

**NOTICE INVITING TENDER (OPEN/PRESS TENDER)****1. TITLE OF WORK:** Works contract for Mechanized Cleaning in TCB, NTB, CIM and SCR blocks.

BHEL, a schedule "A" Maharatna CPSE of Govt. of India, is an integrated power plant manufacturer and one of the largest engineering and manufacturing company of its kind in India engaged in the design, engineering, manufacture, construction, testing, commissioning and servicing of a wide range of products and services for core sectors of the economy, viz. Power, Transmission, Industry(cement, fertilizers), Transportation (Railways), Renewable energy, Oil & Gas, Water and Defense with over 180 products offerings to meet the needs of these sectors.

Works Contracting Department (WCD), BHEL Bhopal invites tender on two part basis (Part – I, Techno commercial Bid & Part – II, Price Bid) from reputed, experienced and financially sound firm .

**2. Scope of Work:-**

To do mechanized cleaning and housekeeping in manufacturing blocks in such a manner that the Shops & Machines should be available in Spic and Span condition at any point of time. To achieve this, the mechanized cleaning work shall be carried out in 1st ,2nd and 3rd shift regularly and on holidays (20days in a year, whenever required) by deploying the workmen, supervisors and using machines(Technical specifications are given in ANNEXURE-VIII, Instructions to Tenderer) as per clause 3.0 below. Consumables for the cleaning work will be free-issue materials by BHEL. Detailed activities to be carried out for mechanized cleaning work shall be as per Annexure-II.

**Working Hours:** Working hours in 1st shift, 2nd shift and 3rd shift. On holidays working hours will be as per concerned department instructions. Vehicles shall be required to operate on all working days in general shift (8:00 AM to 5:00PM) .

**3. Quantity : : Total department wise quantity is as below, which may vary  $\pm$  20%.**

Sl. No.	Manufacturing Blocks.	CIM	TCB	NTB	SCR
1.1	Total floor area (sq.m.)	28663	46958	14418	35674
1.2	Cleanable floor area (sq.m)	17500	28600	8780	25800
2.0	<b>Man power requirement (man-days)</b>				
2.1	Man-days for Workers for 303 days	2727	4242	1515	2424
2.2	Man-days for Supervisor for 303 days	0	303	0	0
3	<b>Hiring of Machines (Nos./day)</b>				
3.1	Loading Auto.	1	1	0	1
3.2	Tractor with Trolley	0	1	1	1
3.4	Ride on Vacuum sweeper	0	1	0	0
3.5	Automatic scrubber dryer	1	2	2	2
3.6	Wet and Dry vacuum Cleaner	1	1	2	0
3.7	Commercial Dry vacuum cleaner	0	0	1	2
3.8	Industrial vacuum Cleaner for solids & oil collection	0	2	2	1
3.9	Single Disc Scrubber machine	0	1	0	0
3.10	Manually operated Floor Sweeper	1	2	0	1
4.0	<b>No. of days to be considered for each machine</b>				
4.1	Loading Auto.	104	104	0	104



4.2	Tractor with Trolley	0	104	104	104
4.3	Ride on Vacuum sweeper	0	156	0	0
4.4	Automatic scrubber dryer	156	156	156	156
4.5	Wet and Dry vacuum Cleaner	156	156	156	0
4.6	Commercial Dry vacuum cleaner	0	0	156	156
4.7	Industrial vacuum Cleaner for solids & oil collection	0	156	156	156
4.8	Single Disc Scrubber machine	0	156	0	0
4.9	Manually operated Floor Sweeper	156	156	0	156

Deployment of manpower/machine shall be as per user dept. directive. The firms may also be asked to do cleaning work other than allocated Blocks as per need of BHEL. Loading auto, Tractor trolley will normally be deployed in the departments indicated but whenever required their services may be used for all the blocks allocated to contractor.

**\*Role of Supervisor :** Role of supervisor will be allocation and supervision of work and also supervisor will look after all blocks allocated to contractor.

**4. Splitting of order :** No split. Entire quantity will be awarded to L1 bidder only.

**5. Evaluation of the offer :**

5.1 Deciding L1 firm :- The L1 bidder shall be decided on sum of total offered price to BHEL on overall cost basis.

In the course of evaluation, if more than one bidder happen to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders in sealed envelope.

In case more than one bidder happen to occupy L-1 status, even after soliciting discounts, the L-1 bidder shall be decided by a toss/draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s).

Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.

5.2 No condition or deviations should be asked for in price bid.

5.3 The rate quoted by bidders, inclusive of all charges and applicable taxes, duties except GST of the Price Bid format, shall be considered for evaluation of rate. **No loading of price with regard to preferential payment within 45 days will be done for the bidders covered under MSMED act."**

5.4 If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Security Deposit.

**6 Pre Qualification Requirement/ Qualification Criteria :**

**(A) Statutory Requirement :**

- PF Certificate
- ESI Certificate
- Income tax PAN No.
- GSTIN

**(B) Experience criteria :**



Experience of Similar Works (Similar Works means cleaning/housekeeping in industrial establishment or govt./Public sector organization) during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:-

Three successfully completed Similar works costing not less than the amount equal to **Rs.29.42 lakh each or 4485 man days each**

OR

Two successfully completed Similar works costing not less than the amount equal to **Rs.36.77 lakh each or 5606 man days each.**

OR

One successfully completed Similar works costing not less than the amount equal to **Rs.58.84 lakh or 8969 man days.**


**(C) Average Annual Turnover :**

Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of 2019

(Average of previous financial years 2017, 2018, 2019), should be at least **Rs.22.06 lakh.**

**\*Note :-**

- i. All the above conditions should be met by bidder firm only, not by any associate firm. The bidding firms shall submit the work order copies & its completion certificates to prove the desired experience. Only the firms meeting the above requirements shall be qualified technically for further processing of tender.
- ii. If both value or man days are mentioned then whichever meet the qualification criteria shall be considered.
- iii. The value or man days of number of work orders allocated against same enquiry to a contractor will be considered as single work order value or man days for qualifying purpose.
- iv. Those contractors who have worked in other PSUs / Govt. / Semi-Govt. / reputed Public companies for cleaning/housekeeping work should submit documents with respect to experience as below:  
Enclose copy of work order and work completion certificate clearly indicating WO ref, date, duration of work and the nature of work done. The work completion certificate should be verifiable and contact details of signing authority must be provided. In case BHEL desires to verify the document, responsibility lies with the bidder to get it verified to the full satisfaction of BHEL . Otherwise BHEL reserves the right to reject the tender and no claim or correspondence shall be entertained in this regard.
- v. Experience certificate of any Private organization, in addition to the requirements as in (iv) above, must be supported by CA certification in "ANNEXURE-I" below.
- vi. For consideration of running work order, the value completed on last day of month, previous to the one in which applications are invited will be considered based on certification of executing authority.
- vii. In case of composite Work order in which scope of work comprises multiple type of work then only that part of work will be considered, which pertains to similar works and value or man days of similar works in total value/man days should be mentioned in completion certificate.

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viii. No relaxation/exemption in prior experience & prior turnover criteria shall be considered for MSME.

7. **Date of commencement of work :** As per LOI (Tentatively from 01st November 2020).
8. **Contract Period :** Full 1 year from the date of commencement of work. However, the contract may be extended as per need of BHEL.
9. **Tender fee :-** Rs.1000/- ( The tender fee is to be deposited online as procedure\*\* given below and print out of fee receipt should be submitted along with technical bid ). GST on tender fee shall be extra.
10. **Earnest Money Deposit :-** EMD of amount(Rs.1,47,091/-) OR One Time EMD of amount 500000 (Five lacs only) is to be deposited online as per procedure\*\* given below and receipt should be submitted along with techno-commercial bid.

One Time EMD : For firm who had already deposited Rs.2,00,000 as One Time EMD has to deposit remaining balance amount Rs.3,00,000 and the enclose the documents for the same.

**Offer without a proper EMD will be rejected.**

**\*The procedure of depositing EMD/SD/Tender Fee is reiterated below:**

- i. For depositing amount online , depositor has to open SB-Collect through Online E-Payment option available on Internet (www.bhelbpl.co.in under caption new link)
- ii. After reading the instruction for depositing the amount, EMD & Tender Fee amount shall be deposited. EMD and Tender Fee may please be deposited together under EMD module where the EMD & Tender Fee both are applicable.
- iii. After the successful payment DU No shall be generated from the banking system.
- iv. After depositing the amount, Depositor has to fill Deposit slip available on Internet (www.bhelbpl.co.in under caption new link) by selecting required Enquiry number. Tender Fee and EMD may please be entered separately.
- v. As and when credit received in BHEL account, automatic mail will be sent to the depositor.

