



**TENDER DOCUMENT
For Works Contract
For Tender Enquiry No : FCX/TW/21/02**

**For
Works contract for cleaning of toilets inside factory premises.**

Contact Person :

Name : Anshuman Sharma
Designation : Dy Manager (Trfr-MM)
Email : anshuman.sharma@bhel.in
PH : 0510 – 241 – 2784

**Tender Due Date : 29.06.2021 at 13 :15 Hrs
Tender Opening Date : 29.06.2021 at 14 :00 Hrs**

**Material Management Department
BHEL, PO : BHEL, Jhansi 284120 (UP)**

Detail of Bidder and Documents to be submitted along with Technical Bid

Please number your documents in continuation with tender documents at bottom (footer) of page.

S.No.	Particular	Detail
1.	Name of the firm	
2.	Name of the Proprietor/Partners	
3.	Address	
4.	Mobile No.	
5.	E-mail ID	

Essential Documents

	Particular	Detail	Page No
6.	Acceptance of Terms & conditions Signature on all pages without conditions of contractor	Submitted/ Not submitted	
7.	Blank price bid format duly signed by the contractor.	Submitted/ Not submitted	
8.	Copy of ESI Registration	ESI No-	
9.	Copy of PAN card	PAN No-	
10.	Copy of GST registration	GST No-	
11.	Self declaration as per as per annexure V on Rs 100 stamp paper .	Submitted/ Not submitted	
12.	Copy of ownership of firm	Submitted/ Not submitted	
13.	Receipt of tender fees deposition	Amount	
14.	Receipt of EMD deposition	Amount	
15.	Copy of turn over and income tax return for last three year i. 2018-19 ii. 2019-20 iii. 2020-21	Submitted/ Not submitted	

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16.	Work Experience i. Work order ii. Completion Certificte iii. Bill of Quantity Relevant TDS/TRACES (in case of Experience in private sector)	Submitted/ Not submitted	
17.	Copy of PF registration	PF No-	

We will fulfill all the obligations of the contractor and abide by the terms & Conditions mentioned in the enquiry.

Date :-

Signature With Name & Seal

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PART II: PRICE BID**(Separate envelope)**

S. No.	Section	Page No.
1.	PRICE BID	1-page

NOTICE INVITING TENDER



BHARAT HEAVY ELECTRICALS LIMITED, JHANSI**Factory Civil Department****TENDER DOCUMENT****TENDER ENQUIRY NO. : FCX/TW/21/02****DATE:- 07.06.2021****1- NOTICE INVITING TENDER**

S. No.	Particulars	Details
1.	Name of work	Works contract for cleaning of toilets inside factory premises.
2.	Tender Evaluation Criteria	As per GTC issued by "Central Contracting Cell" and Tender Documents.
3.	Duration of the Contract	One year
4.	Last date of receipt of the Tender	(As on page # 1)
5.	Date of opening Tender	(As on page # 1)
6.	Address for submitting the tender	(As on page # 7)
7.	Earnest Money Deposit (EMD)	Rs. 15309/- (Rupees Fifteen Thousand Three Hundred Nine Only)
8.	Cost of tender (Non refundable)	Rs. Nil
9.	Validity of Offer	120 days
10.	Defect liability period	Nil
11.	Reverse Auction	<i>"BHEL shall be resorting to Reverse Auction (RA) (Guidelines as available on www.bhel.com) for this tender. RA shall be conducted among the technocommercially qualified bidders. Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered for RA. In case any bidder(s) do(es) not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking."</i>

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: - SBI; A/c No.: 10670828866 ; IFSC Code:- SBIN0003807 A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED

(ii) At BHEL cash office through POS machine **No Demand Drafts shall be accepted.**

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

Note: BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post. Late tenders shall be rejected outright.

The techno-commercial bid comprising (i) all its sections, (ii) all enclosures in support of various clauses and requirements and (iii) EMD, shall be duly signed and sent in a sealed envelope boldly super-scribing

"PART-I TECHNO COMMERCIAL BID FOR "Works contract for cleaning of toilets inside factory premises.

"Similarly, the Price-bid must be duly signed and sent in a sealed envelope boldly super-scribing "PART-II PRICE BID FOR "Works contract for cleaning of toilets inside factory premises. "Both these envelopes shall be

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placed inside 3rd sealed envelope super-scribing" duly signed and sent in a sealed envelope boldly super-scribing "Works contract for cleaning of toilets inside factory premises.

The tender shall be addressed to as follows:

Anshuman Sharma

Deputy Manager(Trfr-MM)

Email : anshuman.sharma@bhel.in

PH : 0510 – 241 – 2784

Sealed Tenders can be submitted (i) personally, (ii) by Courier, or (iii) by post.

