



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
मानव संसाधन विकास संस्थान
Human Resource Development Institute



TENDER ENQUIRY No.: MG/SK/PUR/009/

Date: 22/2/2011

M/s

**COLLECTION OF TENDER
DOCUMENT UPTO: 11.03.2011 (4.00 PM)**
**TENDER SUBMISSION:
DATE UPTO: 15.03.2011 (3.00 PM)**
**TENDER OPENING DATE
(PART – I): 16.03.2011 (3.00 PM)**

Sub: **Renovation Works at HRDI, Noida**

Dear Sir,

Most competitive rates are invited from reputed Architect Consultants, meeting the pre-qualifying criteria prescribed hereinafter, for Renovation Works at Human Resource Development Institute at HRD & ESI Building at Noida. You are requested to submit your sealed quotation so as to reach this office on or before 15.03.2011 (3.00 PM) in the manner explained below. Quotations received late are likely to be ignored. Part – I of the Tender will be opened in this office **on 16.03.2011 (3.00 PM)** in the presence of the representatives of the bidders who may choose to be present.

Sl. No.	Scope of Work/ Services	Commencement of services
1	Renovation of toilets at HRDI, Noida as explained hereinafter.	Within one week from the date of Award of contract.

You are also requested to visit the site before submitting your quotation in order to accurately assess the quantum of services to be rendered and take them into account while quoting for enquiry.

Procedure for submission of sealed tender:

The bidder must submit their Tender as required in separate covers prominently superscribed as:

Part-I/ Cover-I: Techno Commercial Bid and

Part-II/ Cover II: Price-Bid.

Each cover should also indicate the Tender No., Due date & Time as mentioned above and each cover should be properly sealed.

Part-I/ Cover-I: Techno Commercial Bid:

Please submit all information on Qualifying Requirements as required in the Tender document. Copies of documentary evidences as asked for and original copy of tender document duly signed & stamped on each page as token of your acceptance to the tender conditions. The cover to be properly sealed.

दूरभाष /Telephone:95- 120-2416300 फैक्स Fax: 95-120-2515431, Home Page:<http://www.bhel.com>

एच.आर.डी. एवं ई.एस.आई. परिसर, प्लॉट नं. 25, सेक्टर-16 ए, नोएडा -201 301, गोतम बुद्धनगर, यू.पी.

HRD & ESI Complex, Plot no. 25, Sector-16A, NOIDA-201301, Gautam Budh Nagar (U.P)

पंजीकृत कार्यालय: बी.एच.ई.एल.हाउस, सीरी फोर्ट, नई दिल्ली -110 049 Regd.Office:BHEL House, Sirifort, New Delhi-110049



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Part-II/ Cover-II: Price-Bid:

Only price bid in the prescribed Price-Formats as per Annexure-II should be enclosed in Part-II/ Cover-II, duly sealed.

These two separate covers (Cover I & II) shall together be enclosed in a third envelope and this sealed cover shall be superscribed with Tender name, Tender No., Due date & Time and submitted to this office at the following address

Dy.Manager (Admn)
Bharat Heavy Electricals Limited
Human Resource Development Institute
HRD & ESI Building, Plot No.25, Sector – 16A,
NOIDA – 201301 (U.P.)

Your quotation should reach this office latest by **1500 hrs on 15.03.2011**. Part-I will be opened at **1500 hrs on 16.03.2011** in presence of the representatives of the tenderers who choose to be present. Quotations received late or not received in line with the above procedure or not in the prescribed formats are liable to be rejected. Part-II /Cover-II Price-Bid of only those parties whose bids are found technically acceptable will be opened later, for which separate intimation will be sent in due course of time.

BHEL reserves the right to accept or reject any tender without assigning any reason thereof.

(S K Kashyap)
Dy.Manager(Admn)

Enclosures:-

Pre Qualification Criteria – ANNEXURE - I
Scope of work and services – ANNEXURE-II
General Terms and Conditions –ANNEXURE-III
Price Formats- ANNEXURE – IV



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ANNEXURE- I

PRE- QUALIFICATION CRITERIA

1. Architect must submit copy of Council of Architecture registration no.
2. Architect must submit proof of having provided Architectural consultancy services in any PSU/Government Organisation.
3. Copy of PAN Card No.
4. Copy of Service Tax registration No.
5. Original tender document, duly signed and stamped on each page in token of acceptance of the terms and conditions of the tender enquiry.



