



Bharat Heavy Electricals Limited
Centralized Stamping Unit, Jagdishpur

NOTICE INVITING TENDER

Date: 06/09/2010

NIT No.: BHEL/CSU/MECHANIZED CLEANING/10-11

Centralized Stamping Unit (CSU) BHEL, Jagdishpur invites sealed bid in two part (**Part-I: Techno-Commercial Bid; Part-II: Price Bid**) for following work from experienced and financially sound bidder who fulfil the qualifying criteria contained in the enclosed tender document:

Name of Work	Mechanized Cleaning and Housekeeping of Manufacturing Block with its related areas and Administrative Building of CSU.
Contract Period	01 (One) Year
Earnest Money	Rs.20,000/- in the form of D.D drawn in favour of "Bharat Heavy Electricals Limited" payable at SBI, IGFCCL Jagdishpur to be enclosed with techno-commercial bid (Part-1).
Tender cost	NIL
Due date & time of bid submission	On or before 27/09/2010,14:00 Hrs
Due date & time of bid opening	27/09/2010, 15:00 Hrs
Venue for submission & opening of tender	Tender Box, Ground Floor, Administrative Building BHEL, CSU Jagdishpur - 227817

NOTE :

1. Tender can also be downloaded from BHEL web site www.bhel.com.
2. All subsequent corrigendum/amendment shall be published only on website and not in press. Hence, bidders are advised to always be in touch with our said website until the tender is finally opened.

Enclosures (Tender Documents):-

- Section-I: Terms & Conditions
Section-II: Price Schedule
Section-III: List of Annexures

V K Minocha,
AGM (CSU)

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Bharat Heavy Electricals Limited
Centralized Stamping Unit, Jagdishpur

SECTION-I
TERMS AND CONDITIONS

NIT No.: BHEL/CSU/MECHANIZED CLEANING/10-11

A. GENERAL TERMS AND CONDITIONS

Sub: Mechanized Cleaning and House Keeping of CSU Jagdishpur

- 1.0 The bid is invited in two part viz. Part-I: Techno-commercial Bid; Part-II: Price Bid.
- 1.1 **Part-I: Techno-commercial Bid:** Techno-commercial bid should contain documents in the same order as listed below:
- 1.1.1 Covering letter as per Annexure "A"
 - 1.1.2 Check List as per Annexure "B"
 - 1.1.3 EMD in the prescribed form
 - 1.1.4 This bid documents, each page signed and stamped with all tables/Declaration forms/ information sheet (Annexure A to Annexure E) duly filled in legible writing.
 - 1.1.5 Qualifying requirements as per Clause 1 of "Special Conditions".
 - 1.1.6 An attested copy of the Power of Attorney, in case an individual other than the sole proprietor signs the tender.
 - 1.1.7 Photo copy of PAN card in which PAN is readable.
 - 1.1.8 Copy of Provident Fund Number issued by RPFC
 - 1.1.9 Copy of ESI Registration Number
 - 1.1.10 Copy of Labour License Number issued by Labour Commissioner.
- 1.2 **Part-II (Price) Bid:** Price bid should contain only Price Offer to be submitted strictly as per enclosed Price Schedule. The Price Bid not submitted as per Price Schedule may not be considered.
- 1.3 Part-I and Part-II Bids should be put in separately sealed envelopes and each envelope must be marked clearly as Techno-commercial Bid or Price Bid as the case may be. NIT Number and bidder's name & address should also be clearly mentioned on these envelopes. These two envelopes must be put in a bigger envelope and sealed properly. Top of the outer cover/envelop should contain following information:



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- 1 Tender Enquiry No. & Title of Work
- 2 Bid Opening date & time
- 3 Address/Venue of Bid Submission
- 4 Bidder's Name & Address

- 2.0 All papers/documents should be signed and rubber stamped by the bidder.
- 3.0 The tender shall quote the rates in English Language using international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tender, the metric system of units shall be used.
- 4.0 All entries in the tender shall either be typed or be written in ink.
- 5.0 The offer shall be signed by a person who has requisite authority from the Bidder to do so. A copy of such authority (Power of Attorney attested by Notary) shall be enclosed with the offer.
- 6.0 The tender shall be submitted on or before the time & date specified in NIT & shall be dropped into tender box for works contract duly addressed to following:
*Tender Box, Ground Floor, Administrative Building
BHEL, CSU Jagdishpur – 227817*
- 7.0 Tenders can be submitted personally /courier/post. **The tenders received after the due date and time of submission will be rejected.**
- 8.0 Tenders shall be opened by authorized officers of BHEL at the above mentioned address at the time and date specified in the Notice Inviting Tender in the presence of such of those bidders or their authorized representative who may like to be present.
- 9.0 The offers should be strictly in accordance with the tender specifications & General Instructions to the bidder. Should the bidder require any clarification on the tender specification, or is interested in offering any deviation from the tender specification, he shall contact the authority inviting the tender for clarification before submission of the tender. No deviation w.r.t. terms & conditions of the tender are acceptable.
- 10.0 If there are varying or conflicting provisions made in any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document.
- 11.0 Before tendering, the bidder is advised to inspect the site of work and the environments and be acquainted with the actual working and other prevalent conditions, facilities available etc. No claim will be entertained later on grounds of lack of knowledge.
- 12.0 All entries in the tender shall either be typed or be written in ink.
- 13.0 Only bidders who have previous experience in the work of the nature & description detailed in this tender specification are expected to quote for this work. Offer from bidder who does not have a proven and established experience in the field is not likely to be considered
- 14.0 The offer shall be kept open for acceptance for a period of two months from the date of opening of tender. In case Bharat Heavy Electricals Limited (BHEL) calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer, which shall be binding, on the bidder. All expenses for attending such negotiations are to be borne by the bidder.



