



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
BHARAT HEAVY ELECTRICALS LIMITED, BHOPAL

CMX/AC/2019-20/A/01

Scope of work

1.0 Scope of Work:-

The work is for Maintenance of Window AC, Split AC, Tower AC, (both Remote and manual operation). This entrusted work is being given for ACs, which are not covered under any other AMC/Warranty. These equipment are located inside the factory premises and as well as in BHEL Township also, i.e. ED House, Guest Houses, Kasturba Hospital, Dispensaries, Civil/Electrical offices, Blew Computer centre, Helping Hand Centre, CISF, etc. The work also includes removal & re-installation of the ACs as and when required.

- 1.1 All the material including consumables required for maintenance of above said equipment, will be supplied free of cost to the contractor by BHEL.
- 1.2 This maintenance work will include preventive maintenance, attending breakdowns, replacement of the defective spare parts, electrical items, gas charging, testing, removing & installing the ACs during the contract for continuous operation. The maintenance has to be done in night also if there is an urgent requirement.
- 1.3 3 set of all tools & tackles, 2 set of jet pump for condenser cleaning, 1 set of gas recovery machine, 2 set of vacuum pump, 2 set of drill machine, 2 set of digital temperature display & 2 set of brazing torch (consumable C2H2 & O2 will be in BHEL scope) for AC & R maintenance shall be brought by contractor for 24 months.

All of the above tools & tackles must be always available with workman.

- 1.4 Make of ACs: - Blue star/ Voltas / Feeder Lloyd / Samsung / Carrier/ Videocon etc.
- 1.5 Approximate Quantity of ACs, :

S.No	Type of Air Conditioners	Capacity	Qty. (Approx)
1	Window AC, Split AC, Tower AC etc. which are not covered under any warrantee or any other work order.	Up to 4.5 Ton	> 930 Nos.

1.6 For doing the above work, contractor is required to engage the following:

S.no	Workman Category	Qty.	Qualification/Experience
			ITI with 2 year experience of AC field or 5 year's experience of 3 phase AC field .Work will include Brazing, Gas charging, shifting Complete servicing of ACs & Electrical work
1	Skilled	03 Nos.	Three phase as well as Single phase
2	Un-Skilled worker	03 Nos.	General experience of AC field.



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Note (1) : - The eligibility of the above technical qualification for skilled worker may be verified before permitting them to work in BHEL. Any time new manpower is inducted. These workmen are required for maintenance works from the date of start of Work order. Before quoting the execution charges the bidder may visit the site of ACs installation, to get physically accustomed with the nature of work so that proper crew may be deputed by the contractor.

Note (2) : - At least 02 nos. of motorcycle are required to above mentioned manpower in sl. No-1.6 (one for outside factory for BHEL township area & another for inside BHEL factory) for attending of breakdowns without any delay.

2.0 Tentative Location of ACs :-

Contractor has to maintain all ACs installed at various places inside BHEL Bhopal factory area i.e. Administrative building, HRDC, Computer centre, Various Laboratories, PC rooms, Senior Executives cabins in all blocks/Annexes/Shop floor etc. & in BHEL township area (ED House, Guest House, Kasturba Hospital, BHEL dispensaries, Civil maintenance, Blew Computer centre, Helping Hand Centre, CISF, etc.)

3.0 Attending to Breakdown:-

- 3.1 The complaint in breakdown includes all the scope of work which is necessary to ensure proper functioning of the ACs. Contractor has to check & arrest refrigerant gas leakage, rectifying all electrical/electronic faults, replacing defective parts, cleaning of condenser coils, etc to ensure satisfactory performance of equipment. The breakdown reports will be received directly from the Engineer In charge Air Conditioning during first shift (7AM to 4 PM). Any emergency calls will have to be attended during other than normal working hours.
- 3.2 As far as possible all breakdowns are to be attended & cleared on daily basis.
- 3.3 The work assigned has to be attended on the same day & have to report the status /completion of the complaints to Ac section.
- 3.4 Un-completed work has to be taken on the next day on priority basis. All the complaints have to be taken on first come first serve basis. If any urgent complaint, as instructed by the higher Officer of the department will be taken up on top priority, with the intimation of AC section.
- 3.5 In case the b/ds are more at any point of time, the contractor has to detain their staff & attend all the pending breakdowns after 4:00 PM also. BHEL will not pay any compensation on this account.



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4.0 Shifting of Equipment's: For this wood working or Civil work wherever required shall be done by BHEL whereas AC shifting are to be done by the contractor.

