



**Bharat Heavy Electricals Limited**  
**Heavy Electrical Equipment Plant, Haridwar-249403**

**Works Engineering & Services**  
**Works Contract Section**

**Tender Document**

**Name of Work:** Annual Maintenance contract of cranes, transfer trolleys, sliding roofs & moving enclosures at BHEL-HEEP Haridwar

**Tender Enquiry No.:** BHEL/HEEP/WEX-WCS/2017-18/6670/20170065 Dated:23.09.17

**Due date of Tender Opening (Part-1):** 27.10.2017 at 02:00 PM

**Type of Bid:** Two Part

**Place of Submission of Tender / Bid:** Tender Room, Purchase Deptt., 4<sup>th</sup> floor, Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand) upto 01:45 PM on 27.10.2017

*All the parties are requested to kindly visit the site before participating in the tender for actual site conditions. Visit shall be made on any working day between 9:00am to 3:00pm with prior intimation. For arranging visit or any other queries, the party shall contact the under given office/Person.*

*Contact Person: Manish Kumar*

*Contact Address: WCS,ADM-4, BHEL (HEEP), Haridwar-249403*

*Email: omanish @bhelhwr.co.in, ppaul@bhelhwr.co.in , azadd@bhelhwr.co.in*

*Phone: 01334-28-1932, 1332 & 1022*

*Fax: 01334-226460*

**Document downloaded from [www.bhel.com/www.bhelhwr.co.in](http://www.bhel.com/www.bhelhwr.co.in)**

*Note: All corrigenda / addenda / amendments / time extensions / clarifications, etc. to the tender will be hosted on our website i.e. [www.bhel.com/www.bhelhwr.co.in](http://www.bhel.com/www.bhelhwr.co.in) only and will not be published in any other media. Bidders should regularly visit above website to keep themselves updated.*

**Details of Tender Document**

**Name of Work:** Annual Maintenance contract of cranes, transfer trolleys, sliding roofs & moving enclosures at BHEL-HEEP Haridwar

The Tender document has been detailed as follows:

1. Cover Page
2. Details of Tender Document
3. Part-I (TECHNO-COMMERCIAL BID)
  1. Details of Bid & Bidder
  2. Notice Inviting Tender (NIT)
  3. Pre-Qualifying / Eligibility Criteria
  4. General Instructions to Tenderer.
  5. General Terms & Conditions of Tender.
  6. Special Terms & Conditions of Tender.
  7. Scope of Work, Technical Terms & Conditions and Bill of Quantity.
  8. Undertaking by Bidder
  9. Unpriced Price Bid
  10. Check List for Tenderer
  11. Annexure-I for MSME
  12. Indicative Check List for Preventive Maintenance of cranes (Annexure-II)
4. Part-II (PRICE BID)
  1. Price Bid

**Note:** *Annexure-II is only for reference and need not be submitted along with the tender document. .*

I/We agree with the above

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**Part-I**

**(TECHNO-COMMERCIAL BID)**

**Details of Bid & Bidder (To be filled by bidder)**

- (a) Bidder Offer No.: \_\_\_\_\_ Date: \_\_\_\_\_
- (b) Legal Name of the bidder as in GST registration: \_\_\_\_\_
- (c) GST registration No. \_\_\_\_\_
- (d) State \_\_\_\_\_
- (e) Place of business \_\_\_\_\_
- (f) Category of registration under GST (i.e. Registered dealer / Unregistered dealer/ dealer opted for Composition Scheme): \_\_\_\_\_
- (g) Address of the Bidder: \_\_\_\_\_
- (h) Type of Bidder: (Proprietor / Partnership Firm / Company) \_\_\_\_\_
- (i) e-mail address of the bidder: \_\_\_\_\_
- (j) Contact No. of the Bidder: \_\_\_\_\_
- (k) PAN No.: \_\_\_\_\_
- (l) PF Code No. : \_\_\_\_\_
- (m) ESI Code No. : \_\_\_\_\_
- (n) Tender Fess Related Details (Details of Cash Receipt/DD/Exempted with details or reason for exemption sought): \_\_\_\_\_
- (o) EMD Related Details (Form in which submitted with Ref. Detail / Exempted with details or reason for exemption sought ) : \_\_\_\_\_
- \_\_\_\_\_

I/We agree with the above

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**Notice Inviting Tender (NIT)****NOTICE FOR TENDER (NIT)**

BHARAT HEAVY ELECTRICAL LIMITED  
HEEP, Haridwar-249403 (UTTARAKHAND)

Name of Dept	Works Engineering & Services (Works Contract Section)		
Phone	01334-28-1932,1332,1022	Fax	01334-226460
Email Address	omanish @bhelhwr.co.in, ppaul@bhelhwr.co.in , azadd@bhelhwr.co.in		
Contact Person	Manish Kumar		
NIT Key.	20170065	Dated :	23.09.2017
NIT No.	BHEL/HEEP/WEX-WCS/17-18/6670/20170065 Dt: 23.09.17		
NIT No. on www.bhel.com	34919		
NIT No. on www.bhelhwr.co.in	2848		
Type Of Tender	Open		
#Tender Cost (in INR)	500/- (Inclusive of Taxes) & NIL for tender downloaded from website		
Estimated cost (FOB BHEL Haridwar basis)	Rs. 2,20,26,867/- plus GST Extra.		
EMD ( in INR )	4,40,538/-		
Period of completion of work	2 Years		
Two Part Bid /single bid	Two Part Bid		
NIT Value (in Rs.)	2,20,26,867/-		
Last Date of Sale of Tender	26.10.2017	Time :	03:30PM
Last Date of submission of Tender	27.10.2017	Time :	01:45 PM
* Date and Time for opening of Technical Bid	27.10.2017	Time :	02:00 PM
Place Of submission of Tender	Tender Room, Purchase Deptt., 4th floor, Main Administrative Building, BHEL , HEEP, Haridwar-249403 (Uttarakhand)		

- \* In case of two part bid, date of opening of Tender means the date of opening of Techno-commercial bid. However date of opening of price bid shall be intimated to technically qualified parties. If the due date of tender opening happens to be a holiday, the tenders will be opened on the next working Tuesday/Friday.
- # Tender cost shall be submitted either in form of cash receipt issued by cash section, BHEL, HEEP, Haridwar (subject to provision of Income tax act) or Demand draft issued by any nationalised bank in favour of Sr. Accounts Officer (Cash), BHEL, HEEP, Haridwar separately in an envelope superscribed as Tender cost. Tender cost is non-refundable.
- # EMD shall be submitted in the only form as specified in tender document.
- # Tender cost is exempted for the tender downloaded from Website.

**Name of Work:** Annual Maintenance contract of cranes, transfer trolleys, sliding roofs & moving enclosures at BHEL-HEEP Haridwar

Contracting Executive Name:

Manish Kumar

Date:

1. BHEL reserves the right to accept or reject any/ all application(s) without assigning any reason thereof.

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2. If any document submitted by tenderer found false at any stage, the tender/ work order will be cancelled immediately and the financial loss to BHEL if any in making alternative arrangement will be recovered from the contractor.
3. BHEL will not be responsible for the loss or delay of tenders in transit in any case.
4. All further corrigenda, addenda, amendments, time extensions, clarifications & etc. to the tender, if any shall only be notified on BHEL websites (www.bhel.com / www.bhelhwr.co.in) as applicable.
5. For detailed instructions/information refer the tender document on BHEL website.
6. ***PQR (Pre-Qualifying Requirement) for Participation in the tender is specified under the heading Pre-Qualifying / Eligibility Criteria.***

I/We agree with the above

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## **Pre-Qualifying / Eligibility Criteria**

(A) Average financial turnover during last 3 years ending 31st March of the previous financial year should be at least **Rs. 33,04,030/-**

AND

(B) Experience of having successfully completed similar works\* 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 similar completed works costing not less than the amount equal to **Rs. 44,05,373/- each.**

OR

Two similar completed works costing not less than the amount equal to **Rs. 55,06,717/- each.**

OR

One similar completed works costing not less than the amount equal to **Rs. 88,10,747/-**

\* Similar works means single annual maintenance contract (AMC) of at least 50 nos. of EOT Cranes as per the following breakup of crane capacity:

(1) Minimum 20 EOT Cranes of capacity more than or equal to 30 Ton.

Out of these at least 3 nos. should be of more than or equal to 100 Ton each; 10 nos. of more than or equal to 50 Ton but less than 100 Ton each and remaining should be of capacity more than or equal to 30 Ton each.

(2) 30 nos. of EOT Cranes of capacity more than or equal to 2 Ton but less than 30 Ton each.

### **Note:**

1. Proofs in support of above point no. (A) & (B) should be submitted with the tender otherwise offer is liable to be rejected. The documents in support of (B) shall be accompanied with performance certificate issued by the customer on their letter head clearly specifying the address and contact details of customer for verification purpose. (All the documents submitted shall be self-attested (i.e. ink signed) and stamped by the Party).
2. Tenderer must submit proofs of PF Code No., ESI Code No., GST Registration No., Income Tax PAN No. and undertaking to submit the Labor License within 15 days after receipt of letter of intent.
3. For Similar Work if the experience of Number of cranes with higher capacity is available then the required capacity then the same shall be counted. However the minimum requirement of total no. of cranes should be maintained.
4. All the above values in clause (B) of PQR is inclusive of PF, ESI, Leave & Bonus.

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## **General Instructions to Tenderer**

The Contractors who wish to participate should **go through the Tender documents thoroughly** and plan well before quoting, to ensure that the Tender process is not aborted / vitiated, due to their reasons.

### **1.0 Quoting & Signing the Tender**

- a. Before Quoting the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other relevant conditions, position of materials and labor. Tenderers are also requested to go through General -Terms & conditions, Special -Terms & conditions of tender, Scope of work, Technical Terms & Conditions, drawings and specifications and all other documents which form part of the agreement to be entered into.
- b. While quoting the rate, the tenderer is advised to take into account the likely expenditure, taxes what so ever, etc. during the operation of the Contract period from the date of commencement of work as directed by BHEL.
- c. While quoting the rates the tenderer is advised to take into account all factors including any fluctuations in market rates. No claim will be entertained on this account after acceptance of the tender or during the execution of the contract.
- d. All entries in Tender documents shall be clearly written in one ink or typed. All the corrections / cancellations / insertions, if any, shall be duly attested by the Bidders concerned.
- e. Rates should be quoted as per the Price Bid. Rates quoted in any other form will not be accepted and will be rejected.
  - a) If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser 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 corrected accordingly.
  - b) 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; and
  - c) 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 of e(a) and e(b) above.
  - d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- f. The Bidder shall fill in all the required particulars of the Tender documents and also sign & Stamp on each and every page of the Tender documents (Techno- Commercial

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Bid, Price Bids, Terms & Conditions etc.) including corrigendum & the drawing attached there to while submitting their tender.