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- 15.0 The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights to reject any or all the tenders.
- 16.0 Conditional and unsigned tenders, tenders containing absurd or unworkable rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions, specifications, etc., are liable to be rejected.
- 17.0 If the bidder deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money / Security Deposit / any other moneys due.
- 18.0 Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the Bidder who resorts to canvassing are liable to be rejected.
- 19.0 All safety & security rules, regulations and practices prevalent in the BHEL should be strictly followed by the contractor and contract labors.
- 20.0 The responsibility of fulfilling liabilities under various labor laws such as workmen's compensation Act, industrial disputes Act, minimum wages Act, Payment of bonus act, factories act. & contract labor act etc, of the contractor.
- 21.0 The contractor should make necessary arrangement of welfare and health of contract labor at his own cost.
- 22.0 The contractor shall be responsible for damages to BHEL property and for any injury or loss caused to his workmen. He shall obtain necessary insurance from approved insurance company and relieve BHEL free from responsibilities/ liabilities in this respect.
- 23.0 The contractor should produce the records i.e. labor license, proof of payment of wages, P.F., ESIC etc as and when demanded by the BHEL Authorities.
- 24.0 The contractor shall indemnify against any actions, awards, proceedings, claims and demands that may be made against it due to any act negligence, default, etc, made by the contractor or his workers during the contract period.
- 25.0 In the event of failure to carry out the work assigned under the up-keeping contract to the satisfaction of BHEL the company reserves the right to get the work done through the alternate sources at the cost and risk of the contractor.
- 26.0 Reporting about the status of the job on a day-to-day basis shall have to be ensured by Contractor personnel to BHEL officers.
- 27.0 The contractor shall be responsible for the damage of every sort of the property of the BHEL Company due to negligence of the agency and cost of all such damages will be recovered from the amount payable to the agency
- 28.0 **Validity of Offer:** The offer should be valid for **at least 60 days** from the date of tender opening.
- 29.0 **Evaluation of Offers :**
 - 29.1 Technical cum commercial Bid shall be opened first.
 - 29.2 Price bid shall be opened only of Technical cum commercial qualified bidder.
 - 29.3 The bidder shall submit complete price of the package.
 - 29.4 Evaluation of the offer will be strictly based on the information submitted by the bidder. In view of this the bidder is requested to go through tender document carefully and furnish all details clearly. Missing information may not be asked by BHEL. Total price of the package (Price Schedule) shall be compared for purpose of arriving at L-1.
 - 29.5 Based on evaluation of the bids, the successful bidder shall be awarded the contract for the complete package.



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29.6 The work is indivisible and total work in full shall be ordered on a single party.

29.7 The BHEL reserves its right to negotiate with the Bidder and/ or go for reverse auction

30.0 Letter of Intent (LOI)

30.1. The BHEL shall issue a Letter of Intent for award of work to the successful Bidder as soon as his Bid has been accepted giving brief details of the work and other terms & conditions.

30.2. Detailed Work Order will be issued by the BHEL normally within 2 to 4 weeks from the date of award of work (Letter of Intent).

30.3 The Letter of Intent/ Work Order shall be issued in the name of Bidder only

31.0 **Effective Date of Contract:** The responsibility of successful Bidder under this Contract commences from the date of issue of the Letter of Intent by the BHEL. The Effective Date of Contract shall be the date of issue of the Letter of Intent.

32.0 **Contract Period:** Contract Period shall be One Year from the date of LOI.

33.0 **Contract Agreement:** The successful bidder has to sign and submit a contract agreement as per enclosed Performa (Annexure-G) on a non-judicial stamp paper of Rs.100/- at his own cost.

34.0 **Prices:** Prices quoted by the bidder shall be fixed and not subject to any variation whatsoever during the period of Bid validity and execution of the Work Order. A Bid submitted with an adjustable price will be treated as non -responsive and rejected. Prices shall be written in words and figures. If there is a discrepancy between words and figures, the amount given in words shall prevail.

35.0 SECURITIES

35.1 Earnest Money:

- A. Every tender must be accompanied by the prescribed amount (as given in NIT) of Earnest Money Deposit (EMD) in full, in the form of Account Payee Demand Draft issued by a Scheduled Bank in favor of "Bharat Heavy Electricals Limited" payable at SBI, IGFCCL Jagdishpur. Tenders received without Earnest Money in full or not in manner prescribed above will not be considered.
- B. The Earnest Money Deposit of the successful bidder will be retained towards part of Security Deposit.
- C. In case of unsuccessful bidder, the EMD will be refunded after finalization of the tender.
- D. BHEL reserves the right of forfeiture of EMD, in case the successful bidder who:
 - a) After opening of tender revokes/ withdraws his tender within the validity period or revises/ alters his earlier quoted rates/ conditions.
 - b) Fails to communicate unqualified acceptance of Letter of Intent with in one week from the date of issue of letter of intent.
 - c) Fails to submit 50% of the total security deposit before start of work.
 - d) Fails to submit the work as may be indicated in the Letter of Intent.

