



An ISO: 9001
Organization

BHARAT HEAVY ELECTRICALS LIMITED

High Pressure Boiler Plant, Tiruchirappalli- 620014

Maintenance & Services Dept. (FB)

☎: (0431) 257-5958 Fax: (0431) 257-6805

[e-mail: avinashsahoo@bhel.in](mailto:avinashsahoo@bhel.in)

ENQ No: 9241800057

26.07.2018

NOTICE INVITING TENDER

NAME OF WORK: **1. Cleaning and Oil top-up for DSPS & ATP,
2. Reclamation of hydraulic and lubrication oil. -reg.**

Ref: Enquiry no: 9241800057 Date: 26/07/2018; Due date: 17/08/2018

Tender of the following work should be submitted in a sealed cover consisting of three inner sealed covers such as 1) EMD cover, 2) Technical bid cover & 3) Price bid cover, all super- scribing the name of work, enquiry number, etc.

- 1) EMD cover shall contain requisite EMD of ₹ **6,604.00/-** & Payment of EMD must be in e-Collect mode only as directed in Commercial T & C. **MSE** suppliers can avail EMD Waiver benefits only if they submit along with the offer, attested copies of either EM II Certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II Certificate along with attested copy of a CA Certificate (Format Enclosed).
- 2) Technical bid cover shall contain duly filled in Technical bid document signed by the tenderer in all the pages with documentary evidences for Pre-Qualification Criteria (PQC). Any bid without proper documentary evidence for PQC shall not be considered for further evaluation.
- 3) One set of unpriced bid of Contract Work Schedule duly signed by the tenderer for accepting the work content (Bill of Material- BoM) should be submitted along with the Technical bid for technical evaluation.
- 4) The price bid cover shall contain price bid document duly filled in and signed by the tenderer in all the pages. The tenderer has to quote most competitive rates for all the items given in the Bill of Quantities in price bid.

The complete Technical bid and price bid along with requisite **EMD of ₹ 6,604.00/-** shall reach the office of the undersigned on or before 17/08/2018 at 14.00 Hrs. **Tenders without EMD/ MSME proof as above will be summarily rejected and the Technical bid & Price bid shall not be considered for further evaluation.**

The Technical bid will be opened on the same day at 14.30 hrs. In case of opening day falls on holiday or happened to be declared as a holiday the receipt and opening of the tender shall automatically fall on the same timing of the next working day. Date and time of opening of the Price Bid shall be intimated only to the bidders those who have qualified after evaluation of the Technical bid. You / Your authorized representative may participate in the tender opening.

Clarification if any can be obtained from the Senior Engineer/ Contracts/ M&S.

Encl:

- 1) NIT – Notice Inviting tender (Consists of Preamble, Technical Bid & price bid)

Sign & Seal of Contractor



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Tender should be addressed to: **THE SENIOR ENGINEER,
MAINTENANCE & SERVICES / CONTRACTS,
2&4 BUILDING, BHARAT HEAVY ELECTRICALS LIMITED,
HIGH PRESSURE BOILER PLANT,
TIRUCHIRAPPALLI, TAMILNADU - 620014.**

NOTICE INVITING TENDER

01.	Name of work	1. Cleaning and Oil top-up for DSPS & ATP, 2. Reclamation of hydraulic and lubrication oil.
02.	Earnest Money Deposit	₹ 6,604.00/-
03.	Duration of the contract	One Year (From the date of commencement of the work)
04.	Last Date for Receipt of Tender	14.00 Hrs. on 17/08/2018
05.	Date of Technical Bid Opening	14.30 Hrs. on 17/08/2018
05.	Date of Price Bid Opening	Will be intimated to those who are Qualified separately.
07.	Guarantee Period	Not applicable

The Tender documents can be downloaded from BHEL website
(http://www.bhel.com/tender/tender_home.php) free of cost.

Tender document contains 10 Pages (Technical & Commercial Bid – 06 Pages, Schedule for Price Bid – 01 page, Sample format for CA certificate – 01 page).

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TECHNICAL BID

NAME OF WORK: **1. Cleaning and Oil top-up for DSPS & ATP.**

2. Reclamation of hydraulic and lubrication oil

Ref: Enquiry no: 9241800057 Date: 26/07/2018; Due date: 17/08/2018.