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ANNEXURE – II

Scope of Work for Renovation of BHEL (HRDI) Toilets

The prospective bidders are to visit site to assess BHEL (HRDI) requirement for renovation of the following toilets detailed below:

- (i) Creation/modification of existing toilet to provide separate ladies & gents toilet at ground floor.

OR

Creation of a separate ladies toilet utilizing part of the Tea Room in Ground floor and renovating the existing ground floor gents toilet
 - (ii) Renovate GM(HRDI)'s toilet.
 - (iii) Provide wash basin outside the ground floor toilet.
 - (iv) Renovate 1st floor ladies & gents toilet and also provide wash basin outside the toilet.
 - (v) Renovate 2nd floor ladies & gents toilet.
 - (vi) Renovate wash basin area of dining hall on 2nd floor.
1. The value of the work is around Rs 18 lacs all inclusive.
 2. Total area for renovation is around 120 sqm.
 3. The Architect is to render the services as enumerated below.

Stage	Sl .no.	Work description
01	i	Submission of preliminary layout plan and elevation drawings within 3 days of the order as per requirement of BHEL. These drawings will be then subject to improvements and suggestions by BHEL.
	ii	Submission of tender drawings within 3 days after incorporation of the changes as suggested by BHEL and ensures compliance with codes, standards and legislation, as applicable
02	i	Submission of schedule of quantities within one week, as per approved drawings, along with measurement sheet and detailed specifications
	ii	Preparation and submission, within one week of approval of drawings, the Detailed Estimate based on DSR. For non-scheduled items, prepare rate analysis supported by latest Budgetary offer
	iii	Submission of all required documents for tendering for the award of work to contractor(s) within one week of approval of drawings by BHEL.
03	i	Immediately within 2 days on award of contract(s) for execution of renovation works, Consultant to submit working drawings as per Master list and Details for proper execution of works during renovation. Payment on prorata basis.
04	I (a)	At least once in a week visit to BHEL (HRDI) and additional visit as per exigency of work to inspect and evaluate the Renovation Works and where necessary give clarification, direction and interpretation of the drawings/ specifications.
	(b)	Check samples of various elements and components.
	ii	Verification of Bills submitted by the contractor including measurement of executed items and conformation of specifications of executed items with ordered specifications
	iii	Issue Certificate of Completion of works.
	iv	On submission of final bill

Note: The Architect consultancy charges are to be quoted in % of his estimated cost/actual cost of the project for providing the above services and payment will be regulated as per Payment Schedule and work actually executed.

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ANNEXURE-III

GENERAL CONDITIONS TO TENDERERS

1. PRICE

Rates/prices quoted by the bidder for the scope of work covered under respective specifications of this bid document will remain firm and fixed during the entire period of contract.

2. EXECUTION OF CONTRACT

The successful tenderer's responsibility under this contract commences from the date of issue of the Letter of Intent by Bharat Heavy Electricals Limited. The successful tenderer shall be required to complete upto stage 3 of scope of work within 15 days of placement of order and approval of layout plans by BHEL. Stage 4 of scope to be completed within one month of completion of renovation works by contractors.

3. PERIOD OF CONTRACT

The services of the Architect Consultant shall begin immediately from the date of award Of contract and shall continue upto the time of completion of renovation works including Certificate of final bill of the contractor(s).

4. VALIDITY OF OFFER

Your offer shall remain valid for a period of 60 days from the opening of tender date.

5. EVALUATION CRITERIA

Work will be awarded to overall L1 party. The bids will be evaluated on the basis of estimated work value of Rs 18.00 lakhs. However, payment will be regulated on the basis of actual value of work executed.



