

**TENDER FOR THE CONTRACT OF
RECANING/REPLACEMENT/ REPAIRING OF CHAIRS'
FRAMES (CH6/CH4/CH13/PC CHAIRS- REVOLVING
CHAIRS/STENO CHAIR/DRIVER CHAIR) IN
BHEL/BAP/RANIPET 632 406**

TENDER NOTICE REF No.BAP:HR:GA:REC:13 DATED 26/08/2013

| | |
|---|--|
| EMD AMOUNT | : NIL |
| SECURITY DEPOSIT (payable at the time of taking over the contract) | : Rs 40,000/- |
| LAST DATE WITH TIME FOR SUBMISSION OF TENDER DOCUMENT | : 18/12/2013 UPTO 15.00 HRS |
| TENDER OPENING | : 18/12/2013 AT 15.30 HRS |
| VENUE | : HR CONF. HALL |

**THE TENDER DOCUMENT SHALL BE SENT TO THE FOLLOWING
ADDRESS:**

**DY MANAGER/HR-ADMN
HUMAN RESOURCE MANAGEMENT
BHEL/BAP/RANIPET 632 406**

Note:

**1) IT IS A LIMITED TENDER ISSUED TO APPROVED VENDORS OF BHEL ONLY. THOSE
APPROVED VENDORS CAN PARTICIPATE IN THE TENDER. TENDERS RECEIVED FROM OTHER VENDORS
WILL BE CONSIDERED FOR FUTURE REFERENCE ONLY SUBJECT TO MEETING ELIGIBILITY CRITERIA**

**2) The envelope containing the Tender Document shall be super scribed with above Tender Notice
Ref. & date.**

**TERMS AND CONDITIONS FOR THE TENDER FOR THE CONTRACT OF
RECANING/REPAIRS/REPLACEMENT OF CHAIRS FRAMES**

(Tender Reference No. BAP:HR:GA:REC:13 dt.26/08/2013)

Sealed Tender in the prescribed format (**duly signed by the tenderer on all the pages**) is invited by the undersigned for the following works superscribed “ Tender for the re-canning/replacement/repair of chairs frame” **upto 15.00 Hours on 18/12/2013** at our Office.

1.00 Scope of work

1.01 A large quantity of CH13/PC chairs/Driver Chair , Steno Chairs, CH6, CH4 chairs are used by our employees in various departments. The Seats/Back Rests are to be re-caned and new frames are also to be provided whenever the need arises.

1.02 If Bottom Frame/Back rests of the chairs are in broken/damaged conditions, the damaged frames are to be removed and fresh frames duly caned with fresh plastic wires are to be fitted. If the canes are damaged and the frames are in good conditions, they are to be re-caned with suitable Plastic Wires and fitted.

1.03 Supply and fixing of bolt & Nut/Screws for Seat/Back Rest of CH4/CH6/Steno Chairs/Circular Chairs/Driver Seats/Back Rests wherever if it is found necessary.

1.04 Supply and fixing of Rubber Bush including drilling of holes. If the existing holes provided in the steel frames of the chairs are not found suitable at the time of re-fixing the new Seats/Back Rests, the contractor should arrange to provide new holes, if necessary with the drilling machine to fix the Seats/Back Rests properly

2.00 Period of Contract

2.01 The contract shall be for a period of **24 months** in the first instance from the date of actual award of the contract. Subject to satisfactory performance, the contract may be extended at the discretion of BHEL by giving one month prior notice for a further period of 12 months at the same rates, terms and conditions of the contract.

Contd. ..2/-

3.00 Termination of the contract

3.01 During the currency of this contract or during its extended period, if the contractor fails to comply with the terms and conditions of this contract, it will entail BHEL making alternative arrangements for the work mentioned under Scope of Work through any other agency and the extra cost incurred thereon will be recoverable from the contractor along with departmental charges for every calendar month or part thereof during which the service was not rendered. Part of the month will be reckoned as full month for this purpose. The decision of the management with regard to recoveries referred to will be final and binding on the contractor.

3.02 During the currency of the contract or its extended period if it is noticed that the contractor failed to keep up any of his obligations, it may be deemed to be breach of contract and BHEL shall have the right to terminate the contract at the risk and cost of the contractor by giving only 24 hours notice.