PRE-QUALIFICATION CRITERIA

The following eligibility criteria shall be complied to fulfill the Technical bid:

Sl. No	Description	Vendor to confirm
1	Only those BIDDER/SERVICE PROVIDER, who have minimum One-year experience in executing Oil top up/ Maintenance of Machine/Facilities in any engineering industry in the last 3 years (from the date of opening of tender) are eligible to participate in the tender. Documentary proofs/Xerox copies of the POs proving the same are to be enclosed. Otherwise offer is liable for rejection. Bidder to confirm	
2	The bidder should provide 'Performance Certificate' for the works undertaken in the above mentioned categories. The Performance Certificate for the completed works in the last 3 years (from the date of opening of tender) shall be considered.	
3	Name and contact details like E-mail, Phone number, Fax no, etc. of the customer/ company where the maintenance contract is executed. Bidder to give details.	
4	(i) BHEL Vendor code (if applicable) - (ii) PAN Number (Copy to be Enclosed) - (iii) GSTN registration Number (Copy to be Enclosed) - (iv) Mobile number (Which is linked to GSTN registration Number) - (v) Email id (Which is linked to GSTN registration Number) - (vi) HSN/SAC Code - Offer will be entertained only if the vendor submit the details as above & has a valid GST registration no. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer. Otherwise the offer shall be rejected.	
5	Acceptance for Scope of Work as per the Enquiry.	
6	Acceptance for All Terms & Conditions as per the Enquiry; viz. Safety, LD/Penalty, Risk Purchase, Suspension of Contract, Indemnity, BHEL Fraud Prevention Policy, etc. as given in "General Terms & Conditions".	
7	BHEL may verify the information provided by vendor. In case the information provided by vendor is found to be false / incorrect, the offer shall be rejected. Bidder to confirm.	

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SCOPE OF WORK

NAME OF WORK: **1. Cleaning and Oil top-up for DSPS & ATP.**
2. Reclamation of hydraulic and lubrication oil,

Ref: Enquiry no: 9241800057 Date: 26/07/2018; Due date: 17/08/2018

Sl. No	SCOPE OF WORK	QTY
10	<p>Oil top-up and cleaning of Hydraulic tanks, Lubrication tanks and Gear boxes in all machines of DSPS & ATP. Hydraulic/Lubrication Tanks and Gear boxes:342 (Approximately) Grease points:58</p> <p><u>Scope of work for Oil top-up:</u></p> <ol style="list-style-type: none"> 1.Check the oil level in the various tanks and top up them as necessary with the correct grade of oil as identified for each tank. 2.Maintain record of Oil filling - machine wise as per BHEL format. 3.Fill oil in the tanks when there is unexpected leakage due to hose/line failures at any time. 4.Check the system daily for any leakage of oil and the leakages should be arrested. Inform the same to the MMO Supervisor (by way of recording in the register). 5.Completely drain the oil in the Hydraulic tank in case of any sporadic contamination, clean the tank and fill with new oil. (Except for 8000T presses, 2000T press and 1000T Press) 6.Provide unskilled assistance in movement of oil barrels from stores to the work area and waste oil to disposal stores/ reclamation area. 7.For newly commissioned machines oil top-up, continuous monitoring & maintain records should also be carried out. <p>NOTE FOR OIL TOP-UP:</p> <ol style="list-style-type: none"> 1)Activity 1 to 7, to be carried out on daily basis except Sundays and holidays throughout the contract period. 2)Any spillage of oil on the floor due to leakage / topping up etc to be cleaned by the contractor. 3)The oil storage room should be maintained neatly and to keep the oil barrel in grade wise properly. <p><u>Scope of work for Cleaning of HYDRAULIC/ LUBRICATION TANKS & GEAR BOXES:</u></p> <ol style="list-style-type: none"> 1.Clean the hydraulic power pack and all the lubrication systems involving pumps, valves, motors, pipelines, gear boxes, filters, etc. free of dust & check oil in each machine. 2.Clean the area underneath and around the hydraulic/lubrication system, pipelines, valves free of leakage oil. 3.Check the system for any leakage of oil by switching ON the hydraulic / lubrication system and arrest all minor leakages, which can be done by tightening the fittings immediately, for which the hand tools will be provided by BHEL free of cost. 4.Any leakages involving replacement of spares for arresting should be informed to the MMO Supervisor. <p>NOTE FOR CLEANING:</p>	12 NO

