

BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)

High Pressure Boiler Plant, Tiruchirappalli 620 014, India

MAINTENANCE & SERVICES

☎: (0431) 2575471 e-mail: vasugi@bhel.in



ISO 9001

ENQ No: 9251900044

Dt.27.09.2019

NOTICE INVITING TENDER

SUB: Annual Maintenance Contract for the Cleaning of Water Coolers, Cooling Towers & Sumps for the Period of 2019-20.

Ref: Enquiry No.: 9251900044/ Dated: 27/09/2019; Due Dt: 18/10/2019

Tender of the following work should be submitted in a sealed cover consisting of three inner sealed covers such as 1) EMD cover, 2) Technical bid cover & 3) Price bid cover, all super- scribing the name of work, enquiry number etc.

- 1) EMD cover shall contain **EMD of Rs. 1,430/-** Mode of Payment of EMD: (a) e-Collect mode (as directed in Commercial T & C) or (b) Banker's cheque/ Pay Order/ DD in favor of BHEL or (c) Fixed Deposit Receipt (FDR) 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). EMD shall not carry any interest.
- 2) Technical bid cover shall contain duly filled in Technical bid document signed by the tenderer in all the pages with documentary evidences for pre-qualification such as experience, value of work executed in the similar nature of work etc. Any bid without proper documentary evidence for pre-qualification shall not be considered for further evaluation.
- 3) One set of unpriced bid of Contract Work Schedule duly signed by the tenderer for accepting the work content (BOQ) should be submitted along with the Technical bid for technical evaluation.
- 4) The price bid cover shall contain price bid document duly filled in and signed by the tenderer in all the pages. The tenderer has to quote most competitive rates for all the items given in the Bill of Quantities in price bid.

The complete Technical bid and price bid along with requisite **EMD of Rs. 1,430/-** shall reach the office of the undersigned on or **18/10/2019 at 14.00 Hrs.** MSE suppliers can avail EMD Waiver benefits only if they submit along with the offer, either of the following:

- 1) EM II Certificate having deemed validity of five years from the date of issue of acknowledgement in EM II.
- 2) EM II Certificate along with attested copy of a CA Certificate (Format Enclosed) if the date of issue of acknowledgement in EM II is older than five years as on the date of tender opening.
- 3) Valid NSIC certificate.
- 4) MSME - UAM certificate along with CA Certificate (Format Enclosed).

Tenders without EMD/ MSME proof as detailed above will be summarily rejected and the Technical bid & price bid shall not be considered.

The Technical bid will be opened on the same day at **14.30 hrs.** In case of opening day falls on holiday or happened to be declared as a holiday the receipt and opening of the tender shall automatically fall on the same timing of the next working day. Date and time of opening of the Price Bid shall be intimated only to the bidders those who have qualified after evaluation of the Technical bid. You / Your authorized representative may participate in the tender opening.

Sign & Seal of Contractor

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NOTICE INVITING TENDER

01.	Name of work	Annual Maintenance Contract for the Cleaning of Water Coolers, Cooling Towers & Sumps for the Period of 2019-20.
02.	Earnest Money Deposit	Rs. 1,430/-
03.	Duration of the contract	1 Year
04.	Last Date for Receipt of Tender	14.00 Hrs. on 18/10/2019
05.	Date of Technical Bid Opening	14.30 Hrs. on 18/10/2019
06.	Date of Price Bid Opening	Will be intimated to those who are Qualified separately.
07.	Guarantee Period	Not applicable

The Tender documents can be down loaded from BHEL website (www.bhel.com) / Government's Central Public Procurement Portal (<https://eprocure.gov.in>) at free of cost. Tender document contains 12 Pages (Technical Bid -11 Pages, Schedule for price bid – 1 Pages).

Clarification if any can be obtained from Engineer/ Contracts/ M&S.

Encl:1) NIT – Notice Inviting tender (Consists of Preamble, Technical Bid & price bid)

Tender should be addressed to: **THE SENIOR ENGINEER,
MAINTENANCE & SERVICES/ CONTRACTS,
2&4 BUILDING, BHARAT HEAVY ELECTRICALS LIMITED,
HIGH PRESSURE BOILER PLANT,
TIRUCHIRAPPALLI - 620014,
TAMILNADU**

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TECHNICAL BID

NAME OF THE WORK: Annual Maintenance Contract for the Cleaning of Water Coolers, Cooling Towers & Sumps for the Period of 2019-20.

