



Bharat Heavy Electricals Limited

(A Government of India Undertaking)

BOILER AUXILIARIES PLANT

RANIPET – 632 406, INDIA

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MAINTENANCE & SERVICES DEPARTMENT

REGISTERED POST WITH ACK.DUE

NOTICE INVITING TENDER	
Tender Notice No	BAP:M&S:TE:EL:13:010:DT:08.08.2013
Name of work	Annual Maintenance Contract for SOCOMEK make 80 KVA & 60 KVA UPS.
Period of contract	One Year
Earnest Money Deposit (EMD) Amount	Not applicable
Last date & Time for Receipt of the Tender	16.08.2013, 14.30 Hrs.
Date of Tender Opening	16.08.2013, 14.30 Hrs on wards.
Place of submission of Tender	Tender Box placed in M&S Office, BHEL –BAP ,Ranipet – 632 406
Address on the Sealed Tender Cover to be:	SENIOR MANAGER / M&S PLANNING & ES M & S DEPARTMENT BHARAT HEAVY ELECTRICALS LIMITED RANIPET – 632 406 VELLORE DISTRICT TAMIL NADU

Important Note:

- 1) Vendors registered with other BHEL units for similar work is only to quote with evidence.
- 2) Un registered vendors will be considered for the next tender subjected to their eligibility.
- 3) The Tender documents can be down loaded from BHEL website
(http://www.bhel.com/tender/list_tender.php) and Govt tender web site: <http://tenders.gov.in/> and
also in Central Public Procurement Portal (CPP) website: <http://eprocure.gov.in/epublish/app>

ISSUING OFFICER

P. LAKSHMI RAMANA

Senior Manager / M & S / PLG & ES
BHEL / BAP / RANIPET - 632 406.

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**SIGNATURE OF THE BIDDER
WITH SEAL AND ADDRESS**

GENERAL CONDITIONS TO BIDDERS

1. All entries in the tender documents should be filled with same ink. Over-writing in the price bid to be avoided. The bidders concerned should duly sign all cancellations and corrections.
2. Bidder should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign and seal each and every page of the tender document including the drawings/annexures attached thereto before submitting the tender.
3. Conditional and unwitnessed tenders, tender containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions laid down by the Accepting Officer are liable for rejection.
4. Bidders are advised to quote only as per BOQ given by BHEL. Offers other than price bid proforma of BHEL will not be considered.
5. In quoting the rates, the Bidder are advised to take into account all factors including any fluctuations in the market rates etc. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract.
6. **The rates quoted in the tender shall remain valid for a period of Three months from the date of opening of the tender.**
7. 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 latter case, a copy of the Power of Attorney duly attested by a Gazetted Officer must accompany the tender.
8. If the bidder withdraws his offer after submission of his tender or the successful bidder(L1 offerer) with draws or, fails to commence the work in accordance with the instruction of the Engineer/In charge, the EMD deposited by him will be forfeited, if applicable and order will be cancelled.
9. BHEL tied, reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason therefor.
10. Rates for each item of the tender schedules should be quoted in rupees and paise only. In case of any difference in the rates quoted in figures and in words, words will be taken as the tendered rate.
11. Tenders submitted by post should be sent preferably by "REGISTERED POST"/ Speed post. This should be posted with due allowance for any delay in postal delivery. On no account the tenders, received after the due date and time shall be considered.
12. **Service Tax**

The Bidder shall not include Service Tax in their quoted rates; but the bidder has to separately indicate the Service Tax rate, amount and workings thereof in the Price bid schedule included in the bid documents.

If service tax amount is not indicated separately in the price bid schedule included in the Bid documents, it will be presumed that the quoted rate is inclusive of applicable service tax and bids will be evaluated accordingly.

Pure Service not involving any supply of materials by Contractor:

Bidders have to quote the applicable Service Tax payable in the Price bid format included in the Bid document which shall be considered for evaluation. The same shall be considered for reimbursement against valid documentary evidence i.e. original service tax invoice, service tax challan, service tax payment certificate to successful bidders.

