rupees and Paise with reference to each item and for all the items shown in the attached schedule. These rates shall be for the finished work at site. The rates shall include all applicable taxes and duties and also expenses towards PF and ESI contributions (see clause 8, 30, 31). Amount of each item and the total on each sheet, as also the grand total amount of the whole contract shall be filled by the tenderers.
6. In case the rate quoted in figures differ from those quoted in words, the lower of the rates will be taken as the tendered rate and shall be binding on the tenderers. In case of arithmetical errors between Rate and Amount or any summation error, Rate (which will also be written in words) will be considered as the basis for computing the total offered value.
7. In quoting their rates, the tenderers are advised to take into account all factors including any fluctuations in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract.
8. The rates to be quoted by the tenderer shall be firm and shall cover and include all statutory levies arising from Acts, passed by Parliament or by State legislature and rules framed there under. The rates shall further be deemed to include statutory levies arising from such Acts, Central or State, which may come into force, subsequent to submission of tenders. The tenderer shall note that no claim for enhancement of rates, on the ground that existing statutory levies have been increased, or that new statutory levies have come into effect after tender, or on any other ground, will be entertained on any account.



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9. (a) The rates quoted in the tender shall remain valid for a period of 'THREE MONTHS' from the date of opening of tender.
- (b) Tenderer shall not increase their quoted rates, once the tenderer has submitted his quotation and during execution of the entire contract period in case his tender is accepted.
10. Quantities shown in the attached schedule are only approximate and are liable to variation without entitling the contractor to any compensation, provided the total value of the contract does not vary by more than 20 % (twenty percent).
11. Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions, position of materials and labour. They should be well versed with Instructions to tenderers and specifications and all other documents which form part of the contract. The tenderers shall specially note that it is tenderer's responsibility to provide any item which is not specifically mentioned in the specification, but which is necessary to complete the work.
12. Details and quantities of each item of work shown in the schedule attached here are only approximate for a period of two years. They are given as a guide for the purpose of tendering only and are liable to variation and alteration at the discretion of the competent authority. The work under each item as executed shall be measured and priced at the corresponding rates to be quoted by the contractor in the schedule attached here to.
13. Should a tenderer find discrepancies or omissions in the drawings wherever applicable / specification / Scope of work / Terms & Conditions attached to the tender documents or should be in doubt as to their meaning he should at once address to the authority inviting the tender for clarifications.
- Every endeavor is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take upon himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
14. In the event of tender being submitted by a firm the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of Attorney on behalf of the firm concerned. In the later case, a copy of the power of attorney duly attested by a Gazetted Officer must accompany the tender.
15. In case, the date of tender opening falls on Holiday, the tender will be opened on the next working day.
16. Every tender must be accompanied by deposit receipt for the amount mentioned as Earnest Money Deposit. This Earnest Money will be refunded to the unsuccessful tenderers after finalisation of the award of work. In the case of successful tenderer, the Earnest Money will be retained as part of the Security Deposit for satisfactory completion of the work. Tenders without Earnest Money Deposit receipts are liable to be rejected. No interest will be paid on the Earnest Money Deposits.



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17. The Earnest Money Deposit shall be submitted along with Technical bid and may be furnished in any of the following forms :
- (a) Cash deposit as permissible under the extant Income Tax Act (before tender opening).
 - (a) Electronic Fund Transfer credited in BHEL account (before tender opening).
 - (b) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)

Unless the Contractor, whose tender is accepted, signs the contract agreement/ acknowledges the receipt of work order and sends acceptance letter within fifteen days (15 days) of the date of the order directing him to do so, the amount of Earnest Money already deposited by him may be forfeited and acceptance of his tender withdrawn.

