



## INVITATION TO TENDER

**Ref: OPS/OS/AMC/2016-17/34/051**

**Date: 06.12.2016**

**Sub:** AMC of Split/Window Air conditioners in premises of BHEL-HPVP, Visakhapatnam for a period of two years.

Sealed tenders are invited under **two bid system**, Techno-Commercial Bid (Part-I) and Price Bid (Part-II) from the reputed and experienced contractors with sound technical and financial capability for the subject work.

SL. NO.	NAME OF THE WORK	ESTIMATE VALUE	EMD	CONTRACT PERIOD	LAST DATE FOR RECEIPT OF TENDER
01	AMC of Split/ Window Air conditioners in premises of BHEL-HPVP, Visakhapatnam for a period of two years.	<b>4.23 Lakhs</b>	<b>8,457/-</b>	<b>Two Years</b>	<b>19.12.2016 up to 14.00 Hrs.</b>

### 1.0 ELIGIBILITY CRITERIA

- I) Average annual turnover of the contractor during the last 3 years ending 31<sup>st</sup> March 2016 should be at least 30% of the estimated value. (i.e. **1.27 Lakhs**). Turnover for last 3 years certified by the Practicing Chartered Accountant should be submitted as a proof. In case annual turnover for FY 2015-16 is not finalized or ITR is not submitted by the contractor, Average annual turnover during the last three years ending 31<sup>st</sup> March 2015 shall be considered. Tenderer should enclose EPF, ESI, PAN, Service Tax New registration no.
- II) The Contractor should have experience of completing similar works during last 7 years ending 31<sup>st</sup> Oct 2016 as given below:
  - (a) Three similar completed works costing not less than the amount equal to 40% of the estimated value (i.e. **₹ 1.69 Lakhs each**)
  - OR
  - (b) Two similar completed works costing not less than the amount equal to 50% of the estimated value. (i.e. **₹ 2.11 Lakhs each**)
  - OR
  - (c) One similar completed work costing not less than the amount equal to 80% of the estimated value. (i.e. **₹ 3.38 Lakhs**)

Work / Job Completion Certificates from the customer shall be enclosed in support of successful and satisfactory completion of the orders.

**Note: Similar work means Air Conditioner (Split/ Window) maintenance/ repair works.**

- III) The works executed in the own name of the tenderer will only be considered for eligibility criteria.

### 2.0 SCOPE OF THE WORK

- a) The complete maintenance / repair work shall be carried-out inside BHEL-HPVP premises.
- b) Only such repairs which are not possible to be undertaken in the premises of BHEL-HPVP, may be allowed to be done in the workshop of the firms. No transportation charges shall be paid on this account.

- c) In no case, an air conditioner, or part thereof, shall be taken out of the premises without formal written permission of BHEL-HPVP. The air conditioner/s or part thereof, taken to the workshop will have to be brought back within two days, failing which the cost of the machine / part will be recovered from the firm and, if considered necessary, the contract will be terminated without further notice.

### **3.0 LOCATION OF WORK**

The subject job is to be carried out inside BHEL-HPVP premises.

### **4.0 EARNEST MONEY DEPOSIT**

- I. The tenderer shall submit EMD for 8,457/- (Rupees Eight Thousand Four Hundred Fifty-Seven Only) only in the following forms:
    - a) Cash Deposit as permissible under the extant Income Tax Act (before tender opening).
    - b) Electronic Fund Transfer credited in BHEL account (before tender opening).
    - c) Banker's Cheque/ Pay Order/ Demand Draft, in favour of BHEL, Visakhapatnam along with offer
  - II. EMD by the tenderer will be forfeited as per NIT conditions, if:
    - a) 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.
    - b) The contractor fails to deposit the required security deposit or commence the work within the period as per LOI/ Contract.
    - c) 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.
  - III. EMD given by all unsuccessful tenderers shall be refunded normally within 15 days of award of work.
  - IV. EMD shall not carry any interest.
  - V. EMD of successful tenderer will be retained as part of Security Deposit.
- successful bidder.

**Note:** Micro & Small Enterprises (MSEs) are eligible for exemption of EMD as per clause no. 48 annexure . III.

### **5.0 CONTRACT PERIOD:**

The Contract is valid for a period of **2 Years** from the date of issue of work order.

### **6.0 SECURITY DEPOSIT:**

Security Deposit shall be collected from the successful tenderer as per clause no. 28 of annexure . III.

### **7.0 PAYMENT TERMS:**

100% payment will be released within 30 days from the submission of bill to Electrical maintenance department along with all statutory documents duly certified by the Engineer In-charge of BHEL. RA bills will be processed monthly once. All payments will be released only through RTGS / Electronic Funds Transfer (EFT).

### **8.0 INCOME TAX AND WORKS CONTRACT TAX:**

Income tax and Works Contract Tax as per statutory requirement will be deducted on each payment made to the contractor and TDS certificate will be issued to this effect.

**9.0 PRICE SCHEDULE, TAXES & DUTIES:**

- a. Prices shall be quoted in the price schedule attached to the tender for the complete scope of work.
- b. The quoted prices shall be inclusive of all applicable taxes & duties as applicable as on date of tender submission except service tax. However, Service Tax as applicable shall be reimbursed on submission of proof of payment.
- c. In addition to existing taxes, any new taxes imposed by Central/ State Govt. shall be payable by the contractor and same shall be reimbursed on submission of relevant documents/proof of payment.
- d. In case, any new tax is imposed instead of existing tax, difference of the amount shall be reimbursed/ recovered on submission of documentary evidence.
- e. Any new tax is imposed by Central/ State Govt. or there is any variation in taxes after expiry of delivery / contract period, the same shall be borne by contractor only.
- f. All terms & conditions of the contract in respect of taxes & duties are subject to new taxation laws introduced time to time by Govt. and terms & conditions will be deemed to be modified in accordance with the provisions of New Laws (i.e., GST)
- g. The quoted prices shall be fixed & firm without any escalation during the entire period of contract and till completion of the work.
- h. Tenderer should quote the amounts in figures & words. In case of any mismatch between the quoted unit rates and amounts, the quoted unit rates shall be considered as final. It may be noted that corrections, overwriting etc. are not allowed. If there is a discrepancy between amount in figures & words, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and total shall be corrected accordingly.
- i. All rates shall be quoted in the tender format only.

