

**BHARAT HEAVY ELECTRICALS LTD
TRICHIRAPPALLI-620014**

BHE: SHIP: SPECN:001

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LOADING / UNLOADING OF FINISHED GOODS AT SHIPPING - NEW OUTER YARD

Contract specification for Receiving, Unloading, Stacking, Crating / Box packing and Loading of materials at Shipping new Outer Yard

Loading / unloading of finished goods at Shipping - New Outer yard –Work flow Description:

New Outer Yard: New Outer Yard of about 20000 sq meter area, beyond the existing western side compound wall / west to the existing shipping security gate, is being developed, in which the shipping activities are being planned to be carried out.

Currently BHEL/T gets the non- pressure parts required for boilers from various sub contracting industries located in around Trichy and other places. These firms collect the raw materials from various stores of BHEL and converts them into finished products, as specified by the drawings and other work instructions given by BHEL, gets it cleared from identified inspection agencies and bring them as finished products with appropriate documentation, in a condition ready for dispatch. This condition is declared through Inspection Report (IR) and Delivery Challan (DC). The DC contains the details like

1.13 digit Work order number e.g. 0630-317-1-48-207

First barrel 0630 denotes Customer number. In this case Sipat

Second barrel 317 denotes dispatch priority

Third barrel 1 denotes nature of supply

Fourth barrel 48 denotes Product group

Fifth barrel denotes component code

2.Despatchable Unit no (DU no)

3.Description of the item

4.Size of the item

5.Quantity

The finished products brought from Sub-contract firms vary in size and weight

Size: Length—Maximum of 18 meters

Width-- Maximum of 5.5 meters

Height – Maximum of 5.5 meters

Weight—Maximum of 20T (For handling products weighing more than,20T additional or separate crane would be arranged from outside based on requirements).

The firm's representative will bring the finished components in a suitable vehicle viz Lorry, Trailer, truck or Bullock cart and keep the vehicles near shipping gate. The firm's representative with documents like DC and IR will enter through Shipping gate and H/O to the above documents to the Systems group of new OY Shipping for validation. The validation is done to ensure that the products have passed all the specified stages and are in agreement with the terms and conditions specified in the purchase order.

The system group after verifying the IR (Inspection report), will validate the DC for correctness of WO, DU no, quantity and weight. Once validation is over, System group will affix seal for validation and H/O back to the firm's representative to bring the vehicle inside. The representative finds out the area of unloading by referring to the project wise unloading chart, which is prepared by the new outer yard shipping group and displayed, and bring the vehicle to the specified area and H/O the Validated DC to the field contract supervisor. Contractor supervisor after referring to the chart, which indicates the location and the crane under which, the particular work order is to be unloaded, has to unload the components.

Unloading in Shipping New Outer Yard:

1. Check & verify- W.O. DU no. Size, Qty (Counting), Weight and project name in the finished goods brought in the vehicle and ensure that the information provided in the materials tallies with what is available in DC.
2. After verification of all details, Unload the materials in identified location and indicate the location in DC at right hand side of DC for each DU, so that this information can be captured in the system and can be used later while loading the materials.
3. Each sling load vary from 3T to 20 T. Identify the proper slings, ropes and length of ropes / chains and use as per the requirement of load. In case of

doubt, confirm with BHEL officials. Contractor is fully responsible for the safety of persons working in the area and also to the materials handled. He is required to employ trained, qualified, competent people like supervisors, crane operators, riggers and helpers for handling materials.

4. Send the DCs, indicating the location where the material has been unloaded, to Systems group for absorption in the system.
5. Classification / Segregation while unloading and storing materials, to suit the type of vehicle use for dispatching – While unloading and storing care has to be taken to see that the lorry loads, trailer loads etc are properly grouped and stored such that when we want to load the vehicles for dispatching we are able to locate loads easily. Segregation of Lorry, trailer, ODC items and trailer infringement has to be done as per guidelines given below. Information available in the DCs may be used for this classification purpose.

Lorry load: If the length of the item is 6 meter and below and
If the width of the item is 2 meter and below and
If the height of the item is 2 meter and below

Trailer load: If the length of item is more than 6 meter and up to 13.5 meter or
If the width is more than 2 meter and up to 3.5 meter or
If the height is above 2 meter and up to 3 meter

Trailer load with infringement.

If the length of item is > 13.5 meter and up to 15 meter or
If the width is more than 3.5 meter and up to 4.5 meter or
If the height is above 3 meter and up to 4 meter

Trailer weight ODC

Single item weighing more than 20 T with
The length up to 20 meters and or
The width up to 5 meters and or
The height up to 4.5 meters.

