



Bharat Heavy Electricals Limited, Jhansi

Department: Factory Main Store

Tender Enquiry No: FMS/TW/2022-23/001

Date: 07.06.2022



TENDER DOCUMENT

**WORKS CONTRACT MATERIAL HANDLING AND STORE
KEEPING ACTIVITY IN FACTORY MAIN STORE
DEPARTMENT**

For Tender Enquiry No : FMS/TS/WC/2022-23/001

Contact Person :

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Designation : Manager

Email : vipin.patel@bhel.in

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Name : Madan Gopal

AGM (FMS)

Madan.gopal@bhel.in

9453001024

Tender Due Date 21-06-2022 at 13 :15 Hrs

Tender Opening Date 21-06-2022/ at 14 :00 Hrs

Rev Date	Short details of revision (In case of revision in tender document, otherwise NA)
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**FACTORY MAIN STORE DEPARTMENT
BHEL, PO : BHEL, Jhansi 284120 (UP)**

Details of bidder and Documents To Be Submitted Along With Technical Bid

We hereby accepted above (Signature & seal of bidder)

Seal & Signature OF BHEL contracting authority



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

(कृपया निविदा प्रपत्र के साथ संलग्न किये गये अपने दस्तावेजों पर निविदा प्रपत्र के क्रम में पेज में सबसे नीचे पेज संख्या अंकित करें)

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	P a
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 PF registration	PF no-	
9.	Copy of ESI Registration	ESI No-	
10.	Copy of PAN card	PAN No-	
11.	Copy of GST registration	GST No-	
12.	Self declaration as per as per annexure V on Rs 100 stamp paper .	Submitted/ Not submitted	
13.	Copy of ownership of firm (Refer page 11 point 11)	Submitted/ Not submitted	
14.	Receipt of tender fees deposition	Amt-	
15.	Receipt of EMD deposition	Amt- Rs 60625/- only	

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15.	Copy of turn over for last three year (refer point 8 of page 10) i. 2019-20 ii. 2020-21 iii. 2021-22	Submitted/ Not submitted	
16.	Work Experience (refer point 9&10 page 11) i. Work order ii. Completion Certificate iii. Relevant TDS/TRACES (in case of Experience in private sector)	Submitted/ Not submitted	
Desirable Documents			
17.	Copy of IncomTax return i. F.Y 2019-20 ii. F.Y 2020-21 iii. F Y 2021-22	Submitted/ Not submitted	
18	Reverse Auction	BHEL Shall be resorting to reverse auction (RA) (Guidelines as available on www.bhel.com) for this tender. RA shall be conducted among the techno-commercially 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 the reverse auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking.	

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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PARTII: PRICE BID

(Separate envelope)

S. No.	Section	Page nos.
1.	PRICE BID	

NOTICE INVITING TENDER



1- NOTICE INVITING TENDER

S. No.	Particulars	Details
1	Name of work	Material Handling and Store Keeping activity in Factory Main Store department
2	Estimated Value	Rs.30.31 lacs
3	Tender Evaluation Criteria	(As per GTC issued by “Central Contracting Cell” of BHEL Jhansi.
4	Duration of the Contract	12 Months
5	Last date of receipt of the Tender	(21.06.2022) 13:15 hr
6	Date of opening Tender	(21.06.2022) 14:00 hr
7	Address for submitting the tender	BHEL Tender Room , Security control room , ADM building gate BHEL Jhansi-284120
8	Earnest Money Deposit (EMD)	Rs 60625/- only
9	Cost of tender	NIL
10	Validity of Offer	120 days

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 Material Handling and Store Keeping activity in Factory Main Store department**”. Similarly, the Price-bid must be duly signed and sent in a sealed envelope boldly super-scribing “**PART-II PRICE BID FOR Material Handling and Store Keeping activity in Factory Main Store department**”. Both these envelopes **shall be placed inside 3rd sealed envelope** super-scribing” duly signed and sent in a sealed envelope boldly super-scribing “**Material Handling and Store Keeping activity in Factory Main Store department**”.