- g. Should a Bidder find discrepancies or omissions 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.
- h. Every endeavour is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take upon himself to provide for the risk or any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
- i. Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original ARE LIABLE TO BE REJECTED
- j. If a Bidder deliberately gives wrong information in his Tender or creates conditions favourable for the acceptance of his Tender, BHEL WILL REJECT SUCH TENDER AT ANY STAGE.
- k. Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- l. Canvassing in any form, in connection with the Tender is strictly prohibited and such Tenders are bound to be rejected. All information furnished is taken to be authentic by the bidder for evaluation of Tender priorities. Should any information found to be incorrect subsequently, at any later stage, the Tender / Contract shall be rejected / terminated and the / action as per BHEL Policy, rules & prevailing Guidelines shall be taken.
- m. Should a Bidder's or a Contractor's or in the case of a firm or company of Contractors / any of its shareholder's or shareholder's relative is employed in BHEL Haridwar, 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.
- n. The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.
- o. Tenders are to be submitted in **Tender Room, Purchase Deptt., 4<sup>th</sup> floor , Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand)** upto 01:45 PM on the date of tender opening. BHEL will not be responsible for any consequences that may arise leading to delay in submission of tender/bid.
- p. Late and Delayed Tenders shall be rejected.
- q. In case of Limited Tender Enquiry if you are not interested to submit the offer, please send a letter specifying the same.
- r. Price bid should not be enclosed along with the techno commercial bid and other documents in the same cover/envelope. The price bids have to be given category wise in a sealed cover and the entire lot of price bid sealed covers will have to be kept in a separate large cover, duly sealed.

**ALL THE REQUIRED DOCUMENTS SHALL BE FILLED IN THE SAME SERIAL ORDER AS PER THE FORMAT / COLUMN OF THE “TECHNO-COMMERCIAL BID”. ALL THE PAGES SHALL BE SERIALY NUMBERED ON THE RIGHT HAND SIDE TOP CORNER. PAGE NUMBERS AND DETAILS OF THE CONCERNED DOCUMENTS ALSO SHALL BE FILLED**

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**IN “TECHNO- COMMERCIAL BID” IN THE BOXES PROVIDED. ALL THE PAGES OF TENDER DOCUMENTS ARE TO BE DULY SIGNED AND STAMPED BY THE BIDDER.**

- s. All the envelopes shall be super-scribed with Name of work, NIT No. & Date of Tender Opening with the Name & Complete address of the bidder.
- t. The envelope Containing Price Bid shall additionally be super-scribed as “PRICE BID” and the envelope containing Techno-commercial bid shall be additionally super-scribed with “TECHNO-COMMERCIAL BID”
- u. Tender Fees & EMD or Proof related to exemption as required as per Terms & Conditions of Tender shall be kept in Techno-commercial bid envelope.
- v. ***The contractor must ink sign and stamp on each page of tender document including supporting documents submitted with tender.***
- w. The annual maintenance and service contract shall be governed as per the BHEL Works policy, Rules & General conditions of the contract.
- x. Bidders shall enclose the certificate of satisfactory performance, from previous customer in the Techno-Commercial Bid envelope, along-with the tender documents in support of their claim of having minimum experience of similar works.
- y. Vendor shall ensure meeting all statutory obligations as applicable during the contract period.
- z. Deviation from any of the specified requirements should be clearly brought out on a separate sheet titled as deviation. In case of no deviation a ***“NO DEVIATION STATEMENT”*** shall be submitted with the tender (Techno-commercial offer).

## **2.0 Signing the Tender**

- a. The Tender shall be signed by the Authorized Signatory Only.
- b. Authorized signatory shall be the Proprietor.
- c. In case the Bidder is a Partnership Firm under Partnership Act, the Tender shall be signed by all the Partners of the firm or by Partner having authority to sign on behalf of all other partners. Copy of the authority should be enclosed.
- d. In case the Bidder is a company, authorized signatory of the company. Copy of the authority will have to be enclosed.
- e. In case of Power of Attorney (POA).A copy of the Power of Attorney, duly attested by the issuer shall accompany the tender.
- f. If the POA is revoked during the existence of the contract, it shall be the responsibility of the of the issuer to inform the same to BHEL. The issuer shall remain bound by the acts committed under the POA till the date of such information to BHEL.

## **3.0 Date / Time for opening of Tender**

- a. Sealed covers so received will be opened at **Tender Room, Purchase Deptt., 4<sup>th</sup> floor , Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand)** at 02:00 PM on the same day of due date of tender submission as per NIT (Notice inviting Tender) in the presence of the Bidders or their Authorised Representatives who may choose to witness the same.
- b. The Techno Commercial bids only will be opened in case of two part bid.

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- c. In case of two part bid ,The Price BIDS of bidders, who are technically qualified will be opened later. The date & time of price bid opening will be informed to the technically qualified Bidders.

#### **4.0 Witnessing the Tender opening**

- a. The representative of the Bidder may choose to witness the Tender opening and have to produce the Authorization Letter in the tender room, before opening of the Tender. The representatives without Authorization Letter will not be allowed to participate in the Tender opening.
- b. Only one representative from one bidder will be allowed to participate in the Tender opening.

#### **5.0 Quoting**

- a. Quoting best rate and the sanctity of the L1 status.
- b. Quoting the lowest best rate is a must against this Tender. However, bidders are required to understand that the lowest rate offered by them or accepted by them, as the case may be, should be honoured throughout the period of the Contract.

#### **6.0 Participation**

The Parties who have been suspended or black listed or banned by BHEL HEEP, Haridwar or any other BHEL Unit will not be allowed to participate in **the Tender** and the bidder should declare the same in the Tender. Even during the course of evaluation / finalization of Tender if it is found that some of the parties are black listed / barred from business transactions / under business hold, BHEL will reject their offer.

#### **7.0 Validity of Offers:**

The rates quoted shall be valid for acceptance for a minimum period of 120 days from the date of tender opening. Withdrawal of Tender or increasing the rates during this validity period is not allowed. Date of tender opening shall be date of opening of Techno-commercial bid.

#### **8.0 Address for sending the offer:**

The offer should be sent to address as below well in advance so that it reaches before or on due date and time through registered post or in person.

*In charge, Tender Room, Purchase Dept., 4<sup>th</sup> floor , Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand).*

#### **Note:**

1. **In case of any ambiguity between any clause of General Terms & Conditions and Special Terms & Conditions, Scope of Work, Technical Terms & Conditions and Bill of Quantity the clause of Special Terms & Conditions, Scope of Work, Technical Terms & Conditions and Bill of Quantity shall prevail.**

I/We agree with the above

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## **General Terms & Conditions of Tender**

### **1. Definitions**

In these general conditions of contract the following terms shall have the meaning hereby assigned to them except where the context otherwise requires:-

- (a) "**THE CONTRACT**" shall mean the notice inviting the tender and acceptance thereof and the formal agreement if any, executed between the Bharat Heavy Electricals Ltd., Heavy Electrical Equipment Plant, Haridwar and the contractor together with the documents referred to there in including these conditions, and any special conditions, specifications, designs, drawings etc. All these documents taken shall be deemed to form one contract and shall be complementary to one another.
- (b) The "**TENDER DOCUMENT**" means the form of tender as applicable with General and Special Conditions of contract, and the specifications and/or drawings as given to contractors for the purpose of preparing their tender including "Notice Inviting Tender".
- (c) The "**WORK**" means the work described in the tender documents in individual work order and/ or accompanying drawings and specifications as may be issued from time to time to the contractor by the Engineer-In-Charge in writing the power conferred upon them, including all modifications or additional works and obligations to be carried out either at the site or in factory, workshop or any other place as may be essentially required for the performance of the work.
- (d) The "**SITE**" means the land and/ or other place on into or through which the work is to be executed under the contract or any adjacent land, part or structure which may be allotted to or used for the purpose of carrying out the contract.
- (e) The "**CONTRACTOR**" shall mean the individual of firm or company whether incorporated or not, undertaking the work and shall include legal representatives of such individual or persons composing such firm or incorporated company or successors of such person, firms or company as the case may be and permitted assignee of such individual or firm or company.
- (f) The abbreviations " Engr/Sr. Engineer / Dy.Mgr/ Mgr./ Sr.Mgr/ DGM/ Sr.DGM" means Engineer/ Senior Engineer/ Deputy Manager/ Manager/ Senior Manager/ Deputy General Manager/ Sr.Dy.General Manager respectively who will direct the contract.
- (g) The "**ENGINEER-IN-CHARGE**" means the Engineer/ Sr.Engineer or any other executive deputed by BHEL to supervise the work or part of the work on behalf of the First Party.
- (h) Accepting authority: As per BHEL Delegation of Power
- (i) "APPROVED" means the approval of directions of the Engineer/ Sr.Engineer or any other executive or person deputed by them for the particular purpose.

BHEL means the Bharat Heavy Electricals Limited/ HEEP plant of the said Company at Ranipur, Hardwar.

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- (j) The "**CONTRACT SUM**" means the sum accepted or the sum calculated in accordance with the prices accepted in tender and/ or the Contract rate as applicable to the contractor for the entire execution and full completion of the work.
- (k) The "**FINAL SUM**" means the actual amount payable under the contract by BHEL to the contractor for the entire execution and full completion of the work.
- (l) The "**TIME OF COMPLETION**" is the date or dates for completion of the work or any part of the work as set out in or ascertained in accordance with the individual work or the tender documents or any subsequent amendments thereto.
- (m) A "**WEEK**" means seven days without regard to the number of hours worked in any day in that week.
- (n) A "**DAY**" shall mean a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day.
- (o) A "**WORK DAY**" means day other than that prescribed by the Negotiable Instruments Act, as being a holiday and consists of the number of hours of labour as commonly recognized by good employers in the trade, in the district where the work is carried out or as laid in the BHEL Rules and Regulations.
- (p) "**DEVIATION ORDER**" means any order given by the Engineer-In-Charge to effect an alteration, addition or deduction, which does not radically affect the scope and nature of the contract.
- (q) "**EMERGENCY WORK**" means any urgent measures which in the opinion of the Engineer-In-Charge become necessary during the progress of the work to obviate any risk of accident or failure or which become necessary for security.
- (r) "**PROVISIONAL SUM**" or "**PROVISIONAL LUMP SUM**" means a lump sum included by the BHEL in the work for which details are not available at the time of inviting tender.
- (s) "**PROVISIONAL ITEMS**" means items for which approximate quantities have been included in the tender documents.

