

**BHEL GOINDWAL**  
**BHE: IVP: MS: T01: 12-13: RC: LOADING/UNLOADING**  
**Date: 18.09.2012**

**Tender Documents**

BHEL Goindwal is in the process of finalizing the service Contract For Loading/Unloading of materials, unloading of wooden planks & stacking and opening and shifting of wooden packing boxes in Main Stores, to & fro Truck, Tempo & Trailer. The details of jobs are as in attached annexure.

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

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 superscribed 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 on date: 09.10.2012 through Registered / Speed post. The same may be dropped in the tender box available at the entrance of Administration Office Building at the following address:

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.**

*Munish Kumar*  
*18/09/12*

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**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.  
UNLOADING OF WOODEN PLANKS &  
STACKING
  2. Evaluation Criteria : As per Annexure –F
  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 09.10.2012
  5. Date & time of opening of Techno : 1130 hours on 09.10.2012  
Commercial Bid
  6. Address for receipt of Tender : Main Stores  
Industrial Valves Plant  
Bharat Heavy Electricals Limited  
Goindwal Sahib – 143422
  7. Earnest Money Deposit : ₹10, 000/- (₹ Ten Thousand only)  
Payable in the form of Demand Draft  
favouring BHEL, Goindwal Sahib  
Payable at Goindwal Sahib
- \*. In case of successful tenderer EMD shall be converted and adjusted against the  
security deposit
- \*\*. In case of others the EMD shall be returned within 15 days of acceptance of award  
of work by the successful bidder.

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**DETAILS OF SERVICE REQUIREMENT**

**The details of services to be provided by the successful bidder are laid down below**

1. Unloading of all the incoming materials in BHEL Main Stores
2. Stacking of the unloaded materials in store yard in proper manner as directed by BHEL representatives.
3. Breaking of hard packing such as wooden box packing and to take out materials from inside the boxes.
4. Shifting of broken wooden boxes to scrap yard.
5. Loading of all type of scraps onto vehicle for disposal.
6. Loading of materials onto Subcontractor's vehicle.
7. Unloading of Heavy Machinery from Vehicle as and when required for Capital Augmentation Scheme.
8. Unloading of wooden planks and storing as stacks

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TENDER QUANTITYLOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK, TEMPO AND TRAILER-2012-13MATERIAL 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	5050
2.	For material received in packing boxes – wooden or of any other material, boxes will have to be opened, materials to be removed from boxes and stack 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.	BHEL Main Stores	No.	5000
3	Unloading of wooden planks and storing in stacks at designated places	BHEL Main Stores	No	150, 000

*Junisha Kumar*  
18/09/12

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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.

*Munish Kumar*  
18/09/12

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**INSTRUCTIONS TO TENDERERS**

1. The tender is to be processed in three parts viz. Part - I for Earnest Money Deposit, Part - II as Technical Bid and Part - III as price/rate bid. The EMD should be put in an envelope. The Technical Bid Application (Annexure - I) and its enclosures along with the Contractor's Obligations, Other General Terms & Conditions must be submitted in second 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 third envelope duly sealed should contain the Price Bid (Annexure – J) 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. All the three envelopes, Pat-I the EMD, Part-II the Technical Bid and Part-III the Price Bid should be sealed and put in a single envelope duly sealed and super scribed as **"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 ADM Building at the following address:

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 participating 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 BHEL 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.

*Munish Kumar*  
18/09/12

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**18.09.2012**

**INSTRUCTIONS TO TENDERERS**

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.

*Hevish Kumar*  
18/09/12



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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 bid conditions only will be evaluated.
2. Such of those tenders which conform to the technical bid (Annexure - I) 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 (as cost to BHEL) will be awarded the contract.

