

Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)

HUMAN RESOUIRCE DEVELOPMENT INSTITUTE
PLOT NO.25,SECTOR 16A, NOIDA 201 301
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NOTICE INVITING TENDER: TENDER NO.MG/SK/PUR/001

Date of Submission: 15/03/2011

Date of Opening:16/03/2011

Sealed quotations in Two Part Bid System comprising of Technical bid (Part) and Price bid (Part 2) separately are invited from reputed Architects fulfilling qualifying requirements contained in the tender document for providing Architectural Services for renovation works at HRDI & ESI Bldg, Noida. Tender document can be obtained from Dy.Manager(Admn), BHEL HRDI Plot no. 25, Sector 16A, Noida 201301(UP) upto 11.3.2011. Alternatively, tender document can be downloaded from BHEL website: www.bhel.com also. Sealed tender should be submitted in Two Part Bid system only, on or before 3.00PM on 15/03/2011(4.00PM). Technical bid (Part-I) of the tender shall be opened at 3.00PM on 16/03/2011

Dy.Manager(Admn)

MG/SK/PUR/002
Dated:19/02/2011

You are requested to submit your most competitive offer for Architectural Services required for renovation of BHEL HRDI toilets (details vide Annexure-I).

Procedure for submission of sealed tender:

Sealed quotations are

The bidder must submit their tender as required in two separate covers prominently superscribed as Part (1) Technical bid vide Pre-qualifying criteria and (2) Price Bid as i.e. Total fee chargeable towards Architectural services.

The quotation should reach this office latest by 1600 Hrs on(15/03/2011) and the Part 1 (Technical bid) will be opened first on 16/03/2011 at 1500Hrs. Part II (Price-bid) of only those bidders will be opened later who qualify in the Technical bid.

PRE QUALIFICATION CRITERIA

1. Architect must submit **copy of Council of Architecture registration no.**
2. Architect must submit **proof of having provided Architectural consultancy services in any PSU/ Government organization.**

SPECIAL CONDITIONS OF THE CONTRACT

1. **Completion period:** 20 days for stage 01, 02 & 03 **of Scope of Work for Renovation of BHEL(HRDI) Toilets.**
2. **Penalty** will be levied @ 0.5%/week subject to maximum of 5% of the contract value for delay.

Scope of Work for Renovation of BHEL (HRDI) Toilets

The prospective bidders are to visit site to assess BHEL (HRDI) requirement for renovation of the following toilets detailed below:

- (i) Creation/modification of existing toilet to provide separate ladies & gents' toilet at ground floor.
- OR
- Creation of a separate ladies toilet utilizing part of the Tea Room in Ground floor and renovating the existing ground floor gents toilet
- (ii) Renovate GM(HRDI)s toilet.
- (iii) Provide wash basin outside the ground floor toilet.
- (iv) Renovate 1st floor ladies & gents toilet and also provide wash basin outside the toilet.
- (v) Renovate 2nd floor ladies & gents toilet.
- (vi) Renovate wash basin area of dining hall on 2nd floor.

1. The value of the work is around Rs 18 lacs all inclusive.
2. Total area for renovation is around 120 sqm.
3. The Architect is to render the services as enumerated below.

Stage	Sl .no.	Work description
		.
01	i	Submission of preliminary layout plan and elevation drawings as per requirement of BHEL. These drawings will be then subject to improvements and suggestions by BHEL.
	ii	Submission of tender drawings after incorporation of the changes as suggested by BHEL and ensures compliance with codes, standards and legislation, as applicable
02	i	Submission of schedule of quantities, as per approved drawings, along with measurement sheet and detailed specifications
	ii	Prepare Detailed Estimate based on DSR. For non-scheduled items, prepare rate analysis supported by latest Budgetary offer
	iii	Submission of all required documents for tendering for the award of work to contractor(s).
03	i	Submission of working drawings as per Master list and Details for proper execution of works during renovation. Payment on prorata basis.
04	I (a)	At least once in a week visit to BHEL (HRDI) or visit as per exigency of work to inspect and evaluate the Renovation Works and where necessary give clarification, direction and interpretation of the drawings / specifications.
	(b)	Check samples of various elements and components.
	ii	Verification of Bills submitted by the contractor including measurement of executed items and conformation of specifications of executed items with ordered specifications
	iii	Issue Certificate of Completion of works.
	iv	On submission of final bill

Note: The Architect consultancy charges are to be quoted in % of his estimated cost/actual cost of the project for providing the above services and payment will be regulated as per Payment Schedule and work actually executed.

