

Tender for Maintenance of Telecom Cabling & Providing Associated Services



**Last date of submission of tender – 31/05/11 at 14:00 Hrs.
Due date for opening of tender – 31/05/11 at 15:00 Hrs.**

Bharat Heavy Electricals Limited
BHEL House, Siri Fort, New Delhi-110049
Tel:011-66337438, Fax:011-66337428

mtv



Bharat Heavy Electricals Ltd.

Corporate Administration
BHEL House, Siri Fort, New Delhi-49

Ref: AA:GAX:10:TC:103

Date: 10.05.2011

Last date of submission of tender – 14:00 Hrs. on 31/05/11
Due date for opening of tender – 15:00 Hrs. on 31/05/11

Sub: Tender for maintenance of telecom cabling & providing associated services

Your most competitive bid is invited in sealed cover for the subject tender. The tender enquiry containing the terms & conditions of the tender is enclosed.

The tender(s) should reach the under mentioned on or before the last date for submission of tenders mentioned above. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. EMD is to be submitted by all bidders as per Para 7.0 of Terms and Conditions of the Tender. Security cum Performance Bank Guarantee is to be submitted by the successful bidder as per Para 6.0 of Terms and Conditions of the Tender.

Any corrigendum to this tender, if issued by BHEL in future, shall be hosted on the website www.bhel.com. Therefore, the bidders are advised to keep visiting the website regularly. Any clarification, if required, should be sought from the undersigned within one week of the date of this tender.

For & on behalf of BHEL

(Manish Kumar Bhaskar)
Executive (HR-GAX)

Phone no.: 011 – 66337438

Mob No.: 9871008176

Fax: 011 - 66337428

E-mail: manishkbhaskar@bhel.in

TERMS & CONDITIONS

1.0 PRE-QUALIFICATION CRITERIA FOR THE BIDDERS:

- 1.1 The bidder should have an average annual turnover of Rs. 2.4 Lakhs during last three financial years ending on 31.03.2010.
- 1.2 The bidder should have successfully completed telecom / electrical / LAN cabling maintenance contract of following value, during last 7 years ending on 30.04.11:
 - i) One contract of Rs. 6.4 Lakhs value; **or**
 - ii) Two contracts of Rs. 4 Lakhs value each; **or**
 - iii) Three contracts of Rs. 3.2 Lakhs value each
- 1.3 The bidder should have valid PAN No. and Service Tax registration no.

2.0 SCOPE OF WORK

- 2.1 Repair & Maintenance of about 1000 EPABX extension cables at BHEL House.
- 2.2 Repair & Maintenance of about 75 DELs at BHEL House.
- 2.3 Repair & Maintenance of about 30 DELs at AGVC Flats.
- 2.4 Co-ordination with the service providers for rectification of faults at service provider's end.
- 2.5 Repair & Maintenance of telephone cables at each of the 27 residential flats in AGVC.
- 2.6 Cleaning of all telephone Instruments installed at BHEL House and 27 AGVC flats including at least once a month.
- 2.7 Shifting of telephones and installation of new telephones.
- 2.8 Maintenance of complaint register and timely disposal of complaints (including maintenance of date and time of lodgment and resolving of complaint).
- 2.9 Carrying faulty telephones instruments, etc to repair centre/s and their return.
- 2.10 Any other job required to keep the telecom cabling in excellent working condition.

{Note: In order to cope up with the above mentioned scope of work, three skilled technicians were deployed at BHEL House on full time basis, by all previous contractors}

- 3.0 **CONTRACT PERIOD:** The contract shall be awarded for a period of two years. It may be extended further at the sole discretion of BHEL. BHEL, however, reserve the right to short close the contract by giving one month notice in advance.
- 4.0 **STATUTORY REQUIREMENTS:** The successful bidder has to comply with all statutory requirements in respect of the work force deployed to carryout work under the contract including the following:
 - a) Minimum wages Act
 - b) Employees state Insurance Act
 - c) Employees Provident and Miscellaneous Provisions Act
 - d) Contract labour (Regulation & Abolition) Act
- 5.0 **PAYMENT TERMS:** Payment will be made at the end of each month after satisfactory services are rendered. TDS and works tax (if applicable) shall be deducted at the applicable rate. No advance payment shall be made by BHEL.

