



TENDER DOCUMENT

For Tender Enquiry No. : HSE/ENV/04

For Environment Monitoring and Environment Consultancy work

Contact Person:

Name: Ajay Sharma

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Tender Due Date: 23/05/2017 at 13:15 Hrs.

Tender Opening Date: 23/05/2017 at 14:00 Hrs.

Department: HSE&OHSAS
BHEL P.O, BHEL, Jhansi 284120 (UP)

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We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority



Bharat Heavy Electricals Limited, Jhansi

Department: HSE&OHSAS

Tender Enquiry No: HSE/ENV/04

TD: 2017-18, Rev: 00

DETAILS OF TENDER DOCUMENT

SCOPE of work: **For Environment Monitoring and Environment Consultancy work**

The detailed content of tender document are as follows:

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10	Price Bid	G & Annexure – 3	11
11	Schedule of Quantities	Annexure - 1	-
12	Ambient air norms	Annexure -1	-

The duly filled in Price bid and Technical bid (Annexure -3 and F, separately) along with the instructions to the tenders, Contractor's Obligations, General Terms and Conditions with the signature of the tender on all the pages and complete in all respects super scribed as "Quotation for Tender No. " should reach us in a sealed cover on or before as mentioned through Registered / Speed post or the same may be dropped in the tender box available at the following address:

To
Tender Box
CISF Control Room/Office
Administrative Building
Bharat Heavy Electricals Limited
Jhansi-284 120. UP

Note: Dropping of tender in the Tender Box within schedule time and date is the Responsibility of the bidder



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Schedule "A"

NOTICE FOR INVITING TENDER

Sl. No	Particulars	Details
1	Brief Description of work	Environment Monitoring & Environment Consultancy work
3	Duration of Contract	1 Year
4	Last date of receipt of the Tender	Up to 13:15 hrs. on 23/05/2017
5	Date of opening of Techno – Commercial Bid.	14:00 hrs. on 23/05/2017
6	Address for submitting the Tender	(as on page 2)
7	Earnest Money Deposit (EMD)	Rs. 12000(Payment only through NEFT)
8	Cost of Tender	Rs. 200 =00 plus VAT (as applicable) = Total Rs.229 =00 (payable at BHEL Jhansi through NEFT OR a Demand Draft in favour of "BHEL, Jhansi" along with technical bid
9	Validity of Offer	90 Days
10	Security Deposit	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. Refer Schedule B for more details

Note: EMD "*" :

For works/ services with estimates up to Rs 10 Crs	2% of the estimated cost
For works/ services with estimates more than Rs 10 Crs	20 lakhs plus 1% of the estimated cost over Rs 10 crs.

The EMD may be accepted only in the following forms:

(i) Electronic Fund Transfer credited in BHEL account (before tender opening)

BHEL account details: Bank Name: - SBI; A/c No. : - 10670828866; IFSC Code: - SBIN0003807

A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED, JHANSI PIN CODE - 284120

(ii) 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 6 months.

The contractors may physically visit the work place before quoting their rates. For relevant details please visit our website "www.bhel.com" & www.bheljhs.co.in.

The tender shall be in two Bid System (Techno Commercial Bid & Price Bid)

The work shall be awarded on L1 basis as one composite work. Work shall not be split into sub parts.

The tender is to be processed in two parts as under:

- 1) Techno Commercial bid
- 2) Price Bid

1. The Technical Commercial Bid (Schedule: - F) and its enclosures (along with the Contractor's Obligations, General Terms & Conditions and copies of qualifying requirements) must be submitted in one sealed envelope superscripted as "TENDER FOR TENDER NO (*tender no as mentioned in page 2 of tender document*) "TECHNO-COMMERCIAL BID".
2. EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed. The second envelope duly sealed should contain the price bid (Annexure -3) only super scribed as "*(Name of Work as mentioned in page 2 of tender document)* PRICE BID". Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format is liable to be rejected/by passed.
3. Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and superscribed as "TENDER FOR TENDER NO (*tender no as mentioned in page 2 of tender document*) Due date of opening (*date as mentioned in page 2 of tender document*).The same should be dropped in the tender box kept in the CISF gate of Administrative Building, BHEL, Khailar, Jhansi, within the specified date and time by the representative of the tenderer, on any working day (Excluding Sunday & any National Holiday)between 8:00 AM to 4:00PM.
4. All tenderers can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the tenderer's / clients place by authorised officials, price bids of only those tenderers who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose technical bid has been accepted, in advance for witnessing the Price Bid opening.
5. All entries in the tender document should be in one ink. Corrections, over writing, cuttings, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the tenderer before submission.

6. The price / rate should be quoted in figures as well as in words. Price quoted in Price Bid shall be inclusive of all taxes & duties , all statutory requirements. However service Tax shall be payable extra as applicable.
7. All the terms and conditions of the contract with respect to Taxes and Duties are subject to the new taxation laws introduced from time to time (eg. GST). The terms and conditions will be modified in accordance with the provisions of new laws (eg. GST).

Security Deposit:

1) 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) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL

2) Collection of Security:

At least 50% of the required Security Deposit, including the EMD, should be deposited before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected.

If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.

3) Security Deposit shall be released to the Contractor upon fulfilment of contractual obligations as per terms of the contract.

4) The Security Deposit shall not carry any interest.

Stamp duty applicable as per Indian Stamp Act 1899 is as follows:

Sl.N.	Performance Security Deposit	Stamp Duty Applicable
1.	Pay Order, Demand Draft, Local Cheque of scheduled banks	Rs. 125/- per Rs.1000
2.	Securities available from Post Offices such as NSC, Kisan Vikas Patras etc. and Fixed Deposit Receipt (FDR) issued by Scheduled Banks/Public Financial Institutions	Rs. 70/- per Rs.1000
3.	Bank Guarantee from scheduled Banks/Public Financial Institutions	Rs.5/- per Rs.1000 limited to Rs.10,000/-



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Schedule: 'C'

TENDER EVALUATION CRITERIA

The evaluation of the Tender will be carried out as follows:

1. BHEL officials may visit the tenderer's office & their client's place to evaluate the capability and assess the performance. Capability of the Contractor will be assessed on evidencing documents as recorded in Qualifying Requirements (QR) as per annexure -2
2. Successful techno commercial qualified tenderers after the above process only will be invited for opening of the rate / price bid.
3. The contractor shall be awarded the work on over all L-1 basis.

Schedule: 'D'

CONTRACTORS OBLIGATIONS:

B) Towards Finance

1. *Contractor to arrange his own finance* for carrying out the job including supply of tools, tackles and equipment, if required, to his employees.
2. Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.
3. Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
4. Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
5. Contractor to ensure compliance of the instructions as contained in safety guidelines (issued by, Health, Safety, and the Environment (HSE) Department (of BHEL, Jhansi), and uploaded on BHEL Jhansi website. The contractor has to ensure that all precautions are taken for safety of his employees and equipment.
6. All conditions recorded in ANNEXURE -2 of specification under heading special terms & conditions such as : for example "Confidentially agreement" , No videos / Drawing etc. to be taken out of BHEL premises and so or as per Annexure – 2.



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Schedule: 'E'

1. GENERAL TERMS & CONDITIONS FOR CONTRACTORS

- 1.1 The contractor shall also have to submit copy of PAN card and last IT return.
- 1.2 The contractor must possess Service Tax Registration number under relevant code head.
- 1.3 The contractor should possess TIN Number.
- 1.4 Stamp Duty: Contractor should deposit stamp duty, before start of the contract, as per Stamp Duty Act.

2. DISCIPLINE:

- 2.1 The Contractor shall be responsible for the discipline of his own employees deployed under the contract. In case of any loss to the BHEL Jhansi on account of indiscipline of contract Labour then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 2.2 The contractor shall not employ any person who has not completed his 18 Years of age and person who has attained 60 years of age.

