

**TENDER**

**(TENDER No. CFP/MNT/2016-17/10)  
Dated 01.03.17**

**AMC OF WATER COOLERS, WATER PURIFIER, FLY TRAPPER  
& AIR CONDITION FOR TWO YEAR AT CFP-RUDRAPUR**



**BHARAT HEAVY ELECTRICALS LIMITED  
(A Government of India Undertaking)  
RUDRAPUR – 263153 (U.K.)**



## **CONTENTS**

<b>Part no.</b>	<b>Section</b>	<b>Page nos.</b>
(I)	NOTICE INVITING TENDER (NIT)	3-4
(II)	Scope of Work(Annexure-I)	5
(III)	Terms & condition (Annexure-II)	6-7
(IV)	Contractor's Obligation(Annexure-III)	8-9
(V)	Bidder's Qualifying Criteria(Annexure:-IV)	10
(V)	BOQ- format of price bid(Annexure V)	11-12
(VI)	Annexure :-VI	13



(I)



**BHARAT HEAVY ELECTRICALS LTD.**  
**Component Fabrication Plant**  
**RUDRAPUR-263153**

Phone No. 05944-257282

Fax.

E-mail: abhishekanand@bhel.in

**NOTICE INVITING TENDER (NIT)**

**Date : 05.03.17**

**From :**

Sr.Eng (Civil/MNT)  
BHEL, CFP  
Rudrapur (U.K.) -263153

To : M/s \_\_\_\_\_

\_\_\_\_\_

**NAME OF WORK : AMC OF WATER COOLER,WATER PURIFIER,FLY TRAPPER & AIR  
CONDITIONERS FOR TWO YEAR AT CFP-RUDRAPUR**

**SEALED TENDERS IN TWO PARTS VIZ., (I) TECHNO-COMMERCIAL BID & (II) PRICE BID ARE INVITED FOR  
THE WORK MENTIONED ABOVE FROM BIDDERS (WHO FULFILL THE QUALIFYING CRITERIA) AS  
MENTIONED BELOW:**

<b>Nature of work</b>	<b>Completion Time</b>	<b>Estimated Value of the work</b>	<b>Earnest money deposit (in Rs)</b>	<b>Last date of issue of Tender date &amp; time</b>	<b>Tender submission date &amp; time</b>	<b>Tender opening (Part 1)date &amp; time</b>
AMC of water cooler, water purifier,Fly Trapper & Air conditioners at CFP- RUDRAPUR	TWO YEAR	Rs 4,63,199.65 (inclusive all taxes)	Rs.9264/- To be accompanied with techno-comm. bid (Part 1)	28/03/2017 (12.00 pm)	28/03/2017 (2.00 pm)	28/03/2017 (3.00pm)

Name & Signature of Bidder

Page 3

CFP, RUDRAPUR



Seal TENDER NOTICE NO. CFP/MNT/2016-17/10 dt: 01/03/17

The EMD shall be accepted only in the following forms:

- (i) Cash deposit as permissible under the extant Income Tax Act (before tender Opening)
- (ii) Electronic Fund Transfer credited in BHEL account (before tender opening)
- (iii) Banker's cheque/ Pay order/ Demand draft, in favor of BHEL (along with offer)

Address for submission & opening of Tender:

**If through courier;**

**Office of** HoD (MNT/Civil)  
BHEL, CFP,  
Rudrapur-263153(UK)

**if delivered in tender box;**

Tender Box Provided At  
New Administrative Building  
M.M. Department,  
BHEL-Rudrapur-263153(UK)

Offer is to be submitted in two parts in sealed envelope duly super scribed as:

**“AMC OF WATER COOLER, WATER PURIFIER,FLY TRAPPER & AIR CONDITIONERS FOR TWO YEAR AT CFP-RUDRAPUR)”**

**TENDER No. CFP/MNT/2016-17/10 dated: DT: 01/03/17 " due DT: 28/03/17**

TO BE SIGNED BY THE TENDERER

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

Signature of Authorized person(s) of bidder :  
Name and designation of Authorized Person(s) :  
Bidder (Name of organization) :

Bidders are advised to regularly visit BHEL website for any Errata / Addendum / Extension / corrigendum to this tender hosted on BHEL website [www.bhel.com](http://www.bhel.com).