Trailer length ODC

Single item weight up to 20 T
Length above 15 meters and up to 24 meters

Width above 3.5 meters and up to 4.5 meters

Height above 3 meters and up to 3.5 meters

Packing slip preparation for box packing / crating items:

1. Validated DCs with seal and Empty Packing slip received from systems group will be handed over to contractor by the AD firm representative. The AD firm representative will take the contractor to the concerned vehicle brought for unloading
2. The contractor will Check & verify - W.O, DU no. Size, and qty. (by Counting) Weight and Project name (All details are available in DCs will be compared and verified with physical materials) in AD firm Vehicle.
3. Contractor will identify suitable wooden boxes and crates. At that time the contractor will look for any incomplete / open box / crate for the concerned project for which materials have been brought by the AD firm.(For products having length Up to one Meter boxing to be done and for lengths above one meter crating will be done.) and give Box/Crate , a control no from the register to be maintained .
4. The contractor after confirming the correctness of details will instruct AD firm representative to organize unloading either in the Boxes or crates as the case may be. If any box / crate is available with partial quantity, that may be preferred first for completing the box / crate quantity before taking a new box / crate.
5. After stuffing, close the Top cover. Nail the Boxes. Top angle fixing and close with bolt & nut washers.
6. The contractor to H/O DC and Packing slip with Box/Crate number to the systems group to prepare the Computerized packing slip .
7. The systems group prepares and hands over 3 Copies of Computerized packing slips.

8. The contractor verifies the details in the computerized packing slip with the original manuscript he has prepared and ensures correctness.
9. The Contractor returns the Manuscript & one copy with signature to the systems group.
10. The Contractor fixes 2 copies in the packing cover.

The Tonnage dispatched after packing will be accounted for payment to the contractor.

Loading: Based on the receipt and availability of sufficient of materials to different projects and depending upon the type of vehicles required for transporting them (Lorry, trailer, Taurus, ODC vehicle, Wagons etc.), BHEL will arrange suitable vehicles and make them available for loading. The systems group will hand over the Loading Advice List (LAL) for the specific project with Time chart, Vehicle no, Project / Site to which the dispatch is being done, Carrier name & (Goods Consignment Note Number) GC no, tonnage to be loaded in the vehicle etc., is given to Contractor for the preparation of Loading Advice Slip (LAS) and to carry out the loading.

The contractor carries out the physical loading on to vehicles using crane. Heavy items like Structural are placed in the first layer and Walls and Pipes at top .Use suitable wooden packing in appropriate places The contractor has to prepare LAS (Loading Advice Slip), simultaneously while loading, either by preparing a manuscript where required or make a Tick mark in the in the LAL with Summary indicating the

- 1 Minor description of the material
- 2 No of loose items (individual pieces)
3. No of boxes / crates

Quantity of each item (DU) is as per LAS. The loading tonnage is to be as specified by the BHEL official..

The contractor H/O the LAS / manuscript to the systems group for invoice Preparation.

The Tonnage dispatched will be accounted for payment to the contractor.

Resources:

4 numbers of 20 MT (tyres mounted) Mobile crane with hydraulic anchoring with 18 Meter boom is to be used with necessary trained crew for the activities described above.

Resources: 1-supervisor +1 operator +1 rigger+2 helpers with cranes. Supervisor should have knowledge and experience for material handling, receipt and dispatch accounting.

Quotation:

Quote your rate per MT of dispatch irrespective of all dimensions either lorry or trailer loads. The rate is based on MT dispatched and the work involves unloading, stocking, and loading of vehicles and LAS preparation using 20T cranes with above manpower.

Before quoting, the tenderers are requested to meet DGM (Shipping) to understand and familiarize with themselves the operations involved.

The tenderers are requested to submit the bid in 2 parts bid viz technical and commercial for the above requirement .The tender will be requested to submit the following documents with regards to technical bid .

- 1.Technical details of the cranes:"Tyre mounted with hydraulic anchoring of 20T capacity with 360 degrees swing with telescopic boom length of 30 feet"
- 2.The tenderers previous experience : Experienced and competent people for the manpower
- 3.Copies of the certificate obtained from the competent authourity for lifting capacity of the cranes.
- 4.Financial soundness certificate (latest profit and loss account,latest income tax clearence or certificate for auditors).

Besides vendor to submit the commercial price (Rate per MT dispatch) with firm price during execution of contract with validity for one year for providing cranes as well as manpower which includes the services of 1 Supervisor, 1operator, 1rigger, 2 helpers and cost of diesel/petrol, lubricants etc. These bids are to be submitted within the due date.