**10.0 RISK PURCHASE:**

**In case the contractor fails to execute the work due to any reason, BHEL reserves the right to get the same completed through some other party at the risk & cost of the contractor and any additional expenditure incurred due to the same shall be charged to the contractor.**

**11.0 VALIDITY OF OFFER:**

The offer shall be valid for a period of **3 months** from the last date for tender submission.

**12.0 REVERSE AUCTION:**

BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on [www.bhel.com](http://www.bhel.com)) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit ~~Process~~ compliance form (to the designated service provider) as well as ~~Online~~ sealed bid in the Reverse Auction. Non-submission of ~~Process~~ compliance form or ~~Online~~ sealed bid by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on [www.bhel.com](http://www.bhel.com)).

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on [www.bhel.com](http://www.bhel.com)).+

As a reminder to the bidders, system will flash following message (in RED Color) during the course of online sealed bid

%Bidders to submit online sealed bid less than or equal to their envelope sealed bid already submitted to BHEL+.

General terms & conditions governing RA are mentioned in the special conditions at Annexure-VIII

### **13.0 GENERAL :**

#### **13.1 Bidders shall confirm their acceptance to all the terms & conditions of the tender enquiry.**

Deviations to the tender conditions are not acceptable and BHEL-HPVP reserves the right to reject such offers which do not meet Technical / Commercial requirements without any / further correspondence.

Bids not accompanied with requisite EMD/NSIC/MSME registration certificate, late / delayed bids, incomplete / conditional offers, bids not conforming to the terms & conditions specified in the tender documents are liable for rejection.

#### **13.2 BHEL reserves the right to modify or cancel or short close the tender at any stage at its discretion without assigning any reason thereof.**

#### **13.3 The bidders shall study the Tender documents and all other relevant documents in detail for understanding the scope of work involved in various items before submission of offers.**

For any clarifications required on this tender document, scope of work etc., the bidders shall depute their authorized representatives to HPVP, Visakhapatnam with prior intimation to get clarifications from concerned authorities.

#### **13.4 Dy. Manager (WE/EM-E&C) shall be the Officer-in-charge for herein after referred to as such in the tender.**

#### **13.5 Lowest offer need not be the rate acceptable to BHEL-HPVP. BHEL-HPVP reserves the right for negotiation with the L1 bidders or opt for Reverse Auction as per applicable guidelines.**

#### **13.6 The following documents (enclosed) shall form part of the contract including this Notice Inviting Tender.**

#### **PART - I: TECHNO COMMERCIAL BID**

a) Scope of Work	: Annexure . I
b) List of Air conditioners	: Annexure . II
c) General Terms and Conditions for Tender	: Annexure . III
d) General Terms and Conditions for Reverse Auction	: Annexure . IV
e) Acceptance to the tender terms & conditions	: Annexure . V
f) Minimum Wages as per Central Labour Department	: Annexure . VI
g) Contractor Information	: Annexure . VII
h) Check List	: Annexure . VIII

#### **PART - II: PRICE BID**

i) Price Bid (Schedule of items and Bill of Quantities)	: Annexure . IX
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13.7 Tender Documents can be downloaded from our Website [www.bhelviz.co.in](http://www.bhelviz.co.in) & [www.bhel.com](http://www.bhel.com).

#### **14.0 TENDER SUBMISSION:**

14.1 The Bid shall be submitted in two parts.

**Part-I: Techno-Commercial Bid shall be placed in one cover along with the following documents:**

- All pages of tender document after duly signed & stamped
- Proof of document for payment of Earnest Money Deposit of ₹8,457/-
- Income tax returns for last 3 years, Profit & Loss account and Balance Sheet certified by the Practicing Chartered Accountant for the last 3 years
- Copy of P.F. Registration Certificate.
- Copy of E.S.I Registration Certificate.
- Experience Certificates in line with eligibility criteria
- Copy of Service Tax Registration Certificate.
- Copy of PAN
- All other applicable documents as detailed in the tender

**Part-II: Price Bid in the prescribed format shall be placed in another separate cover.**

The tender documents including the various supporting documents enclosed by the bidder should be signed on all pages with seal.

Both covers containing Part – I & Part – II bids shall be placed in another bigger size envelope duly super scribing the Tender No. & Subject on the envelope.

14.2 The tender completed in all respects shall be dropped in the Outsourcing tender box kept at reception counter, ADM building latest by 14.00 Hrs. on 19.12.2016.

Bidders may also send their offers by Post to "Outsourcing Tender Box, Admn. Building, BHEL - HPVP, Visakhapatnam – 530012".

Offers received in any other form will not be accepted.

Last date for receipt of tenders is 19.12.2016 up to 14.00 hrs. BHEL-HPVP is not responsible for any postal or other delays in submission of offers.

14.3 Submission of an offer by a tenderer implies that all the tender documents were read by the tenderer and the tenderer is aware of the scope and specifications of the work, site condition, local conditions and rates at which stores, tools and plant, free / chargeable materials etc., will be issued to him by BHEL - HPVP and other factors having bearing on the execution of the work.