3. COMPLIANCE OF LEGAL PROVISION:

- 3.1 BHEL Jhansi shall not be liable for any compensation whatsoever in the case of accident / injury to the person employed by the contractor coming in the premises of BHEL Jhansi. Contractor shall pay all claims / compensation / damages / penalty / fine or any amount payable to the individual / authorities payable due to accident / injury to the person employed by the Contractor.
- 3.2 The Contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/-00 Non-Judicial Stamp Paper.

4. OTHER GENERAL TERMS AND CONDITIONS:-

- 4.1 No dues certificate from contractor regarding Service Tax payment & any other dues liable to remitted by contractor under Financial Laws to Finance department.
- 4.2 In case of non-satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute decision of concerned Head of the Department will be final.

5. SETTLEMENT OF DISPUTE/JURISDICTION/ARBITRATION ETC. :-

BHEL Reserve the following rights:-

To evaluate the bid as per BHEL policy and Govt. guidelines including CVC / Vigilance guidelines by the tender committee duly constituted by BHEL Management. The decision of BHEL, Jhansi Management or Tender committee duly approved by competent authority shall be final and binding to bidder.



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6. CONFIDENTIALITY :

The parties agree & acknowledge that in the course of their discussions and interaction, BHEL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the contractor. Such information shall be considered as confidential. The contract agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorized personnel's strictly on a need know basis, without the prior written permission of BHEL.

6.1 BHEL reserves the right to terminate contract awarded for any contravention of statutory Provision or any other reasons without assigning any explanation or notice to the contractor.

7. JURISDICTION:-

Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi Court only.

8. ARBITRATION:-

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with Arbitration and Conciliation Act, 1996 (latest applicable) and the rules made there under. The dispute shall be referred for arbitration. Arbitrator to be appointed by the Head of the unit (BHEL Jhansi).

Note: - In addition to above please referred General Terms & Conditions as per Annexure -2 attached with the documents.



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Schedule: 'F'

PROFORMA FOR SUBMITTING TECHNICAL BID FOR -----

1. Name of the firm : _____ (Essential)
2. Name of the Proprietor : _____ (Essential)
3. Address and Contact Numbers : _____ (Essential)
4. Registration Number : _____ (Essential)
Copy of the Certificate : Enclosed / Not Enclosed
5. (1) PAN Number : _____ (Essential)
(2) Income Tax return last 3 yrs. Enclosed / Not Enclosed (Essential)
Service Tax Number(PAN Based) VAT/TIN
6. Number(If material is supplied) : _____ (Essential)
7. Experience Certificate : Enclosed / Not Enclosed(Essential)
(Along with balance sheet & profit and loss account/ turnover certificate issued by CA)
:Rs.12000 Essential (Payment through only NEFT)
8. Earnest Money Deposit :Rs.229 (Essential) (Payment through NEFT,OR DD)
D. D. No. : _____
9. Tender Cost : 90 days from the date of tender Opening.
10. Validity of offer : 90 days from the date of tender Opening.
11. Blank Price bid format :Enclosed/Not Enclosed

We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.

Signature with Name & Office Seal

Date:

Note: Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope then the "bids" are liable to be rejected.

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We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

Schedule: "G"

(A) Conditions for price bid schedule: "G" for this tender enquiry.

1. Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope the "bids" are liable to be rejected.
2. If any other addition is made or any condition is added by the bidder in the price bid format then the offer shall be by-passed.

(B) Guidelines for dealing with "discrepancy in words & figures – quoted in price bid".

In case of non-conformities/errors/discrepancies are observed between the quoted prices in figures and that in words, following guidelines are to be followed:-

- (a) In the price structure quoted for service contract, if 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 tenderer 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.
- (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 (a) and (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 tenderer, the bid is liable to be ignored.

In case of a tie between two or more lowest bidders, snap bid shall be called with discount on the offered rates. If snap bid is not feasible then the L1 shall be decided with lottery system.

Note: - Price bid see in ANNEXURE – 3.