



अनुरक्षण विभाग
सी एफ पी , बी एच ई एल
रुद्रपुर

Annexure-A

Scope of Work:

CFP, BHEL Rudrapur is having two number of Fork Lift trucks each of 3 T capacity. Both these trucks run through diesel. One is of ACE make and another is of Voltas make. All the work is to be carried out by contractor at BHEL's premises only. The details of work to be carried out by the contractor is as under.

- 1- Contractor shall provide and replace all spare parts as may be required in the equipment (including Engine oil/Gear oil/Air Filter/ Oil filter etc. except Diesel) to keep all the equipment in proper working condition throughout the contract period.
- 2- Preventive maintenance will be done by vendor as per manufacturer recommendation mentioned in product manual.
- 3- Detailed field service report will be submitted by the contractor during each preventive/breakdown visit.
- 4- At least one visit is to be ensured by vendor in one month.



अनुरक्षण विभाग
सी एफ पी , बी एच ई एल
रुद्रपुर

Annexure-B

Terms and condition:

1. Rates to be quoted inclusive of all material supply & replacement/repair work as necessary to rectify the complaints. L-1 offer shall be decided on overall L-1 cost basis. Price distribution shall be as per Annexure-F.
2. Contractor shall provide and replace all spare parts as may be required in the equipment (including engine oil, gear oil, brake oil, oil filter, hydraulic oil and transmission oil) to keep all the equipment in proper working condition. Hence, vendor to ensure & maintain adequate stock and availability of all the required spares. In case of replacement of defective parts, OEM/Equivalent make parts shall only be provided by the supplier. The faulty / damaged spare parts will be retained by BHEL.
3. **Breakdown restore schedule:** Service response time by the contractor against breakdown notice by BHEL shall be the essence of the contract. Hence, breakdown/service requirement of any item must be attended & resolved within 48Hours except in case of major breakdowns like failure of engine and motor of transmission etc. which should be resolved within 5 days. BHEL off days are excluded in counting of complaint resolution time. The intimation of breakdowns will be provided through e-mail/phone.
4. **Penalty:** Penal charges of **Five times of daily-based annual CMC charge** (Considering 365 days/year) will be deducted from vendor's bill for additional no. of days over & above schedule mentioned in cl. 3, if problem does not restore as per breakdown restore schedule.
5. **Risk Purchase:** In case, contractor does not carry out the services/repair as per conditions of contract, in order to safeguard its interest under the contract, BHEL, at its own discretion, may get the services/repair/replacement of spares done through suitable alternative source(s) at risk & cost of the contractor. In such cases, any cost incurred to BHEL over & above contract rates shall be recovered from dues payable to the contractor and no claim of compensation of loss, whatsoever, incurred by the contractor due to such recovery, shall be entertained by BHEL.
6. **Preventive Maintenance:** Activities for Preventive maintenance of Fork Lift trucks shall be carried out by the contractor as per Format E. Contractor shall visit for



अनुरक्षण विभाग
सी एफ पी , बी एच ई एल
रुद्रपुर

monthly preventive maintenance in every month. There shall be a gap of at least 25 days in between two such visits of preventive maintenance. During the preventive maintenance visit vendor has to check all points as per Annexure-E. In addition to these visits vendor is required to resolve the breakdowns if any as per the timeline defined in point No-3 above.

7. **Payment Terms:** The contractor shall raise the bill/invoice in duplicate on monthly basis and & submit along with the service report of BHEL. The payment will be made online to contractor's account within 45 days of receipt of proper invoice along with service report.
8. **Manpower, tools & tackles:** All the tools, tackles required for carrying out the preventive and breakdown work has to be arranged by contractor. All type of manpower required for performing any type of work including technical or labour oriented work shall be arranged by contractor.
9. In case repairing of any part require work from outside of BHEL premises, the request for such work should be given by contractor in writing before taking the material ou.
10. **Safety, PPEs, permit for working at height:** The contractor shall be liable for providing PPEs to the workmen engaged & safety of its workmen and shall take all safety precautions during execution of work at BHEL works under the contract. The following are few safety measures suggested while carrying the work.
 - a) The contractor shall provide all PPEs like hand gloves, safety shoes compatible, Goggles, Helmets and Safety belts, to all its workmen as and when required.
 - b) The contractor must keep a supervisor always at work site.
 - c) The contractor shall take all necessary safety precautions and arrange for appropriate appliance to its authorized officials to prevent loss of human lives, injuries to personnel engaged and damage to property.
 - d) The Contractor shall provide to the work force and ensure the use of the following personnel Protective Equipment as found necessary and as directed by BHEL Officials.
 - (i) Safety Helmets conforming to IS: 2925,1981
 - (ii) Safety belts conforming to IS: 3521,1983
 - (iii) Safety shoes conforming to IS: 14544,1998
 - (iv) Eye and face protection devices conforming to IS: 1179, 1967
 - (v) Hand and body protection devices conforming to IS: 2573-1975, IS: 6994-1973 and IS: 8520-1978, IS: 578-1985 and IS: 6694.