#### **15.0 OPENING OF TENDERS:**

Techno-commercial Bids will be opened on 19.12.2016 at 14.00 Hrs. at Customer Cell, Admn. Building, BHEL- HPVP. The bidders may depute their representatives at the time of opening. The price bid of the technically qualified bidders will also be opened in the presence of representatives of the bidders and the date & time of opening of price bids will be intimated later. In case of reverse auction, the date of conducting reverse auction will be intimated in advance at appropriate time.

**If bids are not accompanied by requisite Earnest Money Deposit along with Part – I (Techno Commercial Bid), then Part-II (Price Bid) will not be considered for opening.**

Yours Faithfully,

For BHARAT HEAVY ELECTRICALS LIMITED,

  
Sr. Manager (OS)

**SCOPE OF WORK**

Sl. No.	Items Description	Split/Tower A/C	Window A/C	Panel A/C
		Quantity (in Nos.)	Quantity (in Nos.)	Quantity (in Nos.)
1	<b><u>Maintenance Charges:</u></b> (During maintenance the following activities to be carried out) a) Cleaning of Filters, Blowers & Fins in the Indoor units. b) Complete external cleaning of Indoor & outdoor units. c) Cleaning of condenser & evaporator coil using cleaning solutions. d) Operation & function of remote controls with the AC machines to be ensured. e) Operation & function of thermostat control with the AC machines to be ensured. f) Refrigerant gas pressure to be checked. If necessary gas re-filling to be done. <b>Note:</b> i) Required gas for re-filling shall be given by M/s BHEL-HPVP. ii) Remaining items like cleaning solution, waste cloth etc. for cleaning to be carried out by vendor only.	180	96	128
2	Installation of Air-Conditioner in a location inside BHEL-HPVP premises as per In-charge of Engineer In-charge.	5	-	-
3	Attending Breakdown: Leak testing, Flushing, Brazing Pipe, Vacuum & Pressure the system, charging of gas & put the AC into service condition for 1.5Ton / 2Ton / 3Ton Split / Window air conditioners. <b>Note: Required gas for gas charging shall be given by M/s BHEL-HPVP and all the other consumables to be bought by vendor only.</b>	8	3	3
4	Replacement of Components with new ones (Wherever applicable)			
(a)	<b>Rotary Compressor</b> (Compressor changing, Flushing, brazing, Vacuum & pressure the system, charging of gas etc.) <b>Note:</b> Required gas for gas charging to be given by M/s BHEL-HPVP and all the other items to be bought by vendor only.			
	(i) 1.5 Ton	2	2	2
	(ii) 2.0 Ton	2	0	2

**SCOPE OF WORK**

::2::

Sl. No.	Items Description	Split/Tower A/C	Window A/C	Panel A/C
		Quantity (in Nos.)	Quantity (in Nos.)	Quantity (in Nos.)
(b)	Copper condenser coil (changing of coil, brazing pipe, Vacuum & pressure the system, charging of gas & put the AC into service condition. <b>Note:</b> Required gas for gas charging to be given by M/s BHEL-HPVP and all the other items to be bought by vendor only.			
	(i) 1.5 Ton	5	3	-
	(ii) 2.0 Ton	1	-	-
(c)	PCB			
	(i) Repair	5	5	-
	(ii) Replacement	5	5	-
(d)	Thermostat	5	2	2
(e)	Fan motor	5	3	2
(f)	Plastic Fan Blades	3	3	3
(g)	Air Filter	3	3	3
(h)	Strainer	3	3	3

**1. SPECIAL INSTRUCTIONS:**

- Works shall be carried out as per instructions of engineer-in-charge.
- All safety measures shall be taken as per safety norms.
- Any clarification & modification of the work should be directly discussed with the engineer-in-charge.
- The contractor should get proper clearance from the security personnel while taking the materials outside and inside the site with prior permission from Dy. Manager (WE/EM-M&CI). They should maintain an invoice register, which is liable for inspection by the Electrical Incharge. Material "IN" gate pass shall be entered at plant security gate & it shall be counter signed by Engineer In-charge.
- For billing, Pro-Rata basis shall be considered for the quantity actually executed.
- All tools and tackles required for the job shall be in the scope of the contractor.
- Bidder is requested to visit the site before submitting the offer.

**2. TECHNICAL SPECIFICATIONS:**

- Maintenance of all 50 air conditioners to be done on quarterly basis (once in every 3 months as per schedule).**
- The term ~~Maintenance~~ shall include the following activities:
  - Cleaning of Filters, Blowers & Fins in the Indoor units
  - Complete external cleaning of Indoor & outdoor units
  - Cleaning of condenser & evaporator coil using cleaning solutions.
  - Operation & function of remote controls with the AC machines to be ensured
  - Operation & function of thermostat control with the AC machines to be ensured
  - Refrigerant gas pressure to be checked. If necessary gas re-filling to be done  
**(Supply of Gas shall be borne by M/s BHEL-HPVP).**

**SCOPE OF WORK**

::3::

- c) If any spares mentioned in the NIT-price bid is required to change during maintenance/breakdown call, such spares should enter first in the security gate on challan/bill receipt with security stamp and the bill has to submit in electrical maintenance executive. Such bills payment shall be paid at the end of that quarter.
- d) They shall be required to inspect all the air conditioners and put these into operations immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contractor shall be forfeited.

**3. PERFORMANCE & QUALITY:**

The performance and quality of work will be closely observed and in case, the same is not satisfactory, this contract will be terminated by giving 15 days notice.

**4. FORCE MAJEURE CONDITIONS:**

In case the contractor fails to cope up with the work load or does not render satisfactory services the contract awarded to him shall be cancelled by giving 15 days notice without assigning any reason whatsoever and his security deposit and payment, due to him, if any, shall be forfeited. In this connection, decision of BHEL-HPVP shall be final and binding on the contractor.

**5. LIQUIDITY DAMAGES:**

In case contractor fails to do the work within 10 days from date of handing of AC, a penalty of 0.5 % of amount for work per day shall be levied for the delayed period subjected to maximum of 10% of the value.