35.2 Security Deposit:

- A. Upon acceptance of tender, the successful bidder must deposit the required amount of security deposit after adjusting the amount of Earnest Money duly deposited with the tender, within the time specified in the letter of intent for satisfactory completion of work.
- B. The total amount of Security Deposit shall be as follows:
 - a) In the of work costing upto Rs.10 Lakh: 10%



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- b) Above Rs.10 lakhs upto Rs. 50 Lakhs: 1 Lakh + 7.5% of the amount exceeding Rs. 10 Lakhs.
- c) Above Rs.50 lakhs: Rs.4 Lakhs+5% of the amount exceeding Rs.50 Lakhs.

The security deposit calculated as above shall be deposited with in one week from the date of issue of letter of intent but before the start of work in any of the following forms:-

The total Security Deposit may be Deposit in the form of Demand Draft in favor of "Bharat Heavy Electricals Limited" payable at SBI, IFFCCL Jagdishpur.

OR

50% of Security Deposit in the form of Bank Guarantee in the prescribed Performa as per Annexure-F. Balance shall be recovered from running @ 10% of the value of each running bill commencing from first running bill itself till the full Security Deposit made up. The Bank Guarantee should be from any one of our consortium bank as per list enclosed at Annexure-H.

1. Validity of the Bank Guarantee furnished towards Security Deposit shall be valid up to the period of completion of work as stipulated in the letter of intent plus 2 months claim period and the same will be kept valid by proper renewal till the satisfactory completion of the Guarantee Period.

2. If the value of the work done at any time exceeds the accepted Contract Value, the Security Deposit shall be correspondingly enhanced and the extra Security Deposit shall be immediately deposited by the Contractor otherwise it shall be recovered from payments due to him. Failure to deposit the security Deposit within the stipulated time may lead to forfeiture of EMD and cancellation of the award of work. BHEL reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of the contract.

3. Return of Security Deposit: If the contractor fully performs and complete the works in all respect to the entire satisfaction of BHEL and returns properties belonging to BHEL taken, borrowed or hired by him for carrying out the said work, the full amount of Security Deposit will be released to the contractor after deducting all costs, expenses and other amounts that are to be paid to BHEL under this or other contracts entered into with the Contractor/ released prior to passing of final bill.

Note: All charges for establishing and amending the BGs, if necessary, shall be to Vendor's account.

- 36 **Safety and Occupational Health:** The contractor has to assume full responsibility of the safety of the vehicles/ equipments, crew and to comply with the security/ safety regulations of BHEL and others inside the BHEL factory. The contractor is required to maintain first aid box at work place.
- 37 **Force Majeure:** Notwithstanding anything contained in this Contract, neither the Contractor and nor the BHEL shall be held responsible for total or partial non-execution of any of the contractual obligations, should the obligation be made impossible due to concurrence of a Force Majeure which will include war, military operations of any nature, blockages, revolutions, insurrections, riots, civil commotion's, insurgency, sabotage, act of public enemy, acts of god, epidemics and act of Govt. over which the Supplier or BHEL has no control.
- 38 **Arbitration:** The BHEL and Contractor shall settle the disputes and differences arising out of this agreement in good faith. In the event that a dispute cannot be resolved within reasonable time, the parties agree that the agreement shall be subject to arbitration under the Indian Arbitration &



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Conciliation Act 1996. Notwithstanding anything to the contrary in such rules there shall be three arbitrators, one appointed by the BHEL, one appointed by the Contractor and the third appointed by the other two arbitrators. No aspect of any arbitration proceedings shall be made public by either party. The arbitration tribunal shall give reasonable award in writing. The award of the arbitration tribunal shall be final and binding on the parties. Any disputes under this order shall be under jurisdiction of Sultanpur Courts only.

B. SPECIAL CONDITIONS

(The 'Special Conditions' given hereunder supersede the relevant terms and conditions given in 'General Terms and Condition').

1.0 QUALIFYING CRITERIA- The bidders should fulfil following qualifying criteria:

- 1.1 The bidder should have the experience of carrying out Mechanized Cleaning work in an industry or an establishment of Government/ Public/ Private Sector last three years ending 31/03/2010 for a total value of more than Rs. 10 Lakhs. The Bidder have to submit Performance certificate of successful execution of the work.
- 1.2 Self attested Audited Balance Sheet and Profit & Loss statement as on 31st March for last three years to be submitted.
- 1.3 The bidder should meet all statutory requirement of Central/ State Govt. Like PF, ESI, PAN, Labour License, Service Tax Registration etc. As may be applicable. Self attested photocopy of the relevant documents to be submitted by the bidder in fulfilment of this criterion.

Note: a) Above mentioned criteria should be met by the bidder himself and not by any associate bidder.

b) The bidder is required to submit documentary evidence in support of each of the above qualifying criteria.

2.0 SCOPE OF WORK

The mechanized cleaning and housekeeping shall be performed such a manner that the Shops & Machines should be available in Spic and Span condition at any point of time. To achieve this, the mechanised cleaning work shall be carried out in 1st and 2nd shift regularly.

