

BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)

High Pressure Boiler Plant, Tiruchirappalli 620 014, India

MAINTENANCE & SERVICES



ISO 9001

☎: (0431) 2575958 / 2575123 / e-mail : avinashsahoo@bheltry.co.in

ENQ No: 9451700027

Dt. 04.10.2017

NOTICE INVITING TENDER

SUB: AMC FOR CLEANING of ELECTRICAL EQUIPMENTS IN CANTEEN 19 AND 58.

Ref: Enquiry no: 9451700027/ Dated: 04/10/2017; Due Dt: 27.10.2017

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 superscribing the name of work, enquiry number etc.

- 1) EMD cover shall contain requisite **EMD of ` 2,446.00/-** & Payment of EMD must be in e-Collect mode only. Tender without EMD will be summarily rejected and the Technical bid & price bid shall not be considered.
- 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 such as experience, value of work executed in the similar nature of work etc. Any bid without proper documentary evidence for pre-qualification 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 (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 ` 2,446.00/-** shall reach the office of the undersigned on or **27/10/2017 at 10.00 Hrs.**

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). Tenders without EMD/MSME proof as detailed above will be summarily rejected.

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The Technical bid will be opened on the same day at **10.30 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 undersigned.

Kindly acknowledge the receipt of the entire set of tender document.

Thanking you,

Yours faithfully,

For Bharat Heavy Electricals Limited,
Sr.Engineer/Contracts
Maintenance & Services

Encl:

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

Tender should be addressed to:

**THE Sr.ENGINEER,
MAINTENANCE & SERVICES / CONTRACTS,
2&4 BUILDING, BHARAT HEAVY ELECTRICALS LIMITED, HIGH
PRESSURE BOILER PLANT,
TIRUCHIRAPPALLI - 620014,
TAMILNADU**

Sign & Seal of Contractor

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NOTICE INVITING TENDER

01.	Name of work	AMC FOR CLEANING of ELECTRICAL EQUIPMENTS IN CANTEEN 19 AND 58.
02.	Earnest Money Deposit	₹ 2,446.00 /-
03.	Duration of the contract	12 Months from date of commencement of the work.
04.	Last Date for Receipt of Tender	10.00 Hrs on 27/10/2017
05.	Date of Technical Bid Opening	10.30 Hrs on 27/10/2017
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 down loaded from BHEL website (www.bhel.com) / govt. website (www.tenders.gov.in) at free of cost.

Tender document contains 11 Pages (Technical Bid -10 Pages, Schedule for price bid – 1 page).

ISSUING OFFICER

Sign & Seal of Contractor

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TECHNICAL BID

NAME OF THE WORK: AMC FOR CLEANING of ELECTRICAL EQUIPMENTS IN CANTEEN 19 AND 58.

Ref: Enquiry no: 9451700027/ Dated: 04/10/2017; Due Dt: 27/10/2017

PRE-QUALIFICATION CRITERIA

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

Sl. No	Description	Vendor to confirm
1	PRE-QUALIFICATION CRITERIA 1. Only those vendors who have carried out electrical equipment/ installation cleaning work within the past five years shall quote 2. One Work Order copy supporting the claim of carrying out similar work shall be submitted along with the offer. BHEL reserves the right to verify the information submitted by the vendor. 3. One Performance Certificate for satisfactory work completion shall be submitted along with the offer. The work carried out should not be older than 5 years.	
2	Only those vendors with valid ESB or better electrical contractor license shall quote. Necessary proofs to be submitted along with the offer.	
3	Name and contact details like E-mail, Phone number, Fax no, etc. of the customer / company where the contract is executed. Bidder to confirm	
4	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.	
5	(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) SAC/HSN 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.	
6	Acceptance for Scope of Work as per the Enquiry.	
7	Acceptance for All Terms & Conditions as per the Enquiry.	
8	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	

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SCOPE OF WORK: AMC FOR CLEANING of ELECTRICAL EQUIPMENTS IN CANTEEN 19 AND 58.