**6. WARRANTY:**

3 months warranty shall be applicable on all services rendered & parts replaced by the contractor. In case of Failure of Air conditioners within 3 months of service / replacement, Re-servicing is to be done at free of cost.

**SIGNATURE OF TENDERER WITH SEAL**



Ref: OPS/OS/AMC/2016-17/34/051

Date: 06.12.2016

**LIST OF AIR CONDITIONERS****A) SPLIT AIR CONDITIONERS:**

Sl. No.	CAPACITY	MAKE	MODEL	YEAR	Unit	Qty
1	1.0TON	VOLTAS	SPLIT	2014	Nos.	2
2	1.5TON	VOLTAS	SPLIT	2016	Nos.	7
3	1.5TON	VOLTAS	SPLIT	2014	Nos.	10
4	1.5TON	VOLTAS	SPLIT	2010	Nos.	3
5	1.5TON	VOLTAS	SPLIT	2009	Nos.	7
6	2.0TON	SAMSUNG	SPLIT	2014	Nos.	3
7	2.0 TON	VOLTAS	SPLIT	2014	Nos.	2
8	2.0 TON	LG	SPLIT	2013	Nos.	4
9	2.0 TON	VOLTAS	SPLIT	2010	Nos.	2
9	3.0TON	LG	TOWER	2004	Nos.	5
		<b>Total</b>				<b>45</b>

**B) WINDOW AIR CONDITIONERS**

Sl. No.	CAPACITY	MAKE	MODEL	YEAR	Unit	Qty
1	1.5TON	VOLTAS	WINDOW	2016	Nos.	15
2	1.5TON	VIDEOCON	WINDOW	2015	Nos.	1
3	1.5TON	LG	WINDOW	2015	Nos.	3
4	1.5TON	LG	WINDOW	2004	Nos.	3
5	1.5TON	HITACHI	WINDOW	2002	Nos.	1
6	3 TON	ASSEMBLED	WINDOW	2004	Nos.	1
		<b>Total</b>				<b>24</b>

**LIST OF AIR CONDITIONERS**

::2::

**C) PANEL AIR CONDITIONERS**

Sl. No.	MACHINE	MODEL	MAKE
1	TUBE BENDING MACHINE (AMOB)	SK3201.200	RITTAL
2	TUBE BENDING MACHINE (AMOB)	SK3201.200	RITTAL
3	TUBE BENDING MACHINE (AMOB)	SK3201.200	RITTAL
4	TUBE BENDING MACHINE (AMOB)	SK3201.200	RITTAL
5	TUBE BENDING MACHINE (AMOB)	SK3201.200	RITTAL
6	TUBE BENDING MACHINE (AMOB)	SK3201.200	RITTAL
7	ATCEP (PEMA)	SK3361140	RITTAL
8	ATCEP (PEMA)	SK3361140	RITTAL
9	ATCEP (PEMA)	SK3361140	RITTAL
10	ATCEP (PEMA)	SK3361140	RITTAL
11	ATCEP (PEMA)	SK3361140	RITTAL
12	ATCEP (PEMA)	SK3361140	RITTAL
13	STBW (PRIMO)	SK3361140	RITTAL
14	FLASH BUTT WELDING MACHINE	SK3370.905	RITTAL
15	FLASH BUTT WELDING MACHINE	SK3370.910	RITTAL
16	20 TORCH PPM (KKK) TP	SK3361540	RITTAL
17	20 TORCH PPM (KKK) FP	SK3361540	RITTAL
18	20 TORCH PPM (KKK) WP	SK3304.540	RITTAL
19	20 TORCH PPM (KKK) SP	SK3302.100	RITTAL
20	CDF	SK3302.100	RITTAL
21	TUBE BENDING MACHINE (AMOB)	SK3201.200	RITTAL
22	TUBE BENDING MACHINE (AMOB)	SK3201.200	RITTAL
23	SK-50		
24	GAS CUTTING MACHINE		
25	GRINDING MACHINE		
26	STUB BENDING MACHINE (AMOB)		
27	GANTRY DRILLING MACHINE		
28	WD-160		
29	SK-40	TURBO-300-SM	ADVANCE
30	SK-25A	SK3370.910	RITTAL
31	SK-25B	SK3370.910	RITTAL
32	WD-200	CNC800MTE	SUNBEAM

**Total number panel Air Conditioners: 32**

**GENERAL TERMS AND CONDITIONS FOR TENDER**

1. Should a bidder find in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. (No extension of time shall be given for submission of the tender on any account.
2. Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions herein contained and the tenders not in original ARE LIABLE TO BE REJECTED.
3. Bidders should fill in all the required particulars in the blank spaces provided and should sign with seal each and every page of the tender document.
4. In the event of tender being submitted by the firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of attorney on behalf of the firm concerned. In the latter case, a copy of the power of attorney duly attested by a Gazetted Officer must accompany the tender.
5. All entries in the tender documents should be made in one ink. Erasure and over-writings are not permitted. All cancellations and insertions should be duly signed by the Bidder concerned.
6. Should a bidder\$ or a Contractor\$ or in the case of a firm or company of contractors/any of its shareholder\$ or shareholder\$ relative is employed in BHEL, the authority inviting the tenders shall be informed in writing of this fact at the time of submission of the tender, failing which the tender may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.
7. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing will be liable for rejection.
8. The sealed Price Bids of only those offers which are technically acceptable shall be opened later. The bidders qualifying in techno-commercial bid will be intimated separately for participating in Price Bid opening.
9. Rates should be quoted in figures as well as in words with reference to each item and for all the items shown in the attached schedule.
10. Rates for each item of the tender schedule should be quoted in Rupees only. In case of any difference in rates quoted to figures and in words, the lower of the rates will be taken as the tendered rate.
11. Rates should be quoted as per the Work / Rate schedule. Rates quoted in any other form will not be accepted and will be rejected.
12. Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
13. BHARAT HEAVY ELECTRICALS LIMITED, reserve the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason therefore. In the case of acceptance of the part of tender, time for completion may also be reduced to the extent considered appropriate by the accepting officer.
14. Income-Tax & work contract tax will be deducted as per the Rules.
15. **WORK EXPERIENCE CERTIFICATE:** The tenderer should furnish proof of his previous work experience in the Up-keep and Maintenance work in any recognized Industry / Organization.
16. **PERFORMANCE & QUALITY:**  
The performance and quality of work will be closely observed and in case, the same is not satisfactory, this contract will be terminated without any notice.

