



BHARAT HEAVY ELECTRICALS LIMITED

ESTATE OFFICE
BHEL TOWNSHIP, SECTOR-17
NOIDA- 201301



TENDER DOCUMENT
FOR

**Repair and maintenance of Window ACs by Gas Charging in BHEL Township,
Sector-17, Noida.**

NIT no. 03: AA: NOI: ADMN: AC repair: 112:2019-20
Dated: 24.04.2019

CONTENTS

- 1- Notice Inviting Single Tender
- 2- Price Bid

Last date for Submission: 26.04.2019 at 1500 hrs.

Date for opening of tender: 26.04.2019 at 1530 hrs.


Omender Singh
Sr. Engineer (HR-TAX)
भारत भारी इलेक्ट्रिकल्स लि., राज्यदा कार्यालय, सेक्टर-17, नोएडा
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Ltd.

सम्पदा कार्यालय, सैक्टर-17, नोएडा - 201301 (यू.पी.), भारत
BHEL Township: Estate Office, Sector-17, Noida-201 301 (UP) INDIA
फोन (Tel.)- 0120-3070956, फैक्स (Fax)- 0120-3070982

TENDER DOCUMENT

NIT no. 03: AA: NOI: ADMN: AC repair: 112:2019-20 Dated: 24.04.2019

Last date of Submission of Sealed Tender: **26.04.2019 at 1500 hrs.**

Date of opening of Tender: **26.04.2019 at 1530 hrs.**

M/s. Ziask Enterprizes,
B-84, Second Floor, Okhla Jamia Nagar,
New Delhi 110025

Subject: Repair and maintenance of Window ACs by Gas Charging in BHEL Township, Sector-17, Noida.

Dear Sir,

The competitive offer is invited for repair and maintenance work of Window ACs in BHEL Township, Sector-17, Noida as described below:

Sl. No.	Description of items	unit	Qty.	rate per AC (Rs.)	AMOUNT (Rs.)
1	Leak Testing & Gas Charging of Window AC cap. 1.5 TR	nos.	20		
2	GST		SGST @	%	
			SGST @	%	
			SGST @	%	
3			Total Payable Amount (₹)		

Amount in words:

Note: The Total payable amount should be inclusive of all including GST etc.

A. INSTRUCTIONS FOR TENDERER:

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed by authorized representative of tenderer and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/stamping on each page) as a part of their offer. In case of any clarification, bidder may contact this office.
2. Tender documents are also available on BHEL web site (www.bhel.com) & on CPP Portal (<http://eprocure.gov.in/cppp/>) which can be downloaded and used as tender document for submitting the bid.
3. Bid should be free from correction, overwriting, using corrective fluid, etc. any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person (s) signing the bid else bid shall be liable for rejection.

(Signature of Party with seal)

Page 2 of 10

भारत हेवी इलेक्ट्रिकल्स लि. सम्पदा कार्यालय, सैक्टर-17, नोएडा
Bharat Heavy Electricals Ltd. Estate Office, Sector-17, Noida
Sr. Engineer (HR)
अशोक कुमार सिंह
Sr. Engineer (HR)
भारत हेवी इलेक्ट्रिकल्स लि. सम्पदा कार्यालय, सैक्टर-17, नोएडा



4. The tenderer must submit their tender in sealed envelope prominently super scribed as 'Single Part Bid' along with NIT No. & due date written on the envelope.
5. BHEL reserves the right to accept or reject the offer without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidder in this matter.
6. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, else, BHEL's interpretation shall prevail & shall be binding on the tenderer.
7. Any queries regarding this tender may be clarified from Sr. Engineer (HR-TAX) on landline no. 0120-3070956/ email: omender@bhel.in.
8. The tenderer or their representative may attend the opening of bids if they desire to do so.

B. DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER ENQUIRY

- 1) EMD of ₹ 900/- (Rupees Nine Hundred only) in the form of Pay Order or Demand Draft in favour of BHEL, payable at New Delhi, or through Electronic Fund Transfer credited in BHEL account (before tender opening), must be submitted in a separate envelope. Tender not accompanied with EMD/ EMD submitted in any forms other than above mentioned will not be accepted.
- 2) Complete tender document in all respects duly signed & stamped on each and every page as a token of acceptance of all the terms and conditions of tender.
- 3) The Bidder must submit a declaration (enclosed at Annexure-I), that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- 4) No deviation certificate as per Annexure-II must be signed and stamped.
- 5) Bidder must submit the bidder's details in the enclosed format Annexure-III.

