



Bharat Heavy Electricals Limited, Jhansi
Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/904

Date: 16-05-2019



TENDER DOCUMENT

Tender Enquiry No.: **TRM/TE/904**

For Works Contract for

“TANK PREPARATION OF POWER TRANSFORMER”

Contact Person:

Name: PRABHAT KUMAR KATIYAR
Designation: DEPUTY MANAGER
Email: prabhat.katiyar@bhel.in
PH: 0510-2412326 Mob. 8004939856
Website: - www.bhel.com, www.bheljhs.co.in

Tender Due Date: 07-06-2019.
Tender Opening Date: 07-06-2019.

Transformer Manufacturing Department
BHEL, PO: BHEL, Jhansi 284120 (UP)

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority
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DETAILS OF TENDER DOCUMENT

SCOPE of work: TANK PREPARATION OF POWER TRANSFORMER.

The detailed content of tender document are as follows:

Sl. No.	Description	Schedule:	Page no
1	Details Of Tender Document	-	
2	Notice Inviting Tender	A	3-6
3	Scope of Work & Work Specifications	B	7-8
4	Qualifying Requirements	C	9-10
5	Instructions to Tenderers	D	11-12
6	Technical bid proforma	I	13-14
7	Tender Evaluation Criteria	E	15
8	General terms and Conditions of Enquiry	F	16-29
9	Annexures I-VII, VIII B, IX	-	30-43
10	Price Bid format	-	44
11	Blank Price bid	J	45

The duly filled in Technical and Price / Rate bids (Schedule: I and J, 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

S. No	Particulars	Details
1	Brief Description of work	<u>TANK PREPARATION OF POWER TRANSFORMER</u>
2	Tender Evaluation Criteria	<i>(as per Schedule E)</i>
3	Duration of Contract	<i>ONE YEAR.</i>
4	Last date of receipt of the Tender	<i>Xx/xx/xxxx upto 1315 hrs.</i>
5	Date of opening of Techno – Commercial Bid.	<i>Xx/xx/xxxx at 1400 Hrs.</i>
6	Address for submitting the Tender	<i>(as on page 2)</i>
7	Earnest Money Deposit * (EMD)	<i>Rs 8,175 only</i>
8	Cost of Tender	<i>Rs 200 + GST (as applicable). (payable through Electronic fund transfer only)</i>
9	Validity of Offer	<i>120 Days</i>
10	Security Deposit	<i>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.</i>

Note:

* The EMD will 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; IFSCCode: - SBIN0003807**

A/c Holder Name: - BHARAT HEAVY ELECTRICALS LIMITED

(ii) At BHEL cash office through POS machine **No Demand Drafts shall be accepted.**

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

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Schedule : 'E'

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 based on employees including supervisors on their rolls, machinery, equipment in its possession, previous record of accomplishment, experience in other organizations, etc.
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 if otherwise not specified in the tender.
4. In case where bidders have submitted 'NIL' charges/amount over and above the minimum wages as per the standard document, the bid shall be termed unresponsive will not be considered (in terms of provisions of letter of Ministry of Finance, Dept. of Expenditure No 29(1)/2014-PPD).

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Security Deposit

Security Deposit means the security provided by the Contractor towards fulfilment of any obligations in terms of the provisions of the contract.

1) 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.

2) Mode 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)

(Note: 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)

3) The Security Deposit may be waived or amount reduced in following cases with the approval (before tendering) of the Head of the Contracting deptt., not below the rank of AGM:

- a) Joint Venture or Subsidiary companies of BHEL
- b) Central/ State PSUs/ Government deptt
- c) Autonomous/ Educational/ Research institutions
- d) Hiring of expert services
- e) Repair/ Maintenance of equipment's by OEMs/ OESs
- f) Rental/ Lease/ Hiring of Premises/ Vehicles/ Office equipment etc. where owner/ contractor's assets are being let out to/ used by BHEL
- g) Catering, Horticulture, Sanitation and Courier services for contract value up to INR 5 lakhs

The Security Deposit may be waived or amount reduced in other cases for reasons to be recorded with the approval (before tendering) of the Unit Head.

(The requirement of Security Deposit or otherwise, as the case may be, shall be clearly specified in the tender conditions).