**Scope of Work for AMC of water coolers, Water purifiers, Fly/Insect Trapper & Air Conditioners**

1. Cleaning of water tank of water coolers & Filters of ACs, servicing of water purifier/fly-insect trappers. Date of cleaning and next due date to be mentioned on each water cooler.
2. Checking of proper working of water coolers, water purifier, Fly/Insect Trapper & ACs electrically and w.r.t. cooling and discharge/output.
3. Replacement of defective spares (if any) in water coolers/ACs/water purifier/fly-insect trapper/stabilizer like, Capacitors, Condenser coil, fan motor winding Compressor, selector switch, starting kit, cooling fan, exhaust fan, thermostat and repairing of PCB as required and as per instructions by BHEL. The parts replaced shall be of reputed make preferable of same make as used by OEM.
4. Re-charging of refrigerant in ACs/water cooler if required and instructed by BHEL.
5. Any other work required to upkeep the water coolers/ACs/water purifier in proper working condition.
6. Providing service report along with spares required to be replaced/ corrective/preventive action required/to be carried out in next due service.
7. Providing AMC services on breakdown calls.

## Annexure-II

### Terms & Conditions

1. Only those bidders who agree to BHEL Scope, terms & conditions of tender enquiry should submit their offer. Bidders should submit signed copy of annexure-I,II,III,IV,V&VI along with their offer as acceptance to the same.
2. Bidders should submit quotation for all the items of annexure V. Offers with partially filled Annexure-V are liable to be rejected.
3. **Bid to be submitted in two parts viz., (I) Techno-commercial Bid (II) Price Bid I separate sealed envelopes (' Techno-commercial' & 'Price Bid' should be subscribed on respective envelopes) enclosed in one bigger envelope. Tender no., due date & name of bidder should be mentioned on each envelope**
4. Offers without EMD shall be out rightly rejected. EMD of successful tenderer will be retained as part of Security Deposit. EMD shall be exempted for MSME bidders, subject to clause no.18.
5. The L-1 offer shall be decided on overall lowest price based on offered price by the bidder as per qty. of work mentioned in 'Format of Price Bid" (Annexure-V). BHEL has right to conduct reverse auction instead of open price bid to determine L-1 offer
6. **AMC shall be valid for a period of 24 months** from the date of award of LOI/work. **Monthly Services for Water Coolers, water purifiers shall be provided for 24 months, for ACs shall be for any 14 months & for fly/Insect trapper shall be for 4 months during AMC period** on BHEL call from the date of award of work.
7. The rates finalized under the contract shall be firm & valid for the period of rate contract.
8. **Security Deposit:** The successful contractor shall be required to deposit interest free security deposit @5% of work order value before start of the work which shall be refunded on successful completion of contract.
9. The replacement of defective spares or recharge of refrigerant in the water coolers/ACs/water purifier/stabilizer/Fly-Insect trapper shall be made based on requirement as per service report by the contractor and as instructed by BHEL. The defective component replaced in the cooler shall be the property of BHEL. The parts replaced shall be of reputed make preferable of same make as used by OEM.
10. Supply of spares/refrigerant and manpower if required in maintenance/servicing of water coolers/ACs during AMC shall be in the scope of contractor.
11. **Payment Terms:** Payment for **AMC charges + cost of spare replaced/repair charges** shall be made monthly through e-payment to contractor's account within 45 days((bill processing time shall be 10 days by MNT deptt. & 35 days by FIN deptt.) of submission of bill by the contractor along with service report for the successful services completed. Payment for the spares replaced, Gas charging by the contractor in Water cooler/AC Unit/water purifier/stabilizer/Fly-Insect Trapper shall be payable extra as per the approved rates. No charges shall be paid for the water cooler/AC/Water purifier under breakdown or not properly working **OR** for the month in which the contractor's service engineer does not visits for the maintenance work or does not perform the Mandatory checks/services
12. **Delivery schedule: Monthly services by contractor for Water coolers & Water purifiers shall be scheduled in second week of the month.** Each Monthly services should be at equal intervals not later than 3 days after completion of the scheduled service of last service rendered. Services for ACs/Stabilizer/Breakdown services should be provided within 48 hours of intimation through mail/phone. In case, services are not provided as per schedule by the contractor, BHEL shall be free



to get the coolers serviced or repaired (in case of breakdown) as the case may be through alternative source(s) at risk & cost of the contractor. Any additional cost incurred over & above AMC rates by BHEL in such case shall be debited to the account of the contractor.