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Bharat Heavy Electricals Limited, Jhansi

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The tender shall be addressed to as follows:

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

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))

Name and designation of Authorized Person(s)

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WORK SPECIFICATION

As per price bid

Brief Description of work

- 1) **Scope of work:** Under this Works contract following work are to be carried out:

S. No.	Description of work
Section A	Unloading, shifting, Segregating, Marking, identifying, counting, loading etc. and data punching and keeping the record etc. , office work of CRX Department
Section B	Receipt and Issue of Materials, counting , weighment at the time of issue, Shifting and posting of MIV's and SIV's etc. in the system.
Section C	Loading, unloading, shifting & stacking of filled/empty gas cylinders of various types & sizes, Record Keeping etc.
Section D	Collection & Stacking of Scrap using fork lifters / manually into bins and / or tractor, trailers, trolley (ies) from all factory areas / departments / shops of the factory and unloading the same in scrap yard in designated storage areas including sorting, cleaning, segregating , and record keeping etc.
Section E	Data Punching and Office Assistance work in CMM-CRX Department activity.

The details of activity involved in the above said work is given in **Annexure-A**.

- The contractor shall have to appoint sufficient no. of his own supervisors to organize and supervise the work of each section, being done by his employees in General shifts, 2nd shift (if needed). Supervisors allocated for all the sections, against this contract need to be present full day and supervise the activities.
- The above work should meet the requirement of the Store executive/supervisor. The above work shall be normally done in General shift. Work shall also be done in 2nd shift and on Sunday/Holidays as and when required.
- Contractor have to collect all required tools/tackles/fork lifters/trailers/trolley and other information from store/contracting department. Required space, tools & tackles and facilities like material handling equipments, fixture and crane will be provided by BHEL subject to its availability in normal working conditions. Consumables like Hand gloves, cotton waste, stationery etc. will be issued by BHEL, and these will be collected by contractor. Contractor will check for any defect in tools/tackles and transport vehicles, material etc and get it rectified/ replaced before starting work.
- EOT crane if required, shall be provided by BHEL free of cost, however the assistance in operation of the same i.e. crane operator and slinger etc., shall be the responsibility of contractor. However, in contingency in order to meet the job requirement, any additional resources if required shall be arrange by the contractor at their cost.
- The contractor shall maintain proper records of all the activities / inspection stages and the same should be made available, as and when required by BHEL.
- The house keeping of the work area / office area and maintaining work discipline shall be the contractors' responsibility.

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- Contractor is advised to visit the work place to know the work content before submission of quotation. The required documents/ process flow / statutory compliances can be seen at our works.

ANNEXURE A

DETAILED SCOPE OF WORK

S.No	Work Description	UOM	QTY
A	CENTRAL RECEIVING (CRX) AREA & SRV BIN POSTING		
1	Unloading of materials from trucks/trailors/ mini trucks, collection from material gate and unloading/ placement to identified place using fork lifter and manual workforce.	MT	21000
2	Marking Txn No, SRV no, DRS, Material code on received material by paint/ marker.		
3	Opening of boxes counting of items and offering them to quality inspector for inspection.		
4	Segregating, identifying, counting, filling in boxes, carrying on fork lifter, unloading, stacking etc. at custody store for bin posting		
5	Slings and assistance in lifting of heavy materials using crane and tractor trollies, fork lifters etc. and unloading some materials in shops.		
6	Data punching & other office work w.r.t to receipt of material and procurement		
7	Placement of incoming materials to respective stores.		
8	Segregating & sorting.		
B	CUSTODY STORES (Receipt SRV & ISSUE of Materials through MIVs & SIVs etc.):-		
9	Assist the store keepers in the following activities of custody stores:	Nos	56700
10	Issue of materials to Users/SPC		
11	Counting / weighment of material at the time of issue etc.		
12	Properly shifting and stacking of material.		
13	Loading of outward despatch materials including rejected materials		
14	Data punching & other office work w.r.t to Custody Stores department		
C	GAS YARD AREA (Cylinder handling) :-		
15	Unloading of filled cylinders	Nos	36000
16	Loading of empty cylinders		
17	Stacking, moving & shifting of gas cylinders both empty & filled.		
18	Writng down cylinder sl no and name of owner (i.e BHEL cylinders or supplier cylinders) in a standard format provided by store department		
	Special Note : 1) As filled gas cylinders are supplied by various suppliers at BHEL Jhansi through their truck/vehicle, unloading of filled gas cylinders and loading of empty gas cylinders including coordination in preparation of various documents ie. Gate pass and delivery challan and writng down details of cylinders in standard format. This activity has to be completed within general shift working hours (4-5 hours). Therefore contractor has to deploy sufficient no of		

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	workers for above activities. 2) Further handling including storage of above gas cylinders to be done as per gas Cylinder rules and other statutory requirement		
D	SCRAP COLLECTION & SCRAP YARD:-		
19	Collection & Loading of various type & size/shape of Scrap material using sufficient nos of fork lifters / manually, into designated bins and / or trolley (ies) from all areas / departments / shops of the factory and unloading the same in scrap yard at designated storage areas including sorting, cleaning, segregating etc. To carry out the work properly following resources are to be provided by the BHEL along with the expenditure of fuel and its maintenance. Following resources of BHEL can be utilised (if available) 1) Tractor 2) Trailers 3) Hydraulic Trolley(ies) 4) Lifters 5) Tripper 6) Pick Up etc. For above (BHEL resources) driver is the responsibility of Contractor. However, fuel for BHEL tractor shall be provided by BHEL with required documentation.		
I	Various type of Metal pieces/equipment part, components and off cuts (Ferrous and non ferrous)	MT	1400
li	Insulation materials of various size & shapes		
lii	Packing material i.e. wood including wooden boxes, pallets, wooden bobbin/drum, polythene, card board etc.		
iv	Transformer oil, cutting oil, other waste lubricants etc including filled drums from above oil and lubricants etc		
V	Batteries.		
Vi	various type, size of Cable / hose off cuts		
Vii	Empty drums and containers of various capacity including empty paint containers (MS and Plastic drums/containers)		
Viii	Plastic materials of various size		
ix	Various type of scrap material electrical/electronic/mechanical components, equipments etc		
x	All other scrap material generated in BHEL Jhansi factory.		
20	Following activities are involved for scrap materials		
I	Segregation of various mixed scrap material in case scrap is in mixed condition is available at collecting locations in factory		
li	Collecting of segregated scrap material in separate bins as per material contents (through fork lifter/manually/tractors/trolley(ies)/trailer/pick up/Tripper etc.)		
lii	Un boxing and stacking, bundling of scrap material to reduce volume of material at collecting locations		

Iv	Collection of Scrap Metal material including ferrous and non ferrous material in designated bins only		
V	Scrap material which are not collected in bin (ie. Wood, empty containers, equipments etc. are to be collected directly in trollies/trailers/tripper etc.		
Vi	Collection of document from shops (handing over of scrap material)		
Vii	Weightment of Scrap material from weight bridge and collection of weight bridge slip. In case material is in nos then nos to be verified before collection		
Viii	Handling over and verification of document to scrap yard supervisor including weight bridge slips and all other scrap related documents handed over at collecting locations		
Ix	After confirmation from Scrap yard supervisor unloading of scrap material at designated location in scrap yard		
X	Collection of empty bins and unloading of these empty bins to designated places of collecting locations of every shop / Department.		
Xi	House keeping at collecting locations and scrap yard (Resouces i.e brooms,cotton waste,cotton rages etc for house keeping shall be provided by BHEL) including cleaning of bushes, grass, small unwanted growth / trees in and around scrap yard after due permission of scrap yard officials		
	Special Note : 1) To execute the contract properly, MINIMUM 19 Contract workers including tractor driver and Lifter Operators every day will be required. Driver should have a proper driving license. Arrangement to be made to continuously remove scrap from various shops/designated places. 2) Above mentioned qunatities are approx. and may vary +/- 25 % against each item.		
E	CMM-CRX/FMS:-		
21	Data Punching , Dak / File maintainance , Receipt of Invoice/ Vendor Bill etc. and Assistance in office work of CMM-CRX/FMS Section. (quantum of work on completion of activities of CMM-CRX)	Nos	500

LD Clause: Any delay in execution of specified work will attract penalty. Contract has to deploy adequate number of workers (minimum 19 workers) to execute the quantum of work. The quantum of work will be monthly store activity which shall be reviewed/monitored on weekly basis. Undue Delay if attributable to firm; penalty may be imposed per day of Rs. 500 per man power available less than 19 workers.

Penalty May also be imposed Rs. 500 per day if found undue delay being done by 19 workers as per following cases:

- Failure to unload the consignment of the arrived vehicle on the same day.
- Undue delay in getting inspection done / Bin Posting activity of the consignment.



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- c) Failure to collect the average scrap of 4 MT per day. Analysis will be done on weekly basis.
 - d) Failure to provide the adequate nos of workers for custody stores for issueing of material and CMM – CRX Department for P O Placing support activities.
 - e) Failure to collect filled Scrap Bins and replacing empty bins at designated locations in Shops/department.
2. The Penalty shall be recovered from the EMD, Security Deposit, Contract amount and running bills etc.
 3. For all operation only suitably skilled /experience workers to be engaged. Workers must have experience of Industrial store activities.
 4. **Method of Evalution:** Bidder to quote overall value of the contract, L1 will be decided on overall value. Rate per Unit will be auto calculated on the basis of % Allocated to each section as per Annexure X.

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Qualifying Requirements

Sl No	Description of Qualifying Requirements
1.	Average Annual financial turnover during the last 3 years ending 31st March 2021, should be at least Rs. 9.09 Lakhs approx. (Please attached <i>Income tax return along with balance sheet and along with Profit & Loss Account of last three financial years, 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.If T/o details of 3 years are not available, then available years T/o shall be evaluated by dividing it by 3.
2.	2.1: Work Experience:(Bidder should fulfill any one of the following): Experience of having successfully completed similar works* (defined below) during last 7 years ending 31.10.21 should be either of the following: - a. Three similar completed works each valuing not less than the amount equal to Rs 12.13 Lakh or b. Two similar completed works each valuing not less than the amount equal to Rs 15.16 Lakh. or c. One similar completed works each valuing not less than the amount equal to Rs 24.25 Lakh. *Similar Work: Any service or works contract of requisite value in any PSU/CPSU/State govt./ Central Govt./ Private sector involving manufacturing / maintenance or assistance in material handling activities/ stores activity of Industrial work. Documentary proof (Completion Certificate and WO/PO / LOI) for the experience performance report issued by Customer for successful execution of the contract to be submitted. In case of experience in Private Sector, in addition to above, relevant TDS Certificate must be attached as evidence.
3.	Contractor Should have an ESI Code number and PF number.
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 of tender enquiry.
7.	Blank Price Bid as per annexure "X".
8.	The documents required for legal entities under whosename and style Contractor has participated in the tender are as follows:8.1) Partnership Firm: Partnership Deed registered at the office of Registrar of Firms. 8.2) Company: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate. 8.3) Society: Registration certificate issued by Registrar of societies. 8.4) 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 (_).



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GENERAL TERMS AND CONDITIONS OF ENQUIRY (JHS2055C R02)

UPLOADED IN SPERATE FILE -PAGE NO 01 TO 14

(To be signed by contractor and submitted along with bid.)

We hereby accepted above (Signature & seal of bidder)

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