## 2. Earnest Money Deposit

- (a) Vendor is required to deposit the EMD as specified in NIT.
- (b) EMD shall not carry any interest.
- (c) Modes of deposit:

The EMD may be accepted only in the following forms:

- (i) Cash deposit as permissible under the extant Income Tax Act (before tender opening)
- (ii) Electronic Fund Transfer credited in BHEL account (before tender opening)
- (iii) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)

In case total EMD amount is more than Rs. 20 Lakh, the amount in excess of Rs. 20 lakh may be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at least six months.

- (d) Forfeiture of EMD

EMD by the Tenderer will be forfeited as per NIT conditions, if:

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- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
- (e) 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.
- (f) EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of award of work.
- (g) EMD of successful tenderer will be retained as part of Security Deposit.
- (h) EMD deposited in any modes other than specified at (c ) above shall lead to cancellation of the offer.

### **3. Security Deposit**

- (a) Successful vendor shall require to deposit security. The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.
- (b) 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:
  - i) Cash (as permissible under the extant Income Tax Act)
  - ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
  - iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
  - iv) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
  - v) Securities available from Indian Post offices such as National 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)
- (c) 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) The Security Deposit shall not carry any interest.
- (e) The additional condition of Security Deposit (If any) shall be specified in Special Terms & Conditions of tender.
- (f) **Refund of Security Deposit**  
After completion of work awarded, provided always that the contractor shall first have been paid final bill and have rendered a "No Demand" certificate, the security deposit mentioned in condition above shall be refunded to the contractor as follows: *100% shall be released within 3 months of satisfactory completion of the work duly verified by Site/Engineer-In-charge.*

### **4. Commercial Terms**

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- Prices shall be quoted on “Firm Price” basis only.
- Validity of offer shall be for a minimum period of 120 days from the date of Tender Opening.

## 5. Special Conditions for MSME:

“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 -1 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 benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.”

## 6. Arbitration

All disputes between the parties to the contract arising out of or relating to the contractor other than those for which the decision of the Engineer-In-charge / Accepting Officer or any other person is by the contract expressed to be final and conclusive, shall after written notice by either party to the contract, the other party be referred to the sole arbitration of DGM/Sr. Manager or any other officer of BHEL in his sole discretion unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work or the determination of the contract. The venue of arbitration proceedings will be at Hardwar. The arbitrator shall have the power to extend, from time to time, the time for making his award with the consent of the parties. The award of the Arbitrator shall be final, conclusive and binding on both the parties to the contract. Any matter arising out of or in connection with the agreement shall be under jurisdiction of Hardwar court. The Administrative Head of HEEP Unit of BHEL, Hardwar, shall appoint the Arbitrator. No person other than a person so appointed shall act as Arbitrator.

## 7. Risk Purchase Clause

In case of delays in supplies / defective supplies or non-fulfilment of any other terms & conditions given in the work order the purchaser/contracting executive may cancel the work order in full or part thereof and may also make the purchase of the material / service from elsewhere / alternative source at the risk and cost of supplier. Vendor/Contractor does not agree to above clause, their offer is liable to be rejected. In case any vendor/contractor accepts risk purchase clause initially and subsequently declines to honour the term in the eventuality of RISK PURCHASE, they may be banned for business with BHEL.”

I/We agree with the above

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## **8. Fraud Prevention Policy**

The Bidder along with its associate / collaborators / 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 fraud or suspected fraud as soon as it comes to their notice”.

Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website, vendor portals of Units / Regions intranet.

## **9. 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”.

## **10. Adoption of Integrity Pact**

BHEL is committed to fostering the most ethical and corruption free environment and values its relationship with all Bidders, Contractors and Carriers. Conducting business in a transparent, fair and corruption free manner will go in a long way in making the Bidders and Contractors our partners in progress and to reinforce this belief. BHEL has already signed a memorandum of understanding with Transparency India International on adoption of Integrity Pact for all Major Tenders / Contracts. Integrity Pact first promoted by Transparency India International, an NGO, is a tool to ensure that activities and transactions between a company or government department and its Bidders / Contractors are handled in a fair, transparent and corruption free manner.

## **11. Damage & Loss to Private Property & Injury to Contract Employee**

The Contractor shall at his own expense reinstate and make good to the satisfaction of BHEL 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.

**12.** Rates shall be quoted in figures as well as in words and contractor must put his signature & Seal on each page of the tender documents / undertakings, while submitting his offer, failing of which tender may be liable for rejection.

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13. BHEL reserves the right to cancel the tender at any stage of tendering till signing of agreement without assigning any reason(s) thereof. The tender cost in that event shall not be refunded.
14. The contractor shall not employ any worker less than 18 years of age during execution of his work.
15. In case more than one contractor quotes L1 rates, the work may be awarded through draw of lottery.
16. The work shall be governed by the specifications, general terms & conditions of BHEL contract, special conditions, tender terms, environment related conditions, safety clause and any other relevant conditions applicable time to time.
17. The contractors are advised to see the site before quoting the rates.
18. BHEL reserves the right to award only a fraction or part of the work given in the bill of quantity.
19. Contractor found or reported for non-compliance of the legal obligations during the execution of the contract, shall be debarred from the issue of NITs for at least 01 year or till the proof of compliance is produced.
20. L1 may also be decided based on Reverse Auctioning based on the discretion of BHEL.
21. BHEL does not bind themselves to accept the lowest tender or any tender or to give any reason for their decision.
22. In order to protect the commercial interests of BHEL, it becomes necessary to take action against suppliers / contractors by way of suspension of business dealings, who either fail to perform or are in default without any reasonable cause, cause loss of business / money / reputation, indulged in malpractices, cheating, bribery, fraud or any other misconducts or formation of cartel so as to influence the bidding process or influence the price etc. Guide- lines for Suspension of Business Dealings with Suppliers / Contractors shall prevail over which is available at BHEL website <http://www.bhel.com>
23. GST related Terms & Conditions:  
Bidder has to specify the following in their techno-commercial bid (part I bid in case of two part bid):
  - a) Legal Name of the bidder as in GST registration, GST registration No., State, Place of business, category of registration under GST i.e. Registered dealer / Unregistered dealer/ dealer opted for Composition Scheme,
  - b) HSN (*Harmonised System Nomenclature*) / SAC (*Service Accounting Code*), description of Goods/Services and applicable IGST / CGST / SGST rate and any other statutory levy, if any, for each item of Goods or Services.

I. a) Unregistered Dealer  
Since in case of unregistered dealer, GST will have to be paid by BHEL under reverse charge mechanism, the same shall be added to the quoted price for evaluation bid.

b) Dealer opting for Composition Scheme  
In case of registered dealer, who opt for composition scheme at the time of submission of bid, no GST will be payable to the bidder and also same will not be considered for evaluation of bid. Dealer has to declare in technical bid that no GST is shown separately in price bid. However, in case at the time of actual supply, the bidder charges GST at normal rate, the

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same shall be reimbursed subject to the availability of GST credit to BHEL. In case GST credit is not available to BHEL, no GST will be payable to the bidder.

- II. Reimbursement of GST shall be made by BHEL-Haridwar on matching of Contractor inputs as mentioned below at GST portal and after ensuring of availability of input credit to BHEL, Haridwar. Hence, Contractor has to ensure compliance as follows-
  - a) Timely raising & submission of GST compliant Invoices
  - b) Timely receipt of Goods & Services
  - c) Timely and correct payment of applicable GST by supplier/contractor
  - d) Timely filing of return
  - e) Compliance of other applicable provisions on supplier/contractorContractor has to also give consent to accept payment of tax after such matching in all cases where bills are submitted directly to BHEL-Haridwar or through bank or under LC or through any other mode.
- III. In the event of any disallowance of input credit (including reversal of credit) or applicability of interest or arising of any other financial liability on BHEL-Haridwar due to any default of supplier/contractor under GST such as non/delayed receipt of Good/Services, delayed raising & submission of invoices, delayed payment of tax, non/wrong declaration of sale by Contractor in return etc. or any other reason not attributable to BHEL, such implication shall be to supplier's/contractor's account and will be deducted from bills.
- IV. In the event of any change in the status of the bidder after submission of the bid but before the supply/service, GST applicable at the time of supply/service or GST quoted in the bid, based on the registration status of the bidder, whichever is lower shall be payable.
- V. Statutory Variation in Taxes & duties as applicable at the time of supply shall be payable. However, in the event of no change in law but bidder quoting certain tax structure in bid document which is lower than the applicable one, such amount shall be the maximum amount of tax that can be claimed by bidder.
- VI. In case of Liquidated damage (LD) recovery, the applicable GST shall also be recoverable from the suppliers.

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## **Special Terms & Conditions of Tender**

1. The contractor shall maintain the following during the execution of contract ;
  - i. Valid labor license from Asst. Labor commissioner.
  - ii. P.F. code and abide by the relevant laws & rules.
  - iii. E.S.I. code and abide by the relevant laws & rules.
  - iv. Insurance Cover (as per workmen compensation act & for working at height) for labors as per the relevant laws & rules.
  - v. Any other license etc. if required as per Prevailing laws & rules of Govt.
2. The contractor shall pay the BHEL prescribed minimum wages to his workmen. However the contractor may pay higher than the BHEL prescribed minimum wages.
3. Contractor shall maintain the muster roll, wages payment register and all other records applicable as per labor laws.
4. In case of non-compliance of any of the labor laws as per act by the contractor, he will be responsible for expenses / liability occurring / accruing on BHEL on account of above including expenditure on legal proceedings. All such expenses shall be recoverable from the contractor from any of his running contracts with BHEL or any contract entered thereafter.
5. The contractor shall inform BHEL for engaging or removing the labors from the site of work.
6. Contractor has to complete the work in time as per demand of Engineer In-charge crane maintenance.
7. The contractor not completing the work as per site requirement & as directed by the Engineer In-charge crane maintenance, action, as deemed fit will be taken including debarring for the issue of further NITs.
8. Schedule / analyzed item rates are liable for correction if there is any omission or typographical or calculation error.
9. Payment of bonus and leave/ holiday to the workmen will be paid by contractor as per act/ labor law. PF/ ESI & Adm. Charges etc. are to be deposited by contractor as per relevant labor laws.
10. Subletting will not be accepted for execution of work.
11. Gate passes / tokens to be issued by the CISF unit shall have to be returned to the pass section of CISF after completion of work, failing of which recovery at the rate as applicable shall be made from the contractor.
12. No bill will be entertained until the wages of workers, as applicable are paid.
13. Workmen must follow the safety norms and use protective devices for work at height and otherwise.
14. The contractor will have to protect the BHEL equipment and material from fire hazards or any other damages or loss.
15. No excuses for hindrance viz. jungle, extreme weather condition, non-availability of labor etc. will be entertained for not completing the work.
16. All necessary precautions for safety of the man/ machine, fire hazard & environmental aspects shall have to be taken by the contractor for the activities performed by his workers.