Service tax, will be paid extra, as applicable, subject to production of documentary evidence.

- 6.0 **SECURITY DEPOSIT:** Security deposit should be deposited at the rate of ten per cent of the total contract value. Fifty percent of the security deposit should be deposited, before start of work, after adjusting the EMD vide demand draft or pay order in favor of Bharat Heavy Electricals Ltd and payable at New Delhi, drawn on any scheduled Bank,. Remaining fifty percent shall be deducted from the monthly bills at the rate of 10%. The security deposit shall be returned after successful completion of the contract.
- 7.0 **EMD:** Each bidder shall have to deposit EMD of Rs. 20,000.00 (Twenty Thousand only) for this tender and the same will be in the form of Pay Order or Demand Draft only, in favour of BHEL, payable at New Delhi. EMD submitted by way of cheque will not be accepted & tender(s) submitted without EMD will be rejected. EMD submitted by bidder will be forfeited if bidder revokes his tender or increases his prices. EMD of all bidders will be returned within fifteen days from date of acceptance of order by the successful bidder.
- 8.0 **Evaluation Price:** The bidder, quoting the lowest price for item at S.No. 1 in Price Bid Format at Annexure I shall be considered the L1 bidder and awarded the work. However, Service Tax shall be added extra for ordering and will not be considered for evaluation. (Refer Price Bid Format **Annexure-I**).
- 9.0 **OTHER TERMS:**
- 9.1 The successful bidder shall attend all the complaints lodged within thirty minutes of their lodgment on all working days of BHEL during normal working hours i.e. from 9.00Hrs. to 17.30 Hrs.
- 9.2 The successful bidder shall provide mobile phones to its work force deployed at our premises to carryout work under the contract.
- 9.3 To and fro Bus / Auto-Rickshaw fare for visits made by successful bidder's employees to service provider's office or to any other place to carry out the work under the contract shall be reimbursed by BHEL.
- 9.4 All materials required to carry out work under the contract shall be provided by BHEL.
- 9.5 All tools and tackles required to carry out the work under the contract shall be provided by the successful bidder.
- 9.6 Any damage caused to any BHEL equipment or loss of any kind caused to BHEL property by the work force deployed by the successful bidder to carryout work under the contract shall have to be restored to its original position by the successful bidder at his own risk and cost.
- 9.7 If there is any deficiency in service rendered by the successful bidder under the contract then BHEL reserves the right to get the work executed through alternate agency at the risk and cost of the successful bidder.
- 9.8 BHEL shall have no direct financial liability of any kind towards the work force deployed by successful bidder under the contract.
- 9.9 The successful bidder shall be responsible for taking all safety precautions. The successful bidder shall keep its work force insured against any injury or death that may occur while executing the work under the contract and keep BHEL fully indemnified against any claim or compensation whatsoever in this regard.
- 9.10 In case services provided by the successful bidders are found to be unsatisfactory a penalty of Rs.100.00 (Rupees Hundred) per complaint per day shall be deducted from the monthly bills. In case the services continue to

- remain unsatisfactory, the contract may be terminated by giving one month's notice. No payment shall be made after the notice period.
- 9.11 The offer should remain valid for a period of at least 2 years from due date of the tender. The prices quoted should remain firm during the validity of the offer.
- 9.12 Renovation of BHEL House premises is proposed during the contract period of Maintenance of Telecom Cabling. During which the existing telecom cabling network shall be replaced with the new one. This will result in reduction in scope of work. Accordingly, the charges for maintenance of telecom cabling and associated services beyond date of replacement of existing cable shall be decided between BHEL and successful bidder, mutually.
- 9.13 BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.

10.0 PROCEDURE FOR SUBMISSION OF SEALED TENDERS

- 10.1 The offer is to be submitted as required in two parts. **First sealed envelope** should prominently be super-scribed as "Part-1 Techno-commercial Bid of Tender for maintenance of telecom cabling & providing associated services, due on ____".