Scope of work includes Mechanized Cleaning and Housekeeping of Floor, Equipments, Machines & Plants, Administrative building, Panels, switch Boards, Pits, Steel structures, Pipes, Stand, Work Station Platforms, Walls and Partitions, Stairs, Tables, Computers, Glasses, Columns, Trusses, Cranes, Store, Sub-station, Weigh-bridge room etc.

The details of areas (in m²) identified for Mechanized Cleaning and Housekeeping are as follows:

1. CSU Manufacturing block area: 14685
2. Store and Weigh-bridge room are: 1516
3. Sub-station are:1004
4. Administrative building area: 2010

Total Area: 19215 sq. M (Approx)



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The work shall be executed as per schedule "A" given below:

SCHEDULE "A"

Sl. No.	JOB / ACTIVITY	EQUIPEMNT TO BE USED	FREQUENCY	1 st Shift	2 nd shift
1	Vacuuming & Dry Cleaning of all type of Floor of CSU Blocks	Vacuum Cleaner / Mopping kit	Twice –Daily	√	√
2	Scrubbing & Wet and Dry Mopping of all type of Floor at CSU Blocks	Wet & Dry Mopping kit	Twice	√	√
3	Segregate & Disposal of Waste Garbage, Wood Packing, Cartons & Other Disposable Waste Material etc. to the designated Bins/ specified places	Trolley/ Buckets	Twice	√	√
4	Vacuuming & Cleaning of Chairs, Tables, Almirahs, Rakes, Computers, printers, telephones etc. of the Offices & Cabins of CSU Blocks.	Vacuum Cleaner / mopping kit / Soft Broom, duster etc.	Daily Once	√	
5	Vacuuming & Cleaning of Toilets, Wash Basins, Air coolers, water coolers etc.	High pressure water Jet / Cleaning kit	Daily 4 Times (@ Interval of Every 4 Hrs.)	√	√
6	Replacement Of Deodorants In Urinals & Wash basins.	Deodorants	Daily & As and when required.	√	√
7	Vacuuming & Cleaning of window Glass and doors of CSU Blocks	Vacuum Cleaner/ Glass cleaner kit	Daily	√	
8	Vacuuming & Cleaning of Machines & Equipments	Vacuum Cleaner / Cleaning Kit.	Weekly Once	√	
9	Cleaning of Pits & Trenches	Vacuum Cleaner / Cleaning Kit	Weekly Once	√	
10	Cleaning of Walls & Partitions	Vacuum Cleaner / Cleaning Kit.	Weekly Once	√	
11	Cleaning of Steel Structures, Store Rakes, Pipes etc.	Cleaning Kit.	Monthly Once	√	
12	Cleaning of Roof & Trusses	Cleaning Kit.	Monthly Once	√	
13	Cleaning of 4 no. EOT Cranes at CSU Block	Vacuum Cleaner / Cleaning kit	Monthly Once	√	

Note: The items and quantities shown are only for the guidance to the bidders. However, Bidders should visit the site and success the quantum of work involved before quoting the rate.



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3.0 GUIDELINES OF MECHANIZED CLEANING:

- 3.1 The Mechanized cleaning work shall be done in two shifts for a complete one year. The major cleaning activities involving scrubbing and detailed cleaning of shop working floor areas are to be carried out during non operational Hours. Cleaning has to be carried out in such a manner that all premises look always clean. All necessary Mechanized cleaning equipments, machines & tool and tackles, equipment and Consumables which are required to be used to carry out the cleaning work effectively shall also be in the scope of the contractor.
- 3.2 It shall be the responsibility of the Contractor to arrange all the consumable, machines and any other materials relating to the cleaning work of standard quality and maintain hygienic conditions.
- 3.3 The contractor will start work only after bringing all Machines, Mopping kits, materials & chemicals etc. in BHEL factory premises by contractor
- 3.4 All equipments, machines & tool and tackles, Chemicals, Detergents, Consumables like, Deodorants, Tablets, Aerosols etc shall be got approved by BHEL before use.
- 3.5 Adequate/ sufficient quantity of approved Chemicals, Detergents, and Consumables like, Deodorants, Tables, and Aerosols etc. shall be used for the specified work by the contractor so as to have good quality of cleanliness as specified in the work schedule. This will be verified by BHEL.
- 3.6 Required power plug points will be provided by BHEL for running the equipments.
- 3.7 The contractor shall be responsible for providing necessary staff in adequate number for satisfactory execution of work. The Contractor shall maintain the attendance register for all the shift staff.
- 3.8 All the workers should be provided with uniform & identity cards by the contractors. The contractor has to provide a distinct uniform different from BHEL employees. The Uniform shall be kept in neat, tidy & wearable condition. The helmet shall be integral part of uniform as safety items shoes etc.
- 3.9 Personal Protective Equipment including disposable clothing, gloves, etc. shall be worn during the cleaning activity
- 3.10 It will be the responsibility of contractor to maintain the high standards of cleaning of the areas with specified machines & other material.
- 3.11 The contractor shall take a certificate from the officer in-charge regarding performance each month for having finished cleanliness job satisfactorily and successfully.
- 3.12 In the event of unsatisfactory performance or non-compliance of any of the Terms and Conditions of the contract by the contractor, BHEL shall have right to terminate the contract.
- 3.13 The machines deployed as agreed under the contract shall be kept inside BHEL premises. Maintenance, repair and upkeep of machines shall be the responsibility of the contractor.
- 3.14 The contractor will be responsible for enforcing all safety regulations as applicable.