13. **Penalty Clause:** If the work is not completed within the specified delivery schedule and any extension thereof, the contractor shall be liable to pay liquidated damages for delay in completion of work @ 0.5% of the value of work for delayed scheduled service, for every week of delay or part thereof, subject to a maximum of 10% of the contract value without BHEL being required to establish and prove the actual loss/ damage suffered by BHEL on account of such delay.
14. The offer by the bidder should be valid for a minimum period of 60 days from the date of opening of bids.
15. The contractor shall be responsible for compliance of statutory requirements (EPF/ESI) for their workman staff.
16. BHEL reserves the following rights
- (a) To accept/reject any or all tenders without assigning any reason therefor.
  - (b) To terminate the contract at any time without assigning any reason therefore by giving a notice of 15 days.
17. For payment of service tax, copy of service tax registration to be submitted. In case of GST is implemented during contract period, then GST shall be applicable in lieu of taxes .
18. Any Bidder falling under MSME category shall furnish the following details & submit documentary evidence/ Govt. Certificate etc. in support of the same along with their technocommercial offer.

Type Under MSME	SC/ST Owner	Other	
Micro			
Small			

If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSE category.

MSME bidders can avail the intended benefits only if they submit along with the offer, attested copies of either EM-II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM-II certificate along with attested copy of a CA certificate (format enclosed as Annexure – VI where deemed validity of EM-II certificate of five years has expired) applicable for the relevant financial year (last audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents is submits before price bid opening. Documents should be notarized or attested by a Gazetted officer.



**CONTRACTOR'S OBLIGATIONS**

**A) CONTRACTUAL:**

- a) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to dictate such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- b) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- c) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.
- d) Contractor shall maintain appropriate records of his employees deployed to carry out the job(s).
- e) Contractor shall issue appropriate appointment letters to his employees.
- f) Contractor to provide employment card / Identity card with photograph, duly verified and attested by the Contractor to his employees. Contractor shall indicate the name of the proprietor/partnership firm/Company, place of work, Contract No. and duration of validity of Card.
- g) Contractor will be responsible for the good conduct of his employees. In case of any misconduct / misbehavior by any employee, the Contractor will replace such employee(s) immediately.
- h) Contractor shall ensure that the job is executed through his employees on his rolls and under no circumstances, the Contractor will deploy any casual employee to carry out the job, nor shall sub-contract the job.
- i) Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the Contractor, shall lie exclusively with him.
- j) Contractor shall provide safety appliances and safety shoes to his employees. The Contractor shall be responsible for enforcing all safety regulations as applicable.
- k) The Contractor to provide a distinct uniform different from BHEL employees. The uniform should have logo of Contractor's firm / Company. The uniform should be kept in neat, tidy and wearable condition. Wherever necessary, cap should be integral part of the uniform.
- l) Contractor shall ensure that all precautions are taken for safety of his employees and equipments.
- m) In the event of termination of contract for any reason whatsoever, the Contractor shall withdraw all his employees from the establishment of BHEL. In case Contractor decides to terminate the services of his employees, he should settle all terminal dues including retrenchment compensation.
- n) Contractor shall provide to his employees all tools, tackles and equipments and maintain the same to carry out the job under the Contract at his cost and if necessary Contractor shall take insurance policy of his men, material, equipments and tools & tackles.
- o) Contractor shall provide safety appliances and maintain the same at his own cost which may be required under the statute or otherwise.
- p) Contractor shall provide material at his cost as mentioned in the Contract to his employees for carrying out the job.

**B) TOWARDS STATUTORY LIABILITY:**

- a) All statutory requirements under;
  - Minimum Wages Act, 1948
  - Payment of Wages Act, 1936,
  - Workmen Compensation Act, 1923,
  - EPF and MP Act, 1952,
  - Payment of Gratuity Act, 1972,
  - ESI Act, 1948,
  - The Contract Labour (R&A) Act, 1970,
  - Payment of Bonus Act, 1965,
  - Income Tax Act,
  - Service Tax Act
  - and all other applicable Acts,