Ref: Enquiry No.: 9251900044/ Dated: 27/09/2019; Due Dt: 18/10/2019

PRE-QUALIFICATION CRITERIA:

The following eligibility criteria shall be complied to fulfill the Technical bid: -

Sl. No	Description	Vendor to confirm
1	Only those bidders/ Services who have experience in executing cleaning work such as water cooler tank cleaning/ solar panel cleaning/ cleaning of cooling Towers/ cleaning of sumps in any engineering industry in the last five years (from the date of opening of tender) are eligible to participate in the tender. Documentary proofs/Xerox copies of the POs providing the same are to be enclosed (Experience proof from other than BHEL shall contain work order copy along with Form 26AS / TDS certificate / bank statement for payment from the organisation. Otherwise the offer shall be rejected). Otherwise offer is liable for rejection. Bidder to confirm	
2	BHEL reserves the right to verify the information provided by vendor. In case the information provided by vendor is found to be false/incorrect, the offer shall be rejected.	
3	(i) BHEL Vendor code (if applicable)	
	(ii) PAN Number (Copy to be Enclosed)	
	(iii) GSTN registration Number (Copy to be Enclosed)	
	(iv) Mobile number (Which is linked to GSTN registration Number)	
	(v) Email id (Which is linked to GSTN registration Number)	
	(vi) SAC Code	
	(vii) Bidder address (to which order to be placed)	
	Offer will be entertained only if the vendor submit the details as above & has a valid GST registration no. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.	
4	Acceptance for Scope of Work as per the Enquiry.	
5	Acceptance for All Terms & Conditions as per the Enquiry.	
6	The bidder along with its associate/collaborators/sub-contractors/sub-vendors/ consultants/ service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website http://www.bhel.com and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.	

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Scope of the work:

ITEM NO.	Scope of the work	UOM	QTY
10	<p><u>NAME OF WORK: ANNUAL MAINTENANCE CONTRACT FOR CLEANING OF STORAGE TANKS OF WATER COOLERS IN BHEL COMPLEX.</u></p> <p>SCOPE OF THE WORK:</p> <p>1. Cleaning the storage tank of water coolers ONCE in a month at BHEL factory inside and outside buildings like Bldgs.24,53,79, HRDC, RPS, WRI, CCDP, OHS Model Centre, MHD, UNIT II and township civil etc., TOTAL QUANTITY = 1428 cleanings for one Year. Total No of Cleanings for One Year = 12 months X 119 Water coolers (Water Cooler Cleaning per month = 119 X 1 = 119 Cleanings)</p> <p>2. The existing water available in the storage tank of water coolers are to be drained out completely and later it should be cleaned thoroughly with cleaning powder (VIM powder). The tap, tray and cabinet should be cleaned with cleaning powder to remove dirt, oil etc. After thorough cleaning, the fresh Water to be filled in the water coolers.</p> <p>TERMS & CONDITIONS: Contractor's scope:</p> <p>1. Sufficient man power should be deployed by the contractor for attending this work</p> <p>2. The consumables like water, cloth, cleaning powder (vim) required for this work will be issued by BHEL at free of cost and other provision for cleaning should be in contractor's scope</p> <p>3. After cleaning of water coolers the contractor should get the signature from the users area (authorized signatory) in the cleaning log sheets. Log sheets are to be handed over along with the quarterly bill.</p> <p>4. Total Quantity mentioned in this enquiry is tentative only and may decrease due to unavailability of water coolers for cleaning due to administrative reasons. However payment will be made for actual number of cleanings carried out by him and duly certified by the executive in charge</p> <p>5. Quarterly payment will be given after completion of work at the end of every quarter against submission of error free bill in triplicate duly certified by Engineer In-charge.</p> <p>6. Contractor should adhere necessary safety precautions while carrying out this work.</p>	NO	1428