**GENERAL TERMS AND CONDITIONS FOR TENDER**

:: 2 ::

**17. RISK PURCHASE:**

In case the contractor fails to execute the work within the scheduled time due to any reasons, BHEL reserves the right to get the same completed through some other party at the risk & cost of the contractor and any additional expenditure incurred due to the same shall be charged to the contractor

**18. SUB - LETTING:** Subletting of the assigned work will not be permitted. But in special circumstances, this may be allowed. In such case, the party should obtain the written approval from BHEL before Subletting.

19. The rates quoted by the contractor should be firm for the contract period. There shall be no revision in contract rates during the contract period.

20. BHEL reserves the right to negotiate for price reduction with L1 party and negotiated price will be considered as contract amount for all practical purposes.

21. BHEL reserves the right to terminate the contract at any stage without assigning any reason.

22. Withdrawal from contract during contract period in BHEL will entitles forfeiture of Security Deposit.

23. Soon after acceptance of tender the contractor shall enter into a contract with BHEL, Visakhapatnam.

24. The contract agreement shall be entered with BHEL, Visakhapatnam, on valid non-judicial stamp paper of the value of Rs100/- to be purchased by the contractor at his own cost.

25. The contractor should abide by the company's Security / safety rules and provide such safety requirements as per statutory rules and requirements of the factories act.

26. Quantities mentioned in the scope of work are tentative. The quantity may increase or decrease while executing the work and there shall not be any price variation.

**27. Earnest Money Deposit:**

A. EMD is to be paid by the tenderers for securing fulfillment of any obligations in terms of the NIT.

B. **Modes of Deposit:** The EMD may be accepted only in the following forms:

- a) Cash Deposit as permissible under the extant Income Tax Act (before tender opening).
- b) Electronic Fund Transfer credited in BHEL account (before tender opening).
- c) Bankers' Cheque / Pay Order/ Demand Draft, in favour of BHEL, Visakhapatnam along with offer.

**Forfeiture of EMD:** EMD by the tenderer will be forfeited as per NIT conditions, if:

- a) 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.
  - b) The contractor fails to deposit the required security deposit or commence the work within the period as per LOI/ Contract.
  - c) 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.
- C. EMD given by all unsuccessful tenderers shall be refunded normally within 15 days of award of work.
- D. EMD shall not carry any interest.
- E. EMD of successful tenderer will be retained as part of Security Deposit.

**GENERAL TERMS AND CONDITIONS FOR TENDER**

:: 3 ::

**28. Security deposit:**

- A. Security deposit means the security provided by the contractor towards fulfillment of any obligations in terms of the provisions of the contract.
- B. The total amount of the 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.

**C. Modes of Deposit:**

The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:

- a) Cash (as permissible under the extant Income Tax Act)
- b) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL.
- c) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the companiesact. The bank guarantee format should have the approval of BHEL.
- d) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the companiesact (FDR should be in the name of the contractor, a/c BHEL and consent of BHEL must be taken for encashment of the FDR. The same FDR which is submitted to BHEL shall be presented for encashment of FDR).
- e) Securities available from Indian Post offices such as National Savings 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)

**Note:** Acceptance of Security Deposit against Sl. No. (d) and (e) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, 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.

**D. Collection of Security deposit:**

At least 50% of the required security deposit, including the EMD, should be submitted before start of the work. Balance 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

- 29. Security Deposit / Bank Guarantee will be released after the maintenance period of 2 months or on closure of contract whichever is later.
- 30. The security deposit shall not carry any interest.
- 31. Security Deposit may be refunded on completion of the work or after maintenance period of 3 months, whichever is later along with submission of No Due Certificate.
- 32. All compensation or other sums of money payable by the contractor to BHEL under the terms of this contract or under any other contract with BHEL, may be deducted from the Security Deposit or realized by the sale of the securities of from the interest arising there from or from any sums which may be due or may become due to the contractor payable by BHEL, on any account whatsoever against this contract of any other contract with BHEL and in the event of his Security Deposit being reduced by reason of such deductions or sale as aforesaid, the Contractor shall within seven days thereafter make good in cash or in securities endorsed as aforesaid, any sum or sums by which the security Deposit has been so reduced.