13. Should a bidder find discrepancies or omissions in the tender documents or should be in doubt as to their meaning, he should seek clarifications from the authority inviting the tender. Every endeavour is made to avoid any error which can materially affect the basis of the tender but the successful bidder shall take up on himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
14. Should a bidder or a contractor has a relative or in the case of a firm or company of contractors any of its share holders or share holder's relative, employed in Bharat Heavy Electricals Limited, 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 fact subsequently come to light, the contract may be rescinded.
15. If a bidder expires after submission of his tender, the Bharat Heavy Electricals Limited may be at its discretion to cancel such tender.
16. If a partner of a firm expires after submission of the tender or after the acceptance of the tender, Bharat Heavy Electricals Limited may cancel such tender at the discretion unless the firm retains his character.
17. The Bharat Heavy Electricals Limited will not bound by any Power of Attorney granted by the bidder or changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contract concerned.
18. If the contractor deliberately gives wrong information in the tender or creates conditions favorable for the acceptance of his tender, Bharat Heavy Electricals Limited reserves the right to reject the tender at any stage.
19. Words imparting the singular number shall also deemed to include the plural number and vice versa where the context so requires.
20. The expenses for completing and stamping the agreement shall be to the contractor's account.
21. The General and Special Conditions of Contract are complimentary to each other and where they are in conflict, the Special Conditions shall prevail. In regard to matters not covered by the General or Special Conditions of Contract, those contained in the specifications approved by Bharat Heavy Electricals Limited shall apply.
22. Bidders shall not increase their quoted rates or lay additional conditions incase Bharat Heavy Electricals Limited negotiates for reduction of rates, such negotiations shall not amount to cancellation or withdrawal of the original offer and the rates originally quoted shall be binding on the bidders for a period of three months from the date of opening of tender. In case the above conditions are violated, BHEL is at the discretion to cancel the tender by forfeiting the EMD paid by deviating bidder.
23. Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
24. All contractors will have to produce Income Tax clearance certificate from the Income Tax authorities concerned along with their tenders. Those contractors whose income is not taxable will be required to give an affidavit of their income on the prescribed form.
25. The "GENERAL CONDITIONS TO BIDDERS" shall be deemed to form an integral part of contract for the work to be entered into.

26. The bidder should be present if called for negotiation both technical and commercial. In case, the tender's authorized person is attending the negotiation such person should have the authorization letter and he should be capable of taking spot decisions.
27. **Incase you are not interested in submitting your quotation, you should return the entire tender papers with a covering letter stating that your regrets for not submitting your offer for this tender.**
28. The contractor shall quote all the applicable taxes in the offer and no tax will be paid after the issue of the contract.
29. The Contractor shall conform to the provisions of any statute relating to the work and regulations and By-laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.
30. The contractor shall indicate all the applicable taxes in the offer and any claim after the issue of contract will not be entertained.
31. In case if any Taxes not applicable, like due to threshold limit etc. Same may be clearly indicated in the offer by the Bidder.
32. The bidder will be identified through the process of summing up the unit rates quoted as per the schedule of works available in price bid including service tax.
33. If, in the price structure quoted for the required goods/ services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity) the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
34. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
35. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (33) and (34) above.
36. If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and , if the bidder doesn't agree to the decision of the purchaser; the bid is liable to be ignored.

SCOPE OF WORK

01) It is the responsibility of the contractor to ensure that the 80 KVA and 60 KVA UPS covered under the contract are rendering trouble free operation during the period of contract. Maintenance and replacement of spares, if any shall be carried out at the premises of BHEL, Ranipet. Replacement of all parts except items mentioned in exclusions below.