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- 3.15 The bidders shall follow Safety measure for carrying work at heights, handling chemical cleaning agents as per Labor Laws.
- 3.16 BHEL shall provide free water and electricity at the cleaning work site.
- 3.17 The contractor shall be responsible for all acts and omissions of their staff and liabilities arising out of the acts and omissions of such staff shall be borne by the contractor, BHEL shall in no way be responsible for any such acts, omissions or any liabilities arising there from.
- 3.18 The Contractor shall arrange necessary Insurance cover with appropriate Third Party Liability cover for the vehicles/cranes and WC/Personal Accident Policy as applicable for the O&M crew. If any accident/injury/loss/ occurs due to the operation of the vehicles/cranes, to any other persons/public and the properties of BHEL/client/other agencies/third party, the contractor shall have to pay necessary compensation and other expense, so decided by the appropriate authorities/victims.
- 3.19 Only the authorized staff attached to the contracted work or representative nominated by the contractor shall be allowed entry inside the company's or any other premises during the period of contract.
- 3.20 The persons employed by the Contractor in respect of work will treated as the authorized representative(s) and shall also be held responsible along with the contractors, for any breach of the terms and conditions as provided in this contract.
- 3.21 If BHEL Engineer feels that the persons deployed on job are not having required skill to perform the job, the contractor will have to replace those persons by adequately trained staff.
- 3.22 Accident occurred during the course of company's work should be reports by the Contractors to BHEL immediately and certainly not later than 24 hours. This should be followed by a detailed report from the contractor.
- 3.23 The Contractor will have to indemnify BHEL against:-
 - (a) All claims for injury or damage to any person or property caused by his negligence of his employees whilst in BHEL premises.
 - (b) Observance of Labor & Industrial Laws, including regular remittance to EPF and ESI.
 - (c) All claims by way of compensation and all other types of unforeseen claims, which may arise in the period of contract.
 - (d) The Contractor will accept liability for compensation in accordance with the provision of the Indian Worker's Compensation Act, 1948, amendments thereafter and or other law for the time being in force for personal injury caused to any workmen by accident arising out of and in the course of this contract.
 - (e) The Contractor will indemnify the company against all payments by way of compensation or otherwise which the company may be called upon to make under the provisions of the said Acts to any workmen as aforesaid, and any cost incurred by the company in connection with any claim preferred by such workmen and or against all actions, claims and demand whatsoever in respect thereof or in respect of any loss, injury or damages whatsoever to any third person arising out or



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occasioned by the negligent, imperfect or improper performance of this contract by the Contractor, their workmen servants or agents.

- (f) The Company shall not be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operation done by the bidder, such loss, damage or compensation shall be reimbursed by the Contractor to the company together with the costs incurred by the company on any legal proceedings pertaining there to.

The Contractor will be required to submit Indemnity Bond in favor of BHEL on Non-Judicial Stamp paper of appropriate value.

- 3.24 This contract may be terminated at any time without paying any compensation whatsoever to the Contractor in case of misbehavior, disobedience, dishonesty, clandestine insolvency, any court order or any other related activities on their part or their failure to fulfill the terms and conditions of this agreement.

LIST OF CLEANING MATERIALS & EQUIPMENTS

(To be made available by the contractor)

SR. NO.	ITEM
01	Neutral floor cleaner
02	Bathroom cleaner
03	Glass cleaner
04	Wood Furniture cleaner
05	De-Scaler
06	Flat Mop
07	Dry flat Mop
08	Glass Duster
09	Floor Duster
10	Soft Broom
11	Hard Broom
12	Dust Pan
13	Mug
14	Nylon Brush
15	Wiper
16	Room spray
17	Naphthalene Balls
18	Scotch Brite
19	Buckets
20	Squeeze



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List of minimum number of Cleaning Machines to be made available operative, maintaining by the contractor as listed in the scope-

S No.	Name of Machine	Qty. (Nos.)
1	Automatic Scrubber Dryer	1
2	Industrial Vacuum Cleaner (Dry & Wet)	1
3	Manually operated floor Sweeper	1
Total		3

Note: All items after use shall be properly kept in the space made available by BHEL

5.0 PRICE SCHEDULE AND TAXES:

- 5.1 Rate should be quoted strictly as per Price Schedule (see Section-II)
- 5.2 The rate quoted by Bidder is inclusive of all duties, taxes, fees, octroi, and other levies material, labor etc. **except Service Tax.**
- 5.3 Service Tax will be reimbursed to the contractor on actual against documentary proof.
- 5.4 Income Tax shall be deducted at source (TDS) as per prevailing rules and copy of TDS shall be provided to contractor after its deduction.
- 5.5 **Prices shall remain firm and no variation whatsoever shall be allowed.** The bidder is required to take into consideration any fluctuation whatsoever in the prices of wages, material and other consumables after the submission of bid and during the period of contract before submission of bid.
- 5.6 **Offer to be submitted without any deviation.** Offer with deviation(s) are liable to be rejected. Any clarification required by bidder on tender conditions may be sought at least one week before the Last Date of Offer Submission.