अनुरक्षण विभाग
सी एफ पी , बी एच ई एल
रुद्रपुर

Annexure-C

PRE-QUALIFYING REQUIREMENT

The bidder should submit all the documents mentioned at Serial number- 2,3,4,5,8,9 & 10 and acceptance/details for Sl. No. 6 & 7. These are mandatory qualifying criteria & non fulfillment of any one or more criteria shall make the party technically rejected.

Sl. No.	Documents/Description	Vendor Acceptance and document submission remark.
1	Name & Address of Party	
2	EPF Registration No. (Enclose a Copy)	
3	ESI Registration No. (Enclose a Copy)	
4	Pan Card No. (Enclose a Copy)	
5	GST Registration No. (Enclose a Copy)	
6	Bank Account Details IFSC Code Account No. Bank Name Branch Name	
7	Acceptance of E-Payment	
8	Submission of EMD as specified in NIT (Receipt Copy to be enclosed)	
9	Experience of having successfully completed any one of the following during past 7 years from the date of tender opening. a. Three Similar work costing not less than the amount to Rs. 1.39 Lakh each b. Two Similar work costing not less than the amount to Rs. 1.74 Lakhs each c. One Similar work costing not less than the amount to Rs. 2.78 Lakhs. Enclose the copy of order in support to any one of above. The above values are excluding GST/ Other taxes values.	
10	Financial Turnover: - a. Average financials turnover during the last three years, ending 31 st March of the previous financial year, should be at least 1.23 Lakhs. b. Balance sheet and Profit & Loss Account (audited/issued by Chartered Accountant) of last three years in support of the above. In case the latest balance sheet (2020-21) not been finalized, balance sheet of previous three years (i.e. 2019-20, 2018-19 and 2017-18) need to be submitted.	



अनुरक्षण विभाग
सी एफ पी , बी एच ई एल
रुद्रपुर

Note :

1. Bidder has to accept all terms & Conditions of contract and submit the signed & stamped copy of all documents of tender as a token of acceptance.
2. In case of similar completed work being executed with BHEL CFP Rudrapur, experience will be considered till the last day previous to tender opening date.
3. Definition of Similar Work: Bidder should have experience of Maintenance/Service/AMC/CMC of Fork Lift truck.



अनुरक्षण विभाग
सी एफ पी , बी एच ई एल
रुद्रपुर

Annexure-D

Format for Price Bid.

S. No.	Description of work	Nos. of FLT	Nos. of Months	Rates/Per Month per FLT (Rs.)	Amount (Rs.)
(A)	(B)	(C)	(D)	(E)	(F=CXDxE)
1.	CMC of Voltas make 3 T Fork Lift truck (FLT) for a period of 01 year.	01 No.	12		
2.	CMC of ACE make 3 T Fork Lift truck (FLT) for a period of 01 year.	01 No.	12		
II. Total Amount					
III. GST applicable rates					
IV. Grand Total (I+II)					

Note:

1. No conditions should be mentioned by bidder on price bid. Conditional offer shall be rejected.
2. Certified that all sections of the tender have been read, understood & agreed.
3. L-1 offer shall be decided on overall L-1 cost basis.

Bidder's Signature & Stamp



अनुरक्षण विभाग
सी एफ पी , बी एच ई एल
रुद्रपुर

Annexure E

Proforma for Service Report of Fork Lift truck

Work Order No-

Work Order Dated:

Service Report No:

Date:

FLT Make:

Equipment Code:

S.NO.	DESCRIPTION	REMARK
1.	Check the condition of Battery	
2.	Check the Condition of Engine	
3.	Visually inspect level of Engine oil / Hydraulic oil/ Transmission oil/brake oil	
4.	Visually check the wiring and electrical connections	
5.	Checked the self starting mechanism of FLT	
6.	Checked all the seals and junctions for leakage	
7.	Checked the operation of Lifting	
8.	Check the condition of horn / front light and back horn.	
9.	Check the dynamo for battery charging.	
10.	Cleaning of air filter/ oil filter	

Any other Observation/ Remarks:

Contractor

For BHEL

Annexure-F

Activity wise BOQ cum Price distribution

Sr. No.	Activities	Qty	Distribution of Amount excluding GST value
1	CMC of Voltas make 3 T Fork Lift truck	12 month	50%
2	CMC of ACE make 3 T Fork Lift truck	12 month	50%