



TENDER DOCUMENT

For Tender Enquiry No. : **CDC/TS/21-22/101**

For

**“SERVICE CONTRACT FOR OFFICE WORK &
MISCELLANEOUS SERVICES IN CDC
DEPARTMENT”**

Contact Persons:

Name: Anshuman Sharma
Designation: Dy. Mgr (CMM)
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Or

Name: P B S Ekka
Designation: AGM (CMM)
Email: pbsekka@bhel.in
PHONE: 0510-2412549

Tender Due Date: 11.06.2021 at 13:15 Hrs
Tender Opening Date: 11.06.2021 at 14:00 Hrs

Rev	Short details of revision (In case of revision in tender document, otherwise NA)
Date:	

Department: CENTRAL DISPATCH CELL (CDC)
BHEL, PO: BHEL, Jhansi 284120 (UP)



Bharat Heavy Electricals Limited, Jhansi

Department: CENTRAL DISPATCH CELL

Tender Enquiry No: CDC/TS/21-22/101

TD: 2021-22, Rev 00

DETAILS OF TENDER DOCUMENT

SCOPE of work: "SERVICE CONTRACT FOR OFFICE WORK & MISCELLANEOUS SERVICES IN CDC"

The detailed content of tender document are as follows:

Sl. No.	Description	Schedule	Pages
1	Details Of Tender documents	-	2
2	Notice Inviting Tender	A	3
3	Scope of Work & Work Specifications	B	4
4	Qualifying Requirements	C	5
5	Technical Bid format	D	6
6	General Terms & Conditions (GTC) of Enquiry		7-21
7	Annexures (I-IX)		22-36
8	Format JS 145 - Price Bid Sheet for Service Contracts (in a separate envelope)		37
9	Format JS 471 – Blank Price Bid Sheet for Service Contracts		38

The duly filled all the tender documents with the signature of the bidder on all the pages and complete in all respects super scribed as "Quotation for Tender No. " should reach us in a sealed cover on or before as mentioned through Registered / Speed post or the same may be dropped in the tender box available at the following address:

**To
Tender Box
CISF Control Room/Office
Administrative Building
Bharat Heavy Electricals Limited
Jhansi-284120, UP**

Note: Dropping of tender in the Tender Box within schedule time and date is the responsibility of the bidder

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

Department: CENTRAL DISPATCH CELL

Tender Enquiry No: CDC/TS/21-22/101

TD: 2021-22, Rev 00

Schedule "A"

NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	"SERVICE CONTRACT FOR OFFICE WORK & MISCELLANEOUS SERVICES IN CDC"
2	Tender Evaluation Criteria	As per clause IV – "Tender evaluation Criteria" of General terms and conditions of enquiry
3	Duration of Contract	01 Year from date of LOI
4	Last date of receipt of the Tender	As mentioned at page no. 1
5	Date of opening of Techno – Commercial Bid	As mentioned at page no. 1
6	Address for submitting the Tender	(as on page 2)
7	Earnest Money Deposit* (EMD)	Rs 56,955/-
8	Cost of Tender	Rs 400 plus GST (as applicable), Total Rs 472/- (payable in cash at BHEL cash office or through a Demand Draft in favor of "BHEL, Jhansi" along with technical bid, in case the documents downloaded from website)
9	Validity of Offer	120 Days from date of opening of technical bid

Note*: The EMD may be accepted only in the following forms:

(i) Electronic Fund Transfer credited in BHEL account (before tender opening)

BHEL ACCOUNT DETAILS: BANK NAME: - STATE BANK OF INDIA;

A/C NO. : - 10670828866; IFSCODE: - SBIN0003807

A/C HOLDER NAME: - BHARAT HEAVY ELECTRICALS LIMITED.

(ii) Banker's Cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)

The contractors may physically visit the work place before quoting their rates. For relevant details, please visit our website "www.bhel.com" & "www.eprocure.gov.in"

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

Department: CENTRAL DISPATCH CELL

Tender Enquiry No: CDC/TS/21-22/101

TD: 2021-22, Rev 00

Schedule: "B"

SCOPE OF WORK:

"SERVICE CONTRACT FOR OFFICE WORK & MISCELLANEOUS SERVICES IN CDC"

WORK SPECIFICATION:

DETAILS OF WORK

Sr. no.	JOB/ACTIVITY
1	Typing of approvals, tender document, letters etc.
2	Miscellaneous work like Issue of gate passes, verification of material received / loaded assistance in checking billing document. Filing of Tender document, offers, Billing / Material Receipt / Dispatch documents etc.
3	Data Punching & Checking (in DAN & Packing section)
4	Distribution of Dak (Dispatch documents, Invoice, approval files, bills etc.)
5	Making Photocopy
6	Printing Jobs (Letter, tenders, approvals notes, DAN, packing list & other reports)
7	Cleaning (Table, chair, telephone, doors, windows, computers)
8	Serving (Water, tea, coffee etc.)
9	Making set of dispatch documents
10	Assistance in preparation of small wooden boxes/crates of e-WOs/Spare WOs
11	Assistance in salvaging of scrap wood

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

Department: CENTRAL DISPATCH CELL

Tender Enquiry No: CDC/TS/21-22/101

TD: 2021-22, Rev: 00

Schedule: "C"

QUALIFYING REQUIREMENTS

1. FINANCIAL STRENGTH & EXPERIENCE:

- i) **Turnover** - Average Annual financial turnover during the last 3 years, ending 31st March 2021 should be at least **Rs 8.54 Lakhs**.

Copy of Audited Financial annual statement by CA **OR** Cumulative CA certificate for last three financial years i.e. 2020-21, 2019-20 & 2018-19 may be submitted in support of Turnover. For FY 2020-21, Provisional financial annual statement OR certificate duly audited by CA is acceptable. If turnover details of all three years are not available, then average shall be calculated by dividing the available year's turnover by 3.

- ii) **Experience** of having successfully completed any works / service contract during last 7 years ending on 30/04/2021 should be either of the following:-

- a. Three similar completed works each costing not less than **Rs. 11.39 Lakhs**.
Or
b. Two similar completed works each costing not less than **Rs. 14.23 Lakhs**.
Or
c. One similar completed work, each costing not less than **Rs. 22.78 Lakhs**.

***For Experience in Govt. /Public Sector:**

Documentary proof (Copy of WO/PO/LOI & work completion certificate) in support of above eligibility criteria shall be submitted along with techno-commercial bid.

***For Experience in Private Sector**

Documentary proof [Copy of WO/PO/LOI, work completion certificate & TDS certificate (Form 16A by Traces)] in support of above eligibility criteria shall be submitted along with techno-commercial bid.

2. The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows:

- (i) Partnership Firm: Partnership Deed registered at the office of Registrar of Firms.
(ii) Company: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate.
(iii) Society: Registration certificate issued by Registrar of societies.
(iv) Sole Proprietor-ship Firm: Undertaking on oath (Rs. 100 stamp paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely (____).

Note: Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid as per Schedule: D

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

Department: CENTRAL DISPATCH CELL

Tender Enquiry No: CDC/TS/21-22/101

TD: 2021-22, Rev: 00

Schedule: "D"

TECHNICAL BID FORMAT: "SERVICE CONTRACT FOR OFFICE WORK & MISCELLANEOUS SERVICES IN CDC"

A) ESSENTIAL DOCUMENTS REQUIRED:

S. No	Particulars Details	Details
01	Name of the Firm (Document as per Sr. No. 2 of Qualifying Requirements)	(ENCLOSED/NOT ENCLOSED)
02	Name of the Proprietor/Partners	
03	Address and Contact Numbers	
04	Registration Number (Copy of Certificate)	(ENCLOSED/NOT ENCLOSED)
05	Labour license Number (Copy of Certificate)	(ENCLOSED/NOT ENCLOSED)
06	ESI Code Number (Copy of Certificate)	(ENCLOSED/NOT ENCLOSED)
07	PF Code Number (Copy of certificate)	(ENCLOSED/NOT ENCLOSED)
08	PAN/TAN Number (Copy of PAN/TAN)	(ENCLOSED/NOT ENCLOSED)
09	GSTIN (PAN BASED) (Copy of certificate)	(ENCLOSED/NOT ENCLOSED)
10	Self-Declaration as per Annexure-V	(ENCLOSED/NOT ENCLOSED)
11	Income Tax return copy along with Copy of Audited Financial annual statement by CA for last three financial years ending 31.03.2021 as per tender	(ENCLOSED/NOT ENCLOSED)
12	Experience Certificate (Along with necessary enclosures as per tender to be submitted)	(ENCLOSED/NOT ENCLOSED)
13	No of Workers including supervisors on the rolls of the firm	
14	Earnest Money Deposit a) DD No/MR No. & Date b) Drawn On (Bank)	
15	Any Other relevant Information	
16	Tender Cost a) DD No/MR No.	
17	Validity of Offer (At least 120 Days from the date of tender opening)	
18	Blank Price Bid Format	
19	E-Mail and Mobile Numbers	(ENCLOSED/NOT ENCLOSED)

Note: Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope then the "bids" are liable to be rejected.

We hereby accepted above (signature & seal of bidder)