



Bharat Heavy Electricals Limited

A Government of India Undertaking)

CIN: L74899DL1964GOI004281

Power Sector Eastern Region

BHEL Bhawan, Plot No. DJ- 9/1, Salt Lake Sector- II, Kolkata – 700091 Phone: 033-23398000
1 X 660 MW SGTPP, WBPDC, Stage III, Unit: 5, Monigram, Murshidabad, WB 742237

BHEL/PSER/SGD/MANPOWER /ELEV/01

Dtd. 05.08.2025

To,

Sub.: Notice Inviting Tender (NIT) for Deployment of manpower for 03 Month for day to day maintenance/cleaning/greasing of 01 No TG building passenger Elevator at 1x660 MW Sagardighi Site

Dear Sir,

Sealed offers are invited two parts bid system through By Hand/Courier/Post from reputed & experienced bidders for the subject job by the undersigned on behalf of BHARAT HEAVY ELECTRICALS LIMITED, Sagardighi site as per tender document. The offers are to be submitted latest by 1 day from floating of tender at 12:00 hrs in BHEL, PSER, Sagardighi Site Office, Monigram, Murshidabad (West Bengal) and the same will be opened on same day at 15:00 hrs. Bidders to note specifically that all pages of tender document including these NIT pages of this particular tender, shall be submitted by them, duly signed & stamped on each page, as part of the offer. Rates/Price including discounts/rebates, if any, mentioned anywhere/in any form in the offer other than the Price Bid (BOQ), shall not be entertained. The bidders are requested to depute their representative during opening of the tenders.

Thanking you,

Yours sincerely,
For & on behalf of BHEL

Encl.

- NIT (Vol-I & II)
- Price Bid (Vol-III)



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VOLUME-I

GENERAL INSTRUCTIONS TO TENDERERS

1.0 Tender specification as a whole, duly furnishing the following details, shall be duly signed and sent in a sealed cover super scribing Deployment of manpower for 03 Month for day to day maintenance/cleaning/greasing of 01 No TG building passenger Elevator at 1x660 MW Sagardighi Site.

SALIENT DETAILS OF NIT		
SL	ISSUE	DESCRIPTION
1.0	TENDER SPECIFICATION NO.	BHEL/PSER/SGD/MANPOWER /ELEV/01 dated 05.08.2025
2.0	DUE DATE OF SUBMISSION	01 days from floating of tender at 12:00 hrs
3.0	DUE DATE OF TENDER OPENING COVER NO. I (Techno-Commercial Bid) of tender	same day at 15:00 hrs (i.e. 06.08.2025)
4.0	DUE DATE OF TENDER OPENING COVER NO. II (Price Bid) of tender	same day at 15:00 hrs (i.e. 06.08.2025)
4.0	VENUE OF TENDER OPENING	Bharat Heavy Electricals Limited, 1x660 MW Sagardighi Thermal Power Project, Unit-5, WBPDC, P.O.- Manigram, Dist.: Murshidabad, West Bengal-742237
5.0	EMD AMOUNT	NIL

2.0 The offer shall be submitted as per instruction of tender document. One set of tender documents signed by authorized representative of bidder and stamp on each page shall be submitted with tender documents. Bidder to note specifically that all pages of tender documents shall be submitted by them (after signing and stamping on each page) as a part of their offer. **"Price shall not be mentioned by them anywhere in the techno-commercial offer, it shall be mentioned in the relevant price schedule only and submitted in separate sealed envelope."** In case of any clarification, bidder may contact this office.



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- 1.1 The offer shall be sent in two separate sealed envelopes Contained Single Separate Envelope as under:

COVER NO	SHALL CONTAIN FOLLOWING
COVER-I (TECHNO-COMMERCIAL BID)	One original copy of each of following should be submitted by the bidder: a) Covering letter of offer (in bidder's letterhead) b) Techno-Commercial Bid (signed copy of NIT/ Enquiry) c) Price schedule / Rate schedule – Unpriced but mentioning only quoted / unquoted against each item of price bid/Schedule format (Volume-III) d) PAN No. A photocopy of PAN card (Self attested) is to be submitted e) GST registration number. A photocopy of GST certificate (Self attested) is to be submitted f) PF registration details
Cover -II (PRICE BID/SCHEDULE)	a) Covering letter as given in Cover-I b) Complete price offer in line with prescribed price schedule [Volume-III] duly filled in all respect.