3.03 The work covered by this contract should be done under the contractor's direct supervision and should not be sub-contracted at any cost. If this is violated, the contract will be terminated without any notice. **The Contractor should also depute a suitable competent supervisor in the absence of contractor for proper supervision and receiving instruction etc. from time to time.**

4.00 Terms of Payment

4.01 The contractor shall present the bills in quadruplicate for the re-caning/replacement/repairs of the chairs once in a month, to the Officer-in-charge of Admn./HR, for processing the bills for payment. The bills shall be submitted along with the Work Order issued by the Officer-in charge of Admn./HRM and with the Delivery Chalan duly signed by both the Contractor and officials of the respective departments from whom the chairs have been collected for repair/replacement/re-caning work.

4.02 Finance Department of BHEL, Ranipet will make payment for the bills presented by the contractor, based on the certification by Officer in charge of Admn./HRM department.

4.03 Payment will be made through Account Payee Cheque only.

Contd...3 /-

5.00 General Conditions:

5.01 The contractor or his authorized representative of the above work will have to visit various departments frequently and to collect the frames for re-caning/replacement of chairs' frames. Whenever the contractor or his authorized representative feels to take out the frames for repair work to his work place, he may be permitted to do so, provided the materials shall be taken through our company's Material Gate Pass only. Any damage to BHEL materials due to rough or faulty handling by the contractor's men will have to be made good to BHEL by the contractor. Similarly damage if any caused to BHEL materials/equipment/installation/property or to the third party in the course of operation, the same shall be made good by the contractor.

5.02 The contractor or his authorized representative shall contact Officer in charge of Admn / HRM for smooth operation of the contract.

5.03 The contractor or his authorized representative shall have to get the Orders from Officer in charge of Admn./HRM before taking up the re-caning/repair work from the departments concerned. After the work is completed, the contractor has to hand over the re-caned/repared chairs to the concerned departments and to get the signature from the officials of the concerned departments in his Delivery Chalan (in quadruplicate)

5.04 If it is reported by any departments that the job has not been satisfactorily executed by the contractor, the contractor has to re-service the repairs/ re-caning work at free of cost.

5.05 The required tools including drilling machine, tackles, fasteners, etc for the intended work (Repair/re-caning/replacement) will have to be provided by the contractor at his cost. The frames should be made by the contractor with good quality wood. Required paints and consumables including good quality of Plastic Wire are to be provided by the contractor at his cost.

5.06 Successful contractor should depute a carpenter for re-fixing the seats/back rests suitably with necessary screws, bolts and nuts, etc. at his cost wherever necessary. If the frames are replaced newly, the damaged frames, seat/back rests , arms, etc should be handed over to the concerned department and ensure no complaints are received on this.

5.07 BHEL's Security / Safety regulations should be observed when undertaking the said work in BHEL premises.

Contd.....4/-

5.08. BHEL shall not be liable for any loss or damage caused to the tenderer, their men, representatives or materials, tools, etc. and BHEL shall not be liable for any compensation to the tenderer and their personnel in any manner whatsoever.

5.09 The tenderers are requested to bear in mind the entire operations involved, the conditions prevailing under the contract and satisfy themselves before quoting. The rates will be firm without any escalation during the currency of the contract or its extended period and any request for enhancement of rates will not be entertained. The necessary Format (Rate Schedule) for quoting the rates for the said work is attached hereunder of this Tender Document.

5.10 Security Deposit for this contract will be Rs.40,000/- (Rupees forty thousand only). Security Deposit may be furnished in any one of the following forms:

1. Cash (as permissible under the Income Tax Act)
2. Pay Order/ Demand Draft in favour of BHEL
3. Local Cheques of Scheduled Banks, subject to realization
4. Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras, etc.
5. Bank Guarantee from Scheduled Banks/Public Financial Institutions as defined in the Companies Act subject to a maximum of 50% of the total Security Deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The Bank Guarantee format should have the approval of BHEL
6. Fixed Deposit Receipt issued by Scheduled Banks/Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the Contractor, A/c BHEL, duly discharged on the back
7. Security Deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be remitted before start of the work and the balance 50% shall be recovered from the running bills. The Security Deposit shall not carry any interest. BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any matter connected therewith.

5.11 The Security Deposit shall be forfeited for any violation /breach of the tender conditions referred in the tender document which shall form part and parcel of the agreement to be entered into later. The Security Deposit will be refunded after successful completion of the contract and settlement of all dues to the contractee.

5.12 BHEL will not be responsible for any loss or delay or damage of any document in transit.

5.13 Incomplete tenders are liable to be rejected without any obligations or commitment on the part of the BHEL.

5.14 The tenders will be opened by the undersigned on 18/12/2013 at 15.30 **Hours** in the presence of those tenderer who may choose to be present.