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17. The contractor shall have to carry out the work anywhere outside / inside factory area of HEEP and nothing extra will be paid for any extra lead and lift for carrying out the work at various heights / conditions.
18. Emergency work arises if any, will be dealt on priority and arrangement for proper & timely completion of work will have to be done by contractor.
19. Involvement in any undesirable activity by him or his workmen will be viewed seriously and attract strict action including cancellation of contract or debarring from tendering.
20. GST will be paid extra on actual basis, as applicable.
21. Contractor shall maintain a bank account in any of the nationalized banks with Internet Banking facilities at Hardwar. This should be suitable for e-payment by BHEL.
22. Payments by BHEL shall be released to the account maintained by the contractor in Hardwar and only the balance amount, after making payments to the labor, shall be transferred to Contractor's Office by site in-charge.
23. As a matter of administrative ease, the contractor should make all disbursements to his workmen preferably through their bank accounts.
24. Any crane or equipment left in the list/ additional crane (s) /equipment's if added during the contract period will also be covered automatically under the purview of this contract without any extra payment.

25. **Additional Condition of Security Deposit (SD)**

Initially SD shall be deposited for First Year Contract Value in the mode as specified in Security Deposit clause of General Terms & Conditions of Tender and on satisfactory performance of the party in the first year, the balance SD for Second Year Contract Value shall be deposited in the mode as specified in Security Deposit clause of General Terms & Conditions of Tender before signing of the Agreement for the second year or the value of the SD for second year shall be deducted from the running bills of the contractor @ 10% of the gross amount progressively till the total amount of the required security deposit is collected.

26. **PERIOD OF CONTRACT:**

Agreement shall be initially signed for one year from the date of start of the work. In the event of satisfactory performance of the party in the first year and at the sole discretion of BHEL the Agreement shall be signed for second year at the same terms and conditions.

However the Contract may be short closed on 03 months' notice in the event of poor services /misconduct etc. provided by the party at the discretion of BHEL.

27. **PAYMENT TERMS:**

- a. Monthly Lump sum Payment to Contractor = (Award value of the contract for the year) ÷ 12 and GST as per actuals and as applicable.

Where,

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- I. Award value of the contract for 1<sup>st</sup> year=(Total final negotiated/agreed Value of the tender for 2 years) ÷2
- II. Award value of the contract for 2<sup>nd</sup> year=(Total final negotiated/agreed Value of the tender for 2 years) ÷2

*Note: Award value of the contract is inclusive of Payment against PF, ESI, Leave, Bonus etc.*

- b. GST shall be paid as per actuals as applicable subject to compliance of all the applicable rules and procedure as envisaged in the GST Regime
- c. All the penalty conditions shall be as per Penalty Clause as below shall be applicable at the time of payment.

**28. PENALTY:**

- a. Non completion of preventive Maintenance as per schedule for the reason attributable to contractor will attract non-refundable penalties as given below.

Sl. No.	Particulars	Rate /Crane
1	PM of EOT Cranes > =50 T and above	4500.00
2	PM of EOT Cranes > =20 T but below 50T	3000.00
3	PM of EOT Cranes > =5 T but below 20 T	2500.00
4	PM of EOT Cranes below 5T	2000.00
5	PM of Suspension /Gantry Cranes	1200.00
6	PM of Jib/Monorail/Telfer Cranes	1000.00
7	PM of Transfer Trolley	600.00
8	PM of Hand Operated Cranes	300.00

However the contractor has to complete the left out Preventive Maintenance in the next month or as directed by Engineer In-Charge Crane Maintenance. The left out crane shall automatically be kept as pending crane in the next month or in the month as per the direction of Engineer In-charge , Preventive Maintenance schedule and the afore said penalty clause shall be applicable on it.

- b. If found that check list has not been filled up while carrying out PM work at site then 25% amount stated above shall be deducted from the bill amount.
- c. If backlog / repair for cranes remain un-repaired other than due to non-availability of spares or due to valid reason which is accepted by In-charge Crane Maintenance for more than 10 days (Major Repairs), or more than 4 days (Minor Repairs), the firm is liable to be penalized @ Rs. 50.00 each late day after plan date, subjected to a maximum of Rs.500/- in each case, which will be deducted from their bills.
- d. Minimum average 40 x (No. of working days in the month) mandays shall be ascertained by contractor in a month, where 40= 7 SW + 16 SSW + 17 USW. A penalty of Rs. (200 + 35.71% of Prevailing BHEL Minimum Wage) on and above the prevailing BHEL

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minimum wage shall be imposed for each short mandays. However minimum monthly mandays requirement include the manpower deployment only on working days. It shall not include the manpower engaged on Sundays, Holidays and on overtime basis on working days.

- e. **Poor Quality of Preventive Maintenance:** The firm is liable to be penalized for poor quality of work for reason attributable to contractor ,by deducting Rs.1000/- per EOT Crane, Rs. 500/- per Suspension/Gantry/Jib/Monorail/Telfer crane, Rs. 500/- per transfer trolley and Rs. 200/- per cranes for other cranes like Hand operated cranes etc., if faults occur in the major assemblies of the equipment that has been covered under preventive maintenance check list within a month of preventive maintenance.
29. The criteria for evaluation of satisfactory performance of the party for signing of agreement for 2<sup>nd</sup> year shall be as under  
Performance of the party shall be considered unsatisfactory if any of the following conditions are fulfilled:
- (a) If number of events of penalty as per clause (a) of Penalty Clause of Special Terms & Conditions of Tender of tender document is more than 15 in a year.
  - (b) If number of events of penalty as per clause (c) of Penalty Clause of Special Terms & Conditions of Tender of tender documents is more than 15 in a year.
  - (c) If number of events of penalty as per clause (e) of Penalty Clause of Special Terms & Conditions of Tender of tender document is more than 15 in a year.

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## **Scope of Work, Technical Terms & Conditions and Bill of Quantity**

### **SCOPE OF WORK**

Sl. NO	DESCRIPTION OF WORK
1.	Annual maintenance (breakdown and preventive maintenance) of all 286 equipment (i.e. EOT/Jib/Monorail/Telfer/Suspension/Gantry/Hand operated/Stacker Cranes, Transfer trolleys, Sliding roofs & Moving enclosures etc.) installed in HEEP including Rail track of EOT Cranes, DSL, RRC system, Drives, Load Cell, PDB's, etc. during the contract period ensuring trouble free operation of these equipment and timely attending of all complaints received for the equipment under contract in all 3 shifts including Sundays and Holidays as per requirement.

### **SCOPE OF WORK IN BRIEF:**

Annual maintenance (breakdown and preventive maintenance) of all 286 equipment (EOT/Jib/Monorail/Telfer/ Suspension/Gantry/Hand operated/Stacker Cranes, Transfer trolleys, Sliding roofs & Moving enclosures etc.) installed in HEEP including Rail track of EOT Cranes, DSL, RRC system, Drives, Load Cell, PDB's & etc. during the contract period ensuring trouble free operation of these equipment and timely attending of all complaints received for the equipment under contract in all 3 shifts including Sundays and Holidays as per requirement.

### **Bill of Quantity:-**

SL No	Equipment	Capacity	Total Qty.
1.	EOT Crane	500 T	1 No.
2.	EOT Cranes	50 T and above but below 150 T	34 Nos.
3.	EOT Cranes	20 T and above but below 50 T	17 Nos.
4.	EOT Cranes	5 T and above but below 20 T	80 Nos.

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5.	EOT Cranes	Below 5 T	21 Nos.
6.	Jib / Monorails/ Telfer Cranes	Below 10 T	75 Nos.
7.	Suspension/ Gantry Cranes	Below 5 T	17 Nos.
8.	Transfer Trolleys	10 T and above but below 250 T	22 Nos.
9.	Hand Operated and other Cranes, chain pulley etc	Below 10 T	06 Nos.
10.	Stacker Crane , Electric Hoist & Lift	Below 5 T	3 Nos.
11.	Moving enclosure/ sliding roofs	N/A	10 Nos.

There may be variation in total quantity of equipment's above by +/- 10%

Parties may visit the site for actual site conditions, and all other relevant details related to Equipment's.

## **DETAILED SCOPE OF WORK:**

### **1. BREAK DOWN MAINTENANCE:**

- 1.1 Attending of all complaints received in writing/ telephonically / in person/ On-line through computer for the EOT/Jib/Monorail/Telfer/Suspension/Gantry/Hand operated/Stacker Cranes, Transfer trolleys, Sliding roofs & Moving enclosures etc. and other complaints related to Rail track, DSL: etc. under contract in all 3 shifts timely.
- 1.2 For every activity (s)/ job (s) performed, a registration number (in the form of running serial number) shall be clearly mentioned in daily log-book or online system by the supervisor of work center for start, expected completion and actual completion date & time, work details , spares/consumables used etc. and work category A, B, C or D (A - with in 24 Hrs., B – 1 to 3 days, C – 4 to 7 days & D – more than 7 days). Category will be decided in consultation with the Engineer In-charge crane maintenance. All the relevant details regarding the running breakdowns shall be given to the Engineer In-charge crane maintenance.
- 1.3 100% break downs shall be attended promptly within 10 minutes of reporting, and handed over timely as per category of breakdown.
- 1.4 In case of urgent breakdown, the contractor shall have to detain his staff on working days, Sundays and holidays as per requirement and as and when instructed by the Engineer In-charge

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crane maintenance. However any compensation on this account shall not be paid by BHEL  
outside the conditions specified in the payment terms.