18. If, after opening of tenders, a tenderer revokes his tender or increases his earlier quoted rates or after acceptance of his tender does not commence the work in accordance with the instructions of Engineer-in-charge, the Earnest Money Deposited by him will be forfeited and acceptance of his tender withdrawn. If only a part of the work included in the tender had been awarded to the tenderer, the amount of Earnest Money to be forfeited will be based on the value of the contract so awarded.
19. BHARAT HEAVY ELECTRICALS LIMITED reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof. In the case of acceptance of a part of tender, the time for completion may also be reduced to the extent considered appropriate by the accepting authority.
20. Conditional and unsigned tenders, tenders containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the Accepting Officer and tenders not submitted in the prescribed forms are liable to be rejected.
21. Tenders submitted by post should be sent by "Registered Post with Acknowledgement due". These should be posted with due consideration for any delay in postal delivery. Tenders received after the due date of opening of tenders are liable to be rejected.
22. If a tenderer expires after the submission of his tender or after the acceptance of his tender, BHEL may, at their discretion, cancel such tender.
- If a partner of the firm expires after the submission of the Tender, after the acceptance of the Tender, BHEL may cancel such Tender at the discretion unless the firm retains its character(s).
23. BHARAT HEAVY ELECTRICALS LIMITED will not be bound by any power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. They may however, recognise such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
24. If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage. Further the tenderer will be liable for any damage caused.



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25. Words imparting the singular number shall be deemed to include the plural number and vice-versa where the context so requires.
26. The expenses for completing the stamping the agreement shall be paid by the contractor.
27. Should a tenderer or a contractor on the list of approved contractors have a relative or in the case of firm or Company of Contractors any of its shareholder's relative is employed in a Gazetted Capacity in the Electronics Division of Bharat Heavy Electricals Limited, Bangalore – 26, the authority inviting tenders shall be informed of this fact at the time of submission of the tender, failing which tender may be disqualified or if such a fact subsequently come to light, the relevant provisions of the General Conditions of Contract will apply.
28. All operations to be carried out by the Contractor during the execution of the contract such as drilling, welding etc., shall be done with proper equipment brought by the tenderer. Any portable equipment brought in by the contractor shall have proper cables with earthing where required. Proper extension points shall be used with earthing. Suitable power point will be provided and tapping from the power point to equipment shall be done using proper size of cable, equipment and after getting approval of connections from our Engineer-in-charge.
29. The Contractor shall comply with the provision of ESI Act and Employees Provident Fund and Miscellaneous Provisions Act 1952 and rules, regulations and other orders issued thereunder. He shall produce Photostat copy of the challans / receipts of monthly remittance of the contribution made by him to the ESI and PF organisation. He shall also furnish such returns as are due, under the Acts, to be sent to the appropriate authorities through the Principal Employer”.
- If any action is brought in by P.F. Commissioner/ ESI authorities on BHEL for the work done by the contractor for his labourers regarding PF/ESI amount due, short remittances, non-remittances etc., the contractor shall defend the case on behalf of BHEL and/or reimburse BHEL the expenses so incurred.
30. If applicable, the contractor shall insure all his laborers. Any claim by his employees for the damages shall be settled by the contractor even action is against BHEL or to reimburse the legal expenses incurred by BHEL
31. Contractor shall produce necessary records, documents, explanation whenever he is called upon to do, by any Government. Agencies like ESI, PF, VIGILANCE etc.,
32. TERMS OF PAYMENT:
a) 100% of the contracted item rate will be paid on prorata basis after satisfactory completion and submission of closure of MSR/ report.



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33. Security Deposit

The successful tenderer shall deposit the Security deposit. The rate of Security deposit will be 5% of contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.

The balance amount of Security Deposit shall be furnished in any one of the following forms:

- i. Cash (as permissible under the Income Tax Act)
- ii. Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL.
- iii. Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- iv. Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
- v. Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

At least 50% of the required Security Deposit, including the EMD, shall be furnished before start of the work. Balance of the Security Deposit can be recovered by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is completed.