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6. PAYMENT TERMS

The Stage payments will be payable as under :-

Stage	Sl .no.	Work description	%age of Architectural fees quoted in % of the total estimated cost/actual cost of executed works for renovation (on completion of corresponding stage)
01	i	Submission of preliminary layout plan and elevation drawings within 3 days of the order as per requirement of BHEL. These drawings will be then subject to improvements and suggestions by BHEL.	5
	ii	Submission of tender drawings within 3 days after incorporation of the changes as suggested by BHEL and ensures compliance with codes, standards and legislation, as applicable	5
02	i	Submission of schedule of quantities within one week, as per approved drawings, along with measurement sheet and detailed specifications	10
	ii	Preparation and submission, within one week of approval of drawings, the Detailed Estimate based on DSR. For non-scheduled items, prepare rate analysis supported by latest Budgetary offer	10
	iii	Submission of all required documents for tendering for the award of work to contractor(s) within one week of approval of drawings by BHEL.	10
03	i	Immediately within 2 days on award of contract(s) for execution of renovation works, Consultant to submit working drawings as per Master list and Details for proper execution of works during renovation. Payment on prorata basis.	20
04	I (a)	At least once in a week visit to BHEL (HRDI) and additional visit as per exigency of work to inspect and evaluate the Renovation Works and where necessary give clarification, direction and interpretation of the drawings/ specifications.	10
	(b)	Check samples of various elements and components.	
	ii	Verification of Bills submitted by the contractor including measurement of executed items and conformation of specifications of executed items with ordered specifications	10
	iii	Issue Certificate of Completion of works.	10
	iv	On submission of final bill	10

Total estimated cost of renovation works will be considered for processing of payments till the time the actual value of renovation works executed is available. Payments will be subject to adjustments as due on the basis of final value of work executed.



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7. PENALTY

@ 0.5% per week of late submission of Drawings/Site inspection subject to a maximum of 5% of the total contract value.

8. REJECTION OF TENDER AND OTHER CONDITIONS

The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves the right for the following without assigning any reasons whatsoever.

- 9 The successful tenderer should not sub-contract the part or complete work detailed in the tender specification without written permission of BHEL. The tenderer is solely responsible to BHEL for the work awarded to him.
- 10 No deviations to the tender condition will normally be accepted. However, if the tenderer insists for certain deviations to the conditions, financial implication thereof shall be loaded to the quoted price for evaluating the tender's offer.

11. CONTRACT TERMINATION

Notwithstanding anything contained in other clauses of the bid document, if any time during the period of the contract, it is observed that the services are not being rendered properly by the Architect, the owner will assess the position and if he is of the view that the Architect is not in a position to render the services to the satisfaction of the owner, the owner will terminate the contract by giving a notice period of maximum 30 days without assigning any reason thereof and his decision in this regard shall be final and binding on the contractor.

Upon termination of the contract, the owner shall be entitled, at the risk and expenses of the contractor, to carry on the services for the balance period of the contract as contemplated in the scope of work through an independent agency and to recover the amount thus incurred from the contractor in addition to any other amounts, compensation and damage that the owner is entitled to in terms of the relevant clauses of the existing contract. The difference between the amount of running the service and the amount actually incurred by the owner for the completion of the entire services for the balance period of the contract and in the event of the latter being in excess of the former, the owner shall be entitled, without prejudice to any other mode of recovery available to the owner, to recover the excess from the money which is due to the Architect.



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12. ARBITRATION

- I) Any dispute, controversy or claim arising out of or relating to this contract or the breach, termination thereof shall be first settled amicably between the parties. In the event the disputes, controversies or claims cannot be settled amicably, the same shall be finally settled by Arbitration of 03 Arbitrators, one to be appointed by each party and the third arbitrator to be appointed by the two arbitrators (who shall act as the presiding arbitrator) in accordance with The Arbitration & Conciliation Act 1996, India, and any statutory modifications thereof. The language to be used in the arbitral proceedings shall be English. The award of the arbitrator shall be final and binding on both the parties. The venue of Arbitration shall be Delhi, India.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Vendor shall proceed with an continue with the performance of the work under the contract with due diligence and expedition in a professional manner.

- II) The Contract shall be governed by the laws for the time being in force in the Republic of India. Subject to clause I) hereinabove, the Courts at Delhi, India shall have exclusive jurisdiction in respect of this contract.



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ANNEXURE –IV

PRICE FORMAT

Architectural Consultancy charges for the scope of work as per tender will be_____ % age
Of the final contract value of the renovation works.

Plus Service Charges @ %

Service Tax Regn no. is _____

Signed

Name

Place

Date

Stamp



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