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Stamp duty on security deposit shall be applicable in Uttar Pradesh as per Indian stamp act 1899. The details are at page 9 of GENERAL TERMS AND CONDITIONS OF ENQUIRY.

*The remaining clauses to be consulted from the GENERAL TERMS AND CONDITIONS OF ENQUIRY (para IV).

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"

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Schedule:'B

SCOPE OF WORK AND WORK SPECIFICATION

1) **Scope of work** of the contractor shall be as following-

The contractor shall be responsible for specified work as following:-

DETAILS OF WORK

SL.NO	SCOPE OF WORK	UNIT	QUANTUM OF WORK
1	TANK PREPARATION OF POWER TRANSFORMER AS PER OUR DRAWING	*No. of hardware	75000

***One hardware means one set of assembly of Bolt/Screw/Stud, Washers and Nuts etc as per Drawing.**

- The required documents / drawings can be seen at our works.
- Contractor will collect all required material, drawings and information's from BHEL store / shop / office. Required space, tools, tackles and facilities like material handling equipment's, fixture and crane will be provided by BHEL subject to its availability in normal working conditions. Consumables like resin glass tape, cotton waste, etc. will be issued by BHEL as available, and these will be collected by contractor. Contractor will check for any defect in material and get it rectified / replaced before starting work
- All the material, electricity, compressed air, consumables, and tools available with BHEL shall be provided by BHEL free of cost.
- EOT crane shall be provided by BHEL free of cost, however the assistance in operation of the same i.e. crane operator and slinger, shall be the responsibility of contractor. However, in contingency in order to meet the job requirement, any additional resources if required shall be arrange by the contractor at their cost.
- Inspection/clearance of the activity by BHEL QC shall be the contractor's responsibility. Inspection of various stages shall be done by BHEL QC, however proper records of all the activities/inspection stages shall be maintained by the contractor and the same should be made available, as and when required by BHEL.
- The house keeping of the work area shall be the contractors' responsibility. Maintaining work discipline also be in their scope.

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- g) Contractor shall provide shoe, helmet and personal protective equipment(PPEs) and maintain the same at his own cost which may be required.
 - h) Contractor shall ensure that his worker wear uniform, shoes, helmet and other required PPEs
 - i) Contractor is advised to visit the work place to know the work content before submission of quotation.
- 2) **Period of contract-** The contract shall be for the period of 1 year from the date of award of contract.
 - 3) **Repeat Order** – There may be provision of repeat order for a period of further one year provided that both BHEL and the contractor are mutually agreed. The repeat order shall strictly be on the same terms and conditions of the original contract.
 - 4) **Duration of contract** – Based on the time to time performance of the contractor, if the same is under par than that required by BHEL, Then BHEL will have the right to terminate the contract after giving due information of the same to the contractor at least 2 weeks in advance.
 - 5) - For all technical operation only suitable skilled workers to be engaged.
 - Supervisor in each shift must be deployed with suitable qualification.

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Schedule: 'C'

QUALIFYING REQUIREMENTS

For eligibility of tender, the bidder should submit the following documents: -

- 1)** Copy of ESI registration certificate issued by ESI authority.
- 2)** Copy of PAN of bidder.
- 3)** Copy of GST certificate.
- 4)** Self-Declaration on stamp paper of Rs 100 as per ANNEXURE - V that
 - i) They are not blacklisted/under hold from BHEL Jhansi or banned by any Unit/Region/Office of BHEL/any PSU
 - ii) They are not guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
- 5)** Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Schedule: I
- 6)** Financial Strength and Experience: -
 - i) **Average Annual financial turnover during the last 3 years, ending 31 st March of the FY 2017-18, should be at least Rs 1.22 Lakhs. If all the balance sheets/Financial statements are available for all the three years than the average shall be calculated by dividing the sum of turnover of submitted balance sheet/certificate from CA/Financial statement by three.**
 - ii) **Experience of having successfully completed similar works during last 7 years ending 31/03/2019 are invited should be either of the following: -**
 - a. **Three similar completed works each costing not less than the amount equal to Rs. 1.63 lakhs.**

Or
 - b. **Two similar completed works each costing not less than the amount equal to Rs. 2.04 lakhs.**

Or
 - c. **One similar completed work, each costing not less than the amount equal to Rs 3.27 lakhs.**

Note: Similar work means contractors who have worked on tank/pressure vessels preparation/fabrication /manufacturing. (Execution Certificate) for the experience to be submitted along with Technical Bid.