		UOM	RATE	QTY	TOTAL
10	Removal and dismantling of ceiling fan . Cleaning of fan body, blades, down rods, Canopies etc. with standard detergent and polishing with silco shine / maxpal polish. Checking the conditions of canopies, Rubber Shackles, MS Cotter/ Split pins/ locking screws/ bolts, locknuts, chuck nuts, fan down rods/ fixing bolts & nuts etc., correcting the tightness and replacing the same if required with approval from area in-charge. Applying lubricating oil/ grease to bush/ bearing, fixing at the existing location and connecting to the wiring points to make it in good running condition. (Qty: 395 Nos X 4 times/ Year = 1580 Nos.) Note: The spares only will be supplied by BHEL at site/ Stores.	NO	21.00	1580	33180.00
20	Cleaning of single 28W/ 36W/ 40W/ 65W box type /industrial type/ decorative type fluorescent lamp fittings including reflectors, louvers, lamps and down rods. Checking the conditions of louvers/ reflectors, lamps, round blocks, down rods, locknuts, chuck nuts, etc., correcting the tightness if required. Assembling the removed parts of the light fittings, fixing at the existing location and connecting to the wiring points to make it in good working condition. (Qty:101 Nos x 4 times/Year= 404 Nos.) Note: The spares required for the light fittings only will be supplied by BHEL at site/ Stores.	NO	15.75	404	6363.00
30	Cleaning of twin 28W/ 40W/ 65W box type /industrial type/ decorative type fluorescent lamp fittings including reflectors, louvers, lamps and down rods. Checking the conditions of louvers/ reflectors, lamps, round blocks, down rods, locknuts, chuck nuts, etc., correcting the tightness if required. Assembling the removed parts of the light fittings, fixing at the existing location and connecting to the wiring points to make it in good working condition. (Qty: 440 Nos X 4 times/Year= 1760 Nos). Note: The spares required for the light fittings only will be supplied by BHEL at site/ Stores.	NO	15.75	1760	27720.00
40	Cleaning of 4" X 4" MS/teakwood switch boxes including switches. (Qty:26 nos X 4 times = 104nos).	SET	21.00	104	2184.00
50	Cleaning of 8" X 4" MS/teak wood switch boxes including switches. (Qty:32 nos X 4 times/Year= 128 nos).	SET	21.00	128	2688.00
60	Cleaning of 8" X 6" MS/teak wood switch boxes including switches. (Qty:74 nos X 4 times/Year= 296nos).	SET	21.00	296	6216.00

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70	Cleaning of 8" X 6" MS/teak wood switch boxes including switches. (Qty:74 nos X 4 times/Year= 296nos)	SET	21.00	456	9576.00
80	Cleaning of 3 Ph, 32A, TPN SFU/Isolator with its iron frame work. (Qty:51 nos X 4 times/Year= 204nos).	NO	21.00	204	4284.00
90	Cleaning of 3 Ph, 63A, TPN SFU/Isolator with its iron frame work. (Qty:68 nos X 4 times/Year= 272 nos).	NO	21.00	272	5712.00
100	Cleaning of Power Distribution panel with incoming switch and its iron frame works. (Qty:20 nos X 4 times/Year= 80 nos)	NO	21.00	80	1680.00
110	Cleaning of 3 Ph, DOL starters with iron frame works. (Qty:64 nos X 4 times/Year= 256 nos)	NO	26.25	256	6720.00
120	Cleaning of exhaust fan body, frame, Blades etc. After cleaning, the fan parts should be polished with silcoshine/ maxpal polish. Checking the tightness of motor body with frame, fixing bolt and nuts, cotter pins/ split pins, earth connections etc., and replacing the same if found damaged. (Qty: 64 Nos X 4 times/Year= 256 Nos). Note: The spares only will be supplied by BHEL at site/ Stores.	NO	26.25	256	6720.00
130	Cleaning of 3 ph. equipment starter panels mounted on iron framework. (Qty: 88 Nos X 4 times/Year= 352 Nos) General Note: 1) All the tools including ladder, cotton wastes/ dungry clothes, silcoshine/ maxpal polish, consumables for cleaning/ polishing, personel protective equipment(safety belts, safety shoes etc., are under contractor's scope. 2) The work should be commenced only after informing to the electrical in-charge. Skilled electricians shall be used for removing, dismantling and assembly of fans. 3) Contractor should ensure safety precautions while carrying out cleaning works. 4) If any damages /losses to BHEL property is caused while cleaning the work, the cost will be recovered from the contractor. 5) Date wise log sheet should be maintained for the work indicating exact location (row/area reference etc.) and should be submitted to the area executive. 6) Work will be awarded on cumulative L-1 basis only. 7) The contract period for this AMC is one year from the date of award of work order.	NO	26.25	352	9240.00