*Munish Kumar*  
18/09/12

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### CONTRACTOR'S OBLIGATIONS

#### A) CONTRACTUAL

##### Towards selection, control and supervision of employees

- a) Minimum of five (05) nos of laborers to be kept ready every working day for the mentioned jobs.
- b) The contractor 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.
- c) Contractor **shall supervise the work** allotted to him and to be carried out by his employees.
- d) 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.**
- e) 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.
- f) Contractor to ensure that **all precautions are taken for safety** of his employees and equipments.
- h) 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.

*Munish Kumar*  
 18/03/12

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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Tender DocumentsGENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT OF LABOURERS 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 sighting justified reason.
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 (Minimum of five) 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 to be submitted by the successful bidder before starting of the job. Total amount of Security Deposit to be 10% of the total contract value.
6. The Security Deposit can be adjusted by the bidder by using the amount of EMD. Minimum 50% of the total Security Deposit to be submitted by the bidder before starting the actual work, the rest of the amount can be adjusted by deducting 10% of invoice value and amount of EMD.
7. Security Deposit 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.
8. 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.
9. 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 Head of Department shall be final.
10. Separate rate shall be quoted for opening and shifting of wooden boxes as per box and for unloading of wooden planks and stacking as per plank.
11. 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 of cranes etc. No minimum charges will be payable for above works. Charges will be worked out on basis of actual work done per month.

*Munish Kumar*  
18/09/12

12. 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.
13. Single package or item that weighs upto 55 Kg will be handled manually. For heavier packages or items, BHEL will provide fork lifter /crane, depending upon the availability.
14. In case of any dispute, the decision of Head of Department, 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.
15. 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.
16. Contractor or any person engaged by him will not be entitled for any employment in this organisation or any other benefits or compensation.
17. No labour under the age of 18 will be engaged by the contractor during the execution of the contract. Statutory obligations will have to be met by the contractor himself.
18. Tools and protective equipments like gloves, safety shoes etc. required by the labour will be provided by the contractor.
19. No free tea, snacks and meals will be provided by BHEL. However as canteen facility is available in BHEL, contract labourers, may avail the canteen facility on payment basis.
20. 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.
21. The work shall be supervised by the contractor or through the authorized representatives on day-to-day basis.
22. 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.
23. 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.
24. Any legal dispute arising out of or in connection with this contract shall be under the jurisdiction of Tarn Taran district only.

*Munish Kumar*  
18/09/12

**Technical Bid Format**

Your Enquiry No: BHE: IVP: MS: T01: 12-13: RC: LOADING/UNLOADING Dated: 18.09.2012

**LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF  
WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK, TEMPO AND  
TRAILER-2012-13.**

- |   |   |                                 |
|---|---|---------------------------------|
| 1. Name of the firm                     | : |                                 |
| 2. Name of the Proprietor               | : |                                 |
| 3. Address and Contact Numbers          | : |                                 |
| 4. Registration Number if any           | : |                                 |
| 5. Copy of the Registration Certificate | : | Enclosed / Not Enclosed         |
| 6. Blank Price Bid                      | : | Enclosed/Not Enclosed           |
| 7. Earnest Money Deposit                | : | ₹10,000/- ( 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: T01:12-13: RC: LOADING/UNLOADING Dated: 18.09.2012

**LOADING/UNLOADING OF MATERIAL AND OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES TO & FRO TRUCK, TEMPO AND TRAILER-2012-13.**

**1: Price Offer On Work Measurement Basis**

Sl. No	Description of work	No. of units for the contract (one year) for the period	Quoted Rate per No/MT	Total Cost (₹)
	(A)	(B)	(C)	(D)=(B)X(C)
1.	Loading/Unloading (including stacking) of material.	5050 MT	(₹ in Figures)/MT	
			(In Words)	
2.	Opening and shifting of wooden boxes.	5000 Nos	(₹ in Figures)/No	
			(In Words)	
3.	Unloading of Wooden Planks	150, 000 Nos	(₹ in Figures)/No	
			(In Words)	
Total Value				

Date:

Signature with Name  
& Office Seal