- 1.5 The breakdown request in the form of on-line report, breakdown request form, telephonic or verbal request shall be received directly from user or BHEL's Crane Maintenance supervisor/ executive in all 3 shifts.
- 1.6 After receipt of complaint, shut down if required shall be taken up in writing as per format provided by BHEL.
- 1.7 Critical cranes/ emergency requests shall be attended timely by redirecting manpower as per priority and instructions of the Engineer In-charge Crane Maintenance.
- 1.8 Backlog shall be cleared (where crane is working but problem is pending), requiring repair/ maintenance/ modification on crane shall be attended in time taking equipment from user/ production department after submitting a schedule of actions to the Engineer In-charge crane maintenance.
- 1.9 When repair/ maintenance/ modification work gets completed, the actual time (in hours), material consumed, total down time and other information shall be reported to the Engineer In-charge crane maintenance on daily basis.
- 1.10 All complaints received shall be reported by the contractor to the Engineer In-charge crane maintenance and completed at the earliest.
- 1.11 If any part/ assembly/ sub-assembly dismantled from equipment are required to be taken to the work-center for repair, the contractor shall return the same to original location as early as possible, and not exceeding following time limit:
  - a. Minor repair                      04 Days
  - b. Major repair                        10 Days
- 1.12 Minor faults/ repairs are defined as – cleaning and repair of contactors, over load relays, servicing of the unit, rectification of electrical items, etc.
- 1.13 All break downs reported shall be attended and cleared on day to day basis and List of Pending Breakdowns shall be produced in form of daily Breakdown Report to the Engineer In-Charge .The person carrying out the preventive maintenance work/ activity shall himself sign on the check list, mentioning his name with date & time of work.

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## 2. PREVENTIVE MAINTENANCE:

- 2.1 Preventive Maintenance of all EOT / Suspension / Gantry / Hand operated/Stacker Cranes, Transfer trolleys, Sliding roofs & Moving enclosures etc. once in every six months (as per checklist) will be done. However Preventive maintenance of Jib/Monorail & Telfer cranes shall be done once a year. Detail of cranes/ equipment is given in Bill of Quantity. Check list will be filled up by the person himself while carrying out the work at site.
- 2.2 If more than 10% scheduled PM work orders whose registration number mentioned in daily log-book are experiencing delays, the schedule of actions should be prepared and reported to the Engineer In-charge crane maintenance (revised by mutual agreement as per plan).
- 2.3 Preventive maintenance plan job schedule along with check list shall be issued fortnightly from the office of In-charge WEX-Planning.
- 2.4 During Preventive Maintenance, a report of defects / condition requiring repairing/maintenance should be generated. Based on this, suitable action plan should be made for rectification in consultation with Engineer In-charge Crane Maintenance.
- 2.5 Requiring repair/ maintenance/ modification work on crane shall be attended in time by submitting a schedule of actions by in-charge work center to the Engineer In charge Crane Maintenance.
- 2.6 Checking cranes for any loose fasteners/ bolts etc., vibration, oil leakage and missing parts/ guards during preventive maintenance and removing the same.
- 2.7 Ensuring good lubrication, cleaning, and bolt tightening regularly of cranes and rail track.
- 2.8 Areas near to the rail track of EOT cranes i.e. walk way shall be checked for loose materials/items and the same shall be removed immediately.
- 2.9 If the Crane is not spared for preventive Maintenance by the production as per schedule, contractor should intimate the same to the Engineer In-charge Crane maintenance and preventive will be done in next month.
- 2.10 Condition based maintenance shall be done. As per condition monitoring and on instruction of Engineer In-charge Crane maintenance, rewiring or any modification in the crane if required shall be done. Schedule for work to be carried out under condition based maintenance shall be given by the Engineer In-Charge Crane Maintenance.
- 2.11 While carrying out inspection/ preventive maintenance work, action plan for the work noticed requiring maintenance shall be generated.

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### 3. EOT CRANE RAIL TRACK MAINTENANCE:

- 3.1 The rail track maintenance shall be done on the instruction of Engineer In-Charge Crane Maintenance or in consultation with Engineer In-Charge on the basis of condition monitoring.
- 3.2 The Rail track maintenance work of any area if required/instructed shall include the following activities:
  - i. Checking/ correction span of Rail track
  - ii. Leveling of rails
  - iii. Alignment of rails
  - iv. Tightening of bolts
  - v. Replacement of bolts fish plates, clamping plates, expansion joint plates etc.
- 3.3 The Rail track maintenance work has to be done in co-ordination with Production department, as such the contractor has to work on Sundays, holidays also as per program given to him one day in advance. Even on working days the work of maintenance of track may have to be attended in odd hours also as per direction of Engineer I/c. However in general, workers required to work inside factory area shall have to follow the factory shift timings and follow security & Safety rules.
- 3.4 Contractor has to ensure the shut-down of DSL Line in writing before sending workers on the track. Contractor/Site In-Charge must be present at the time of taking shut-down.
- 3.5 All fasteners such as, bolts, nuts, washers, all type of clamping plates, expansion joint plate duly machined and also crane rails shall be supplied by the department free of cost at BHEL central store/ sub-stores. Electrical power & Compressed air from nearest available point will also be supplied by BHEL free of cost.
- 3.6 The walk way along the EOT crane track has to be cleaned by the contractor at his own cost whenever required to carry out the work of maintenance.
- 3.7 All the tools and tackles shall be arranged by the contractor for execution of work. He has to arrange those at his own cost. Tools may vary from place to place to carry out the different maintenance activity. However in special circumstances, the tools and tackles which are available and can be arranged & spared by us shall be provided free of cost. Portable welding set if available shall be provided by BHEL free of cost for maintenance purpose as and when required. If the welding sets could not be provided by us then the contractor has to make his own arrangement.
- 3.8 The contractor shall inform well in advance in writing the requirement of various items which are to be supplied by BHEL.

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- 3.9 The work shall be supervised by the contractor himself or through his authorized representatives on day to day basis.
- 3.10 Rail track maintenance register shall be maintained by the contractor and should be able to get the work verified as and when asked.
- 3.11 The workers should be trained enough for the work
- 3.12 All the works shall be carried out under the direction and to the satisfaction of BHEL.
- 3.13 No extra payment shall be made for EOT crane rail track maintenance.

#### **4. MISCELLANEOUS CRANE MAINTENANCE ACTIVITIES:**

- 4.1 Collection of spares/ material from various stores and blocks to work place/ site shall be carried out by contractor.
- 4.2 Cleaning, stacking, sorting, handling and upkeep of crane maintenance stores, work center stores (including 5S activities) shall be carried out by contractor.
- 4.3 Salvaging/repair work of crane spares & other crane items shall be carried out by contractor.
- 4.4 Crane Maintenance data have to feed in PC by contractor on day to day basis.
- 4.5 It will be responsibility of the contractor to give requirement of spare parts from time to time well in advance.
- 4.6 Drawing for major assemblies & component shall be prepared by the drawing section of BHEL or shall be arranged by Dept. However in case of emergency and for small jobs hand sketch shall be prepared by the contractor.

#### **5. EXECUTION OF WORK:**

- 5.1 **Contractor will deploy minimum 01 Engineer/ Site in-charge & 40 numbers of workers and 5 numbers of supervisors daily in total for all the shifts (Total= 46 Nos.)**. The division of the total man power deployed by the contractor in Shifts 'A' , 'B' & 'C' will be as per the instruction of the Engineer In-charge Crane Maintenance HEEP.
- 5.2 Contractor will receive breakdown through on-line system requisition in person or on phone from Production Department of HEEP, BHEL directly. It should be attended promptly.
- 5.3 Efforts shall be made for promptly attending all types of breakdowns. However support related to major diagnostic related to VFD's & electronics shall be provided by dept. free of cost.

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- 5.4 Immediately after the breakdown has been attended the contractor will report back to production division and get their endorsement. Contractor shall also inform the Engineer In-Charge Crane Maintenance and/or to person designated by him regarding handing over of the crane to production department.
- 5.5 Contractor will also submit an analysis of breakdown/ preventive maintenance & action taken for each crane every day to the Engineer In-charge Crane Maintenance HEEP.
- 5.6 Contractor will contact Crane maintenance Engineer In-charge to arrange SIV for requirement of materials/ spares etc. Contractor shall make his own arrangement to collect the materials/ spares from place of storage/ Central store/ Sub stores etc. to site.

## 5. MANPOWER DEPLOYMENT

- 6.1 The work mainly comprises of Preventive and Break Down maintenance of Cranes (EOT/Jib/Monorail/ Telfer/Suspension/Gantry/Hand operated/Stacker Cranes, Transfer trolleys, Sliding roofs & Moving enclosures etc.) for maintaining them in trouble free operating condition throughout the contracted period.
- 6.2 **DEPLOYMENT OF MAN-POWER:** Two Major work centers will be established in Block-1 (i.e. Work center 'A') & Block-3 (i.e. Work center 'B') to carry out day to day breakdown and preventive maintenance. However on the instruction of Engineer In-charge crane maintenance, a third work Centre in NTS i.e. Work Centre 'C' may be established.
- 6.3 Contractor shall maintain sufficient maintenance staff for the said work, which will not be less than the nos. as mentioned below:
  - i. **Site Engineer/ In-charge** (Degree in Mechanical/ Electrical engineering with 05 years' experience of similar work) - **01 No.**
  - ii. **Supervisors:-**
    - A – Shift - **02 No.**
    - B – Shift - **02 No.**
    - C – Shift - **01 No.**
  - iii. **Workmen for attending Breakdowns:**

I/We agree with the above

Issuing Officer

Signature of Contractor with Seal  
pg. 27

Sl. No.	Workers Trade	Workmen (in Nos.)		
		SW	SSW	USW
1	Fitter	2	0	8
2	Welder	0	2	
3	Electrical/ Electronics	2	8	
<b>Total</b>		4	10	8

iv. **Workmen for Preventive Maintenance:**

Sl. No.	Workers Trade	Workmen (in Nos.)		
		SW	SSW	USW
1	Fitter	1	2	9
2	Welder	1	2	
3	Electrical/ Electronics	1	2	
<b>Total</b>		3	6	9

\* Work Centre 'A' includes Block-1, Block-2, Block-4, Block-7, Block-14 (New-ACM), Block-11 (Defence), CPS, Auto Pool, Auto Garage.

\*\*Work Centre 'B' includes Block-3, Block-5, Block-6, Block-8, Block-12 (NBS), Block-15 (NTS), OXY, Ash plant, HRDC, CPL, LFS, Refill, PMP, TPS, ML.

The manpower shall be distributed between the two or three work centers by contractor in consultation with the Engineer In-Charge Crane Maintenance. The manpower deployment in different shifts may change based on the prevailing breakdowns and other factors and the same shall be decided in consultation with Engineer In-charge crane maintenance.