6.0 TERMS OF PAYMENT

- 6.1 The payment will be made on a monthly basis as per the accepted rate based on the activities carried out as in the schedule of work (Schedule "A") duly making deductions if any, for the various activities (as mentioned in Schedule "A") which are either not executed by the contractor or not executed satisfactorily on the percentage weightage basis as mentioned in column "percentage weightage". In case of short deployment of man power & machines, the deductions shall be made on a daily basis.
- 6.2 All the payment due to contractor will be made through Electronic Fund Transfer (EFT).
- 6.3 Daily log book with BHEL's prescribed format should be maintained for each of the venue where work is to be carried out and should be certified by the authorized official deputed for this work on daily basis. This log book shall form the basis for payment.



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- 6.4 The Contractor will submit the bills (in duplicate) on monthly basis, which will be duly verified, checked and forwarded by concerned Engineer to Finance Department for further checking, passing of bill and releasing payment to the party.
- 6.5 The total amount payable will be rounded off to the nearest full rupee value. Income tax shall be deducted at source under Income Tax Act.
- 6.6 Each bill must be enclosed with work/ activity completion report duly signed by bidder & his supervisor and BHEL representative.



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SECTION-II

PRICE SCHEDULE

NIT No.: BHEL/CSU/MECHANIZED CLEANING/10-11

Sub: Mechanized Cleaning and Housekeeping of CSU Jagdishpur

(Price bid will be opened of technical cum commercial qualified bidders only)

Sl. No.	Description of Work	Rate (Rs. Per m ² per day) [a]	No. of working days in one year [b]	Total area to be cleaned [c]	Total amount for annual contract [a]x[b]x[c]
1.	To carried out the Mechanized Cleaning and House Keeping services of CSU Jagdishpur as per tender conditions		312 days (all working days except Sunday and three national holidays.)	19215 m ²	

Total amount in words: **Rupees**_____.

Name and Signature of the bidder
(Seal)

Note: Rate should be quoted inclusive of all taxes & levies etc., except service tax, which shall be paid extra as applicable.



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SECTION-III

LIST OF ANNEXURES

NIT No.: BHEL/CSU/MECHANIZED CLEANING/10-11

Following annexures are to be filled and submitted by the bidders as per terms and conditions mentioned in Section-I:-

Annexure-A: Offer of the Contractor

Annexure-B: Check list & Schedule of General Particulars

Annexure-C: Information about similar Jobs executed in past Three Years

Annexure-D: Man Power Deployment Plan

Annexure-E: Declaration Sheet

Annexure-F: Proforma for Security Deposit Bank Guarantee

Annexure-G: Proforma for Contract Agreement

Annexure-H: List of Consortium Banks



Bharat Heavy Electricals Limited
Centralized Stamping Unit, Jagdishpur

ANNEXURE-A

Offer of the Contractor

To,
AGM-CSU
BHEL Jagdishpur
Sultanpur-227817

Dear Sir,

I/ We hereby offer to carry out the work detailed in the tender document (NIT No. BHEL/CSU/MECHANIZED CLEANING/10-11 issued by BHEL CSU Jagdishpur in accordance with the terms and conditions thereof.

I/We have carefully read the Terms and Conditions connected with the above work and agree to abide by the same.

Details of the EMD payment are furnished with the check list.

I/ We further agree to execute all the work referred to in the said documents upon the terms and conditions contained or referred to there in and as detailed in the appendices annexed there to.

Name & Signature of the bidder
(Seal)

Place:

Date:



Bharat Heavy Electricals Limited
Centralized Stamping Unit, Jagdishpur

ANNEXURE-B

Check List & Schedule of General Particulars

1	Name & Address of the Bidder	
2	Fax/ Email address	
3	Contact no.	
4	Name & Designation of the official to whom all references shall be made	
5	Bidder's proposal no. & date	
6	Details of EMD	
7	Validity of Offer (60 days from tender opening date)	Yes/ No
8	PAN No. Photocopy enclosed	Yes/No
9	PF Code No. Photocopy enclosed.	Yes/No
10	ESI Code No. Photocopy enclosed.	Yes/No
11	Service Tax Registration no.. Photocopy enclosed	Yes/No
12	Labour License No. Photocopy enclosed	Yes/No
13	Details of experience as per Annexure-C	Yes/No
14	Man power deployment plan as per Annexure-D	Yes/No
15	Copy of Power of Attorney (Attested by Notary)	Yes/No
16	Declaration Sheet as per Annexure-E	Yes/No
17	Signed and stamped copy of all pages of tender document	Yes/No
18	Signed documentary evidence in support of each of qualifying criteria	Yes/No

Name & Signature of the bidder
(Seal)



Bharat Heavy Electricals Limited
Centralized Stamping Unit, Jagdishpur

ANNEXURE-C

Details of Qualifying Requirements in Past Three Years

Sl. No.	Agency by whom awarded	Location of the project	Particulars of the work awarded	Contract Value (Rs.)	Completion date

Name & Signature of the bidder
(Seal)

Note: Please enclose copy of work orders and completions certificates.



Bharat Heavy Electricals Limited
Centralized Stamping Unit, Jagdishpur

ANNEXURE-D

Man Power Deployment Plan

Sl. No.	Category	No. of Persons to be deployed per day shift wise	
		1 st Shift	2 nd Shift
1	Supervisor		
2	Worker		

Name & Signature of the bidder
(Seal)

Note: Bidder to indicate manpower deployment plan in above format.



