

**BHEL GOINDWAL  
BHE:IVP:MS:T02:11-12:RC:LOADING/UNLOADING  
07.10.2011**

**Tender Documents**

BHEL GOINDWAL IS IN THE PROCESS OF FINALIZING THE SERVICE CONTRACT FOR LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK, TEMPO AND TRAILER.

1. THE TENDER DOCUMENT HAS BEEN DETAILED AS FOLLOWS:
  - a) Notice Inviting Tender (Annexure A)
  - b) Tender Quantity (Annexure B)
  - c) Qualifying Requirements (Annexure C)
  - d) Instruction to Tenderers (Annexure D)
  - e) Tender Evaluation Criteria (Annexure E)
  - f) Contractor's obligations (Annexure F)
  - g) Other General Terms and Conditions for deployment of labour under Works/Job contract (Annexure G)
  - h) Technical Bid Application (Annexure H)
  - i) Price / Rate Bid (Annexure I)

THE DULY FILLED IN TECHNICAL AND PRICE / RATE BIDS ALONG WITH THE INSTRUCTIONS TO THE TENDERERS, CONTRACTOR'S OBLIGATIONS, GENERAL TERMS AND CONDITIONS WITH THE SIGNATURE OF THE TENDERER AFFIXED ON ALL THE PAGES AND COMPLETE IN ALL RESPECTS SUPER SCRIBED AS **"LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK, TEMPO AND TRAILER."** SHOULD REACH US IN A SEALED COVER ON OR BEFORE 1100 HRS DATED 31.10.2011 THROUGH REGISTERED / SPEED POST OR THE SAME MAY BE DROPPED IN THE TENDER BOX AVAILABLE AT THE ENTRANCE OF ADMIN BUILDING AT THE FOLLOWING ADDRESS:

Manager (Stores & Pur)  
Industrial Valves Plant  
Bharat Heavy Electricals Limited  
GOINDWAL SAHIB  
Distt : Tarn Taran  
Pin code: 143422

**NOTE: TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES DULY MENTIONED.**

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**Annexure 'A'**  
**Tender Documents**

**NOTICE INVITING TENDER**

1. SCOPE OF WORK : LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK, TEMPO AND TRAILER.
  2. Evaluation Criteria : As per Annexure –E
  3. Duration of the Contract : One year from the date of the award of the contract.
  4. Last date & time of receipt of the Tender : 1100 hours on 31.10.2011
  5. Date & time of opening of Techno Commercial Bid : 1400 hours on 31.10.2011
  6. Address for receipt of Tender : **Manager / Stores & Pur.**  
Industrial Valves Plant  
Bharat Heavy Electricals Limited  
Goindwal Sahib – 143422
  7. Earnest Money Deposit : Rs.10000/- (Rs Ten Thousand only)  
Payable in the form of Demand Draft  
favouring BHEL, Goindwal Sahib  
Payable at Goindwal Sahib
1. In case of successful tenderer EMD shall be converted and adjusted against the security deposit
  2. In case of others the EMD shall be returned within 15 days of acceptance of award of work to the successful tenderer.)

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**TENDER QUANTITY****LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK,TEMPO AND TRAILER.****MATERIAL HANDLING : LOADING/UNLOADING AT BHEL MAIN STORES AREA.**

Sl.No	Description of work	Area	Unit	No. of units for the contract period (one year)
1.	Loading / Unloading of all materials from Trucks, Tempos, Trailers etc. and Stacking at the proper places.	BHEL Main Stores	MT	6000
2.	For material received in packing boxes – wooden or of any other material, boxes will have to be opened, material removed from boxes and stacked at designated locations in Stores. The boxes will have to be removed from Stores. The payment for this work will be on per box basis and for wooden boxes only.	- Do-	No.	3500

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**QUALIFYING REQUIREMENTS**

1. Self certificate that bidder is not black listed by any of the BHEL Unit and other organization where he worked.
2. Self declaration that bidder is not guilty by Court of Law in India for any offence involving fraud.
3. Blank price bid format with signature of the bidder.

