

**NOTICE INVITING TENDER (OPEN/PRESS TENDER)****1. TITLE OF WORK:** Works contract for cleaning in GJB, BLK1, 1A, 1B, BLK2, 2A, TXM, TAM, BLK6,CRX, WTM & PRM blocks

BHEL, a schedule "A" Maharatna CPSE of Govt. of India, is an integrated power plant manufacturer and one of the largest engineering and manufacturing company of its kind in India engaged in the design, engineering, manufacture, construction, testing, commissioning and servicing of a wide range of products and services for core sectors of the economy, viz. Power, Transmission, Industry(cement, fertilizers), Transportation (Railways), Renewable energy, Oil & Gas, Water and Defense with over 180 products offerings to meet the needs of these sectors.

Works Contacting Department (WCD), BHEL Bhopal invites tender on two part basis (Part – I, Techno commercial Bid & Part – II, Price Bid) from reputed, experienced and financially sound firm .

2. Scope of Work:-

To do cleaning and housekeeping in manufacturing blocks in such a manner that the Shops & Machines should be available in Spic and Span condition at any point of time. To achieve this, the cleaning work shall be carried out in 1st ,2nd and 3rd shift regularly and on holidays (20days in a year, whenever required) by deploying the workmen, supervisors and using machines as per clause 3.0, in different manufacturing blocks. Consumables for the cleaning work will be free-issue materials by BHEL. Detailed activities to be carried out for cleaning work shall be as per Annexure-II.

Working Hours: Working hours in 1st shift (7:00 AM to 4:00PM), 2nd shift (4:00PM to 1:00AM) and 3rd shift (11:00PM to 7:00AM). On holidays working hours will be as per concerned department instructions. Vehicles shall be required to operate on all working days in general shift (8:00 AM to 5:00PM).

3. Quantity : : Total department wise quantity is as below, which may vary \pm 20%

Departments	BLK2	TXM	STM	WTM	CRX	BLK1	BLK1A	BLK1B	GJB	HCM	PRM
Total floor area(Sq. mtr.)	54730	22158	25270	20810	9504	17837	11890	10629	6308	5946	10510
Cleanable floor area (Sq. mtr.)	29000	10700	11000	12000	3330	16150	6000	6800	2900	4500	4200
Man power requirement											
Man-days for worker for 303 days	5757	4242	2121	2727	303	2727	909	1212	1212	1212	606
Man-days for Supervisor for 303 days	303	303	0	303	0	303	0	0	0	0	0
Man days for workers on holidays for 303 days	0	0	0	0	0	0	0	0	34	0	0
Hiring of Machines (Nos./day)											
Loading Auto	1	1	1	1	0	1	1	1	0	1	0
Tractor with Trolley	1	1	1	1	0	0	1	1	1	1	0
Additional trolley	1	2	0	2	0	0	0	0	0	0	0
No. of days considered for each machine											
Loading Auto	176	176	176	60	0	176	30	30	0	60	0
Tractor Trolley	176	176	176	176	0	0	176	176	93	60	0
additional trolley	176	176	0	176	0	0	0	0	0	0	0



Deployment of manpower/machine shall be as per user dept. directive.

***Role of Supervisor** : Role of supervisor will be allocation and supervision of work and also supervisor will look after all blocks allocated to contractor.

4. **Splitting of order** : The above quantity shall be splitted into (N-1) bidders, to a maximum three bidders, where N is no of techno-commercially qualified bidders,. Distribution shall be done as follows: -

L1 : Block 2, 2A +TXM+GJB

L2 : Block 1+ Block 1A+ Block 1B+STM

L3 : WTM+HCM+PRM+CRX

L1 bidder rate will be offered to other bidders in order of merit. In case of less no of techno-commercially qualified bidders accepting counter offered rate, redistribution will be done at the time of award of work.

5. **Evaluation of the offer** :Deciding L1 firm :- The L1 bidder shall be decided on sum of total offered price to BHEL on overall cost basis.

- No condition or deviations should be asked for in price bid.
- The rate quoted by bidders, inclusive of all charges and applicable taxes, duties except GST of the Price Bid format, shall be considered for evaluation of rate. **No loading of price with regard to preferential payment within 45 days will be done for the bidders covered under MSMED act.”.**
- 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.

6. **Pre Qualification Requirement/ Qualification Criteria** :

(A) Statutory Requirement :

- PF Certificate
- ESI Certificate
- Income tax PAN No.
- GSTIN

(B) Experience criteria :

Experience of Similar Works (Similar Works means cleaning/housekeeping in industrial establishment or Govt./Public sector organization) during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:-


Three successfully completed similar works costing not less than the amount equal to **Rs.28.46 lakh each or 4741 man days each.**

OR

Two successfully completed similar works costing not less than the amount equal to **Rs.35.57 lakh each or 5926 man days each**

OR

One successfully completed Similar works costing not less than the amount equal to **Rs.56.91 lakh or 9481 man days.**

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(C) Average Annual Turnover :

Average Annual financial turnover during the last 3 years, ending 31st March of 2018

(Average of previous financial years 2016, 2017, 2018), should be at least **Rs.21.34 lakh.**

***Note :-**

- i. All the above conditions should be met by bidder firm only, not by any associate firm. The bidding firms shall submit the work order copies & its completion certificates to prove the desired experience. Only the firms meeting the above requirements shall be qualified technically for further processing of tender.
- ii. If both value or mandays are mentioned then whichever meet the qualification criteria shall be considered.
- iii. The value or mandays of number of work orders allocated against same enquiry to a contractor will be considered as single work order value or mandays for qualifying purpose.
- iv. Those contractors who have worked in other PSUs / Govt. / Semi-Govt. / reputed Public companies for cleaning/housekeeping works should submit documents with respect to experience as below:
Enclose copy of work order and work completion certificate clearly indicating WO ref, date, duration of work and the nature of work done. The work completion certificate should be verifiable and contact details of signing authority must be provided. In case BHEL desires to verify the document, responsibility lies with the bidder to get it verified to the full satisfaction of BHEL . Otherwise BHEL reserves the right to reject the tender and no claim or correspondence shall be entertained in this regard.
- v. Experience certificate of any Private organization, in addition to the requirements as in (iv) above, must be supported by CA certification in "ANNEXURE-I" below.
- vi. For consideration of running work order, the value completed on last day of month, previous to the one in which applications are invited will be considered based on certification of executing authority.
- vii. In case of composite Work order in which scope of work comprises multiple type of work then only that part of work will be considered, which pertains to similar works and value or man days of similar works in total value/man days should be mentioned in completion certificate.

7. **Date of commencement of work :** As per LOI (Tentatively from 01st August 2019).
8. **Contract Period :** Full 1 year from the date of commencement of work.
9. **Tender fee :-** Rs.1000/- (The tender fee is to be deposited online as procedure** given below and print out of fee receipt should be submitted along with technical bid). GST on tender fee shall be extra.
10. **Earnest Money Deposit :-** EMD of amount(**Rs.142279/-**) OR One Time EMD of amount 500000 (Five lacs only) is to be deposited online as per procedure** given below and receipt should be submitted along with techno-commercial bid.
One Time EMD : For firm who had already deposited Rs.2,00,000 as One Time EMD has to deposit remaining balance amount of Rs.3,00,000 and the enclose the documents for the same.

Offer without a proper EMD will be rejected.

***The procedure of depositing EMD/SD/Tender Fee is reiterated below:**

- i. For depositing amount online , depositor has to open SB-Collect through Online E-Payment option available on Internet (www.bhelbpl.co.in under caption new link)
- ii. After reading the instruction for depositing the amount, EMD & Tender Fee amount shall be deposited. EMD and Tender Fee may please be deposited together under EMD module where the EMD & Tender Fee both are applicable.
- iii. After the successful payment DU No shall be generated from the banking system.
- iv. After depositing the amount, Depositor has to fill Deposit slip available on Internet (www.bhelbpl.co.in under caption new link) by selecting required Enquiry number. Tender Fee and EMD may please be entered separately.
- v. As and when credit received in BHEL account, automatic mail will be sent to the depositor.

Note :- After submitting the Deposit Slip a control number will be generated through system which can be used for getting print out from the system.

11. Tender fee and EMD exempted for MSME vendor as per govt. directive. For claiming tender fee and EMD exemption, valid MSME certificate has to submitted.

12. Last Date of Bid submission :- 7-June-2019 by 11:00AM

Date of Techno-commercial bid opening :- After 02:00 PM on 7-June-2019.

13. Venue for bids submission/ opening :-


Tender Room, Admin Block, Ground Floor,
BHEL, Bhopal-462022

14. Detailed information regarding bidding document if required can be obtained from Smt. Archana Chatterjee, DGM(WCD),(Phone 0755-2503424, email: a_chatterjee@bhel.in) and Shri Ranjeet Kumar Singh Engineer (WCD), (Phone 0755-2503565,email : ranjeetksingh@bhel.in) between 10 AM to 4 PM on all working days.

Note:-

- (i) The envelope should be dropped in the tender box (Green colour) in the tender room. Tender received after 11:00AM will be treated as late tender on due date and will not be considered.
- (ii) The representative of the firm must bring their authority letter to witness the tender opening from 2:00PM onwards.
- (iii) After awarding work, No excuse shall be entertained for loss of bidder or any other compensation, the successful bidder is fully liable to fulfill all tender conditions.
- (iv) The contractor should provide uniform, shoes and other safety appliances within 15 days of commencement of order.

Archana chatterjee
DGM(WCD)
BHEL, Bhopal

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ANNEXURE-I

We confirm that (contractor) M/S.....has completed work relating to cleaning/housekeeping services in industrial establishment or govt./Public sector organization for M/S..... vide Work Order No..... dated.....and completion certificate Ref..... dated.....We also confirm that (contractor) M/S..... has received payment against the above WO and the same is recorded in book of accounts.

Sign & Seal of CA

If any of the information given in tender to qualify, found incorrect or false then BHEL may out rightly reject this offer and may also consider debarring us from participation in subsequent tenders.

Signature & Seal of Bidder

Contractor's Name :

Address :

Phone No. :

Email:

**Annexure II****Detailed Scope of Work****A. Daily activity :-**

1. Dry sweeping of floor.
2. Wet mopping of floor.
3. Chip collection from machines and loading in trolley kept in gangway.
4. Cleaning of machines.
5. Cleaning of spillage of oil around the machines.
6. Segregation of waste/scrap like oil soaked cotton, paper, themocol, puttha, polythene, wood, plastic, steel, copper, wires, machines parts, insulation material, process waste, removal empty oil & paint drums etc.
7. Transportation of segregated waste upto scrap yard max. distance (1.5km) with scrap disposal note through auto/trolleys as per requirement.
8. Cleaning of Chairs, Tables, Almirahs, Rakes, Computers, printers, telephones etc. of the Offices & Cabins.
9. Cleaning of Wash areas & Drinking water Taps/Water coolers –twice in day
10. Replacement Of Deodorants in Wash basins.
11. Cleaning of Railway Tracks.
12. Cleaning of Display boards.

B. Weekly activity :-

1. Cleaning of Glass panes at shop floor
2. Cleaning of Plants & Accessories
3. Cleaning of Ovens & Accessories
4. Cleaning of material stores & tool stores
5. Cleaning of Pits & Trenches

C. Monthly activity :-

1. Cleaning of columns, walls, cabin roof etc. upto 6mtr. from floor level.
2. Cleaning of inaccessible area, cleaning of cobweb, fans, tube lights, doors etc.
3. Cleaning of Steel Structures, Rakes, Tables & Pipes etc.

***NOTE:-**

Scope of work may vary as per shop requirement, some additional activities may be asked to carry out but related to cleaning only.