If submitted personally

Tender Box
Security Control Room/Office
Administrative Building
Bharat Heavy Electricals Limited
Jhansi-284120 (U P)

Or if sent through Courier / Post

Office of
Anshuman Sharma
Deputy Manager(Trfr-MM)
Material Management Department
Email : anshuman.sharma@bhel.in
BHEL, JHANSI - 284120
PH : 0510 – 241 – 2784

Part-I Techno Commercial bid:

Part I of the sealed tenders alone will be opened by BHEL in the presence of tenderers who are present at the time & place of opening. A signed blank price-bid copy should be enclosed with this bid. The spaces for prices should be crossed (x).

Part-II Price bid:

The price bid should contain prices only. Price bid will be opened only for the parties who qualify in techno commercial bid.

TO BE SIGNED BY THE TENDERER

Certified that all Sections of the Tender have been read / complied & agreed to, and each page of the tender offer has been signed & stamped.

(Signature of Authorized person(s))

We hereby accepted above (Signature & seal of bidder)

Brief Description of Work / Scope of work

1. Cleaning of toilets by using toilet cleaner.
2. Cleaning the wash basin etc.
3. Cleaning of urinal pot and W/C sheet.
4. Cleaning of spider trap from walls and roofs from toilet area.
5. Cleaning of Open and closed drinking water places inside factory area.
6. All items like toilet cleaner, Brush, choke remover etc will be provided free of cost by BHEL Jhansi.

The above list is indicative and not exhaustive and shall include any other work not mentioned above but becomes important for successful completion of the entire work.

Note:-

1. It is also advised that the bidder shall visit the Jhansi plant and physically see the work area/areas in order to have visualization of the work content involved for the above works.
2. The quantity of items in the BOQ can vary to any extent during the execution as per the actual site requirement.

Applicable payment terms: Payment shall be made within 30 days after submission of complete bills.

Bill shall be raised on the basis of toilet/ drinking place cleaning work after it is verified by FCX/ Respective shop/ concerned area representative.

Qualifying Requirements

1. Copy of PAN Card to be submitted.
2. Copy of GST Registration to be submitted.
3. Self Declaration undertaking duly signed with stamp of the bidder on Stamp Paper of Rs 100/- to be submitted.
4. Copy of independent ESI Registration.
5. Signed copy of Blank Price Bid.
6. (A) The bidder should have the experience of having successfully completed similar work against completed work order during the last seven years ending on **31.05.2021** amounting to values mentioned as under:
 - (1) One Work valuing not less than **Rs 6.12 Lakhs**.
Or
 - (2) Two works each valuing not less than **Rs 3.83 Lakhs**.
Or
 - (3) Three works each valuing not less than **Rs 3.06 Lakhs**.

Definition of Similar Work: Any works/service/labour supply contract involving sanitation work

(Note: For verification by the department, work order copy and work completion certificate mentioning successful completion by the client shall be submitted by the vendor. If the work is done for a private customer, relevant TDS Certificate (TRACES Only) must be submitted as evidence in addition to above work completion certificate & work order copy by the vendor.

(B) **Turnover criteria:** Turnover criteria: Average annual financial turnover during the last three years, ending **31st March, 2021** {i.e. **FY-2018-19 and FY-2019-20, FY-2020-21**} applicable as per norm shall be at least **Rs 2.30 Lakh**. Duly audited financial statement/balance sheet/certified by CA to be submitted as supporting documents. If all balance sheet/financial statement are not available for three years than the average shall be calculated by dividing the sum of turnover of submitted balance sheet/certificate from CA/Financial statement by three.

Bidder not having statutory obligation to get financial statement audited must submit following documents as evidence for turn over:

1. Complete ITR with all annexure as filled on line as per proof to verify turn over.
And

2. A certificate from CA duly vetting the turnover.

Note: Provisional turnover for the financial year 2020-21 duly certified by C.A. shall also be acceptable for evaluation purpose.

Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid.

7. 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 & registration certificate issued by 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.

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(iv) Sole Proprietor-ship: 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 (_____)

GENERAL TERMS AND CONDITIONS OF ENQUIRY FOR WORKS
CONTRACTS (JHS2055C R00)

UPLOADED IN SEPERATE FILE - PAGE NO 01 TO 14
(To be signed by contractor and submitted along with bid)

FREE ISSUE MATERIAL TO THE CONTRACTOR

SCHEDULE "A"

S No.	Particulars	Rs.	Quantity
1	Toilet cleaner	Free of cost	As required
2	Broom stick	Free of cost	As required
3	Brush, choke remover, Etc	Free of cost	As required