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**INSTRUCTIONS TO TENDERERS**

1. THE TENDER IS TO BE PROCESSED IN TWO PARTS VIZ. TECHNICAL BID AND PRICE/RATE BID. THE TECHNICAL BID APPLICATION (ANNEXURE - H) AND ITS ENCLOSURES ALONG WITH THE CONTRACTOR'S OBLIGATIONS, OTHER GENERAL TERMS & CONDITIONS MUST BE SUBMITTED IN ONE SEALED ENVELOPE SUPER SCRIBED AS "**LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK,TEMPO AND TRAILER.**" - **TECHNICAL BID.**

THE SECOND ENVELOPE DULY SEALED SHOULD CONTAIN THE PRICE BID (ANNEXURE – I) ONLY SUPER SCRIBED AS "**LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK,TEMPO AND TRAILER**" - **PRICE BID**

Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only.

2. Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and super scribed "**LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK,TEMPO AND TRAILER.**" The same should be dropped in the tender box kept in the reception office (ADM Building) at the following address:

Manager (Stores & Pur.)  
Industrial Valves Plant  
Bharat Heavy Electricals Limited  
GOINDWAL SAHIB  
Distt : Tarn Taran  
Pin code : 143422

Within the specified date and time by the representative of the tenderer. Offers through e-mail and fax will not be considered. Late offers are liable to be rejected.

3. All tenderers can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the tenderer's / clients place by authorized officials, Price Bids of only those tenderers who are technically/commercially found suitable will be opened on a subsequent date which will be informed to the concerned parties in advance for witnessing the Price Bid opening.

4. All entries in the tender document should be in one ink. Corrections, overwriting, cuttings, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed by the tenderer.

5. The price / rate should be quoted in figures as well as in words. In any case prices in words will be treated as final.

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**TENDER EVALUATION CRITERIA**

The evaluation of the Tender will be carried out as follows:

1. The tenders conforming to the Notice Inviting Tender, Qualifying requirements, Instructions to the Tenderers, Contractor's obligations, Other General Terms and Conditions, Technical and Price bids conditions only will be evaluated.
2. Such of those tenders which conform to the technical bid (Annexure - H) only will be evaluated.
3. Successful tenderers after the above process only will be invited for opening of the rate / price bid.
4. The tenderer who quotes the **cumulative lowest** rate/price will be awarded the contract.

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CONTRACTOR'S OBLIGATIONS

A) CONTRACTUAL

Towards selection, control and supervision of employees

- a) **Contractor shall decide the number of employees to be deployed** for execution of the work awarded to him and he or his authorized representative will be solely entitled to dictate such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- b) Contractor **shall supervise the work** allotted to him and to be carried out by his employees.
- c) Contractor to ensure that the employees deployed in the premises of BHEL **are physically and mentally fit and do not have any criminal record.** Such employees should **possess requisite skill, proficiency, qualification, experience etc.**
- d) Contractor **will keep watch on his employees and he will be liable for any pilferage / loss to BHEL** due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- h) Contractor to ensure that **all precautions are taken for safety** of his employees and equipments.
- i) In the event of termination of contract for any reason whatsoever, the **contractor shall withdraw all his employees** from the establishment of BHEL. In case contractor decides to terminate services of his employees. **He should settle all terminal dues.**

B) Towards supply of safety equipment and appliances

Contractor shall **provide safety appliances and maintain the same** at his own cost, which may be required under the statute or otherwise.

C) Towards statutory liability

- a) As mentioned in the terms and conditions enclosed as Annexure 'G' of this contract.
- b) Contractor shall indemnify BHEL against all claims by statutory authorities and loses under various Labor Laws, statutes or any civil or criminal law in connection with employees deployed by him.

D) Towards Finance

**Contractor is to arrange his own finance** for carrying out the job including payment of wages to his employees. **Rates quoted shall be net and inclusive of all the capital cost, material cost, taxes and levies** which might be applicable to this type of job. Service tax shall be extra.

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**GENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT OF  
LABOURS UNDER WORKS/SERVICE CONTRACT**

Works contracts shall only be awarded for the works on the following terms and conditions.