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GENERAL TERMS AND CONDITIONS FOR M&S CONTRACTS

- 1) The workmen of contractor should be covered under PF/ESI, etc. as per labour laws.
- 2) Safety precautions have to be ensured by the Contractor Depending on the work nature. Necessary work permit system and personal protective equipment (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.
- 3) PPES for appropriate trade job has to be ensured by the contractor at the job site at all times.
- 4) The contractors may visit the area to assess the quantum of work before quoting.
- 5) The contractor should mention the point to point confirmation.
- 6) Contractor should commit for Terms and Conditions of the enquiry otherwise the offer shall be liable for rejection.
- 7) **TWO PART BID SYSTEM:** Contractor should send their offer for two part bid system as below
- 8) Contractor may visit to get acquaintance with quantum of day to day work by visiting BHEL Trichy premises before quoting.
- 9) The contractor should quote the exact time required to complete the work in their offer.

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 Sr.ENGINEER
MAINTENANCE & SERVICES / CONTRACTS,
2&4 BUILDING,
BHARAT HEAVY ELECTRICALS LIMITED,
HIGH PRESSURE BOILER PLANT,
TIRUCHIRAPALLI - 620 014.
TAMIL NADU, INDIA.

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

OPENING OF TENDERS:

- a) 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)
- b) 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.
- c) Clarifications if any required by BHEL for Technical evaluation would be sought from Bidders before opening of Part II - price bid.

GST:

- 1. 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.
- 2. Contractor shall mention their GSTN registration 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 Code, etc.
- 3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).

LD 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 for each week of delay or part thereof subject to a maximum of 10% of the total contract value.

IMPORTANT NOTE: BHEL reserves the right to short close this AMC with one month advance notice due to administrative reasons. BHEL's decision in this regard is final. Under such circumstances payment will be made for actual number of cleanings carried out up to the period.

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COMMERCIAL TERMS AND CONDITIONS FOR M&S CONTRACTS

- 1) 100% payment will be made after completion of work on 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/icollecthome.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 is 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. BHE/HR/W/EW/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	-	s.4100/-
- 6) Bonus @ 8.33 % to workmen to be paid. **Rate should be quoted as per price bid.** Taxes if any will be mentioned separately in the offer.
- 7) The rate that is offered should be comprehensive and no separate charges will be made towards expenses like travel, boarding and lodging.
- 8) The contractor should quote the validity of the offer.
- 9) If two or more vendors offer the same rate, negotiation will be conducted separately.
- 10) 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 challan's to Welfare Section every month.

Sign & Seal of Contractor

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

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SCHEDULE FOR PRICE BID

SUB: AMC FOR CLEANING of ELECTRICAL EQUIPMENTS IN CANTEEN 19 AND 58.

Ref: Enquiry no: 9451700027 / Dated: 04/10/2017; Due Dt: 27/10/2017

Sl. No. (1)	Approx. Value of work (2)	Below (- %) / At par (0%) / Above (+ %) of the rates appended in Bill of quantities	
		In Figures (3)	In Words (4)
1	Rs.1,22,283.00/- (One Lakh Twenty Two Thousands Two Hundred on Eighty Three rupees only)		

NOTE: Please quote rate for the above item text with reference from detailed text of Scope of work.

- Taxes if any should be quoted extra.

- 1). 100% payment will be made after completion of work on pro-rata basis on submission of invoice in triplicate duly certified by Area In – charge.
- 2). Tax deduction will be made from every bill at the prevailing rate as per the Government rule and regulation from time to time.
- 3). Detailed scope of work and other terms and conditions are specified in the Technical Bid of the Tender.
- 4). Cumulative L-1 will be considered for ordering.

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