- shall be complied with, by the Contractor
- b) Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
  - c) Contractor shall ensure payment of statutorily prescribed minimum wages as applicable from time to time in the presence of authorized representative of BHEL and maintain proper records of their timely disbursement. These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities / BHEL authorities.
  - d) Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF and MP Act, 1952 to the RPFC.
  - e) Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership no. / Card of each employee. In case any exemption is claimed, copy of the exemption order shall be provided.
  - f) Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI Contribution, administrative charges etc., wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees. The contractor will be required to comply PF/ESI and other statutory contribution payments of wages of his employees.
  - g) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
  - h) Contractor shall be solely responsible for non-payment / delayed payment of wages / DA, contributions under EPF and MP Act, ESI Act etc.
  - i) In case the Contractor fails to make payment of wages to his employees or remittances of contributions to the concerned authorities, the security deposit / other dues / running bills under the contract can be utilized by BHEL to discharge the liability of the Contractor.
  - j) Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, Statutes or any Civil or Criminal Laws in connection with the employees deployed by him.
  - k) The liability for any compensation on account of injury sustained by an employee of the Contractor will be exclusively that of the Contractor.
  - l) Contractor to obtain insurance cover for his employees / equipments / tools & tackles etc., and take 3<sup>rd</sup> party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, pilferage of his property and / or his employees.
  - m) Contractor should have independent code numbers / exemptions under EPF and MP Act, 1952 and ESI Act, 1948 and shall cover his employees under the said codes.
  - n) Payment of Bonus under the Payment of Bonus Act, payment of gratuity under the Gratuity Act, and retrenchment compensation under the relevant Act will be the sole responsibility of the Contractor.
  - o) Over and above the daily wage rate, payment shall be made for leave with wages.
  - p) Contractor shall observe provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employees. No work shall be done on 2<sup>nd</sup> or 3<sup>rd</sup> shift, overtime, Sundays or on other declared holidays without prior written permission.
  - q) In case the Contractor employs women as employees, he will discharge his obligation under law, in respect of such women workers like prohibition of engaging them during night hours, prohibition of employing them for more than 9 hours per day, provision of crèche facility, grant of maternity leave as per rules etc.
  - r) Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period and shall ensure disbursement of wages in the presence of the authorities / representative of contract operating division who shall record under his signature at the end of entries in the Register of Wages.
  - s) Contractor to obtain license under CL(R&A) Act, 1970



**BIDDER'S QUALIFYING CRITERIA**

**Qualifying Criteria from S.No. (1) & (2) as mentioned below has to be fulfilled by the bidders:**

- (1) Average Annual financial turnover during the last 3 years, ending 31st March 16 of the previous financial year should be at least **Rs. 138960** of the estimated cost.
- (2) Bidder should have executed similar work for any one of the following in the last seven years from latest date of bid submission: -
  - a. Three similar works each of value not less than **Rs. 185280** of indented estimated value.  
Or
  - b. Two similar works each of value not less than **Rs.231600** of indented estimated value.  
Or
  - c. One similar work of value not less than **Rs. 370560** of indented estimated value.

Definition of similar work(s): AMC/Servicing/Repairing of AC or water cooler or water purifier

Notes:

- (A) The Bidder must submit documentary proof in support of each of the above conditions along with the techno commercial bid Part-I. Offer by the bidders who fail to submit the supporting documents or fail to qualify as per qualifying criteria will not be considered. Work executed certificate from its client/contractor to be submitted as proof in support of clause no. (2), as above.
- (B) Bidder, if so desires, may attend Pre-Bid discussion 15days before opening of tender from 10 AM to 3 PM with prior appointment in their own interest. Any doubts will be clarified during the pre-bid discussions and guidelines will be given to the bidder for specialized works.
- (C) Conditional offers will not be accepted.