Contd. . . .5/-

5.15 The tenderer should submit the tender form along with these general terms and conditions duly signed in all the pages as token of having accepted the terms and conditions hereof.

5.16 A contract agreement shall be executed by the successful tenderer in favour of BHEL after the award of the work at his cost.

5.17 The tender should adhere all the Statutory Requirements provided in the applicable Labour Laws , Tax Laws, Works Contract Tax. Service Tax of 4.326%.

5.18 This Contract for the re-canning/replacement/repair of chairs frame is for Blind community / Physical challenged..

5.19 “MSE supplier can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity(Two years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with CA certificate (Format enclosed as per annexure-I) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission . Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents”.

5.20 The tenderer should submit the PAN/ TNGST/VAT/TIN Numbers.

6.00 Discrepancy in “words” & “ Figures”

- a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quality), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected: and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
- d) If there is such discrepancy in an offer⁴, the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

7.00 Legal Jurisdiction:

The agreement shall be subject to Ranipet (Vellore District) jurisdiction only.

DY. MANAGER/HR-ADMN

PLACE :

DATE : 28/11/2013

ISSUED TO

DY MANAGER/HR-ADMN

TENDER APPLICATIONS

1. Name of the Tenderer
(in BLOCK Letters) :
2. Postal Address :
3. Telephone Number if any
and place :
4. Date of Establishment
of the Firm :
5. Previous experience in this line,
(Please enclose necessary proof
of experience) :
6. Availability of manpower
Resources for the work
(please furnish full details) :
7. Bank reference, if any :
8. Name of two references
with their address :

Contd. . . 8/-

RATE SCHEDULE

1. Removing, Re-caning & fixing Seat & Back Rest of CH4/CH6 Chairs

| SL. NO. | ITEMS | RATE |
|---------|-----------|-----------|
| (i) | Seat | Per piece |
| (ii) | Back Rest | Per piece |

2. Removing, Re-caning & fixing of Curved Seat & Back Rest of CH13 Chairs/PC Chairs, Driver Seat & Back Rest

| SL. NO. | ITEMS | RATE |
|---------|------------------|-----------|
| (i) | Circular Seat | Per piece |
| (ii) | Curved Back Rest | Per piece |

3. Removing, re-caning & fixing of Typist/Steno Chairs

| SL. NO. | ITEMS | RATE |
|---------|-----------|-----------|
| (i) | Seat | Per piece |
| (ii) | Back Rest | Per piece |

4. Manufacturing, caning & fixing of chairs frames in best quality wood (CH4/CH6 chairs' Seat / Back Rest) including one coat of primer and 2 coats of black paint

| SL. NO. | ITEMS | RATE |
|---------|-----------|-----------|
| (i) | Seat | Per piece |
| (ii) | Back Rest | Per piece |

5. Manufacturing, supply & fixing of arms rest for chairs (CH4/CH6) in best quality wood including one coat primer and two coats black paint.

| SL. NO. | ITEMS | RATE |
|---------|----------|-----------|
| (i) | Arm Rest | Per piece |

Contd. . . . 9/-

6. Supply and fixing of bolt & Nut/Screws for Seat/Back Rest of CH4/CH6/Steno Chairs/Circular Chairs/Driver Seat

| SL. NO. | ITEMS | RATE |
|---------|--|---------|
| (i) | Supply & Fixing Bolt & Nut on the existing holes | Per No. |
| (ii) | Supply and fixing Bolt & Nut by drilling new holes | Per No. |
| (iii) | Supply & Fixing Screws on the existing holes | Per No. |
| (iv) | Supply and fixing Screws by drilling new holes | Per No. |

7. Supply and fixing of Rubber Bush (for CH4/CH6 chairs).

| SL. NO. | ITEMS | RATE |
|---------|--|---------|
| (i) | Supply and fixing Rubber Bush with screw on the existing holes | Per No. |
| | Supply and fixing Rubber Bush with screw by drilling new holes | Per No. |

Note:

(1) If the existing holes provided in the steel frames of the chairs are not found suitable at the time of re-fixing the new Seats/Back Rests, the contractor should arrange to provide new holes, if necessary with the drilling machine to fix the Seats/Back Rests properly.

(2) The above rates should be kept firm during the currency of the contract or its extended period and not subject to any variations whatsoever. The rates are inclusive of taxes, if any.

PLACE

SIGNATURE OF THE TENDERER

DATE