**Note: The total minimum average mandays requirement for a month shall be 40 x (No. of working days in the month) where 40= 7 SW + 16 SSW + 17 USW**

I/We agree with the above

Issuing Officer

Signature of Contractor with Seal  
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- 6.4 During contract period the successful bidder is required to perform preventive, and break down maintenance of Cranes, Transfer Trolleys, Sliding roofs, Moving enclosures (as mentioned in Bill of Quantity) listed and shall repair, modify and / or replace anything or everything defective and or not operating correctly. Rewiring as per condition monitoring, Modification and other related work of crane (if required or due to accident) shall be carried out by contractor on the instruction of Engineer In-charge Crane Maintenance.
- 6.5 Any unexpected critical breakdown complaint reported during the 3 shifts shall be attended on priority by redirecting staff.

## **7. SPARES SUPPLIED BY BHEL:**

Spares of crane/equipment's items shall always be kept ready as stand by near work center for replacement and this stock shall be maintained throughout the period of contract.

## **8. SUPERVISION WORK RELATED TO CRANE MAINTENANCE:**

Duties of site engineer are as follows:-

- 8.1 Maintaining record of all the consumables being consumed on day to day basis and produce the same to the Engineer In-charge as and when sought.
- 8.2 Ensuring 100% jobs to be performed are mentioned in daily log-book giving registration/ work order number by their crane maintenance staff (including work order/ activities listed after inspection/ preventive maintenance).
- 8.3 Redirecting crane maintenance staff on emergency or urgent maintenance jobs as per priority and instructions of Engineer In-charge crane maintenance.
- 8.4 Checking 100% work at site for work quality and timely completeness.
- 8.5 Checking preventive maintenance activities against a crane's break down history to ensure good coverage of PM check points.
- 8.6 Taking feedback from supervisor on work performed, taking corrective/ preventive measures and reporting status to Engineer In-charge crane maintenance.
- 8.7 Planning PM activities for zero failure (break-down)/ complaints.
- 8.8 Evaluating cranes break down status and understanding situations and discussing the same with the Engineer In-charge crane maintenance.

Issuing Officer

I/We agree with the above

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- 8.9 In-charge work center shall be responsible for preparing drawings, hand sketch/ report writing/ taking shut-downs in writing/ close supervision of work going on/ planning schedule of actions for work order/ registration number mentioned in daily log-book.
- 8.10 Referring check lists for checks points for nuts, bolts, lubrication, transmission, motors, LT & CT brakes and hoisting mechanism etc.
- 8.11 Ensuring that supervisors are checking the maintenance work and guiding their staff in doing quality and completeness of work.
- 8.12 Checking cranes for any looseness, vibration, leakage and missing crane part as per plan.
- 8.13 Ensuring good lubrication, cleaning, and bolt tightening regularly.
- 8.14 Ensuring 100% cranes under break downs are closed within 8 hours from the date and time of reporting in the format provided/revised by BHEL from time to time.
- 8.15 Ensuring that no loose item is left/kept either on the cranes or the walkway near the EOT crane rail track by any of the crane maintenance staff.
- 8.16 Ensuring safety of all its staff by using PPE's and following safe practices.

**8.17 Site Engineer shall report daily to in-charge crane maintenance with following details:-**

- i. Daily Breakdown report.
- ii. Status of scheduled PM activities going on.
- iii. Cranes reported for break down, action planned and deployment of staff for the day with attendance of B & C shift of previous day and 'A' shift of current day.
- iv. Action on critical cranes work taken up based on priority / urgency indicated by Engineer In-charge crane maintenance.
- v. Status of backlog work clearance where crane is working and problem pending.
- vi. Status of activities related to cleaning and upkeep of cranes & Rail track maintenance.
- vii. Status of activities related to cleaning, stacking, sorting, handling and upkeep of stores.
- viii. Status of salvaging / repair work of crane spares & important items carried out.
- ix. Details of Breakdowns received in 'B' & 'C' Shift.
- x. Status of Condition Based Maint. Activity and details condition monitoring done.

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I/We agree with the above

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## **9. LOCATION/ COVERAGE OF CRANES UNDER CONTRACTORS SCOPE:**

Contractor has to maintain all the EOT/all types of Jib/Monorail/Telfer/Suspension/Gantry/Hand operated/Stacker Cranes, Transfer trolleys, Sliding roofs & Moving enclosures etc., Radio Remote Control System (on EOT Cranes), Drives, DSL, PDB's & EOT Crane Rail Tracks already installed at various blocks/ areas inside & outside factory area at HEEP Plant of BHEL Hardwar.

## **10. CONTRACTOR'S RESPONSIBILITY & OBLIGATION:**

- 10.1 Contractor shall carry out the work at his own risk, finance, material human resources and supervision.
- 10.2 Payment of work shall be made to the contractor on the basis of work carried out on measurement basis as per payment terms.
- 10.3 Contractor shall undertake to carry out specific work within a given time frame.
- 10.4 Contractor shall have supervision on the conduct of his employees. Any violation of safety norms and misconduct by any of his employees/contractor may result in cancellation of Gate pass of that employee/contractor.
- 10.5 Contractor shall provide safety appliances, uniform and safety shoes to his employees. The contractor shall ensure that all the employees are in neat and tidy uniform with logo of contractor's firm on it. The contractor shall ensure that all its employees are in uniform and safety shoes on daily basis. Minimum two sets of uniforms and a pair of safety shoes shall be provided to its each employee.
- 10.6 Contractor shall supply tools, tackles and necessary measuring instruments to his employees for smooth working on day to day basis. However in special circumstances tools and other measuring instruments if available and if can be spared may be provided by us free of cost on returnable basis.
- 10.7 Contractor shall submit a copy of challan for deposition of Provident Fund along with a list of contract labor and ECR sheet.
- 10.8 Contractor shall accept instructions from the Engineer In-charge crane maintenance/ authorized representative of BHEL.
- 10.9 Contractor shall decide number of staff to be deployed for execution of work which will not be less than minimum requirement indicated. Contractor has to deploy more no. of staff as and when required on the instruction of Engineer In-charge crane maintenance.
- 10.10 Contractor shall submit a copy of wage bill towards payments made to his staff.

Issuing Officer

I/We agree with the above

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10.11 Contractor shall pay minimum wages throughout the contracted period to his all staff as per BHEL prescribed rate in their bank account. BHEL declared wage rates are revised from time to time. Contractors are advised to be clear about wages to be paid to their staff. The wage rate of labor (per day) are as follows: **USW - Rs. 430.23, SSW - Rs. 480.08, Skilled - Rs. 526.04 valid for the period from 01.08.2017 to 31.01.2018.** The wage rates are revised w.e.f 1st February and 1st August (i.e. 2 times) in a year. Payment of bonus and leave/ holiday to the workmen will be paid by contractor as per act/ labor law. PF/ ESI & Adm. Charges etc. are to be deposited by contractor as per relevant labor laws. Payment shall be released after submission of payment records and verification of deposit slips for PF, ESI, and Leave & Bonus etc.

Some of the earlier wage revision pattern is as below:

DURATION	MINIMUM WAGES			HIKE IN WAGES			%AGE HIKE IN WAGES		
	USW	SSW	SW	USW	SSW	SW	USW	SSW	SW
	USW	SSW	SW	USW	SSW	SW	USW	SSW	SW
1/2/2017 to 31/7/2017	431.69	481.65	527.77	6.96	7.65	8.35	1.64	1.61	1.61
1/8/2016 to 31/1/2017	424.73	474	519.42	5.04	5.54	6.04	1.20	1.18	1.18
1/2/2016 to 31/7/2016	419.69	468.46	513.38	12.04	13.23	14.38	2.95	2.91	2.88
1/8/2016 to 31/1/2015	407.65	455.23	499	3.34	3.69	4.04	0.83	0.82	0.82
1/2/2015 to 31/7/2015	404.31	451.54	494.96	59.39	68.35	77.38	17.22	17.84	18.53
1/8/2014 to 31/1/2015	344.92	383.19	417.58						

10.12 Contractor shall ensure that when terminated contract labor gets all their dues.

10.13 Contractor shall arrange conveyance within the factory premises for each workman to attend the breakdown promptly.

10.14 Different overtime rules as per factories act 1948 and other labor laws shall be strictly followed by the contractor during the entire period of contract.

## 11. TRANSPORTATION OF MATERIAL/ SPARES:

During the period of contract the material/ spares needed during maintenance may be required to be shifted from one location to another location within factory premises as well as to outside location. Accordingly, the material/ spares shall be shifted by the contractor from one location and assembled at site as and when required or as per instructions of Engineer In-charge crane maintenance, Facility for Transportation for material/ spares shall be provided by BHEL if available.

## 12. OFFICE SPACE & ACCOMMODATION TO STAFF:

12.1 Reasonable size room with telephone (MAX) facility & PC for checking online complaints and feeding the records as per instruction of Engineer In-charge will be provided within the Factory premises to service staff for attending breakdowns/ complaints. The office space shall not be

Issuing Officer

I/We agree with the above

Signature of Contractor with Seal

NIT No. BHEL/HEEP/WEX-WCS/17-18/6670/20170065 Dt: 23.09.17  
utilized for residential purpose by the Contractor's staff. Providing of any PC may be discontinued at any stage at the sole discretion of BHEL

12.2 To ensure round the clock availability of staff to meet emergency requirement, Accommodation facility (if available) to limited service staff may be provided at the conditions of BHEL on its discretion within the complex. Contractor shall bear the charges towards rent, water & electricity as decided by BHEL. For remaining staffs contractor will make his own arrangement. BHEL may also not provide any such accommodation facility or discontinue the same and ask to vacate at any stage (if provided) at its sole discretion.

### **13. RECORDS OF MAINTENANCE:**

Contractor shall maintain following records:-

13.1 Down time history cards for each Crane.

13.2 Record of daily complaints received in writing/ telephonically/ online/ verbally, preventive maintenance, indicating work carried out, spares replaced, pending work, etc. shall be maintained. Records for the same shall be maintained on PC also and as instructed by Engineer In-Charge from time to time..

13.3 Record of Crane preventive maintenance work shall be done as per the Check list given, and filled up by the person doing the work himself.

13.4 Daily breakdown reports.

13.5 Staff attendance and payment records.

13.6 The contractor shall issue repair /maintenance reports for the work and maintain any records as required by BHEL, for better maintenance.