02) Exclusions:

- (a) Replacement of wound components, AC/DC Capacitors, Fans and Batteries.
- (b) Damage of the equipment due to misuse, neglect, willful damage or operating outside the specified limits as set out in the operations and Maintenance manuals.
- (c) Damage caused by external factors such as fire, flooding, failure of the room ventilation menace created by rodents, entry or contact of foreign bodies, entry or seepage of water/fluid in to the equipment etc.
- (d) Damage caused by failure to report a known malfunction.
- (e) Damage caused by unauthorized repairs or adjustment.

03) PREVENTIVE MAINTENANCE

The contractor shall depute his service engineer **4 times in a year** to attend preventive maintenance service and that should be evenly spaced with a span of **Three months** in between each service. servicing of machines shall be carried out 09.00 Hrs. to 16.00 Hrs. on all working days except Sundays and holidays.

Schedule of maintenance:

UPS Equipment:

- a) Visual inspection of the equipment
- b) The taking of electrical measurements to establish the operational state of the equipment
- c) Checking for correct and accurate operation of all instruments
- d) Check settings of adjustable devices
- e) Check and reset, where necessary, relevant preset adjustments
- f) To rectify any apparent faults where immediately possible. Record others for later rectification
- g) Ensure equipment is clean where appropriate.

Storage of Batteries :

- a. Visual inspection
- b. Each battery terminal voltage check (yearly once)
- c. Record total voltage of battery under float conditions

04) BREAKDOWN MAINTENANCE:

There is no limit for attending break down calls. The contractor has to depute his technicians at the request of BHEL Engineers for attending breakdown calls.

In case of break down, the UPS problem has to be rectified within 24 hours of complaint. Any delay more than 24 hours will attract penalty on pro – rata basis on AMC charges and will be recovered including holidays if it falls between the break down period. Any transportation charges will be borne by the contractor.

05) PAYMENT:

Payment will be made once in **Three months** after each service on submission of Bill duly certified by the user department. It may be noted that **BHEL will not pay any advance payment** on any account.

06) Period of contract:

One year from the date of issue of work order.

07) Termination of AMC agreement:

If the performance of the service provider is found not satisfactory, BHEL will terminate the AMC contract with 15 days notice period.

SAFETY RULES

1. The Contractor must inspect the area of work to decide the safety precautions necessary for executing this contract.
2. Whenever people work at height more than six feet, platform shall be provided or the workers shall wear safety belt to avoid fall from the height.
3. Wherever any area declared dangerous, the workers shall not be allowed to work till a written clearance is obtained from appropriate authorities.
4. No material of any kind shall be dropped or allowed to be dropped from any height.
5. Defective ladders shall not be used at all.
6. Inflammable materials shall not be stored near places where the sparks are likely to occur.
7. The necessary safety equipments such as gloves, safety belt, helmet, safety boot etc must be issued to the workmen and strictly to be used while carryout the work. If Personal Protection Equipments not provided by the contractor, BHEL shall provide the required PPEs on chargeable basis, depending upon the stock availability.
8. If the contractor's workmen found violating the safety precautions, punitive action will be taken and or a penalty of Rs.500/- will be imposed and deducted from the contractor bill for each violation.
9. The working area shall be kept clean and free from all obstructions.
10. All safety precautions are to be taken by the contractor at his cost.

These safety measures shall be deemed to form an integral part of the Work Order/ Agreement.

BILL OF MATERIAL**PRICE BID****Name of work** : AMC FOR SOCOMEC make - 80 KVA & 60 KVA UPS.**Tender Notice No** : BAP:M&S:TE:EL:13:010: DT:08.08.2013**Period of contract** : One year

S.No	Description	Model & Rating of Equipment	Serial No	AMOUNT for one year in Rs.
1	AMC for 80 KVA UPS	MASTERYS MC	P107889001	
2	AMC for 60 KVA UPS	MASTERYS MC	P107886001	
3	Service Tax@ _____%			
4	Total Amount in Rupess			

CERIFICATE OF NO DEVIATION

I / We of M/s

hereby certify that **there is no deviation** from the tender conditions either technical or commercial and I am /We are agreeing to all the terms and conditions mentioned in the Tender Specification.

Date:

Signature of the Bidder