1. Rates will be firm and fixed for a period of one year from the date of finalisation of contract, which may be subsequently extended with mutual agreement. However the contract shall be liable for early termination at any time giving 30 days notice.
2. Contractor will carry out loading/unloading of material as and when advised by Stores In charge of BHEL.
3. Contractor will engage adequate number of persons to carry out the above mentioned jobs within stipulated time frame.
4. Bills for work done will be raised by contractor for job done during each month based on work certified by Main Stores of BHEL.
5. Security Deposit of 10% will be deducted from contractor's each bill which will be refunded to the contractor at the end of successful completion of contract for the stipulated period. In case contractor refuses to work for the entire period of contract this amount shall stand forfeited. However if BHEL decides to terminate the contract before expiry of contract period, this amount shall be refunded to the contractor.
6. Normally the jobs of loading and unloading of material will be carried out by the contractor during normal working hours of BHEL unless otherwise permitted by BHEL to work beyond working hours. BHEL on its own may ask the contractor to work beyond office hours and even on holidays to meet emergency situations.
7. Rates of loading and unloading of material should be quoted on per MT basis. Weight mentioned in weighment slip shall be taken as authentic weight. In case of any dispute decision of Main Stores In charge shall be final.
8. Separate rate shall be quoted for opening and shifting of wooden boxes.
9. Approximate Annual Load for unloading/loading is about **6000 MT and 3500 Boxes** for opening, removin. Normally quantum of work may increase during the last quarter of financial year. Contractor will have no claim what so ever on account of idle manpower due to non-availability of load, break down, cranes etc. No minimum charges will be payable for above works. Charges will be worked out on basis of actual work done per month.
10. Contractor will ensure that BHEL materials and facilities are utilised properly and optimally to minimise wastage and job is done as per BHEL's requirement and time schedules.

11. Single package or item that weighs upto 100 Kgs will be handled manually. For heavier packages or items, BHEL will provide fork lifter /crane, depending upon the availability.
12. In case of any dispute, the decision of Head MM, BHEL, shall be final and binding on the contractor. The contractor will be liable for any damage or loss to the work premises or facilities or property of BHEL caused due to negligence of his workmen and shall have to duly compensate for the same at his own cost.
13. Company shall have no direct responsibility/ liability whatsoever in respect of the workmen engaged by the contractor for the above works. Necessary insurance of employed labour as per F.A. 1940 shall be the responsibility of the contractor.
14. Contractor or any person engaged by him will not be entitled for any employment in this organisation or any other benefits or compensation.
15. No child labour will be engaged by the contractor during the execution of the contract. Statutory obligations will have to be met by the contractor himself.
16. Tools and protective equipments like gloves, safety shoes etc. required by the labour will be provided by the contractor.
17. No free tea, snacks and meals will be provided by BHEL. However as canteen facility is available in BHEL, your labour, may avail the canteen facility on payment basis.
18. In case of non-satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute, decision of concerned Head of the Department will be final.
19. The work shall be supervised by the contractor or through the authorized representatives on day-to-day basis.
20. The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representatives' negligence or otherwise during execution of work.
21. In the event of contractor abandoning the work or BHEL revoking the contract BHEL shall have a right to get incomplete work completed at contractor's risk and cost.
22. Any dispute arising out of or in connection with this contract shall be under jurisdiction of Tarn Taran district only.

**Technical Bid Format**

Your Enquiry No: BHE:IVP:MS:T02:11-12:RC:LOADING/UNLOADING Dated: 07.10.2011

**LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK,TEMPO AND TRAILER.**

1. Name of the firm :
2. Name of the Proprietor :
3. Address and Contact Numbers :
4. Registration Number if any :
5. Copy of the Certificate : Enclosed / Not Enclosed
6. Blank Price Bid : Enclosed/Not Enclosed
7. Earnest Money Deposit : Rs. 10000/- ( Ten Thousand only )
  - a. Demand Draft Number :
  - b. Date :
8. Any other relevant information :

**We will fulfill all the obligations of the contract and abide by the Terms & Conditions mentioned in the enquiry.**

Signature with Name  
& Office Seal

Date:

**Price Bid Format**Your Enquiry No: BHE:IVP:MS:T02:11-12:RC:LOADING/UNLOADING Dated: 07.10.2011**LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK,TEMPO AND TRAILER.****1: Price Offer On Work Measurement Basis**

Sl. No	Description of work	No. of units for the contract period (one year)	Quoted Rate per No/MT	Total Cost (Rs.)
	(A)	(B)	(C)	(D)=(B)X(C)
1.	Loading/Unloading (including stacking of material) of material.	6000 MT	(Rs in Figures)	
			(In Words)	
2.	Opening and shifting of wooden boxes.	3500 Nos	(Rs in Figures)	
			(In Words)	
			<b>Total</b>	Rs.....

Date:

Signature with Name  
& Office Seal