Bharat Heavy Electricals Limited
Centralized Stamping Unit, Jagdishpur

ANNEXURE-E

Declaration Sheet

I / We, hereby certify that, all the information and data furnished by me / us with regard to this Tender are true and complete to the best of my / our knowledge. I / We have gone through the specification, conditions and stipulations in detail and agree to comply with the requirement and intent of specification.

I/We, further certify that I/We am/are the duly authorised representative(s) of the under mentioned bidder and a valid power of attorney to this effect is also enclosed.

I/We, hereby declare that I/We shall treat the tender documents, drawings, specifications and other records connected with the work as secret / confidential and shall not communicate information / derived there from to any persons other than a person I/We am/are authorised to communicate the same or use the information in any manner prejudicial to the safety of the same.

Bidder's Name & Address:

Name & Signature of the bidder
(Seal)



Bharat Heavy Electricals Limited Centralized Stamping Unit, Jagdishpur

ANNEXURE- F

PROFORMA FOR SECURITY DEPOSIT BANK GUARANTEE

This deed of Guarantee made thisday of two thousand and by(Bank) herein after called the " The Guarantor" (which expression shall unless repugnant to the context or meaning thereof be deemed to include it's successors and assigns) in favour of M/s Bharat Heavy Electricals Limited (A Govt. of India Undertaking) a company incorporated under the Companies Act, 1956, having it's registered office at BHEL House , Siri Fort, Asiad, New Delhi- 110049 through it's unit at Jagdishpur, distt, Sultanpur (UP) herein after called " The Company" (which expression shall unless repugnant to the context or meaning thereof by deemed to include it's successors and assigns)

WHEREAS(herein after referred to as the Contractor) have entered into contract arising out of Letter of Intent no. dt.....(herein after referred to as "the contract") for the construction of with the company.

AND WHEREAS the contract inter-alia provides that the contractor shall furnish to the company a sum of Rs.....(Rupees) towards security deposit for due and faithful performance of the contract in the form and manner specified therein .

AND WHEREAS the contractor has approached the Guarantor and in consideration of the arrangement arrived at between the Contractor and the Guarantor, the Guarantor has agreed to give the Guarantee as hereinafter mentioned in favour of the company.

The Guarantor do hereby guarantee to the company the due and faithful performance, observance or discharge of the Contract by the contractor and further unconditionally and irrevocably undertake to pay to the Company without demur and merely on a demand, to the extent of Rs.....(Rupees.....) against any claim by the company on them for any loss , damage, costs, charges and expenses caused to or suffered by the company by reasons of the contractor making any default in the performance, observance or discharge of the terms, conditions, stipulations or undertakings or any of them as contained in the contract.

The decision of the company whether any default has occurred or has been committed by the contractor in the performance, observance or discharge of any of the terms, conditions, stipulations or undertakings or any one of them as contained in the contract and/ or as to the extent of loss, damage, costs, charges and expenses caused to or suffered by the company by reason of the contractor making any default in the performance, observance or discharge of any of the terms, conditions, stipulations or undertakings or any one of them shall be conclusive and binding on the Guarantor irrespective of the fact whether the contractor admits or denies the default or questions the correctness of any demand made by the company in any Court, Tribunal or Arbitration proceedings or before any other Authority.

The company shall have the fullest liberty without affecting in any way the liability of the Guarantor under this Guarantee, from time to time to vary any of the terms and conditions of the contract or extend time of performance by the contractor or to postpone for any time and from time to time any of the powers exercisable by it against the contractor and either enforce or forebear from enforcing any of the terms and conditions governing the contract or securities available to the company and the Guarantor shall not be released from it's liability under these presents by any exercise by the company of the liberty with reference to the matters aforesaid or by reasons of time being given to the



Bharat Heavy Electricals Limited Centralized Stamping Unit, Jagdishpur

contractor or any other forbearance act or commission on the part of the company or any indulgence by the company to the contractor or any other matter or thing whatsoever which under the law relating to surities would, but for this provision have the effect of so releasing the Guarantor from its liability under this guarantee.

The Guarantor further agrees that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the contract and its claim satisfied or discharged and till the company certifies that the terms and conditions of the contract have been fully and properly carried out by the contractor accordingly discharges this Guarantee, subject however, that the company shall have no claim under this Guarantee after..... i.e, (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time, as the case may be) unless a notice of the claim under this Guarantee has been served on the Guarantor before the expiry of the said period in which case the same shall be enforceable against the Guarantor notwithstanding the fact that the same is enforced after the expiry of the said period.

The Guarantor undertakes not to revoke this Guarantee during the period it is in force except with the previous consent of the Company in writing and agrees that any liquidation or winding up or insolvency or dissolution or any change in the constitution of the contractor or the Guarantor shall not discharge the Guarantor's liability hereunder.

It shall not be necessary for the company to proceed against the contractor before proceeding against the Guarantor and the Guarantee herein contained shall be enforceable against them notwithstanding any security which the company may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the Guarantor hereunder be outstanding or unrealized.

Notwithstanding anything contained herein before, our liability under the Guarantee is restricted to Rs (Rupees.....). Our guarantee shall remain in force until....., i.e, (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time) unless a claim or demand under this guarantee is made against us on or before.....we shall be discharged from our liabilities under this Guarantee thereafter.