C. SPECIAL CONDITIONS:

- 1) Gas charging of Window ACs shall including repairing of coils, pressure leak testing, vacuuming and finally gas charging etc.
- 2) The work shall be completed within 07 days of placement of order on you.
- 3) The work of gas charging will remain under warranty for a period of 90 days. You shall charge the gas in the ACs in case of leakage within a period of 90 days from the date of actual work done, with no extra cost to BHEL.

D. GENERAL TERMS & CONDITIONS: -

- 4) Tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
- 5) BHEL will not be responsible for the postal delay under any circumstances for non-receipt of Tenders by due date & time.
- 6) The offer of the bidders who are on the banned list and also the offer of the bidders who engage the services of the banned firms, shall be rejected. The list of the banned firms is available on BHEL web site www.bhel.com
- 7) The Tenderer is required to quote for the complete scope of services. Tender for part of the services or incomplete in any respect are liable to be rejected.
- 8) Rates quoted by the bidder will be firm during the contract period. No price variation and escalation due to any reason will be allowed.
- 9) The rates quoted by the bidder are deemed to be inclusive of all and any other incidental works required to complete the services and inclusive of all the taxes and duties.
- 10) The rate should be indicated both in words and figures. All entries in the Tender must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.

11) EARNEST MONEY DEPOSIT (EMD):

- a) The Earnest Money Deposit (EMD) of ₹ 900/- (Rupees Nine Hundred only) in the following forms in favour of BHEL, payable at New Delhi, must be submitted in a separate envelope. -

1. Cash deposit as permissible under the extant Income Tax Act (before tender opening)
2. Electronic Fund Transfer credited in BHEL account (before tender opening)

भारत हीवी इलेक्ट्रिकल्स लि., सेक्टर-17, नोएडा
BHEL Electricals Ltd. Estate, Sector-17, Noida

भारत हीवी इलेक्ट्रिकल्स लि. सेक्टर-17, नोएडा
BHEL Electricals Ltd. Estate, Sector-17, Noida

भारत हीवी इलेक्ट्रिकल्स लि. सेक्टर-17, नोएडा
BHEL Electricals Ltd. Estate, Sector-17, Noida



3. Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)
 4. Fixed Deposit Receipt (FDR) issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Bidder, a/c BHEL)
- b) Earnest Money is to be paid by each tenderer to ensure the tenderer does not refuse to execute the Job/ services after it is awarded to him.
 - c) EMD of the tenderer will be forfeited if:
 - i. After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
 - ii. The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
 - iii. EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.
 - d) EMD shall not carry any interest.
 - e) EMD of successful tenderer will be retained as part of Security Deposit.

12) **SECURITY DEPOSIT:**

- a) The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit. The security deposit should be collected before start of work by the contractor.
- b) Security deposit may be furnished in any one of the following forms:
 - i. Cash (as permissible under the Income Tax Act)
 - ii. Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
 - iii. Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
 - iv. Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
 - v. Securities available from Indian Post offices such as National Saving Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)
 - vi. (Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)
 - vii. At least 50% of the Security Deposit, including the EMD, should be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected.
- c) Security Deposit shall be released to the Contractor only after successful completion of guarantee period as stipulated under Special Terms and Conditions related to work.
- d) The Security Deposit shall not carry any interest.
- e) Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract and the contractor shall be liable to compensate BHEL for any losses incurred by BHEL. BHEL reserves the right to appropriate any part / whole of the amount of the security deposit without prejudice to other claims against the contractor for losses suffered by BHEL due to failures on the part of the contractor, due to termination of contract or contractor becoming disqualified because of liquidation / insolvency. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding to the contractor.

13) **OFFER VALIDITY:** Validity of offer will be **15 days** from the date of opening of the bid.

14) **EVALUATION CRITERIA:** Evaluation of bid will be on total cost to 'BHEL' (i.e. at Sl. No. 3 of above Price Format). The order will be placed on your offer subjected to the reasonability of rates.