5.0 Penalty:

- 5.1 Requisite man power is indicative in 1.6 - In case contractor fails to provide requisite manpower on working days additional manpower shall be allowed to compensate absence of manpower during the quarter. Excess supply of manpower during the contract period shall be carry forward to the next bill **(except from April to July month)**. If still there is short fall in total man-days, payment shall not be made for absence period (man-days short fall days) and in addition to that deduction shall be made as per rates indicated below. Penalty will be calculated on cumulative maydays supplied on quarterly basis and not on daily basis.
- 5.2 Skilled worker: Rs. 300/-, Un-Skilled worker: Rs. 200/- , Max- 10 % of contract value for entire contract period except **(from 1 April to 31 July)**.
- 5.3 Skilled worker: Rs.1000/-, Un-Skilled worker: Rs. 500/- only for the period **(from 1 April to 31 July)**.
- 5.4 GST shall be charged extra on penalty.

6.0 Facilities that can be made available by BHEL Bhopal:

- 6.1 Water, Compressed Air, Welding Set, brazing rod, Electricity etc required for repair of AC units can be supplied free of cost as available within the factory premises.
- 6.2 Plug top & extension cable whenever required will be given by BHEL

7.0 Maintenance Records:

- 7.1 Contractor has to maintain the following records:
- a) Breakdown b) Servicing of AC c) Staff attendance records.

Format of Breakdown / servicing report shall be as per BHEL executive.

8.0 Terms of Payment:

- 8.1. 100% Payment shall be made against submission of contract bill as per Schedule of rate Annexure on quarterly basis for the said period.
- 8.2 Payment will be made to Contractor on the basis of manpower deputation on working days (i.e Cumulative quarterly working days) of BHEL, Bhopal. However penalty clause as per clause no. 5.0 shall be applicable accordingly.



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8.3 BHEL, Bhopal to deduct IT & SD as per BHEL terms.

8.4 Price are firm basis & no PVC shall be applicable throughout the contract period.

9.0 Period of Contract:

9.1 Period of contract shall be 24 months (office time:7 AM to 4 PM) from the start date of the work.

10. General:

10.1 Security deposit will be returned to the contractor after completion of 3 months from the date of final release of payment. If any dues are on the part of the contractor, the same will be deducted from the SD.

10.2 The contractor shall comply with the provision of all relevant rules of the government & or enactments which may be enforced from time to time by state Govt./Central Govt.

10.3 The statutory obligation of payment of provident fund to the workmen engaged by the contractor is binding on the contractor and there shall be no additional liability to BHEL.

10.4 Contractor shall ensure Payment to his workers as per min wages as declared by Govt.

11.0 Workmanship:

11.1 The work shall be carried out to the satisfaction of BHEL Engineer-In-charge. In case of any dispute, decision by HOD of dept. BHEL, Bhopal will be final.

11.2 BHEL reserves the right to revoke the contract at any time, at any stage of the contract, if BHEL finds that the work is not carried out to the satisfaction of any other reason which are prejudicial to the interest of BHEL Bhopal and also forfeit the bank guarantee & SD.

12.0 Compensation:

12.1 BHEL, Bhopal shall not be liable for any compensation, what-so-over in the case of accident/ inquiry to the persons employed by the contractor, working in the premises of BHEL Factory & Township.

12.2 Contractor will indemnify & compensate BHEL for any loss or damage to the property of BHEL due to contractor's workmen/representatives negligence or otherwise during execution of work.

13.0 Abandoning of Work:

13.1 In the event of contractor abandoning the work, BHEL reserves the right to get the unfinished work completed at contractor's risk & cost.



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14. Pre-Qualification Requirement:

Only those contractors will be eligible to quote who have

- (i) Average annual financial turnover during the last 03 years, ending on 31st march of the previous year, should be at least Rs. **3.26** Lakhs or more
- (ii) Experience of having successfully completed similar works during last 7 year ending last day of month previous to the one in which applications are invited should be either of the following:
 - (a) One similar completed works in each of the contract value Rs **8.71** Lakhs or more
Or
 - (b) Two similar completed works in each of the contract value Rs **5.44** Lakhs or more.
Or
 - (c) Three similar completed works in each of the contract value Rs **4.35** Lakhs or more.

Note: Similar work means Maintenance/Repairing/Breakdown/All-in-one-service (Comprehensive / Non-comprehensive) of window/split & Tower/cassette AC.

- (iii) Copy of P.O. / W.O. & satisfactory completion report / Performance Certificate in Company letter head of customer meeting the criteria at Sl. No (ii) above should be submitted along with the Techno Commercial offer. The complete details of the customer contact person, name, address and contract no. are also to be submitted.

Note:- Relaxation in above mentioned Pre-Qualification Requirement for Startups & MSME as per Ministry of MSME policy circular No- 1(2)(1)/2016-MA, dated- 10.03.2016.