Any claim or dispute arising under the terms of this document shall only be enforced or settled in the courts having jurisdictions at Jagdishpur, Distt. Sultanpur (U.P.) only.

The Guarantor hereby declares that it has power to execute this guarantee and the executants have full powers to do so on behalf of the Guarantor.

IN WITNESS whereof the(Bank) has hereunto set and subscribed its hand the day, month and year first, above written,

Signed for and on behalf of the Bank

(Signatory No,.....)

WITNESSES



Bharat Heavy Electricals Limited

Centralized Stamping Unit, Jagdishpur

1. Name and Address

2. Name and Address

Notes:

1. The above BG shall be executed on the non-judicial stamp papers of adequate value procured in the name of the bank in the state where the bank is located.
2. The above BG is required to be sent by the executing bank directly to BHEL at the address where tender is submitted/ accepted under seal cover.



Bharat Heavy Electricals Limited

Centralized Stamping Unit, Jagdishpur

ANNEXURE-G

CONTRACT AGREEMENT FORMAT

Agreement No: _____

Date: _____

Name of Work _____

The agreement made on _____ day of....., 2010 between M/S Bharat Heavy Electricals Limited, CSU, Jagdishpur, Distt Sultanpur (UP) having its registered office at BHEL House, Siri Fort, New Delhi-110049 (hereinafter called the company) the first party M/s _____ (hereinafter called the company) the 2nd party. Whereas through its tender enquiry no. _____ and opened on _____. The company had called for Mechanized Cleaning and House keeping of CSU BHEL Jagdishpur.

And whereas the contractor has submitted his Quotation on dated _____ in pursuance of said tender notice.

And whereas the company has decided to accept contractors tender mentioned above as per the offered rates and conditions specified in offer dated _____ subject to other terms and conditions specified in the tender enquiry/ proposed agreement and the company's contract hereto

And whereas the contractor has agreed to do Mechanized Cleaning and House keeping of CSU BHEL Jagdishpur specified above at the rates mentioned, subject to the conditions contained hereunder:

01-This contract shall come into force with immediate effect and shall remain valid up to _____.

02-The contractor shall do Mechanized Cleaning and House keeping of CSU BHEL Jagdishpur as given in the tender document

Payment-Contract value is Rs _____ inclusive of all taxes. The invoice should mention The ST registration no & PAN No. are to be submitted along with the bill. If contractor shall not complete his job within time specified by BHEL his security deposit will be forfeited.

Penalty condition as per tender. Such penalty will be recovered from the bill-**Agreed**

Security Deposit- Successful bidders will have to deposit Security Money as required within seven days after award of LOI or Contract, whichever is earlier. Security money will be in the form of Bank Guarantee from BHEL consortium bank on specified format, or will be in the form of DD in favour of BHEL payable at Jagdishpur. Security deposit will not carry any interest. It will be returned to the contractor, within 30 days, after successful completion of the Contract

The security deposit and any other amount occurring to the contract will be liable for forfeiture in the event of the contractor violating any of the conditions of the contract and will be set against any claim or expenditure incurred by BHEL on account of acts of omission/negligence on the part of the contractor.

Settlement of Disputes-If at any time, any dispute or difference whatsoever shall arise between the company and the contractor, upon or in relation to or in connections with the contract the same shall be referred to the sole arbitration of the head of centralized stamping unit, Jagdishpur or such other persons as nominated by the head of the unit or the person so appointed by him, had to deal with the matter to which the agreement relates. The award of unit incharge of CSU, BHEL Jagdishpur or the



Bharat Heavy Electricals Limited

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arbitrator so appointed shall be final and binding on the company and the contractor. The arbitration proceedings shall be held at CSU,BHEL, Jagdishpur,Sultanpur (UP). Jurisdiction of Sultanpur (UP) district court shall apply.

Once the contract is signed, the contractor shall not sublet or transfer the full contract or any part thereof which will tantamount to violation of the contract.

The contractor shall be responsible for all acts of their staff and sub agents and liabilities arising there from.

Indemnity-The contractor shall indemnify the company against all losses, claims etc. arising out of any of his servants or agents.

In witness where the parties there to have here under signed the agreement.

Witness

1-Name

Address

2-Name-

Address

Witness-

1-Name

Address

Signature of the contractor

Name

Designation

For and on behalf of

Bharat Heavy Electricals Ltd.
CSU, Jagdishpur, Sultanpur



Bharat Heavy Electricals Limited
Centralized Stamping Unit, Jagdishpur

ANNEXURE-H

LIST OF CONSORTIUM BANKS

The Bank Guarantees are to be established through any of the consortium Bank listed with BHEL as below :

- 1 State Bank Of India .
- 2 ABN AMRO BANK N.V.
- 3 Bank Of Baroda .
- 4 Canara Bank.
- 5 CITI Bank N A
- 6 Deutsche Bank AG .
- 7 HDFC Bank .
- 8 ICICI Bank Ltd.
- 9 IDBI Ltd.
- 10 Punjab National Bank .
- 11 Standard Chartered Bank .
- 12 The Hongkong and Shanghai Banking Corporation Limited / HSBC.
- 13 State Bank of Hyderabad-New Delhi