**GENERAL TERMS AND CONDITIONS FOR TENDER****:: 4 ::**

33. Soon after acceptance of tender the contractor shall enter into a contract with BHEL, Visakhapatnam. The contract agreement shall be entered with BHEL, Visakhapatnam, on valid non-judicial stamp paper of the value of Rs100/- to be purchased by the contractor at his own cost. Unless the Contractor, whose tender is accepted, signs the contract agreement within fifteen days (15 days) of the date of the order directing him to do so, the amount of Earnest Money Deposit already deposited by him will be forfeited and acceptance of the tender withdrawn.
34. Contractor shall make all payments to the workmen through bank by 10<sup>th</sup> of every month.
35. Tenders submitted by Post should be sent by ~~Registered~~ Post with Acknowledgement Due+. These should be posted with due allowance for any delay in postal delivery. Tenders received after the due date of opening of tenders are liable to be rejected.
36. If a bidder expires after the submission of his tender or after the acceptance of his tender, then BHEL may at their discretion cancel such tender.
37. If the bidder deliberately gives wrong information in his tender BHEL, reserve the right to reject tender at any stage.
38. This tender document shall be deemed to form an integral part of the contract to be entered to this work.
39. Contractor may read ~~BHEL~~ WORK POLICY-2016q available with the department for further clarification regarding our works contract policy.
40. **Towards Statutory Liability (if applicable)**
  - a) All statutory requirements under Minimum Wages Act-1948, Payment of Wages Act-1936, Workmen Compensation Act-1923, EPF, payment of Gratuity Act- 1972, ESI Act-1948, The Contract Labour (R&A) Act-1970, Payment of Bonus Act-1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with latest version by the contractor.
  - b) Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time by the concerned authorities.
  - c) 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.
  - d) Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership No. / card of each employee.
  - e) Contractor shall produce proof of deductions as well as remittances of PF, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees.
  - f) Contractor shall be solely responsible for non-payment/ delayed payment of wages /DA, contributions under EPF, ESI Act etc.
  - g) In case the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
  - h) Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
  - i) The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.

**GENERAL TERMS AND CONDITIONS FOR TENDER****:: 5 ::**

- j) Contractor to obtain insurance cover for his employees / equipment / tools etc. and take third party risk insurance coverage at his own cost BHEL shall not be responsible for any loss, damage, and pilferage of property and / or his employees.
  - k) Contractor should have independent code numbers / exemptions under EPF and ESI Act, 1948 and shall cover his employees under the said codes.
  - l) Payment of bonus under the payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under Act will be the sole responsibility of the contractor.
  - m) Over and above the daily wage rate, payment shall be made for leave with wages.
  - n) Contractor shall observe Provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employee.
  - o) Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period and to ensure disbursement of wages in the presence of the authority's representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
  - p) Once the contract is awarded, it is the responsibility of contractor to pay wages due to intermediate minimum wages revision by Govt. and BHEL is not responsible to pay any additional amount due to such minimum wage revision by Govt.
41. In respect of submission of Final Bill, proof of PF, ESI & Bonus payment to the contract labour for the entire contract period shall be submitted along with ~~NO~~ **claim certificate** on a Non-judicial stamp paper worth of Rs.100/- may be submitted by the vendor/contractor.
42. The Contractor shall maintain Professionally Qualified/Trained competent Personnel on the job to ensure smooth delivery of the services as set forth in the Scope of Work and services in the **Annexure-I**.
43. Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.
44. The contractor shall be liable for any damage to the company property whether accidentally or otherwise by the workers during the period of contract.
45. The contract can be terminated at any time by giving one-month advance notice by BHEL.
46. **ARBITRATION:**
- Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives, at any time, in connection with construction, meaning, operation, effect, interpretation or out of the NIT, contract or breach thereof, the same shall be referred to Arbitration of a Sole Arbitrator appointed by Unit Head.
- Subject to as aforesaid, the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment in lieu thereof and the rules made there under shall apply to the arbitration proceedings under this clause. The award shall be a speaking and reasoned one and shall be final and binding on the parties. The venue of arbitration in all cases shall be at Visakhapatnam.
- In case, there are different wordings/expressions of a same/identical clause at different places of this Tender Document, a stricter meaning of such clause which is in favour of BHEL will apply and binding on the bidder/Contractor.

**GENERAL TERMS AND CONDITIONS FOR TENDER**

:: 6 ::

**47. DISPUTE RESOLUTION:**

(a) Any disputes arising out of this contract shall be referred to a sole Arbitrator to be appointed by the Unit Head of BHEL-HPVP and the sole arbitrator so appointed may be an employee of BHEL-HPVP. The arbitration will be governed by the provisions of The Arbitration and Conciliation Act, 1996. Place of arbitration will be at Visakhapatnam only.

(b) All cases, suits, petitions, actions, etc. arising out of this contract shall be filed, instituted, tried and auctioned only in the courts, tribunals, forums, etc. situated in Visakhapatnam only and nowhere else.

48. **MSE suppliers** can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) **or** valid NSIC certificate **or** EM II certificate along with attested copy of a CA certificate (Format enclosed at **Annexure-A** where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. Documents should be notarized or attested by a Gazetted officer+.

**49. FRAUD PREVENTION POLICY:**

The bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice+.

**50. SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS / CONTRACTORS:**

Penal action can be initiated on the suppliers / Contractors in line with extant Guidelines for Suspension of Business Dealings with Suppliers/ Contractors. The abridged version of extant Guidelines for suspension of business dealings with suppliers/contractors has been uploaded on <http://www.bhel.com> on %supplier registration page+.

**51. DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN: -**

The Contractor shall at his own expense reinstate and make good to the satisfaction of the Dy. Manager (WE-EM) and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

**52. RECOVERY FROM CONTRACTOR: -**

Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

**SIGNATURE OF TENDERER WITH SEAL**



**GENERAL TERMS AND CONDITIONS OF RA (REVERSE AUCTION)**

BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit online sealed bid in the Reverse Auction. Non-submission of online sealed bid by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.+

Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to %REVERSE AUCTION PROCEDURE+i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit online sealed bid in the Reverse Auction. Non-submission of online sealed bid by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure IV) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at %Total Cost to BHEL+ like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.

**GENERAL TERMS AND CONDITIONS OF RA (REVERSE AUCTION)****:: 2 ::**

1. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
2. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL s standard practice.
3. Bidders shall be required to read the %Terms and Conditions+ section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the sBusiness Rules of Reverse Auction , which will be communicated before the Reverse Auction.
4. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
5. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
6. In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

**SIGNATURE OF THE BIDDER WITH STAMP**

\* \* \*

**Ref: OPS/OS/AMC/2016-17/34/051**

**Date: 06.12.2016**

Sub: AMC of Split / Window Air conditioners in premises of BHEL-HPVP, Visakhapatnam for a period of two years.