### **14. FREE SUPPLY OF SPARES BY BHEL:**

All spares parts, fasteners and consumables like gear oil, electrodes, grease, cotton waste and facilities like gas cutting, welding, machining facility, repair, rewinding of motors, coils etc. shall be provided by BHEL free of cost. But vigilant action for better parts/ safe methods shall be adopted voluntarily by the contractor to minimize down time of cranes.

### **15. SAFETY APPLIANCES:**

In addition to Hand gloves, safety belt and helmets which shall be provided by BHEL free of cost, all other PPE's/ safety appliances required shall be provided by contractor.

### **16. RECORD OF QUALITY OF MAINTENANCE:**

I/We agree with the above

Issuing Officer

Signature of Contractor with Seal

The following records shall be kept and maintained by the contractor to substantiate his performance:

- i) Performance of Cranes, Transfer Trolley and RRC system **before preventive maintenance.**
- ii) Performance of Cranes, Transfer Trolley and RRC system **after preventive maintenance.**
- iii) **Break down faults** in cranes, transfer trolley & RRC system **after performing preventive / break down maintenance.**

I/We agree with the above

Issuing Officer

Signature of Contractor with Seal

## **Undertaking by Bidder**

The contractor shall sign the undertaking as below:

1. I / we shall abide by and fulfill the requirements of all labor laws applicable to me / us and will maintain muster roll, wage payment register and all other register/ records as applicable and shall produce the same to BHEL officials whenever required.
2. I / We shall pay the minimum wages, as applicable from time to time, to the workers as per rule / act.
3. In case of non-compliance of any labor laws by me / us, I / we shall be wholly responsible for all expenses / liability occurring / accruing on BHEL because of this including expenditure on legal proceedings. All such expenses shall be recoverable from any of my / our running contract with BHEL or any contract entered thereafter.
4. I / We have carefully perused all the terms and conditions of the Tender, NIT including special conditions mentioned in the tender documents before quoting the offer and I / we commit to abide by them in Toto.
5. My / our Labor license no. is..... and the same is valid from .....to ..... (dates).

OR

I/ We will submit within time allowed after award of work.

6. I / We shall maintain valid labor license throughout contract period.
7. I / We have taken Cognizance of Indicative Check List for Preventive Maintenance of cranes (Annexure-II) along with the Scope of Work of tender document at the time of quoting for the tender.
8. Details of PF and ESI code nos. allotted to me are as under:-

i) P.F. code no. \_\_\_\_\_

ii) E.S.I. code no. \_\_\_\_\_

iii) PAN No. \_\_\_\_\_

9. The details of earnest money, enclosed with the tender, is also as below:-

i) Amount Rs. \_\_\_\_\_

ii) CR no. \_\_\_\_\_ Date \_\_\_\_\_

iii) DD no. \_\_\_\_\_ Date \_\_\_\_\_

I/We agree with the above

Issuing Officer

Signature of Contractor with Seal

**Unpriced Price Bid**  
**(BLANK PRICE-BID FORMAT)**

**Not to be filled**

**Name of work:** Annual maintenance of Cranes, Transfer Trolleys and Radio Remote Control System of EOT Cranes at BHEL (HEEP) Hardwar.

Tender No. & Date : BHEL/HEEP/WEX-WCS/17-18/6670/20170065 Dt: 23.09.17

Period of work : (01+01)Year

Earnest Money : Rs.4,40,538/-

Cost of Tender : Rs. 500/-

Date of Tender Opening : **27.10.2017 at 02:00 PM**

**Bill of quantity:**

S. No.	Item Description	Unit	Qty.	Quoted Rate for one year inclusive of PF, ESI, Leave & Bonus (in figure )
1.	Annual maintenance (breakdown and preventive maintenance) of all equipment's ( EOT / Jib / Monorail / Telfer / Suspension / Gantry / Hand operated / Stacker Cranes, Transfer trolleys, Sliding roofs & Moving enclosures etc.) as per BOQ installed in HEEP including DSL, RRC system, Drives, Load Cell, PDB's & rail track of EOT cranes etc. ,during the contract period ensuring trouble free operation of these equipment's and timely attending of all complaints received for the equipment under contract in all 3 shifts including Sunday and Holidays as per requirement.	Year	02	<b>Rs. XXXXXXXXXX</b>
	<b>Quoted Basic Rate for one year inclusive of PF, ESI, Leave &amp; Bonus (in words)</b>			<b>Rs. XXXXXXXXXX</b>

**Note:**

1. Rates are to be mentioned in figure as well as in words. If overwriting / un-readable figure found in rates, the rates offered in words will be final.
2. If there is a discrepancy between words & figures, the amount in words shall prevail.
3. GST will be extra on actuals as applicable at the time of billing.
4. Quoted value for two years shall be calculated by doubling the quoted rate for one year.
5. Initially agreement shall be signed for one year and on satisfactory Performance of the Party during first year, the agreement shall be signed for second year on same terms & condition.
6. Quoted Rate /Value includes PF, ESI, Leave, Bonus & other overheads for the said work except GST.

Issuing Officer

I/We agree with the above

Signature of Contractor with Seal

## Check List for Tenderer

### (CHECK-LIST)

**This check list must be filled properly & submitted in separate envelope along with Techno commercial offer.**

Sl. No.	Details of Criteria	YES/ NO	Remarks / Reference of documents attached in support of each point
1.	Having minimum experience of similar work as per <i>Pre-qualification criteria</i> mentioned in Tender notice.		
2.	Profit & Loss Account and Balance sheet duly audited by chartered accountant in support of PQR Condition (A)		
3.	Submitted proofs along with award letter/ contract agreement of carrying out similar work		
4.	List of the Number of Cranes along with capacities, maintained.		
5.	Satisfactory performance certificate from previous customer having value of completed work		
6.	PF Code No.		
7.	ESI Code No.		
8.	GST Registration No.		
9.	Income Tax PAN No.		
10.	Undertaking to submit the Labor License from Labour Commissioner, Dehradun within 15 days after receipt of letter of intent		
11.	Submitted Tender cost		
12.	Submitted Earnest Money		
13.	Validity of offer is 120 days from the date of opening		
14.	No Deviation Statement ( On a separate sheet)		

**Note: -** Submit duly signed & stamped copy of all relevant Proofs/ supporting documents as stated in Criteria's (1 to 14) with this check list. References can be given in the check list in the form of Page No. marked on the enclosed/annexed documents. **All the documents/Photo-copies submitted along with the tender should be Ink-Signed and Stamped.**

I/We agree with the above

Issuing Officer

Signature of Contractor with Seal

**Annexure-I**

**Name of Work:** Annual maintenance contract of Cranes, Transfer trolleys, sliding roofs & moving enclosures at BHEL-HEEP, Haridwar.

**Tender Enquiry No.:** BHEL/HEEP/WEX-WCS/17-18/6670/20170065 Dt: 23.09.17

**Certificate by Chartered Accountant on letter head**  
**(only for those who are submitting EM-II Certificate)**

Thl·s                      t's                      to                      Cert'tfy                      that                      M/S

.....,  
(hereinafter referred to as 'company') having its registered office at  
..... is registered under MSMED Act 2006, (Entrepreneur  
Memorandum No (Part-11) .....  
dtd:....., 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.0.1722(E) dated October 5, 2006 :

Rs.....Lacs

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:**

Rs.....Lacs

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

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs 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 years 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

**Name of Work:** Annual maintenance contract of Cranes, Transfer trolleys, sliding roofs & moving enclosures at BHEL-HEEP, Haridwar.

**Tender Enquiry No.:** BHEL/HEEP/WEX-WCS/17-18/6670/20170065 Dt: 23.09.17

**INDICATIVE CHECK LIST FOR PREVENTIVE MAINTENANCE**

The Check List appended below are the indicative list but not exhaustive. The Individual check list may vary from Crane to Crane and may be revised from time to time. The sample copy has been provided just to give a glimpse of work to be done during Preventive Maintenance.

Actual Check List shall be provided during the execution of work from the Crane Maintenance Department.



# E. O. T. CRANE INSPECTION REPORT

CAPACITY (SWL).....

PLAN NO.....

MAKE.....

LOCATION.....

DATE OF INSPECTION.....

## MACHANICAL PARTS

Sl. No.	CROSS TRAVEL TROLLY	CONDITION			Sl. No.	TROLLY MAIN & AUXILLARY	CONDITION		
		Good	Fair	Should Replace			Good	Fair	Should Replace
1	Trolley Wheels				7	Hoist Wire Rope	MAIN	AUX	
2	Trolley Wheel Axles				8	Hoist upper equalizer sheeve	MAIN	AUX	
3	Trolley Wheel Axle Bearings				9	Hoist upper equalizer sheeve bearing	MAIN	AUX	
4	Trolley Driven Coupling (C.T. Motor)				10	Hoist lower block sheeve bearing	MAIN	AUX	
5	Trolley Gear Box				11	Hoist bearing	MAIN	AUX	
6	Trolley Brake Unit Mechanism & Adjustment				12	Hoist block thrust bearing	MAIN	AUX	
7	Trolley Brake Liners (To be Changed after 50% wornout of the original thickness)				13	Hoist Hook and Lock Nut	MAIN	AUX	
8	Trolley Brake Magnetic Unit				14	Hoist Break unit mechanism & adjustment	MAIN	AUX	
9	Trolley Idle Wheel Shaft / Bearing				15	Hoist Break Liner(to be charged after 50% worn out of the original thickness)	MAIN	AUX	
10	Trolley buffer Stoppers				16	Hoist break magnetic unit	MAIN	AUX	
11	Trolley Limit Switch & Striker				17	Hoist Limit Switch	MAIN	AUX	
12	Trolley Rail Line								
Sl. No.	TROLLY MAIN & AUXILLARY	CONDITION			Sl. No.	BRIDGE	CONDITION		
		Good	Fair	Should Replace			Good	Fair	Should Replace
1	Hoist Motor Coupling	MAIN	AUX		1	Long Travel Driving Wheel			
2	Hoist Gear Box	MAIN	AUX		2	L.T. Driven Wheel			
3	Hoist Input Shaft	MAIN	AUX		3	L.T. Wheel Axles			
4	Hoist Output Shaft	MAIN	AUX		4	Motor Drive Coupling			
5	Hoist Pinion & Coupling	MAIN	AUX		5	L.T. Motor Shaft Input			
6	Hoist Wire Rope	MAIN	AUX		6	L.T. Motor Shaft Output			

Sl. No.	LUBRICATION CHECK	CONDITION			Sl.No.	BRIDGE	CONDITION		
		Good	Fair	Should Replace			Good	Fair	Should Replace
1	Greasing in bearing				7.	L.T. Shaft Bearing			
2	Gear oil level top up or Change				8.	L.T. Shaft Coupling			
3	Cross Trolley gear Box				9.	L.T. Brake Unit Adjustment			
4	Main Hoist gear boxes				10.	L.T. Brake Liners (To be changed after 50% worn out of the original thickness)			
5	Bridge gear boxes				11.	L.T. Hyd. Thrust/ Magnetic Unit			
6	Oil level in thrusters				12.	L.T. Bridge Buffers			
7	Main Hoist thrusters				13.	L.T. Limit Switch			
8	Aux. Hoist thrusters				14.	L.T. Limit Switch Strickers			
9	Cardium compound on wire rope & open gear								
Sl. No.	GENERAL	CONDITION			REMARKS (Other Observation)				
		Good	Fair	Should Replace					
1.	Bridge Wheel Guards								
2.	Wire rope guard								
3.	Elect. Bell/Horn								
4.	Fire Extinguisher								
5.	Foundation bolts								
6.	Bridge Structure								
7.	End carriage Structure								
8.	Cleanliness of Crane								
9.	Pastening of name Plate								

Inspection done by .....