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	<p>1) Activity 1 to 4, to be carried out in identified machines as per list one time in 30 days' time</p> <p>General note:</p> <p>1.To Carry out the above activities (Both oil top up and cleaning of tanks and gear boxes) for one month is considered as one cycle and the bill for each cycle shall be claimed as and when the work is completed for each cycle. 12 such cycles to be carried out in a one-year period.</p> <p>2.The contractor has to ensure 62 unskilled mandays (52 mandays for oil top up & 10 mandays for cleaning of powerpack) per cycle to carry out the above works.</p> <p>3.The contract employees may be required to come in shifts (G/A/B/C/II) as per the requirement of BHEL. The timing regarding the shifts will be same as that of the existing practices of BHEL, Trichy.</p> <p>4. The contractor must visit BHEL, Trichy and discuss with Bldg-1, M&S maintenance Executive for better understanding of scope of work before giving quotation.</p> <p>BHEL SCOPE OF SUPPLY:</p> <p>BHEL shall provide the following at free of cost:</p> <ol style="list-style-type: none"> 1. Handling facility like trolley for movement of barrels. 2. Required consumables like cotton waste, kerosene, dungry cloth, fasteners, etc. 3. Respective grade of oil and grease. 	
20	<p>Reclamation of Hydraulic and Lubrication Oil at Bldg.-1:</p> <p>SCOPE OF WORK:</p> <ol style="list-style-type: none"> 1) Carry out Reclamation of Hydraulic and Lubrication Oil in barrels as per the following procedure: <ol style="list-style-type: none"> a) Clean the top face of the barrel thoroughly. b) Mark the identification No. for each barrel and note down the details of quantity and viscosity of oil available in each barrel. c) Keep the barrel in tilted position, keeping the small cap at bottom for one day. d) Drain the water to the maximum extent by opening the cap, on the next day. e) De-watering (remove the moisture) by centrifuge equipment (and /or) vacuum de-humidifier unit. f) Filter the de-humidified oil through standard filter units. g) Fine filtration of the above oil, using Electrostatic filtration unit and collect in clean barrels. h) Measure the viscosity and Carry out the Flame test and Patch test for each barrel as per the instruction of MMO Supervisor in-charge. i) Record all the data as per the standard format in a log book. j) Mark the identification No. for each filtered oil barrel and note down the details of quantity and viscosity of oil available in each barrel. 2) Clean thoroughly all the equipments and filter elements used in the above process. 3) Clean and maintain the reclamation room and its surrounding area neat and free of oil spillage. 4) The Contractor/supervisor shall monitor the process and records during reclamation. 5) Contractor should quote the rate for reclaiming one Barrel of reclaimed oil. 	100 BL

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	<p>6) Period of contract is one year.</p> <p>SCOPE OF BHEL:</p> <p>1) All the consumables, power supply and equipments meant for reclamation of oil will be provided by BHEL free of cost.</p> <p>2) All the cleaning materials cotton waste, kerosene and acetone for reclamation will be provided by BHEL free of cost.</p>	
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GENERAL TERMS AND CONDITIONS FOR M&S MECHANICAL CONTRACTS

1. SAFETY:

- a) Safety precautions have to be ensured by the Contractor Depending on the work. Necessary work permit system and personal protective equipment's (PPE) such as electrical resistance rubber gloves, helmet, spectacle goggles, safety shoes, safety belt, etc. as applicable to Mechanical works should be adhered while carrying out the work.
- b) PPES for appropriate trade job has to be ensured by the contractor at the job site at all times.
- c) The work nature may demand working at heights and/or at depth areas. Hence all staff members must be of sound Physical and Mental Health who can complete the job without harming himself and others.
- d) In case any employee found incompetent to carry out the work as stated above/ misbehaving others/ consumed alcohol, he shall be sent out of the factory and the contractor has to arrange alternate manpower immediately. Else the day shall be marked absent.