**ACCEPTANCE TO TENDER TERMS & CONDITIONS**

I / We hereby confirm that the Tender documents, all annexures etc. have been studied in detail and we have fully understood the scope of work.

I / We accept to all the Terms and Conditions of the Tender Enquiry and the prices quoted are in accordance with the same.

I / We accept to offer valid for a period of **3 months** from the last date for tender submission.

I / We give our acceptance to participate in Reverse Auction in case BHEL decides to go for reverse auction for this tender.

Tender documents duly signed on all the pages by the Owner / authorized representative of the bidder are attached herewith.

**SIGNATURE OF TENDERER WITH SEAL**

**MINIMUM WAGES AS PER CENTRAL LABOUR DEPARTMENT  
w.e.f 01.10.2016**

All values are in

<b>SL. No</b>	<b>DESCRIPTION</b>	<b>Unskilled</b>	<b>Semi Skilled</b>	<b>Skilled</b>
1	Minimum Wage	<b>312.00</b>	<b>353.00</b>	<b>414.00</b>
2	PF @ 13.6%	42.46	48.04	56.34
3	ESI @ 4.75%	14.82	16.76	19.66
4	Bonus @ 8.33%	25.98	29.40	34.48
5	Leave Wages (18 days / Year)	18.00	20.36	23.88
6	Terminal Benefit for (15 days / year)	15.00	16.97	19.90
7	Holidays for 10 days	10.00	11.31	13.26
	<b>TOTAL</b>	<b>438.26</b>	<b>495.84</b>	<b>581.52</b>

Ref: OPS/OS/AMC/2016-17/34/051

Date: 06.12.2016

**CONTRACTOR INFORMATION**

Sl.No.	Particulars	To be Filled by Bidder
01.	Name of the Contractor	
02.	Nature of Firm / Concern (Proprietor/Partnership/Pvt. Limited/Public Ltd.) Note: In case of partnership concern, please enclose photo copies of the partnership deed	
03.	Full address	
04.	Name of the Proprietor/Partner	
05.	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL	
06.	Telephone No. of the firm	
07.	Fax No.	
08.	Mobile No.	
09.	E-mail ID	
09.	Organizational structure with name and designation	

Ref: OPS/OS/AMC/2016-17/34/051

Date: 06.12.2016

**CHECK LIST**

Sl. No.	Particulars	Document Enclosed (Yes / No)	Document No
01.	Name of the Contractor		
02.	Tender Document Signed & Stamped		
03.	Earnest Money Deposit (EMD) @ 8,457/-		
04.	Service Tax Registration Certificate		
05.	PAN Number		
06.	EPF Registration Number		
07.	ESI Registration Number		
08.	Avg. Annual Turnover Certificate for the last 3 years duly certified by a Practicing Chartered Accountant		
09.	Work orders & Job Completion Certificates in similar works as mentioned in eligibility criteria.		
10.	MSE Registration Documents, if applicable EM II certificate having deemed validity (5 years from date of issue of acknowledgement in EM II) <b>or</b> valid NSIC certificate <b>or</b> EM II certificate along with attested copy of a CA certificate (Format enclosed at <b>Annexure-A</b> where deemed validity of EM II certificate of five years has expired)		

**Certificate by Chartered Accountant on letter head**

This is to certify that M/S \_\_\_\_\_ .  
 (hereinafter referred to as company) having its registered office at \_\_\_\_\_  
 \_\_\_\_\_ is registered under MSMED Act 2006,  
 (Entrepreneur Memorandum No (part-II) \_\_\_\_\_ dated  
 \_\_\_\_\_, Category: \_\_\_\_\_ (Micro/small). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year \_\_\_\_\_ as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of small scale industries vide its notification No.S.O.1722(E) dated October 5, 2006:  
 \_\_\_\_\_Lakhs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and Furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:  
 \_\_\_\_\_Lakhs

**(Strike off whichever is not applicable)**

The above investment of \_\_\_\_\_ Lakhs is within permissible limit of \_\_\_\_\_Lakhs for \_\_\_\_\_ Micro/ Small (strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is \_\_\_\_\_ (dd/mm/yyyy) Which is within the period of 3 year from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number .

Seal of Chartered Accountant

**ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS / NEFT TRANSFER**

01	NAME & ADDRESS OF THE SUPPLIER / SUBCONTRACTOR	
02	VENDOR CODE ASSIGNED BY BHEL,HPVP LTD	

**DETAILS OF BANK ACCOUNT**

03	NAME & ADDRESS OF THE BANK	
04	NAME OF THE BRANCH	
05	BRANCH CODE	
06	MICR CODE	
07	ACCOUNT NUMBER	
08	TYPE OF ACCOUNT	
09	BENEFICIARY'S NAME	
10	IFSC CODE OF THE BRANCH	
11	EMAIL ID	
12	TELEPHONE / MOBILE NUMBER	

**CERTIFICATE**

I / We here by agree to receive the payments due from M/s Bharat Heavy Electricals Ltd., by the National Electronic Fund Transfer / or RTGS Transfer mode by credit to my / our above mentioned Bank account. I / We also agree that payments made to the above mentioned account are a valid discharge of the liability of M/s Bharat Heavy Electricals Ltd. I / We also agree to bear the applicable Bank charges for the above mode of transfer. A copy of the cheque leaf/ cancelled cheque leaf of the above account is sent herewith.

(Authorized Signatories with name & seal)

**BANKER'S CERTIFICATION**

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of \_\_\_\_\_ (name of account holder), the signature of authorized signatory and the MICR and IFSC codes of our branch mentioned above are correct.