**BoQ for AMC of Drinking water coolers, water purifier, Fly trapper & Air conditioners at BHEL-CFP Rudrapur.”**

SI Nos	Description of work	Unit (A)	Quantity (B)	Amount (Rs.)	
				Rate (Rs./Qty)	(C=A*B)
<b>I</b>	<b>Water cooler</b>	---	---	---	---
<b>(A)</b>	<b>Service Work</b>	---	---	---	---
(i)	AMC Charges for 24 Months	No. of coolers	5		
(ii)	Fan Motor Rewinding	No.	2		
<b>(B)</b>	<b>Replacement of Spares as follows</b>	-----	<b>Estimated Qty.</b>	---	---
(i)	Compressor	Nos.	2		
(ii)	Capacitor 36-60 uf	No.	10		
(iii)	Condenser coil	No.	2		
(iv)	Refrigerant charging	Per Charging	6		
(v)	Over load relay	Nos.	6		
(vi)	Starting relay	Nos.	6		
(vii)	Dry filter of liquid line of compressor	Nos.	4		
<b>II</b>	<b>Water Purifier</b>	---	---	---	---
<b>(A)</b>	<b>Service Work</b>				
(i)	AMC Charges for 24 months	<b>No. of Purifier</b>	5		
(ii)	PCB (Repairing)	Nos.	6		
<b>(B)</b>	<b>Replacement of Spares as follows:</b>	---	<b>Estimated Qty.</b>		
(i)	Connection pipe	Nos.	6		
(ii)	Float Valve	Nos.	6		
(iii)	Water tap push type SS(Faucet)	Nos.	6		
(iv)	Candle filter of purifier	Nos.	20		
<b>III</b>	<b>3/4/5 KVA Stabilizer</b>				
<b>(A)</b>	<b>Service Work</b>				
(i)	PLC Card repair	Nos.	<b>10</b>		
<b>(B)</b>	<b>Replacement of Spares as follows:</b>				
(i)	PLC Card replacement	Nos.	<b>4</b>		
<b>IV</b>	<b>Fly/Insect Trapper</b>				
<b>(A)</b>	<b>Service Work</b>				
(i)	AMC Charges for 4 month	<b>No. of Fly/Insect trapper</b>	<b>1</b>		
<b>(B)</b>	<b>Replacement of Spares as follows:</b>	---	<b>Estimated Qty.</b>		
(i)	UV Tube	Nos.	<b>4</b>		
(ii)	Choke(36W)	Nos.	<b>2</b>		

Name &amp; Signature of Bidder



V	Air Conditioner		Qty.		1.5 T Cap.	2.0 T Cap.	1.5 T Cap.	2.0 T Cap.	1.5 T Cap.	2.0 T Cap.
			1.5 T Cap.	2.0 T Cap.						
(A)	Service Work									
(i)	AMC Charges for 14 months for following:									
(a)	Window AC	No. of AC	5							
(b)	Split AC	No. of AC	24	9						
(c)	Tower AC	No. of AC		2						
(ii)	PCB (Repairing)	No.	10	6						
(iii)	Fan Motor Rewinding (out door unit)	No.	8	4						
(B)	Replacement of Spares as follows:	---	Estimated Qty.							
(i)	Compressor	No.	6	4						
(ii)	Compressor of tower AC	No.		2						
(iii)	Refrigerant charging	Per charging	20	10						
(iv)	PCB Replacement	No.	10	6						
(v)	Capacitor 36-60 Uf	No.	24	16						
(vi)	Fan Motor Replacement (Cooling unit)	No.	6	4						
(vii)	Selector Switch	No.	12	8						
(viii)	Starting kit (window/Spilit AC)	No.	6	4						
(ix)	Cooling Fan	No.	8	4						
(x)	Exhaust Fan	No.	8	4						
(xi)	Thermostat	No.	12	8						
(C)	Total Amount for service work [I(A)+II(A)+III(A)+IV(A)+V(A)]	-	-	-	-	-				
(D)	Service Tax(if applicable)**@_____ % of (C)	-	-	-	-	-				
(E)	Total amount for replacement of spare [ I(B)+II(B)+III(B)+IV(B)+V(B)]	-	-	-	-	-				
(F)	Value added tax(if applicable)** @_____% of (E) on spare replacement	-	-	-	-	-				
(G)	Grand Total (C+D+E+F)	-	-	-	-	-				

Quotation In words : \_\_\_\_\_

I have read & understood all T&C of BHEL tender enquiry and agree to abide by the same.

Note: (1) No condition should be mentioned by the bidder in price bid

(2) Conditional offer shall be rejected.

(3) \*\* :- Refer clause 17 of annexure II

**Bidder Signature**

Name & Signature of Bidder

Page 12

CFP, RUDRAPUR



**CERTIFICATE BY CHARTERED ACCOUNTANT ON LETTER HEAD**

This is to Certify that M/S....., (hereinafter referred to as 'company') having its registered office at..... is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part—II) ..... dtd:....., Category: .....(Micro/Small)). (Copy enclosed). Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year..... as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722 (E) dated October 5, 2006: Rs..... Lacs.

2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act,2006: Rs.....Lacs (Strike off which is not applicable) T h e a b o v e i n v e s t m e n t o f R s .....L a c s i s w i t h i n p e r m i s s i b l e l i m i t o f R s.....Lacs for ..... Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006. Or the company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is ..... (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name –

Membership number –

Seal of Chartered Accountant