**Note :-** After submitting the Deposit Slip a control number will be generated through system which can be used for getting print out from the system.

11. Tender fee and EMD exempted for MSME vendor as per govt. directive. For claiming tender fee and EMD exemption, valid MSME certificate has to submitted.
12. Guidelines/ Instructions issued by Government from time to time relating to procurement activities, which are mandatory and have the force of Law (such as CVC instructions, Presidential directives, MSMED Act 2006, Companies Act 2013, etc.) shall be adhered.
13. **Last Date of Bid submission :-** 21-Sept-2020 by 11:00AM  
**Date of Techno-commercial bid opening :-** After 02:00 PM on 21-Sept-2020.

14. **Venue for bids submission/ opening :-**

Tender Room, Admin Block, Ground Floor,  
BHEL, Bhopal-462022

15. Detailed information regarding bidding document if required can be obtained from  
Smt. Archana Chatterjee, DGM(WCD),( Phone 0755-2503424, email: a\_chatterjee@bhel.in) and Shri Ranjeet Kumar Singh Engineer (WCD), (Phone 0755-2503565,email : ranjeetksingh@bhel.in) between 10 AM to 4 PM on all working days.


**Note:-**

- (i) The envelope should be dropped in the tender box (Green colour) in the tender room. Tender received after 11:00AM will be treated as late tender on due date and will not be considered.



- (ii) The representative of the firm must bring their authority letter to witness the tender opening from 2:00PM onwards.
- (iii) After awarding work, No excuse shall be entertained for loss of bidder or any other compensation, the successful bidder is fully liable to fulfill all tender conditions.
- (iv) The contractor should provide uniform, shoes and other safety appliances within 15 days of commencement of order.

Archana chatterjee  
DGM(WCD)  
BHEL, Bhopal

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**ANNEXURE-I**

We confirm that (contractor) M/S.....has completed work relating to cleaning/housekeeping services in industrial establishment or govt./Public sector organization for M/S..... vide Work Order No..... dated.....and completion certificate Ref..... dated.....We also confirm that (contractor) M/S..... has received payment against the above WO and the same is recorded in book of accounts.

Sign & Seal of CA

If any of the information given in tender to qualify, found incorrect or false then BHEL may out rightly reject this offer and may also consider debarring us from participation in subsequent tenders.

Signature & Seal of Bidder

Contractor's Name :

Address :

Phone No. :

Email:

**ANNEXURE-II****Detailed Scope of Work****A. Daily activity :-**

1. Dry sweeping of floor.
2. Wet scrubbing of floor.
3. Mopping of floor with machine
4. Mopping of floor manually where machine accessibility is not possible
5. Chip collection from machines and loading in trolley kept in gangway.
6. Cleaning of machines.
7. Cleaning of spillage of oil around the machines.
8. Segregation of waste/scrap like oil soaked cotton, paper, themocol, puttha, polythene, wood, plastic, steel, copper, wires, machines parts, insulation material, process waste , removal empty oil & paint drums etc.
9. Transportation of segregated waste up to scrap yard max. distance (1.5km) with scrap disposal note through auto/trolleys as per requirement.
10. Collection & proper disposal of Hazardous waste of mica, solid resins, oil contaminated cotton wool etc. to Scrap yard through SDN. Hazardous waste should be packed and sieved in bags. Vacuuming & Cleaning of Chairs, Tables, Almirahs, Rakes, Computers, printers, telephones etc. of the Offices& Cabins
11. Cleaning of Wash areas & Drinking water Taps –twice in day
12. Replacement Of Deodorants in Wash basins.
13. Vacuuming & Cleaning of Railway Tracks.
14. Cleaning of Display boards.

**B. Weekly activity :-**

1. Vacuuming & Cleaning of Glass at shop floor
2. Vacuuming & Cleaning of Plants & Accessories
3. Vacuuming & Cleaning of Ovens & Accessories
4. Vacuuming & Cleaning of material stores & tool stores
5. Cleaning of Pits & Trenches

**C. Monthly activity :-**

1. Cleaning of columns, walls, cabin roof etc. up to 6mtr. From floor level.
2. Vacuum cleaning of inaccessible are/cleaning of cobweb, walls etc.
3. Cleaning of Steel Structures, Rakes, Tables & Pipes etc.

**\*NOTE:-**

Scope of work may vary as per shop requirement, some additional activities may be asked to carry out but related to cleaning only.