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	<p>7. It shall be the responsibility of the contractor to cover their employees under PF & ESI act.</p> <p>8. BHEL reserves the right to short close this AMC with one month advance notice due to administrative reasons. BHEL's decision in this regard is final. Under such circumstances payment will be made for actual number of cleanings carried out up to the period.</p>		
20	<p><u>NAME OF WORK: AMC FOR CLEANING OF COOLING TOWERS & SUMPS</u></p> <p>Scope of work:</p> <ol style="list-style-type: none">1) Draining out the existing water only through the nearby drainage from the cooling towers and sumps by using submergible pump which will be provided by BHEL.2) Fills of the cooling tower & sump should be poured with sufficient bleaching powder solution and hold up for some time and then washed out with water.3) Scrub the Basin, walls of the cooling tower and sump with wire brush.4) Remove and wash out the fungus, Vegetation's and other sediments in the cooling towers, sumps and pedestal.5) Refill the sump with fresh water up to the required level <p>These all work should be done under the supervision and guidelines of Supervisor Of M&S/AC section</p> <p>Number of cleaning to be done for cooling towers (once in a Month) (BLDG NO:1,NEW PB 600R Pipe bending Machine) 1 Nos X 12 times = 12</p> <p>Number of cleaning to be done for sumps (once in a month) 3 Nos X 12 times = 36 (BLDG NO:1,NEW PB 600R Pipe bending Machine)</p> <p>Number of Cleaning to be done for sumps at MD Hall(once in Three months) 2 Nos X 4 Times = 8</p> <p>Total number of cleaning per year = 12+36+8=56</p> <p>LIST OF COOLING TOWERS AND SUMPS TO BE CLEANED ONCE IN A MONTH:</p> <ol style="list-style-type: none">1)BLDG NO:1,NEW PB 600R Pipe bending Machine,Cooling tower:1 No, Sump:3 Nos <p>LIST OF COOLING TOWERS AND SUMPS TO BE CLEANED ONCE IN 3 MONTHS:</p> <ol style="list-style-type: none">1).MD.Hall, Air cooling System, cooling tower:Nil, Sump:2 Nos. <p>TERMS AND CONDITIONS:</p> <ol style="list-style-type: none">1) Cleaning work to be carried out preferably on Sundays or otherwise during week days depends upon the shop clearance.	NO	56

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<p>2) Sufficient Man power should be deployed by the contractor and which should be depending upon the availability of the machine for cleaning.</p> <p>3-a) Contractor scope: All the materials required for the cleaning including bleaching powder and except wire brush should be in Contractor scope.</p> <p>3-b) BHEL scope: Submergible Pump, and Wire brush will be supplied by BHEL. Electrical supply and wiring for the pump will be provided by BHEL.</p> <p>4) Contractor should adhere necessary safety precautions while carrying out this work.</p> <p>5) It shall be the responsibility of the contractor to cover their employees under PF & ESI act.</p> <p>6) Quarterly payment will be given after completion of work at the end of every quarter against submission of error free invoice in triplicate duly certified by Engineer In-charge.</p> <p>7) BHEL reserves the right to short close this AMC with one month advance notice due to administrative reasons. BHEL's decision in this regard is final. Under such circumstances payment will be made for actual number of cleanings carried out up to the period.</p> <p>LD CLAUSE:</p> <p>If the Contractor fails to complete the work as per the terms & conditions of the order within the delivery schedule, 0.5% of the order value will be deducted for each week of delay upto a maximum of 10% of the total order value.</p>		
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GENERAL TERMS AND CONDITIONS FOR M&S CONTRACTS

- 1) The workmen of contractor should be covered under PF/ESI, etc. as per labor laws.
- 2) Safety precautions have to be ensured by the Contractor Depending on the work nature. Necessary work permit system and personal protective equipment (PPE) such as electrical resistance rubber gloves, helmet, spectacle goggles, safety shoes, safety belt etc. as applicable to Mechanical works should be adhered while carrying out the work.
- 3) PPES for appropriate trade job has to be ensured by the contractor at the job site at all times.
- 4) The contractors may visit the area to assess the quantum of work before quoting.
- 5) The contractor should mention the point to point confirmation.
- 6) Contractor should commit for Terms and Conditions of the enquiry otherwise the offer shall be liable for rejection.
- 7) **TWO PART BID SYSTEM:** Contractor should send their offer for two part bid system as below
- 8) Contractor may visit to get acquaintance with quantum of day to day work by visiting BHEL Trichy premises before quoting.
- 9) The contractor should quote the exact time required to complete the work in their offer.