Envelope of Part-1 "Techno-commercial Bid" should contain following documents:

- a) Copy of Income Tax Return (ITR) & Audited Balance sheet for three financial years ending on 31.03.2010 in support of Pre-qualification criterion {Para 1.1}
- b) Copy of Completion Certificate along with detailed Work Order in support of Pre-qualification criterion{Para 1.2}
- c) Un-priced price bid i.e., price bid format (**Annexure – I**) with "Q" written in place of prices.
- d) Compliance statement for Terms & Conditions as per Annexure-II
- e) Declaration as per Annexure III
- f) Acceptance / Deviation Certificate as per Annexure IV.
- g) Copy of service tax registration certificate.
- h) Copy of PAN Card.
- i) Covering letter giving index interlinking all the documents with all pages signed & stamped.

Second sealed envelope should prominently be super-scribed as "Part-2 Price Bid of tender for maintenance of telecom cabling & providing associated services, due on ____". Envelope of Part-2 "Price Bid" should contain prices duly quoted in the Price bid format (**Annexure-I**) only. The price bid should not contain any terms & conditions. All terms & conditions should be mentioned only in Part-1 "Techno-commercial Bid". Terms & conditions mentioned in the price bid shall be ignored.

The **third envelope** shall contain required amount of EMD and should be superscribed as "EMD for Tender for maintenance of telecom cabling & providing associated services, due on ____".

These three envelopes should be put together in sealed cover and should be superscribed as "Tender for maintenance of telecom cabling & providing associated services, due on ____".

- 10.2 Techno – commercial bid of tender shall be opened on the due date and time as mentioned above in the presence of bidders or their authorized representatives who may like to be present.
- 10.3 Techno – commercial bids will be evaluated first. The price bid of only those bidders, who qualify the evaluation of techno - commercial bids, shall be opened. Date of opening of Price Bid will be intimated separately to the Bidders who qualify in the Techno - commercial bid evaluation.
- 10.4 The bidders are required to quote for all the items & no column should be left blank. Tenders for part supply or incomplete in any respect, are liable to be rejected.

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Tender for maintenance of telecom cabling & providing associated services**Price Bid format**

<i>SN</i>	<i>ITEM</i>	<i>Amount in figure (Rs.)</i>	<i>Amount in words (Rs.)</i>
1	Monthly Maintenance charges for maintenance of telecom cabling and providing associated services at BHEL House, Siri Fort, New Delhi-110049 and at 27 Nos. residential flats at Asian Games Village, New Delhi-110049 as per terms and conditions mentioned above		

<i>SN</i>	<i>ITEM</i>	<i>Amount in figure (Rs.)</i>	<i>Amount in words (Rs.)</i>
2	Add Service Tax (Rate _____ %)		

Evaluation Criteria: The bidder, quoting the lowest 'quote at S.No. 1, above' shall be considered the L1 bidder and awarded the work.

Tender for maintenance of telecom cabling & providing associated services

Compliance Statement for Terms and Conditions

Para No.	Complied (Yes/No)	Deviations (if any)
1.0		
1.1		
1.2		
2.0		
2.1		
2.2		
2.3		
2.4		
2.5		
2.6		
2.7		
2.8		

2.9		
2.10		
3.0		
4.0		
5.0		
6.0		
7.0		
8.0		
9.0		
9.1		
9.2		
9.3		
9.4		
9.5		
9.6		
9.7		

9.8		
9.9		
9.10		
9.11		
9.12		
10.1		
10.2		
10.3		
10.4		

Tender for maintenance of telecom cabling & providing associated services

Declaration

We hereby declare that we have not been banned or de-listed by any PSU / Government Department / Financial Institution / Court.

Authorized signatory
(With seal)

Tender for maintenance of telecom cabling & providing associated services

Acceptance / Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender. We hereby undertake and confirm that we have understood the terms and conditions as mentioned in this tender enquiry.

Authorized signatory
(With seal)