Place:

Date:

Bank Manager / Officer

Signature with Bank stamp  
and name seal

**FORWARDED TO ACCOUNTS DEPARTMENT / CASH SECTION**

We confirm the above details are verified with the records available with us

Signature of BHEL Official with name & seal  
Operating the contract / Services



# **PART . II**

**( PRICE BID )**

**BHARAT HEAVY ELECTRICALS LIMITED**  
**HEAVY PLATES & VESSELS PLANT**  
**VISAKHAPATNAM – 530 012**

**NAME OF WORK:** AMC of Split / Window Air conditioners in premises of BHEL-HPVP, Visakhapatnam for a period of two years.

**Tender Enquiry No:** OPS/OS/AMC/2016-17/34/051, Dated: 06.12.2016

**Schedule of Quantities & Rates (SOQR)**

Sl. No	Items Description	Split/Tower A/C			Window A/C			Panel A/C		
		Qty. in Nos.	Rate / each (in )	Total Amount (in )	Qty. in Nos.	Rate / each (in )	Total Amount (in )	Qty. in Nos.	Rate / each (in )	Total Amount (in )
1	<b>Maintenance Charges</b> ( During maintenance the following activities to be carried out, a) Cleaning of Filters, Blowers & Fins in the AC units. b) Complete external cleaning of AC unit. c) Cleaning of condenser & evaporator coil using cleaning solutions. d) Operation & function of thermostat control with the AC machines to be ensured. e) Refrigerant gas pressure to be checked. If necessary gas re-filling to be done) Note: i) Required gas for re-filling shall be given by M/s BHEL-HPVP. ii) Remaining items like cleaning solution, waste cloth etc. for cleaning to be bought by vendor only.	180	472.50	85,050	96	399	38,304	128	380.47	48,700
2	Installation of Air- conditioner in a location inside BHEL HPVP premises as per instructions of section in charge.	5	1,050	5,250	-	-	-	-	-	-

Sl. No	Items Description		Split/Tower A/C			Window A/C			Panel A/C		
			Qty. in Nos.	Rate / each (in )	Total Amount (in )	Qty. in Nos.	Rate / each (in )	Total Amount (in )	Qty. in Nos.	Rate / each (in )	Total Amount (in )
3	Attending Breakdown: Leak testing, Flushing, brazing pipe, Vacuum & pressure the system, charging of gas & put the ac into service condition for 1.5Ton/2Ton/3Ton split/window air conditioners. Note: Required gas for gas charging shall be given by M/s BHEL-HPVP and all the other consumables to be carried by vendor only		8	1,260	10,080	3	420	1,260	3	1948	5,844
4	<b>Replacement of Components with new ones during b/d (where ever required)</b>										
(a)	Rotary Compressor (Compressor changing, Flushing, brazing, Vacuum & pressure the system, charging of gas etc.) Note: Required gas for gas charging to be given by M/s BHEL-HPVP and all the other consumables to be carried by vendor only										
	(i)	1.5 Ton	2	8,610	17,220	2	8,610	17,220	2	10,500	21,000
	(ii)	2 Ton	2	12,810	25,620	-	-	-	2	12,000	24,000
(b)	Copper condenser coil (changing of coil, brazing pipe, Vacuum & pressure the system, charging of gas & put the ac into service condition. Note: Required gas for gas charging to be given by M/s BHEL-HPVP and all the other consumables to be carried by vendor only										
	(i)	1.5 Ton	5	6,510	32,550	3	6,510	19,530	-	-	-
	(ii)	2 Ton	1	8,505	8,505	-	-	-	-	-	-

Sl. No	Items Description		Split/Tower A/C			Window A/C			Panel A/C		
			Qty. in Nos.	Rate / each (in ₹)	Total Amount (in ₹)	Qty. in Nos.	Rate / each (in ₹)	Total Amount (in ₹)	Qty. in Nos.	Rate / each (in ₹)	Total Amount (in ₹)
(c)	PCB										
	(i)	Repair	5	714	3,570	5	714	3,570	-	-	-
	(ii)	Replacement	5	2,310	11,550	5	2,310	11,550	-	-	-
(d)	Thermostat		5	241.50	1,207.50	2	241.50	483	2	230	460
(e)	Fan motor		5	1732.50	8,662.50	3	2310	6,930	2	1,650	3,300
(f)	Plastic Fan Blades		3	997.50	2,992.50	3	840	2520	3	950	2,850
(g)	Air Filter		3	220.50	661.50	3	220.50	661.50	3	210	630
(h)	Strainer		3	126	378	3	126	378	3	120	360
				Total (a)	2,13,297		Total (b)	1,02,406.50		Total (c)	1,07,144
Total amount in ₹ : (D = a + b + c)									4,22,847.50		
Discount / Escalation offered by Bidder on above total amount (D) in %											
Total Offered amount after Discount / Escalation offered by Bidder in ₹											

**NOTES:**

- 1) **Maintenance of air conditioners for the list attached in Annexure-II:**
- 2) Tenderers are requested to visit the site before submitting their tenders and go through the conditions, nature and quantum of the job to be done and in general shall themselves obtain all necessary information as to risks, safety precautions, contingencies and other circumstances. A tenderer shall be deemed to have full knowledge of the job, whether he inspects it or not, no claim shall be allowed.
- 3) The quoted rate shall be fixed & firm throughout the contract period. No cost escalation will be paid on any account throughout the contract period for any item.
- 4) **L1 shall be evaluated based on quoted total price.**
- 5) The quoted prices shall be inclusive of all applicable taxes & duties **except service tax** as applicable as on date of tender submission. Service tax as applicable will be reimbursed on submission of proof of payment.
- 6) Offered discount / escalation will be considered for calculation of unit rate & total amount for each item.

**SIGNATURE OF TENDERER WITH SEAL**