



TENDER DOCUMENT

For Tender Enquiry No. : **TRC /TE/002**

For

**“Labour supply contract for office work & miscellaneous service in TRC
department of BHEL Jhansi”**

Contact Person:

Name: Anshuman Sharma
Designation: Dy. Manager (Trfr-MM)
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Tender Due Date : 05.10.2021 at 13:15 Hrs
Tender Opening Date: 05.10.2021 at 14:00 Hrs



Bharat Heavy Electricals Limited, Jhansi

Transformer engineering department

Tender Enquiry No: TRE/TE/002/

TD: 2021-22

BHEL, PO: BHEL, Jhansi 284120 (UP)

Annexure-A

DETAILS OF TENDER DOCUMENT

SCOPE of work: Labour supply contract for office work & miscellaneous service in TRC department of BHEL Jhansi

The detailed content of tender document are as follows:

Sl. No.	Description	Annexure	Page no
1	Details Of Tender	A	2
2	Notice Inviting Tender	B	3
3	Scope of Work & Work Specifications	As per S. No 1 of Annexure -B	3
4	Qualifying Requirements	C	4
5	Terms and Conditions	As per GTC attached	-
10	Technical Bid	As per clause II (C) of GTC*	-
12	Annexure attachments	I to VII (#)	5-9

Price quoted should be as per Price Bid Format, Form JS 145 for labour contracts and enclosed as soft copies to the Enquiry (refer clause II(A) of GTC*).

* GTC- General Terms and Conditions of Enquiry

NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	<i>Labour supply contract for office work and misc. service like typing, filing, data punching, dispatch of dak, photocopying in TRC department of BHEL Jhansi</i>
2	Tender Evaluation Criteria	<i>(as in Schedule A)</i>
3	Duration of Contract	<i>. one year from the date of award of contract</i>
4	Last date of receipt of the Tender	<i>Upto 13:15 hrs on 05.10.2021</i>
5	Date of opening of Techno – Commercial Bid.	<i>14:00 hrs on 05.10.2021</i>
6	Address for submitting the Tender	<i>(as in clause II(C) of GTC)</i>
7	Earnest Money Deposit * (EMD)	<i>Rs 12657/-</i>
8	Cost of Tender	<i>Rs 500/- plus 18% GST (as applicable)=Total Rs. 590/- (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)</i>
9	Validity of Offer	<i>120 Days</i>
10	Security Deposit	<i>The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit. Refer Clause IX (A) of GTC</i>
11	Contract Award Distribution	<i>. All the eligible bidders will be categorized from L1 to LH bidder (LH will be the bidder who quoted highest rate) on basis of their quoted rates. In case of equal rates at the same level, toss/lottery shall be drawn among all the contractors having quoted equal rates for grading from lower to higher rates. This list shall be referred for award of work.</i>

Note:

EMD "*" :

For works/ services with estimates upto Rs 10 Crs	2% of the estimated cost
For works/ services with estimates more than Rs 10 Crs	20 lakhs plus 1% of the estimated cost over Rs 10 crs.

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:- SBI; A/c No. :- 10670828866 ; IFSCCode:- SBIN0003807

A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED

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

In case total EMD amount is more than Rs 20 Lakh, the amount in excess of Rs 20 lakh may be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at least 6 months.

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"

Annexure - C

Sl No	Description of Qualifying Requirement
1.	Average Annual financial turnover during the last 3 years ending 31st March 2021, should be at least Rs. 1.89 Lakhs approx. (Please attach <i>Income tax return along with balance sheet and along with Profit & Loss Account of last three financial year, ending 31st March 2021, or Certificate of CA</i>). Note-Provisional /Actual Turnover for financial year 2020-21 duly certified by CA shall also be acceptable for evaluation purpose. <i>If T/o details of 3 years are not available, then available years T/o shall be evaluated by dividing it by 3.</i>
2.	2.1: Work Experience: (Bidder should fulfill any one of the following): Experience of having successfully completed similar works (any contract executed on labour basis) during last 7 years ending last day of previous month in which NIT is floated, should be either of the following: - - Three similar completed works each valuing not less than the amount equal to Rs 2.53 Lakh. OR - Two similar completed works each valuing not less than the amount equal to Rs 3.16 Lakh. OR - One similar completed works each valuing not less than the amount equal to Rs 5.06 Lakh. 2.2 In case of experience in Government Organizations/ PSU/Semi-Government, following documents must be attached - Copy of Work Order/Purchase Order - Copy of Work Completion Certificate 2.2 In case of experience in Private Sector, following documents must be attached Copy of Work Order/Purchase Order Copy of Work Completion Certificate - Relevant TDS Certificate (Form 16A Traces).
3.	Contractor Should have ESI and PF Registration numbers
4.	Contractor Should have PAN number.
5.	Contractor Should have GST (PAN based)
6.	Bidders are required to submit a self-declaration on their letter head as per the Format enclosed in Annexure V.
7.	Blank Price Bid as per annexure "JS 472".
8.	The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows: - Partnership Firm: Partnership Deed registered at the office of Registrar of Firms. - Company: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate. - Society: Registration certificate issued by Registrar of societies. - Sole Proprietor-ship Firm: Undertaking on oath (On 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 (_____).