The Tenderer should be addressed to:

Construction Manager/Project Director
Bharat Heavy Electricals Limited,
1x660 MW Sagardighi Thermal Power Project, Unit-5,
WBPDC, P.O.- Manigram,
Dist.: Murshidabad, West Bengal-742237

2.0 Tender to be submitted through "REGISTERED POST WITH ACKNOWLEDGEMENT" or by hand at BHEL site office. Tenders received after due date is liable to be rejected. Tender papers may also be submitted by hand delivery or by COURIER SERVICE or deposited directly in the BHEL OFFICE at BHEL Sagardighi site (1x660MW).

4.0 Price bids of techno commercial qualified bidders shall be opened by the authorized officials(s) of BHEL at their office at the time and date mentioned in this document or shall be intimated by BHEL, in the presence of bidders or their authorized representative(s) who wishes to be present.



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5.0 The Tenderer should thoroughly go through all the clauses/ specifications, terms and conditions stipulated in the tender documents. In case the tenderers have any doubt about the meaning of any portion of the tender specifications or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, scope of work etc. they should at once contact the authority inviting the tender for clarification before submission of the tender.

6.0 The tenderers must furnish all the required information as per the instructions given in various sections of the tender specifications. Each and every page of the tender specification must be signed and submitted along with the offers by the tenderers as a token of complete acceptance thereof. The information furnished shall be completed by itself.

7.0 The tenderers should quote the rates in English language and international numerals. The rates shall be in whole rupees. The rates shall be entered in figures as well as in words.

8.0 All entries in the tender shall either be typed or be in written form. Erasures and overwriting are not permitted and may render such tenders liable to be summarily rejected. All cancellations, insertions, overwriting etc. shall be duly attested by the bidders.

Scope of Work:

Deployment of manpower for 03 Month for day to day maintenance/cleaning/greasing etc. for smooth operation of 01 No TG Building Elevator

SL No.	Item Description	UOM	QTY	Monthly rate (Lumsum) (Rs.)	Total Value for Three Months (Lumsum)(Rs)	Total Value	Remark
1	Electrician cum Technician	No	1				
2	Khalasi	No	1				
Total							
Total cost for 3 months (excluding GST)							
(Amount in words:)							

- a. The scope covers providing required Manpower assistance for day to day maintenance/cleaning/greasing etc. for smooth operation of 01 No TG Building Elevator for 03 month of the unit at 1x660 MW Sagardighi Site.



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- b. All Statutory procedure (wage payment, Gate pass, Medical certificate, insurance, PF, UAN, transportation etc. for payment compliance as per govt procedure in the scope of bidder.
- c. Supply of grease, oil, Teflon tape etc. & basic tools and tackles, Electrical basic test kit for electrical circuit check in the scope of vendor.
- d. Schedule of deployment: within 03 days after placement of work order.
- e. Billing shall be done on monthly basis.
- f. Contract period: 3 months
- g. Rates are fixed & firm. NO PVC & ORC is applicable.
- h. Manpower punch in & punch out time to be reported to BHEL Engineer on daily basis.
- i. Accommodation and food for their workers and staffs are in the scope of bidder

Validity of Offer:

The rates in the tender shall be kept valid for acceptance for a period of 30 days from the date of submission of offer.

Payment Terms: -

- 100% RA bill will be released on prorata basis in every month based on jointly certified measurement sheet by agency and BHEL, within 30 days from submission of proper GST invoice along with all necessary documents.
- . Payment to be made by RTGS/ Bank Cheque.
- No advance payment will be done.
- GST Will be release on submission of required/supporting document to BHEL.

Price Variation Compensation/Over Run Charges: Not applicable

Packaging and forwarding/Transportation/Risk-Insurance:

- Not applicable

Guarantee/Warrantee of material:

- Not applicable
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General Conditions:

- Labour license and insurance of the workmen employed by the contractor and other statutory requirements shall be complied, as applicable, by the contractor.
- Arranging gate passes is in the contractor's scope, however BHEL shall provide necessary supports if required.

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail:
contactus@bhel.in

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- All material, T&Ps (except mentioned in Tender) for manpower assistance works under this contract shall be provided by the contractor at his own cost as per TCC of Contract.
- The Contractor shall be responsible for safety of his workmen, materials and equipment deployed at site
- Tenderer are advised to visit the site and get acquainted personally with the work. General information given above are to briefly guide the vendor to quote the most competitive rate and shall not relieve the contractor in assessing the actual quantum of work involved in the scope of work. The tenderer shall submit their offer in sealed envelope.
- All labour rules, factories act, statutory requirements to be strictly adhered by the contractor.
- BHEL may terminate this contract at any time by informing the vendor by giving notice for a period of one month and without assigning any reasons whatsoever. In such case no payment will be given for the balance period of contract including period of unsatisfactory services, if any
- Prevailing BHEL HSE norms shall be strictly adhered by the contractor.