2. Contractor may visit BHEL Trichy premises to get acquaintance with quantum of work before quoting.

3. TENDERING CONDITIONS:

- a) The Bidders shall submit the offer in **TWO PART BID SYSTEM** (Part -I & II) along with EMD as indicated below which shall be sealed in **ONE OUTER ENVELOPE**.
- b) Envelope I- This sealed envelope should contain all the copies of technical bid together with un-priced commercial bid. This envelope should be clearly marked "Part I - Technical and commercial bid", indicating Enquiry No., Due Date and Address & Reference of the Bidder. Envelope I should contain sealed EMD cover indicating the enquiry detail.
- c) Envelope II - This sealed envelope should contain price details. This envelope should be clearly marked as - "Part -II Price bid", indicating Enquiry No., Due Date and Address & Reference of the Bidder.
- d) Envelope III - This sealed envelope should contain requisite **EMD**. This envelope should be clearly marked as - "EMD COVER", indicating Enquiry No., Due Date and Address & Reference of the Bidder.
- e) All the three envelopes shall be put in one cover, duly sealed, super scribing as offer for Enquiry No., and due date of opening, Name of the work and the address and reference of the Bidder.
- f) The offer should reach this office on or before the due date by 14.00 Hrs. (IST). Late offers will not be considered.
- g) Tender should not be addressed to any Individual's name but only by designation to:

THE SENIOR ENGINEER
MAINTENANCE & SERVICES / CONTRACTS, 2&4 BUILDING,
BHARAT HEAVY ELECTRICALS LIMITED, HPBP,
TIRUCHIRAPALLI, TAMIL NADU, INDIA - 620 014.

- h) Tenders should be free from CORRECTION AND ERASURES, Corrections if any, must be attested. All amounts

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shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.

i) Offers should be in ENGLISH and accompanied by detailed Point to point confirmation of the scope of work.

4. OPENING OF TENDERS:

- The Part I - Technical & un-priced commercial bid and EMD Cover alone would be opened on the Tender opening date (as mentioned in the enquiry) by 14.30Hrs(IST).
- The Part II - Price bid of technically suitable Bidders alone would be opened. The Technically Suitable Bidders would be informed about the Price bid opening date.
- Clarifications if any required by BHEL for Technical evaluation would be sought from Bidders before opening of Part II - price bid.

6. GST:

- Response to Tenders for Contractor will be entertained only if the vendor has a valid GST registration no which should be clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.
- Contractor shall mention their GST regd. number in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC, etc.
- All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC (Services Accounting Code).

7. LD/ PENALTY CLAUSE:

If the contractor fails to complete the work as per terms & conditions of the order within the delivery schedule, 0.5% of the order value will be deducted from the bill/ recovered from the SD for each week of delay or part there of subject to a max. of 10% of the total contract value.

8. RISK PURCHASE:

In the event of any successful Tenderer's failure to fulfil any of the Tender / Contract obligations as per Contract / Agreement BHEL may entrust the job to alternate source and get it completed to meet BHEL requirement and additional expenditure, if any, including consequential cost, will be fully recovered from the Tenderer Contractor who failed to complete the job in line with Contract.

The decision of BHEL with regard to the actual losses / consequential expenditures incurred by BHEL shall be final and binding on the Tenderer / Contractor.

9. SUSPENSION OF CONTRACT:

In the event of non-completion of contract/ un-satisfactory performance reported by the area Executive, resulting in cascading of events leading to impact in a negative way on financial/ safety/ procedures of various sections/ departments, the contract shall be terminated immediately with intimation and action shall be taken against the contractor as per the extant 'Guidelines for Suspension of business dealings with Suppliers/ Contractors'.

10. INDEMNITY:

The Contractor shall have to indemnify BHEL against all claims for injury or damage to any person or property caused by his negligence or negligence of his employees whilst in BHEL premises / sites.

11. BHEL FRAUD PREVENTION POLICY:

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The bidder along with its associate/collaborators/sub-contractors/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 any fraud or suspected fraud as soon as it comes to their notice.