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In case of experience in Government Organizations/PSU/Semi-Government, following documents must be attached

- i) Copy of Work Order/Purchase Order
- ii) Copy of Work Completion Certificate

In case of experience in Private Sector, following documents must be attached

- i) Copy of Work Order/Purchase Order
- ii) Copy of Work Completion Certificate
- iii) TDS certificate

7] The documents required for legal entities under whose name & style/seal contractor has participated in the tender are as follows:

- i. **Partnership Firm**: Partnership Deed registered at the office of Registrar of Firms.
- ii. **Company**: Certified copy of Memorandum of Association. Article of Association and Incorporation Certificate.
- iii. **Society**: Registration certificate issued by Registrar of Society.
- iv. **Sole Proprietorship Firm**: Undertaking on oath (Rs. 100 Stamp Paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Proprietorship firm namely (_____)

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Schedule: 'D'

INSTRUCTIONS TO TENDERERS

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

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

- 1) Techno Commercial bid
 - 2) Price Bid
1. The Technical Commercial Bid (Schedule: - I) 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 TRMTE904 "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 (Schedule:-J) only super scribed as "**TANK PREPARATION OF POWER TRANSFORMER 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 superscripted as "TENDER FOR TENDER NO TRMTE904 Due date of opening --/--/--.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.
 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 authorized 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 contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutually agreed terms and conditions.

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7. BHEL may go for Reverse Auction after Techno-Commercial evaluation instead of submitted related Price Bid. Bidder should confirm participation in Reverse Auction along with Techno-Commercial Bid.
8. All terms and conditions of the contract with respect to taxes and duties are subject to the laws/acts as applicable at the time of billing.
9. **Taxes and Duties:** Price quoted in Price Bid shall be inclusive of all taxes & duties, all statutory requirements/liabilities like PF/ESI/Bonus/Min. wages etc. However, **GST (@18% or as applicable)** shall be payable extra as applicable.
10. In case of credit is not available as denied by GST portal due to improper documentation or wrong uploading of data by bidder the same will be recovered from bidder along with interest.
11. The rate quoted by the bidder shall be firm and same will be valid for the period of contract.

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Schedule: 'I'

PROFORMA FOR SUBMITTING TECHNICAL BID FOR "TANK PREPARATION OF POWER TRANSFORMER"

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. Labour License Number : _____ (Desirable)
Copy of the License : Enclosed / Not Enclosed
6. PF Code Number : _____ (Essential)
Attach Copy of the PF registration
7. ESI Code Number : _____ (Essential)
Attach Copy of the ESI registration
8. (1) PAN/TAN Number : _____ (Essential)
(2) Income Tax return last 3 yrs. Enclosed / Not Enclosed (Essential)
9. GST Number : _____ (Essential).
10. Experience Certificate : Enclosed / Not Enclosed (Essential)
(Along with balance sheet & profit and loss account/ turnover certificate issued by CA)
11. No. of Workers including Supervisors : _____ (Essential)
on the rolls of the firm
12. Earnest Money Deposit : Rs. _____ (Essential)
a) EFT No. and date of Receipt : _____
13. Any other relevant information : _____

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14. Tender Cost : Rs. _____ (Essential)
EFT No. and Receipt copy : _____
(to be enclosed)
15. Validity of offer : 120 days from the date of
tender Opening.
16. Blank Price bid format : Enclosed/Not Enclosed (Essential)
17. Self-Declaration : Submitted/ Not Submitted (Essential)

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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Schedule : 'E'

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 based on employees including supervisors on their rolls, machinery, equipment in its possession, previous record of accomplishment, experience in other organizations, etc.
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 if otherwise not specified in the tender.
4. In case where bidders have submitted 'NIL' charges/amount over and above the minimum wages as per the standard document, the bid shall be termed unresponsive will not be considered (in terms of provisions of letter of Ministry of Finance, Dept. of Expenditure No 29(1)/2014-PPD).

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