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

NOTE:

1. Acceptance of Security Deposit against Sl. No. (iv) and (v) above will subject to hypothecation or endorsement on the document in favour of BHEL. However, BHEL will not be liable or responsible in any matter for the collection of interest or renewal of the documents or in any other matter connected therewith.
2. The Security Deposit in full shall be refunded along with the Final Bill.

34. The work shall be carried out as per detailed specifications enclosed with the tender. The items for which there is no mention in the drawings, detailed specifications to relevant IS specifications (latest edition) shall be followed.

35. CLEANING OF SITE:

After completion of the work, the contractor shall remove all debris, take away left over construction materials, machine, equipment, temporary offices, stores, work shop etc. and make the area neat and clean. The cost of this work shall be included in the quoted rate.



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BHARAT HEAVY ELECTRICALS LIMITED
ELECTRONICS DIVISION
&
ELECTRONICS SYSTEMS DIVISION
BANGALORE

HEALTH, SAFETY & ENVIRONMENTAL POLICY

The Management is committed to be an environmentally sound company in its activities, products, services and to provide safe and healthy working environment covering its employees, products & services as an integral part of business performance through:

- ★ Compliance with applicable Legislation and Regulations.
- ★ Setting objectives and targets to eliminate/ control/ minimize environmental pollution, risks due to Occupational Health and Safety Hazards.
- ★ Promotion of activities for conservation of resources by environmental management with focus on oil, electrical energy and chemicals.
- ★ Enhancement of Environmental, Safety and Occupational Health awareness amongst employees, customers, suppliers, contractors by pro-active communication.
- ★ Regular evaluation and pro-active measures for prevention & control of environmental pollution/accidents / occupational diseases.
- ★ Appropriate training of employees and interested parties on Health, Safety & Environmental (HSE) aspects.
- ★ Formulation and maintenance of HSE Management Programs for continual improvement.
- ★ Periodic review & audit of HSE Management System to ensure its continuing suitability, adequacy and effectiveness.
- ★ Communication of HSE Policy to all employees and interested parties.
- ★ Co-operation with concerned agencies / regulatory bodies engaged in HSE activities.

Sd/-
EXECUTIVE DIRECTOR
BHEL (EDN)
BANGALORE



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PART-I

TECHNICAL-CUM-COMMERCIAL BID (Electrical Works)

(To be furnished by the Bidder)

Name of work: Rate contract for Maintenance of Illumination & Ventilation Equipment

A) Information Part:

S.N.	Particulars	To be filled by Bidder
1.0	Name of the Contractor	
2.0	Address (Office)	
3.0	Address (Residence)	
4.0	Telephone Number	
	Office	
	Residence	
	Mobile No.	
	Fax No.	
5.0	Email id.	
6.0	Technical Staff Details (Use separate sheet if reqd.)	Furnished/ Not Furnished
7.0	Working Staff Details (Use separate sheet if reqd.)	Furnished/ Not Furnished
8.0	Plant & Equipment details (Use separate sheet if reqd.)	Furnished/ Not Furnished



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B) Essential Criteria for Techno-Commercial Acceptance of Bid

S.N.	Particulars	To be filled by Bidder
1.0	Experience Certificate for successfully completed similar works during immediate last 7 years as mentioned below: <i>(Maintenance of Illumination and Ventillation system)</i> One work not less than 80 % of the estimated cost of this NIT or Two works of not less than 50 % of the estimated cost of this NIT or Three works of not less than 40 % of the estimated cost of this NIT (Copy of performance report from the organization where the work is executed is to be enclosed. Submission of Work Order copy is not adequate)	
2.0	Average Turn Over of the last three years (not less than 30 % of the estimated cost of the NIT)	
2.1	Turnover - Previous financial year	Rs.
2.2	Turnover - 1 year before previous financial year	Rs.
2.3	Turnover - 2 years before previous financial year	Rs.
3.0	Whether Registered with ESI	Yes/ No
4.1	If Yes, indicate ESI Registration No. (Copy of last month contribution paid receipt to be enclosed)	Enclosed / Not enclosed
4.3	If No Is the Tenderer willing to cover their workmen under workmen compensation insurance policy and indemnify BHEL against any claims.	Yes/No