Signature .....

Name .....

Signature of Executive (Cr. Maint.)

Inspection Report checked by.....

Signature .....

Name .....

Date.....

# E.O.T. CRANE INSPECTION REPORT

Make..... Capacity (S.W.L.)..... Plan No..... Location.....

## ELECTRICAL PARTS

No.	PARTS	MAIN HOIST			AUX HOIST			TROLLY DRIVE (CROSS TR)			BRIDGE DRIVE		
		Good	Fair	Should replace	Good	Fair	Should replace	Good	Fair	Should replace	Good	Fair	Should replace
1	Motor												
2	Motor Shaft & bearing												
3	Motor Coils												
4	Brush Holder Brushes												
5	Motor Commutator/Springs												
6	Controller												
7	Controller Contacts Fingers												
8	Controller Brush Holders												
9	Controller Brushes												
10	Controller Return Springs												
11	Resistors												
12	Limit Switch												
13	Limit Contactor												
14	Electric Brake Coil												
15	Switch Board												
16	Wiring & Indicator lamp												
17	Strain Insulators Cross Wires												
18	Tripping Control System												
19	Emergency Switch												
20	Protective Device												
21	Earth Wire												
22	Protective Panel												

Sample Copy (Only for reference)

case of/ Pendant of Floor Operated Cranes, Pendent, Electrical Brakes (Long Travel) and other controls should be checked.

Inspected done by..... Signature.....

Name.....

Checked by..... Signature.....

Name.....

Signature of BHEL Executive

The Quality Plan for monitoring the performance standard of cranes shall be in accordance with the technical data described below :

**E.O.T. CRANES, R.R.C. SYSTEM INSPECTION REPORT(CHECK LIST)**

Make..... Capacity..... Plan No..... Location.....

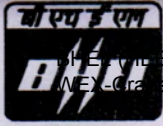
Sl. No.	PARTS	MAIN HOIST			AUX. HOIST			CT Drive			LT Drive		
		Good	Needs Rectification	Rectified (Yes/No)	Good	Needs Rectification	Rectified (Yes/No)	Good	Needs Rectification	Rectified (Yes/No)	Good	Needs Rectification	Rectified (Yes/No)
1.	Cleaning & checking of main control panel (Receiver card, Decoder card)												
2.	Cleaning of contacts of panel,decoder and remote control with contact cleaner												
3.	Checking of control fuses												
4.	Cleaning & checking of transformer												
5.	Cleaning & checking of transmitter												
6.	Checking of continuity in control cables with the help of testing device.												
7.	Push button operation switch checking												

Inspected by ..... Signature ..... Name .....

Checked by..... Signature ..... Name .....

Signature of the Contractor

Signature of BHEL Executive/Sup.



MS-69

# JIB CRANE / MONO RAIL / SUSPENSION CRANE INSPECTION REPORT

Date .....

SWL .....

Plan No. ....

Block ..... Bay .....

Make. ....

## MECHANICAL PARTS

PARTS	CONDITION			PARTS	CONDITION		
	Good	Fair	To be attended		Good	Fair	To be attended
Top bearing				Structure			
Bottom bearing				Tie rod adj. bolts			
Lub. of bearing				Load testing			
Structure				Capacity			
Foundation bolts							
				<b>PULLEY BLOCK</b>			
<b>TROLLEY</b>				Hoist rope			
Trolley drive wheel				Hook			
Trolley drive guide				Sheeve & Sheeve Guard			
Trolley wheels				Lubrication			
Trolley Gear Box				Misc			
Trolley Gear Box/ Gear lubrication							
Hoist drum							
Hoist rope guide							
Hoist rope tightner							
<b>Main Switch fuse</b>				<b>ELECTRICAL PARTS</b>			
Main Switch cover				Wire terminals			
Starter contact				Motor insulation			
Earthing				L.S. Contacts			
Trailing cable				L.S. Opr. bar			
Catenary wire				Brake			
Straining bolts				Misc.			
<b>PENDENT</b>							
Pendent casting							
Pendent Push Button							
Pendent contacts							
Pendent flexible cord							
Support rope							

Inspection done by .....

Checked by.....

Signature .....

Signature of Supervisor .....

Name & Staff No. ....

Name & Staff No.....

Designation .....

Designation .....

# TRANSFER TROLLY INSPECTION REPORT

Capacity (SW) .....

INVENTORY No.....

MAKE.....LOCATION.....DATE OF INSPECTION.....

## MECHANICAL PART

Sl. No.	INSPECTION AREAS	CONDITION		
		GOODS	NEEDS RECTIFICATION	RECTIFIED? (YES/NO)
1.	Wheels			
2.	Wheels axles			
3.	Wheels Axles Bearing			
4.	Drive coupling			
5.	Break unit adjustment mechanism			
6.	Break unit adjustment & other mechanism checking			
7.	Brake liners			
8.	Brake magnetic/thruster unit			
9.	Idle wheel shaft Bearing / Bush			
10.	Stoppers			
11.	unit switch & Stickers			
12.	Rail Line			
13.	Electrical Bell			
14.	Cleanliness			
15.	Pasting of name plate			
16.	Greasing in Bearing /Bushes			
17.	Gear oil level up/change			
18.	Oil level Thruster			
19.	Cadium compound on open Gear			

### REMARK (OTHER OBSRVATION)

(a) Inspection done by ..... Inspection Report checked by.....

Signature..... Signature.....

Name & Staff No..... Name of Suparvisor.....

Designation..... Date.....

Signature of the Contractor.....

## TRANSFER TROLLY INSPECTION REPORT

**CAPACITY (SW)**

**INVENTORY NO.....**

**MAKE.....LOCATION.....DATE OF INSPECTION.....**

### ELECTRICAL PART

SL. No.	INSPECTION AREAS	CONDITION		
		GOOD	NEEDS RECTIFICATION	RECTIFIED? (YES/NO)
1	Motor			
2	Motor Shaft & Bearing			
3	Motor Coils			
4	Brush & Brush Holder			
5	Motor commutator /slip ring			
6	Controller Push Button			
7	Controller / Contract / elements			
8	Registers			
9	Limit Switch			
10	Limit Contractor			
11	Electrical Brake oil / Thruster			
12	Wiring			
13	Strain Insulators			
14	D.S.L. Angle / Cable			
15	Foot Switch			
16	Protective Device /MCB			

### REMARK (OTHER OBSERVATION)

(a) Inspection done by.....

Inspection Report checked by.....

Signature.....

Signature.....

Name & Staff No.....

Name of Supervisor.....

Designation.....

Date.....

Signature of the Contractor.....



**Bharat Heavy Electricals Limited**  
**Heavy Electrical Equipment Plant, Haridwar-249403**

**Works Engineering & Services**  
**Works Contract Section**

**Tender Document**

**Part-II (PRICE BID)**

**Name of Work:** Annual Maintenance contract of cranes, transfer trolleys, sliding roofs & moving enclosures at BHEL-HEEP Haridwar

**Tender Enquiry No.:** BHEL/HEEP/WEX-WCS/17-18/6670/20170065 Dt: 23.09.17

(To be kept in a separate Envelope & Not with Part-I i.e. Techno-Commercial Bid)

## Part-II

**Price Bid**

**Name of work:** Annual maintenance of Cranes, Transfer Trolleys and Radio Remote Control System of EOT Cranes at BHEL (HEEP) Hardwar.

Tender No. & Date : BHEL/HEEP/WEX-WCS/17-18/6670/20170065 Dt: 23.09.17  
 Period of work : (01+01)Year  
 Earnest Money : Rs.4,40,538/-  
 Cost of Tender : Rs. 500/-  
 Date of Tender Opening : 27.10.2017 at 02:00 PM

**Bill of quantity:**

S. No.	Item Description	Unit	Qty.	Quoted Rate for one year inclusive of PF, ESI, Leave & Bonus (in figure )
1.	Annual maintenance (breakdown and preventive maintenance) of all equipment's ( EOT / Jib / Monorail / Telfer / Suspension / Gantry / Hand operated / Stacker Cranes, Transfer trolleys, Sliding roofs & Moving enclosures etc.) as per BOQ installed in HEEP including DSL, RRC system, Drives, Load Cell, PDB's & rail track of EOT cranes etc. .during the contract period ensuring trouble free operation of these equipment's and timely attending of all complaints received for the equipment under contract in all 3 shifts including Sunday and Holidays as per requirement.	Year	02	Rs. ....
	<b>Quoted Basic Rate for one year inclusive of PF, ESI, Leave &amp; Bonus (in words)</b>			Rs. ....

**Note:**

- Rates are to be mentioned in figure as well as in words. If overwriting / un-readable figure found in rates, the rates offered in words will be final.
- If there is a discrepancy between words & figures, the amount in words shall prevail.
- GST will be extra on actuals as applicable at the time of billing.
- Quoted value for two years shall be calculated by doubling the quoted rate for one year.
- Initially agreement shall be signed for one year and on satisfactory Performance of the Party during first year, the agreement shall be signed for second year on same terms & condition.
- Quoted Rate /Value includes PF, ESI, Leave, Bonus & other overheads for the said work except GST.

Issuing Officer

I/We agree with the above

Signature of Contractor with Seal

Opening Officer