COMMERCIAL TERMS AND CONDITIONS FOR M&S MECHANICAL CONTRACTS

- 1) 100% payment will be made after completion of entire work pro-rata basis on submission of invoice in triplicate duly certified by Area In-charge.
- 2) Attendance register should be maintained.
- 3) **Payment of EMD & SD must be in e-Collect mode only, while making such payment, Enquiry number may be mentioned in Remark column. Offers without EMD shall be liable for rejection.**

Procedure to remit money to BHEL Trichy's Account:

Login to : <https://www.onlinesbi.com/prelogin/collecthome.htm?corpID=574693>

- a) Select State Bank Collect available on the top (pre login page)
 - b) Accept the terms and conditions and click "PROCEED"
 - c) Select State "TAMILNADU "and Institution type "INDUSTRY ".
 - d) Select "BHEL TRICHY" under "INDUSTRY".
 - e) In the next page, select APPROPRIATE category, fill details correctly & click "SUBMIT".
 - f) If all details entered are correctly populated, click "CONFIRM "to proceed.
 - g) Make payment as per your convenience. (Options available are payment of fees through **SBI Net Banking, State Bank ATM cum Debit Cards / Other Bank Debit / Credit Cards and through SBI Branches**).
 - h) SAVE & Keep the copy of receipt for future reference.
- 4) Security Deposit shall be furnished by the successful vendor to the total contract value before starting the work. The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit. **SD will be forfeited in case of any failure in execution of the contract or due to any shortcomings observed in the documentation furnished earlier for getting qualified or in case the Contractor is banned.**
 - 5) An additional payment as per circular ref. BHEL: HR: W: EW, dt.08.04.2014 is to be paid to the contract workmen as below, over and above the minimum wages prescribed by the government of Tamil Nadu:
Unskilled - Rs.3200/-
Semiskilled - Rs.3700/-
Skilled - Rs.4100/-
 - 6) Bonus @ 8.33 % to workmen to be paid.
 - 7) **Rate should be quoted as per price bid.**
 - 8) Taxes if any will be mentioned separately in the offer.
 - 9) The rate that is offered should be comprehensive and no separate charges will be made towards expenses like travel, boarding and lodging.
 - 10) The contractor should quote the validity of the offer.
 - 11) If two or more vendors offer the same rate, negotiation will be conducted separately.
 - 12) The contractor should remit the salary/wages for their workmen only through Bank. Monthly clearance will be given in respect of all contractors, if only the salary/ wages to the workmen has been remitted through the bank account of the contract workmen. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI challans to Welfare Section every month.

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SCHEDULE FOR PRICE BID

NAME OF WORK: **1. Cleaning and Oil top-up for DSPS & ATP.**

2. Reclamation of hydraulic and lubrication oil

Ref: Enquiry no: 9241800057 Date: 26/07/2018; Due date: 17/08/2018

Sl. No.	Scope of Work	Total Qty	UoM	Rate/ Unit	Value
10	Cleaning & Oil top-up for DSPS & ATP	12	NO		-NA-
20	Reclamation of hydraulic and lubrication oil.	100	BL		-NA-

- ❖ Taxes if any should be quoted extra.
- ❖ Value = (Total Qty.) X (Rate per Unit)
- ❖ Evaluation shall be done on item wise L1 basis.

AWARD OF CONTRACT & PAYMENT TERMS:

1. Payment terms: Payment will be made after completion of work on pro rata basis on submission of invoice in triplicate duly certified by Engineer in Charge.
2. Tax deduction will be made from every bill at the prevailing rate as per the Government rules & regulation from time to time.
3. Detailed scope of work and other terms and conditions are specified in the Technical Bid of the Tender.

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Certificate by Chartered Accountant on Letter Head

This is to certify that M/s. _____ (hereinafter referred to as 'company') having its registered office at _____ is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part II)) _____ dt. _____, Category: (Micro/Small). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year _____ as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722(E) dated October 5, 2006):

₹ _____ Lacs

2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act 2006):

₹ _____ Lacs

(Strike off whichever is not applicable)

The above investment of ₹ _____ Lacs is within permissible limit of ₹ _____ Lacs for _____ Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date: (Signature)

Name:

Membership number:

Seal of Chartered Accountant