TECHNICAL SPECIFICATION

1. The works shall be executed with the directions, instructions, which shall be given to the contractor by BHEL from time to time and as per technical specifications in price schedule and drawings available in the office to give a general idea of the work to be executed and is liable for modifications during the actual execution based on the designs prepared and approved by the Competent authority.
2. If the specifications found wanting relevant technical specifications along with the tender shall be followed. Further missing details relevant CPWD and IS specifications shall be followed. Wherever, there is difference in between CPWD and IS specifications latter shall prevail.
3. For execution of all scheduled items CPWD specifications and relevant IS codes are to be followed. For execution of non-scheduled items specifications enclosed with this tender are to be followed.
4. Specialized works are to be executed by specialized agency with the approval of BHEL.
5. The materials in the scope of contractor shall have to be got approved by the contractor from the Engineer-in-charge before supplying inside the factory area. Testing of these materials (If required) shall be carried out at any BHEL or Govt approved/NABL approved lab whose cost will be borne by the contractor.
6. Contractor shall ensure that quality is maintained in all works connected with this contract all stages as per requirement of BHEL. Contractor shall ensure all inspection, measuring and testing equipment are calibrated by authorized agency/BHEL and valid calibration must be available with them for verification by BHEL.
7. The contractor shall be fully and finally responsible for correctness and quality of his work to the entire satisfaction of the BHEL/Customer.
8. If in the opinion of the contractor any work is insufficiently specified or required modifications, the contractor shall refer the same in writing to the Engineer and obtain his instruction/approval in writing before proceeding with the work. If contractor fails to refer such instance, any excuse for faulty erection, for poor workmanship or delay in completion shall not be entertained.
9. Material reconciliation statement has to be submitted by the contractor as & when required by BHEL.
10. The BHEL reserves the right to deviate either by additions or by deductions from the schedule of items of work given in the tender document after awarding work.
11. The quantity of items in the BOQ can vary to any extent during the execution as per the actual site requirement.
12. In case of any difference between agreement, wording and detailed drawings the interpretation of the BHEL shall be final and binding on the contractor.
13. The final acceptance of work in all items are subject to proper performance regardless of whether the items are paid for or not.
14. If discrepancy in specifications observed between schedule of quantities and general / technical conditions, the specifications in schedule of quantities will have precedence over the general / technical conditions.
15. Water will be supplied free of cost at one point for drinking and construction.
16. Quantity records shall be prepared, maintained and submitted by contractor on regular basis during the course of execution. Test records shall be prepared, maintained and submitted by contractor during the course of execution and as demanded by Engineer-In-Charge. Contractor shall strictly adhere to quality requirements and shall follow the norms mentioned in Field Quality Plan (if applicable).
17. In case of defective work BHEL will have full right to reject the work or part thereof. Such defective work if any, will have to be rectified by the contractor at his on cost. The opinion of Engineer in charge

shall be final in this matter. If the defective work is allowed to stand BHEL shall have the absolute right to reduce the rates for such items and the contractor shall have no claims over such defective work allowed on reduced rates.

- 17 The contractor shall have to make his own storage sheds for materials to be issued by BHEL. If deemed necessary by engineer in charge, the contractor shall make separate store for cement with double lock system. The empty cement bags shall be stocked at one place and at least 90% of them shall be returned to BHEL at BHEL stores in good condition without any additional payment. Therefore, if the total quantity of 90% empty cement bags is not returned by the contractor, the same will be recovered at the rate of Rs 3/- per bag from the bills.
- 18 For all natural minerals used in the work like sand, aggregate etc. royalty certificate (MM-11) must be submitted along with bills. If royalty certificate is not submitted the cost of royalty shall be deducted from contractors bill as per prevailing Govt. order including penalty as applicable.
19. Any electric power required for contractors' lighting/machinery for the purpose of work including fabrication work shall be supplied FREE OF COST at one point by the company on the written request of the contractor, subject to the observance of rules and regulations of Electric board / company. If it is observed that power is being wasted, BHEL shall have the right to recover cost of such consumption including arrears. Power will not be allowed for cooking and room (air) heating in winter season: For this purpose, on written application chargeable power can be allowed. The rates shall be the rates applicable for industrial consumption in U.P.

20. ACCOUNTING

- a) Proper method of accounting of steel, TOR steel, cement & scrap material shall be followed. The books of such accounting be offered for auditing by BHEL at pre-decided regular interval.
- b) All debris and surplus materials shall be cleared from the site as and when directed by the Engineer-in-charge. Any temporary structure / stores made by the contractor for the work shall be demolished and site cleared before payment of final bill.
- c) Structural steel wastage /scrap shall be permissible upto 2% of total quantity of issued quantity. The wastage /scrap steel must be return by contract for reconciliation of steel. Wastage scrap beyond 2% will deducted @ Rs.75 per kg.

21. METHODS OF MEASUREMENTS

Except where any general or detailed description of the work in quantities expressly shows the contrary, schedule of quantities shall be deemed to have been prepared and measurements shall be taken in accordance with the procedure set forth in the schedule of rates – specification notwithstanding any provision in the relevant standard method of measurement or any general or local custom. In the case of items which are not covered by the CPWD schedule of rates – specification, measurement shall be taken in accordance with the relevant standard method of measurement issued by the Indian standards institution.