15) **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:

मोमेंटर सिंह
वरिष्ठ अभियंता (HR-DA)
Sr. Engineer (HR-DA)
भारत भारी इलेक्ट्रिकल्स लि., एस्टेट ऑफिस, सेक्टर-17, नोएडा
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida



6. Contractor will ensure that the job is executed through his employees on his rolls and shall not sub-contract the job.
7. 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.
8. Contractor to provide PPEs and safety shoes to his employees. The contractor shall be responsible for enforcing all safety regulations as applicable.
9. Contractor shall follow all rules and regulations pertaining to Environment safety as laid down by the Government from time to time.
10. Contractor to get all his employees insured against all type of risks at his own cost.
11. Contractor to ensure that all precautions are taken for safety of himself, his employees and equipment.
12. In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL.
13. Contractor shall comply with all statutory requirements, rules, regulations, EPF & ESI, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
14. Contractor shall ensure payment of statutory 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.
15. In case the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, BHEL would not be responsible for that, in any case.
16. Contractor shall provide to his employees all tools, tackles and equipment and maintain the same to carry out the job under the contract at his cost.
17. Contractor shall provide safety appliances and maintain the same at his own cost which may be required under the statute or otherwise.
18. During the work if any damage occurred to BHEL property, the vendor would restore it to the original condition or the cost will be recovered from the vendor including administrative charges.

For & on behalf of "BHEL"


(Omender Singh)
Sr. Engineer (HR-TAX)

Omender Singh
Sr. Engineer (HR-TAX)
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida



ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

NIT no. 03: AA: NOI: ADMN: AC repair: 112:2019-20

Dated: 24.04.2019

DECLARATION

I / We hereby declare that no case is pending with the police/ court against the bidder/ firm/ company (Agency). Also I /We have not been suspended / blacklisted by any PSU / Government Department / Financial Institution / Court etc.

(Signature of Party with seal)

Place:

Date:


बी एच ई एल
BHEL
Maharaja Company
भारत हेवी इलेक्ट्रिकल्स लि., सफवा कार्यालय, सेक्टर-17, नोएडा
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida
वरि. अभियंता (सा. सं.-टीएएक्स)
Omender Singh
Sr. Engineer (HR-TAX)



Annexure - II

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

NIT no. 03: AA: NOI: ADMN: AC repair: 112:2019-20

Dated: 24.04.2019

No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender. We hereby undertake and confirm that we have understood the specifications properly and shall be providing the services mentioned in this tender enquiry.

(Signature of Party with seal)

Place:

Date:


ओमेन्द्र सिंह
वरि. अभियंता (सा. सं.-टीएफका)
Omender Singh
Sr. Engineer (HR-TAX)
भारत हेवी इलेक्ट्रिकल्स लि., एस्टेट कार्यालय, सेक्टर-17, नोएडा
Estate Office, Sector-17, Noida

ओमेन्द्र सिंह
वरि. अभियंता (सा. सं.-टीएफका)
Omender Singh
Sr. Engineer (HR-TAX)
भारत हेवी इलेक्ट्रिकल्स लि., एस्टेट कार्यालय, सेक्टर-17, नोएडा
Estate Office, Sector-17, Noida



ANNEXURE- III

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

NIT no. 03: AA: NOI: ADMN: AC repair: 112:2019-20

Dated: 24.04.2019

BIDDER'S DETAILS

Name of the Contractor /Party/ Firm	
Present status of Party, whether Individual/ HUF/ Partnership firm/ AOP/ Public Ltd. Company/ Private Ltd. Company	
Name of Representative	
Postal Address	
Phone/ Landline Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	
Bank details for payment through NEFT/RTGS	Name of Bank: Branch: Account No.: IFSC No.: MICR No.:

Note: Submit a cancelled cheque for verification of above bank details.

(Signature & seal of the contractor)

 **ओमेन्डर सिंह**
वरि. अभियंता (मा. सं.-टीएफएस)
Omender Singh
Sr. Engineer (HR-TAX)
भारत हेवी इलेक्ट्रिकल्स लि., सम्पदा कार्यालय, सेक्टर-17, नोएडा
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida