

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Ltd.

सम्पदा कार्यालय, सेक्टर-17 , नॉएडा -201301 (यु.पी.) भारत

BHEL Township : Estate Office, Sector-17, Noida-201 301 (UP) INDIA



TENDER DOCUMENT

FOR

As-Built Survey of Land at BHEL TOWNSHIP, SECTOR 17, NOIDA

NIT No. 05: AA: NOI: ADMN: As-Built Drawing: 112:2016-17
Dated 13.06.2016

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- Notice Inviting Single Tender

Last date for Submission: 15.06.2016 at 1500 hrs.

Date for opening of tender: 15.06.2016 at 1530 hrs

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Bharat Heavy Electricals Ltd.
सम्पदा कार्यालय, सेक्टर -१७, नोएडा – २०१ ३०१ (उ.प्र.), भारत
BHEL Township: Estate Office, Sector-17, Noida-201 301 (UP) INDIA
फोन (का.) 6740993, 6740988 फैक्स- 6740994 Tel: 6740993, 6740988 (Fax) 6740994

Tender Document

NIT no. 05: AA: NOI: ADMN: As-Built Drawing: 112:2016-17 Dated 13.05.2016

Last date of Submission of Sealed Tender: 15.06.2016 at 1500 hrs.

Date of opening of Tender: 15.06.2016 at 1530 hrs.

M/s. TBL Surveying & Consultants.
IInd Floor, Amar Complex, Atta Market
Sector-27, NOIDA.

Sub. : As-Built Survey of Land at BHEL TOWNSHIP, SECTOR 17, NOIDA.

Dear Sir,

We are pleased to invite your most competitive offer for As-Built Survey of Land at BHEL Township, Sector-17, Noida as per following terms & conditions:

Item No.	Description of Item	Unit (A)	Quantity (B)	Unit Rate (Rs.) (C)	Amount (Rs.) (D)=(B) x (C)
1.	Conducting detailed Physical Survey all type of Residential building/ Flats peripheral area of your Township at Sector-17, Noida. By total station showing all building structure, height of the building, open area of building, proper dimension of every type of flats structural survey of every type of building, INCLUDING SCHOOL BUILDING, COMMUNITY CENTRE, ADMIN BUILDING, Mother Dairy as available at site to true scale in 1:1000 and preparation of layout survey map and AutoCAD work as per direction of Engineer in charge. Two copies of Survey Plan (Hard copy) and one soft copy to be submitted.	Days	9		
Service Tax (.....%) Rs.					
Net Amount in Rs. (inclusive all taxes, cartage etc.)					
Amount in Words:					

Note:

- (a) The unit rate to be inclusive of all taxes and duties, except Service tax, which will be payable extra at applicable rate.
- (b) The payment will be made as per the actual nos. of days and survey report.
- (c) The rates quoted by you should remain valid during the contract period, increase in rates due to any reason shall not be permissible during the period.

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 tender 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. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
- 3. Tender must be submitted in single part. The cover envelope should be super scribed with NIT no. & due date of opening.
- 4. Rates must be quoted in figures as well as in words.
- 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 Engineer (HR-TAX) on landline no. 0120-6740997/ email: ujjwal@bhel.in.
- 8. The tenderer or their representative may attend the opening of bids if they desire to do so.
- 10. In case you are not submitting your offer against this enquiry, we request you to send a regret letter.

B. SPECIAL TERMS & CONDITIONS:

- 1. Contractor must provide all necessary tools and tackles required for completion of subject work.
- 2. No other person except contractor's authorized representative shall be allowed to enter BHEL's premises/ office.
- 3. Contractor shall be directly responsible for all disputes arising between him and his personnel / workers and keep BHEL, indemnified against all loses, damages and claims arising thereof.
- 4. The personnel engaged by contractor shall be allowed only after security check by BHEL security staff while entering / leaving the offices.
- 5. Contractor shall solely responsible for payments of wages / salaries and allowances to his personnel that might become applicable under any new act or order of Government and BHEL shall have no liability whatsoever in this regard.
- 6. The amount quoted should be firm and valid till contract period.
- 7. Under the workman's compensations Act 1948 Contractor shall arrange necessary insurance cover for all the workmen deployed under this contract. BHEL shall not entertain any claim arises at any stage due to any reason.
- 8. **Penalty:** In case of unsatisfactory / inferior quality of job performed by the contractor due to lack of manpower or any other reason, BHEL reserves the right to deduct suitable penalty from the bill submitted by the party.
- 9. **Risk Clause:** BHEL reserves the right to terminate the contract due to any failure on the part of the contractor in discharging his obligations as per terms & conditions of the contract or for poor quality of services or in the event of his becoming insolvent or going into liquidation. The

- decision of BHEL about the failure on the part of the contractor shall be final and binding on the contractor. In the eventuality of action under this clause
10. All jobs / duties and any other items specifically not mentioned but which are usual and functional requirement shall be deemed to be included in the scope of work and for such work no extra claim shall be entertained.
 11. The contractor shall be responsible for any loss or damages caused to BHEL property due to negligence on his part and such loss shall be recovered from the bills / payment due to the agency.
 12. The contractor shall not appoint any sub - contractor to carry out any obligation under the contract.
 13. The contractor shall engage only such employees who are medically fit and are disciplined. The contractor shall not employ any person below 18 years of age.
 14. **L. D. Clause:** Extension of work may be granted by BHEL where delay is not attributable to the contractor. In case of work is not complete within scheduled date, a penalty of ½% per week of delay subject to maximum 10%, of award value will be deducted as L.D.
 15. **TERMS OF PAYMENT:** 100% payment will be made within 15 days time after completion of work as per actual no. of days and submission of bill to our office. No late fee & advance payment shall be paid by BHEL.
 16. **COMPLETION PERIOD:** The completion period of the subject work will be 09 days from the date of start of work. The contractor shall start the work within 15 days of issuance of LOI (Letter of Intent).

C. GENERAL TERMS AND CONDITIONS:

1. The NIT No. & due date must be legibly super scribed on the envelopes.
2. The quoted rate should be inclusive of all.
3. Late tenders or delayed Tenders (received after Due Date & time) will be rejected.
4. Price quoted shall be valid for **30 days** from the date of opening bid.
5. Price shall be quoted as per enclosed 'Price Format' only. Quotations not filled in Price Format are likely to be rejected.
6. The rate should be indicated both in words and figures. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.

7) DOCUMENTS REQUIRED IN SUPPORT OF REQUIREMENT:

- a) **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.**
- b) Self-attested copies of acknowledgements of IT return of last three financial years i.e. AY 2013-14, 2014-15 & 2015-16.
- c) Self-attested copies of Work Orders/ Award letters in support of proof of experience for the works executed by the bidders during previous 07 years up to year ending on 31.03.2016. BHEL reserves the right to cross check the documents from the issuing department/ company.
- d) Self-attested copies of the **PAN card and Service Tax Registration No.**
- e) The Bidder must Submit a declaration (enclosed at Annexure –A), 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.
- f) No deviation certificate as per Annexure –B (enclosed) must be signed and stamped.
- g) Bidder must submit the bidder's details in the enclosed format (Annexure-E5)

- 8) **EVALUATION CRITERIA:** The order will be placed on your offer subjected to the reasonability of rates. Evaluation of bid will be on total cost to 'BHEL'.
 - 9) If any information/documents submitted by the contractor are found false/fake at any stage, the tender will be cancelled.
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- 10) **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
 - ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
 - iii. If there is a discrepancy between words and figures, 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 subject to (a) and (b) above.
 - iv. If any bidder does not accept the correction of errors, their bids will be disqualified.
- 11) Any type of accommodation will not be given to the workmen deployed by the contractor.
- 12) No party shall be permitted to tender for work in BHEL in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the BHEL. Any violation of this condition which comes to the Notice of the BHEL after the contract is awarded will entitle the BHEL to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the BHEL on account thereof.
- 13) **TERMINATION OF CONTRACT ON DEATH:** Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the accepting officer shall have the option of terminating the contract without compensation to the contractor's authorized survivors.
- 14) **POST TECHNICAL AUDIT OF SUPPLY AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the services and the bills including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided into the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.
- 15) 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.
- 16) **ARBITRATION / CONCILIATION:** In the event of any dispute arising between the parties hereafter referred as BHEL and contractor in respect of or connected with this contract, General terms & conditions of tender, then the same shall be referred to Arbitration and arbitrator will be nominated by the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.

You are requested to return this offer letter duly signed and stamped on each page as a token of acceptance of above mentioned rates and T & Cs.

For & on behalf of "BHEL"

(Ujjwal Tomar)
Engineer (HR-TAX)

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

NIT No. 05: AA: NOI: ADMN: As-Built Drawing: 112:2016-17

Dated 13.06.2016

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:

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

05: AA: NOI: ADMN: As-Built Drawing: 112:2016-17
Dated 13.06.2016

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:

BIDDER'S DETAILS

Name of the Contractor /Party/ Firm	
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 canceled cheque for verification of above bank details.

(Signature & seal of the contractor)