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C) Other Conditions:

1.0	Form of EMD furnished (Cheque is not acceptable)	Cash/ DD/ Pay Order
1.1	Cash/DD/ PO (No., Date, etc.)	
2.0	Completion period mentioned in NIT	Acceptable/ Not Acceptable
3.0	Payment Terms defined in NIT	Acceptable/ Not Acceptable
4.0	Security Deposit Clause as per NIT	Acceptable/ Not Acceptable
5.0	Execution of the work fully as per Specification & all items of work in NIT	Acceptable/ Not Acceptable
6.0	Permanent Account Number (PAN)	
7.0	Service Tax Registration Number	
8.0	Whether Class –1 License from Electrical Inspectorate, Karnataka is obtained	Yes/ No
8.1	Expiry date of License (Copy of license to be enclosed)	
9.0	The bidder shall have an office in Bangalore to manage the operations.	Acceptable/ Not Acceptable
10.0	Indicate PF Registration No. if registered and applicable.	If yes enclose copy of PF registration



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Annexure-II

Price Bid

Sl. No.	Description of Service	Unit	Qty for two years (A)	Rate in Rs. (B)	Total value in Rs. (A x B)
1	Installation of new light fitting. Rate in words Rupees _____ _____)	Nos.	100		
2	Replacement of Ballast/ Holder in light fitting including cleaning of light fitting. Rate in words Rupees _____ _____)	Nos.	3000		
3	Rewiring/ replacement of light fitting including cleaning of light fitting. Rate in words Rupees _____ _____)	Nos.	1000		
4	Replacement of lamp in light fitting including cleaning of light fitting. Rate in words Rupees _____ _____)	Nos.	10000		
5	Repair of Street light/ Wall mounted bldg. lights including cleaning of light fitting (approx. 20 feet height) Rate in words Rupees _____ _____)	Nos.	200		
6	Repair of Lawn lights/ Halogen lamps including cleaning of light fitting (approx. 10 feet height) Rate in words Rupees _____ _____)	Nos.	100		
7	Repair of Ceiling/ Exhaust/ Pedestal/ Wall fan including cleaning of fan (excluding motor rewinding) Rate in words Rupees _____ _____)	Nos.	1500		
8	Repair of Ceiling/ Exhaust/ Pedestal/ Wall fan including cleaning of fan (Removal / Assy. after repair / re-winding. Rewinding of motor will be arranged by BHEL). Rate in words Rupees _____	Nos.	500		

CONTRACTOR

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ISSUING OFFICER



Bharat Heavy Electricals Limited

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)				
9	Fixing of PVC conduit/ PVC Casing N Capping and Wiring using 2.5/ 4.0 sq.mm wires (Pipe/ Casing and wires will be supplied by BHEL free of cost). Rate in words Rupees _____)	Mtrs.	500		
10	Fixing of 5A/15A switch or socket/ timer/ sensor with MS box. Rate in words Rupees _____)	Nos.	100		
11	Fixing of MCCB/ SFU with Box. Rate in words Rupees _____)	Nos.	10		
12	Replacement of 5/ 15A switch or socket/ fan regulator/ MCB/ Neutral link. Rate in words Rupees _____)	Nos.	500		
13	Replacement of MCCB/ SFU. Rate in words Rupees _____)	Nos.	20		
14	Supply of materials and making end termination of armored LT cables up to 25 sq.mm. Rate in words Rupees _____)	Nos.	30		
15	Supply of materials and making end termination of armored LT cables 35 sq. mm. to 185 sq. mm. Rate in words Rupees _____)	Nos.	20		
15	Laying & fixing of armored cables upto 25 sq. mm Rate in words Rupees _____)	Mtrs.	500		
Total					
Discount (if any)					
Grand Total					

Total in words Rupees _____ only)