	(TENDER No: CRX/Unloading/2019-20/W2)	Rev 00
	Central Receiving Division	
	<u>Scope of Work and Special Conditions</u>	

## 1.0 SCOPE OF WORK

Item wise detail of work to be executed is mentioned below -

### a. Unloading, Segregation, distribution and stacking of Gas Cylinders/oil drums/coal tar drums/ and other drums

- The work involves unloading of all types of incoming cylinders/ drums received in various bonded areas/stores and stacking the same.
- Drums/cylinders received and unloaded in CRX needs to be loaded in jumbos and distributed in various shop floors.
- The work also involves unloading at designated areas, rolling to storage area, item wise lot marking and stacking as per BHEL instruction.

### b. Unloading, segregation, distribution, unpacking and stacking of Special and bulky items such as sand bags, pig iron, bricks, white cement, calcium carbide, insulator, shot blast, chain link, barbed wire, refractory items & electrodes.

- The work involves Unloading, segregation, distribution, unpacking and stacking of sand bags, pig iron, bricks and white cement in foundry division.
- The work also involves Unloading, segregation, distribution, unpacking and stacking of calcium carbide in gas plant; insulators in Block-IV, Shot blast in Block – I, Chain link and barbed wire in Gadia store, Iron forgings etc. in Tool & gauge shop and IR item, welding electrode etc. in FMS division.
- Any other special and bulky item as decided by BHEL.

### c. Unloading, segregation, distribution, unpacking and stacking of incoming material (excluding special and bulky items)


- The work involves unloading of all incoming material received by road at CRX/Bonded areas/Stores/Block shop floors (unloading of cement, coal and MS steel plates received through railway wagons and that of the special and bulky items is not included).
- Stacking of material on CRX platforms and arranging item wise, LR Wise, SRV Wise etc.
- Distribution of the material by loading on jumbo, fork lifter or any other mode of conveyance to the respective stores/bonded areas of CRX, unloading and stacking at bonded areas.
- Unpacking of material cases and stacking as per BHEL instructions.
- Cleaning of area of packaging material and disposal to dust bin.

## 2.0 PERIOD OF CONTRACT

- The period of contract shall be full 12 calendar months from the date of commencement of work / Issue of LOI as per required.

## 3.0 REQUIREMENT OF LABOURERS

- An average manpower of 10-12 unskilled labours is to be deployed for the above work which may be increased according to the need of work. The work involves completing the activity as per the requirement of BHEL by the man power deployed by contractor and nothing extra shall be paid for over stay/ working on Sunday & holidays/over –time.
- Contractor has to arrange police verification of all of his works deployed for this contract to arrange entry passes.

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#### 4.0 TERMS & CONDITIONS

- 4.1 The contractor shall deploy labourers for unloading from jumbo/fork lifter, truck etc. to ensure smooth operation. No extra payment shall be made towards engagement beyond 8(eight) hours.
- 4.2 The normal working hours shall be on all working days in the 1<sup>st</sup> shift /General shift as applicable. However, it may be required in 2<sup>nd</sup> shift and even on Sunday/Holidays, depending upon requirement.
- 4.3 Proper records shall have to be maintained by the contractor regarding the work done, for the purpose of monitoring/measurement.

#### 5.0 OTHER CONDITIONS


- 5.1 The contractor shall be responsible for all acts and omissions of their staff and liabilities arising out of the acts and omissions of such act shall be borne by the contractor. BHEL shall not be responsible for any such acts, omissions or any liabilities arising there from.
- 5.2 Accident occurred during the course of company's work should be reported by the Contractors to BHEL immediately and certainly not later, than 24 hours. This should be followed by a detailed report from the Contractor.
- 5.3 BHEL reserves the right to short close the contract at its discretion at any point of time with one month notice period without assigning any reason thereof.
- 5.4 The bidders offer may be rejected based on unsatisfactory past performance/past illegal or illegitimate activities by contractor/any of its labourers/staff in any of the contracts of BHEL Bhopal or any of its units. Further, in case of false information given by the bidder, as found at any stage of the contract, the bidder shall be de-barred and its EMD/ Security shall be forfeited.

#### 6.0 SAFETY & OCCUPATIONAL HEALTH

- 6.1 The contractor has to assume full responsibility of the safety of the man, method and machine involved and to comply with the security/ safety regulations of BHEL and others, inside/ outside the BHEL factory. The contractor is required to maintain first aid box at the work place.

#### 7.0 TERMS OF PAYMENT

- 7.1 Progressive payment may be regulated as follows, subject to the deductions towards security deposit, income tax with surcharge, GST, any other tax or levies applicable and recoveries towards materials/ services rendered on chargeable basis.
- 7.2 All payments shall be released by BHEL within 90 days through electronic pay mode only.
- 7.3 Contractor will submit the bills (in duplicate), which will be duly verified, checked and forwarded by concerned engineer to Finance Department for further checking, passing of bill and releasing payment to the party.
- 7.4 GST shall be paid extra over quoted rate as per Govt. norms only upon production of documentary evidence.

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#### 8.0 PAYMENT TO CONTRACTOR AND ITS LABOURERS

- 8.1 All the payment to be made by contractor to its labourers is to be paid directly into their bank account. No cash payment is permitted under this works contract.
- 8.2 Payment to contractor shall be made only when proof of payment along with PF,ESI etc. by contractor to its labourers is produced by contractor before concerned BHEL authority in the manner decided by BHEL.

#### 9.0 EVALUATION OF THE OFFER

- 9.1 **No conditions or deviations should be asked for in price bid.**
- 9.2 The work is indivisible and total work shall be ordered on the L1 bidder (**single party**) who quotes the lowest rate in totality.
- 9.3 The quoted prices should be firm. No variation in price shall be allowed.
- 9.4 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 Security Deposit.
- 9.5 Bidder should meet experience criterion as defined in Annexure-“C” of Instruction of Tenderers. Bids not having above experience are liable to be rejected, hence bidders are required to enclose copy of work order, work completion certificate etc. in support of their experience.
- 9.6 If any two parties quote the same rate in totality (tie In total amount ) then the bidder who is having higher average turnover of last three years (ending on 31<sup>st</sup> March 2017) shall be considered L-1 and work will be awarded accordingly.

#### 10.0 L.D Clause (Penalty Clause)

Contractor has to ensure timely Completion of loading and Unloading work as per the requirement of BHEL.

If Contractor delays in performing any unloading activity and if incoming vehicles are not unloaded even after 48 hours from the time of placement at unloading site, then BHEL shall deduct a penalty @ 110% of the offered rate against corresponding work item from the bills.

- 11.0 BHEL reserves the right to cancel this tender without assigning any reason whatsoever and in such cases no bidder shall have any claim arising out of such action.

Name & signature of the bidder  
(Seal)