GENERAL INSTRUCTIONS TO TENDERERS

1. This tender specification as a whole, furnishing all the details and other documents as required in the following pages, shall be duly signed and sent in a sealed cover superscribing the name of work as given in the tender notice.

2. The tender shall address to OFFICER INVITING TENDER AS INDICATED IN THE TENDER NOTICE.

3. Tenders submitted by post shall be sent as "REGISTERED POST ACKNOWLEDGEMENT DUE" and shall be posted with due allowance for any postal delay. The tenders received after the due date and time of opening is liable to be rejected. Telegraphic offers and offers received by telex may not be considered.

4. Tenders shall be opened at the time and date as specified in the tender notice in the presence of such of those tenderers or other authorized representatives who may be present.

The tenderers shall closely peruse all the clauses

5. **VALIDITY OF OFFER**

6. ,specifications and conditions indicated in the tender document before quoting. In case of any doubt in the scope of work etc, he shall at once contact the authority inviting the tender for clarification before the submission of the tender.

7. Before tendering, the tenderers are advised to inspect the site of work to get them acquainted with the actual working and other prevalent conditions.

8. Tenderers must submit both Technical and Price-Bid clearly.

9. All entries in the tender shall either be typed or be written in ink. All cancellations and insertions shall be duly attested by the tenderer.

10. **EVALUATION CRITERIA**

Work will be awarded to overall L1 party.

THE OFFER SHALL BE KEPT OPEN FOR ACCEPTANCE FOR A MINIMUM PERIOD OF TWO MONTHS FROM THE DATE OF OPENING OF TENDERS.

11. **EXECUTION OF CONTRACT:**

The successful tenderer's responsibility under this contract commences from the date of issue of the Letter of Intent by Bharat Heavy Electricals Limited. The successful tenderer shall be required to complete the job within 20 days of placement of order.

12. To claim compensation for losses sustained including BHEL's supervision charges and overheads. In case of termination of contract and to levy liquidated damages **for delay in completion of work, at the rate of ½% of the contract value per week of delay or part thereof subject to a ceiling of 10% of the contract value.**

12. REJECTION OF TENDER AND OTHER CONDITIONS:

The acceptance of Tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever.

a) To reject any or all of the tenders.

If a tenderer expires after the submission of his tender or after the acceptance of his tender, BHEL may at its discretion, cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at its discretion unless the firm retains its character.

b) BHEL will not be bound by any power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. BHEL may, however, recognize such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.

c) If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded, and forfeit the moneys due.

d) Canvassing in any form in connection with tender is strictly prohibited and the tenders submitted by the contractor who resorts to canvassing are liable to be rejected.

e) The successful tenderer should not sub-contract the part or complete work detailed in the tender specification without written permission of BHEL. The tenderer is solely responsible to BHEL for the work awarded to him.

f) No deviations to the tender condition will normally be accepted. However, if the tenderer insists for certain deviations to the conditions, financial implication thereof shall be loaded to the quoted price for evaluating the tender's offer.

Payment Schedule

Stage	S/no	Work description	% of Architectural fees quoted in % of the total estimated cost/actual cost of executed works for Renovation (on Completion of Corresponding stage)
		.	
01	i	Submission of preliminary layout plan and elevation drawings as per requirement of BHEL. These drawings will be then subject to improvements and suggestions by BHEL.	5
	ii	Submission of tender drawings after incorporation of the changes as suggested by BHEL and ensures compliance with codes, standards and legislation, as applicable	5
02	i	Submission of schedule of quantities, as per approved drawings, along with measurement sheet and detailed specifications	10
	ii	Prepare Detailed Estimate based on DSR. For non-scheduled items, prepare rate analysis supported by latest Budgetary offer	10
	iii	Submission of all required documents for tendering for the award of work to contractor(s).	10
03	i	Submission of working drawings as per Master list and Details for proper execution of works during renovation. Payment on prorata basis.	20
04	i	Weekly visit to BHEL (HRDI) to inspect and evaluate the Renovation Works and where necessary give clarification, direction and interpretation of the drawings / specifications &	10

		check samples of various elements and components.	
	ii	Verification of Bills submitted by the contractor including measurement of executed items and conformation of specifications of executed items with ordered specifications	10
	iii	Issue Certificate of Completion of works.	10
	iv	On submission of final bill	10