TENDERING CONDITIONS:

- a) The Bidders shall submit the offer in TWO PART BID SYSTEM (Part -I & II) along with EMD as indicated below which shall be sealed in ONE OUTER ENVELOPE.
- b) Envelope I- This sealed envelope should contain all the copies of technical bid together with un-priced commercial bid. This envelope should be clearly marked "Part I - Technical and commercial bid", indicating Enquiry No., Due Date and Address & Reference of the Bidder. Envelope I should contain sealed EMD cover indicating the enquiry detail.
- c) Envelope II - This sealed envelope should contain price details. This envelope should be clearly marked as - "Part -II Price bid", indicating Enquiry No., Due Date and Address & Reference of the Bidder.
- d) Envelope III - This sealed envelope should contain requisite **EMD**. This envelope should be clearly marked as - "EMD COVER", indicating Enquiry No., Due Date and Address & Reference of the Bidder.
- e) All the three envelopes shall be put in one cover, duly sealed, super scribing as offer for Enquiry No., and due date of opening, Name of the work and the address and reference of the Bidder.
- f) The offer should reach this office on or before the due date by 14.00 Hrs. (IST). Late offers will not be considered.
- g) Tenderers should be free from CORRECTION AND ERASURES, Corrections if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.
- h) Offers should be in ENGLISH and accompanied by detailed Point to point confirmation of the scope of work.
- i) Tender should not be addressed to any Individual's name but only by designation to:

THE SR.ENGINEER
MAINTENANCE & SERVICES / CONTRACTS, 2&4 BUILDING,
BHARAT HEAVY ELECTRICALS LIMITED, HIGH PRESSURE
BOILER PLANT, TIRUCHIRAPALLI, TAMIL NADU - 620 014.

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OPENING OF TENDERS:

- a) The Part I - Technical & un-priced commercial bid and EMD Cover alone would be opened on the Tender opening date (as mentioned in the enquiry) by 14.30Hrs(IST)
- b) The Part II - Price bid of technically suitable Bidders alone would be opened. The Technically Suitable Bidders would be informed about the Price bid opening date.
- c) Clarifications if any required by BHEL for Technical evaluation would be sought from Bidders before opening of Part II - price bid.

GST:

1. Response to Tenders for Contractor will be entertained only if the vendor has a valid GST registration no which should be clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.
2. Contractor shall mention their GSTN registration number in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.
3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).

LD CLAUSE:

If the contractor fails to complete the work as per terms & conditions of the order within the delivery schedule, 0.5% of the order value will be deducted for each week of delay or part thereof subject to a maximum of 10% of the total contract value.

RISK PURCHASE:

In the event of any successful Tenderer's failure to fulfil any of the Tender / Contract obligations as per Contract / Agreement BHEL may entrust the job to alternate source and get it completed to meet BHEL requirement and additional expenditure, if any, including consequential cost, will be fully recovered from the Tenderer Contractor who failed to complete the job in line with Contract.

The decision of BHEL with regard to the actual losses / consequential expenditures incurred by BHEL shall be final and binding on the Tenderer / Contractor.

INDEMNITY:

The Contractor shall have to indemnify BHEL against all claims for injury or damage to any person or property caused by his negligence or negligence of his employees whilst in BHEL premises / sites.

IMPORTANT NOTE: BHEL reserves the right to short close this work with one-month advance notice due to administrative reasons. BHEL's decision in this regard is final. Under such circumstances payment will be made for on pro rata basis for the service rendered out up to the period.

Sign & Seal of Contractor

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COMMERCIAL TERMS AND CONDITIONS FOR M&S CONTRACTS

- 1) Quarterly payment will be made after completion of work at the end of every quarter against submission of error free invoice in triplicate duly certified by Engineer-In-charge along with supporting documents and maintenance records.
- 2) Payment of EMD & SD preferably be in e-Collect mode, while making such payment, Enquiry number may be mentioned in Remark column. **Offers without EMD shall be liable for rejection.**

Procedure to remit money to BHEL Trichy's Account :

Login to : <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=574693>

- a) Select State Bank Collect available on the top (pre login page)
 - b) Accept the terms and conditions and click "PROCEED"
 - c) Select State "TAMILNADU " and Institution type " INDUSTRY " .
 - d) Select " **BHEL TRICHY** under "INDUSTRY".
 - e) In the next page, Select APPROPRIATE category, fill details correctly & click "SUBMIT".
 - f) If all details entered are correctly populated, click "CONFIRM "to proceed.
 - g) Make payment as per your convenience. (Options available are payment of fees through **SBI Net Banking, State Bank ATM cum Debit Cards / Other Bank Debit / Credit Cards and through SBI Branches**).
 - h) SAVE & Keep the copy of receipt for future reference.
- 3) Security Deposit shall be furnished by the successful vendor to the total contract value before starting the work. 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. SD is forfeited in case of any failure in execution of the contract or due to any shortcomings observed in the documentation furnished earlier for getting qualified or in case the Contractor is banned.
 - 4) An additional payment as per circular ref. BHE/HR/W/EW/08.04.2014 is to be paid to the contract workmen as below, over and above the minimum wages prescribed by the government of Tamil Nadu:

Unskilled	-	Rs.3200/-
Semiskilled	-	Rs.3700/-
Skilled	-	Rs.4100/-
 - 5) Bonus @ 8.33 % to workmen to be paid.
 - 6) **Rate should be quoted as per price bid.**
 - 7) The rate that is offered should be comprehensive and no separate charges will be made towards expenses like travel, boarding and lodging.
 - 8) The contractor should quote the validity of the offer.
 - 9) The contractor should remit the salary/wages for their workmen only through Bank. Monthly clearance will be given in respect of all contractors, if only the salary/ wages to the workmen has been remitted through the bank account of the contract workmen. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI challan to Welfare Section every month.
 - 10) Evaluation will be on L1 basis as per price bid template. In case of tie in L1, revised bid(less than or equal to old price) will be obtained. If still tie exist L1 bidder will be chosen by draw of Lot.

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(No deviation certificate)

To be submitted in vendor letter Head

Note: The following Declaration to be attached along with your Technical bid of the tender.

NAME OF THE WORK: Annual Maintenance Contract for the Cleaning of Water Coolers, Cooling Towers & Sumps for the Period of 2019-20..

Ref: Enquiry No.: 9251900044/ Dated: 27/09/2019; Due Dt: 18/10/2019

We M/s. do hereby declare that we do not have any deviations to the tender terms and conditions as per

1. Technical Bid - Pre Qualifying Criteria
2. Scope of Work & Terms and Conditions
3. General Terms and Conditions For M&S Contracts
4. Commercial Terms and Conditions For M&S Contracts

We have read and clearly understood all the Terms and conditions in Tender Schedule of Enquiry No: **9251900044/ Dated: 27/09/2019** and accordingly we accept the same without any Deviation what so ever.

We unconditionally agree to all the tender conditions and no new conditions are imposed by us in the technical / price bid. I understand in the event of imposing any condition in the technical / price bid, such condition would be ignored by BHEL and only the prices will be considered for the purpose of evaluation.

Sign & Seal of Contractor

Certificate by Chartered Accountant on Letter Head

This is to certify that M/s. _____ (hereinafter referred to as 'company') having its registered office at _____ is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part II)) _____ dt. _____, Category: (Micro/Small). (Copy enclosed).

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

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722(E) dated October 5, 2006):

₹ _____ 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):

₹ _____ Lacs

(Strike off whichever is not applicable)

The above investment of ₹ _____ Lacs is within permissible limit of ₹ _____ 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

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SCHEDULE FOR PRICE BID

SUB: Annual Maintenance Contract for the Cleaning of Water Coolers, Cooling Towers & Sumps for the Period of 2019-20.

Ref: Enquiry No.: 9251900044/ Dated: 27/09/2019; Due Dt: 18/10/2019

ITEM NO.	SCOPE OF WORK	UOM	QTY	RATE	VALUE(=Rate*Qty)
10	Cleaning of Water Cooler Tank	NO	1428		
20	Cleaning Of Cooling Towers & Sumps	NO	56		

NOTE: Please quote rate for the above item text with reference from detailed text of Scope of work.

- Taxes if any should be quoted extra.
- Vendor shall necessarily indicate GST% in the Price Bid Format

- 1) Quarterly payment will be made after completion of work at the end of every quarter against submission of error free invoice in triplicate duly certified by Engineer-In-charge along with supporting documents and maintenance records.
- 2) Tax deduction will be made from every bill at the prevailing rate as per the Government rule and regulation from time to time.
- 3) Detailed scope of work and other terms and conditions are specified in the Technical Bid of the Tender.
- 4) The rate quoted shall remain firm and valid throughout the entire Contract period and no extra payment will be reimbursed to the contractor by BHEL. Any increase of DA/ wages to the contract labor shall be absorbed by the contractor themselves during the period of contract.
- 5) individual L1 for item 10 & 20 will be considered for ordering
- 6) Sign & Seal of Contractor should be there in all the documents submitting

Sign & Seal of Contractor