



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering And Services

Tender Enquiry No: WEX/TE/LC/9/03 Dated 11.10.2019 TD: 2018-19, Rev- 00



## TENDER DOCUMENT

For Tender Enquiry No. : WEX/TE/LC/9/03

For

**“(Labour supply contract for low skill nature activities of Works Engineering and Services Department in BHEL-Jhansi)”**

Contact Person:

Name: Anshuman Sharma

Designation: Dy. Mgr (MM)

Email: anshuman.sharma@bhel.in

PH: 0510-2412784

Tender Due Date: 01.11.2019, at 13:15 Hrs

Tender Opening Date: 01.11.2019, at 14:00 Hrs

Rev .....	Short details of revision (In case of revision in tender document, otherwise NA)
Date: ....	

**Department:**

**Works Engineering And Services**

**BHEL, PO: BHEL, JHANSI 284120 (UP)**

**DETAILS OF TENDER DOCUMENT**



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Nature of work **Labour supply contract for low skill nature activities of Works Engineering and Services Department in BHEL-Jhansi.**

- 1- BHEL- Jhansi is in the process of finalizing the Works Contract for **Labour supply contract for low skill nature activities of Works Engineering and Services Department in BHEL-Jhansi.**
- 2- The tender document has been detailed as follows:
  - a) Notice Inviting Tender (Annexure A)
  - b) Scope of work & Work Specifications (Annexure B)
  - c) Qualifying Requirements (Annexure C)
  - d) Technical Bid Application (Annexure D)
  - e) General Terms and Conditions (JHS 2055B R00)
  - f) Blank Price Bid format (Annexure E(a))
  - g) Price Bid format (Annexure E(b))
  - h) Document referred in GTC (Annexure I- VIII)

The duly filled in Technical and Price / Rate bids (Annexure D and E (a&b)) separately along with the instructions to the tenders, 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. WEX/TE/LC/9/03 Dated 29.05.2019"** should reach us in a sealed cover on or before **24.09.2019 (13.15 hours)** through Registered / Speed post or the same may be dropped in the tender box available at the following address: ( refer GTC ii(c).

To  
Tender Box  
CISF Control Room/Office  
Administrative Building  
Bharat Heavy Electricals Limited  
Jhansi-284120. UP

- Note: 1) Dropping of tender in the Tender Box within schedule time and date is the responsibility of the bidder.  
2) Technical bid and price bid should be submitted in separate sealed envelopes, in case the bids founds in one single envelope then the "bids" are liable to be rejected.



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## Tender Documents

TENDER ENQUIRY NO: WEX/TE/LC/9/03

DATE: 11.10.2019

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03	Work Specifications/ Scope of Work	B	5-8
04	Qualifying Requirements	C	9
05	Technical Bid	D	10-11
06	General Terms and Conditions	JHS 2055B R00	12-18
07	Blank Price Bid Format	E (a)	19
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Annexure A

## NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	<b>Labour supply contract for low skill nature activities of Works Engineering and Services Department in BHEL- Jhansi</b>
2	Tender Evaluation Criteria	As per GTC point (iv)
3	Duration of Contract	one year
4	Last date of receipt of the Tender	Upto 13:15 hrs on 01.11.2019
5	Date of opening of Techno – Commercial Bid.	14:00 hrs on 01.11.2019
6	Address for submitting the Tender	As per GTC point ii(c)
7	Earnest Money Deposit * (EMD)	Rs. 181056.00
8	Cost of Tender	Rs.1000 plus GST 18% (as applicable) = Total Rs.1180 (payable in POS at BHEL cash office or through EFT” along with technical bid, in case the documents downloaded from website).
9	MSME Clause	As per GTC point (iii)
9	Validity of Offer	90 Days
10	Security Deposit	As per GTC point (ix)

**Note: \***

- **The EMD shall be accepted only in the following forms:**

**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**

- **The contractors may physically visit the work place before quoting their rates. For relevant details please visit our website “[www.bhel.com](http://www.bhel.com)” & [www.bheljhs.co.in](http://www.bheljhs.co.in)**

Annexure B

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We hereby accepted above (signature & seal of bidder)



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## **WORK SPECIFICATION**

### **SCOPE OF WORK:**

**The work mainly comprises of Assistance in maintenance of factory services/ machine, plants and equipment/ substation equipment facilities and installation/ coal and ash handling of boiler/ material shifting, handling and drawing preparation/ Preventive maintenance/ general upkeep of/ Low skill activities of WEX.**

- 1) **INDUSTRIAL FANS:** - This includes column-mounted fans, three phase pedestal fans, and three phase exhaust fans including their distribution board, cable, starter, fans etc.
- 2) **DESERT COOLERS:** - This includes all Desert coolers, Single phase /three phase including board, cable, starter (for three phase), pumps, fans etc.
- 3) **AREA LIGHTS:** - This includes all lights for area lighting (street/area) including main switch, Distribution Board, timer control, cables, cable box, light etc.
- 4) **LIGHTING DISTRIBUTION BOARD:** - This includes Distribution Boards, Main Switch, and Fuses/MCB etc.
- 5) **OILING OF GEARBOXES:** - This includes checking of topping up the gear box of Boiler, Cooling Towers and Air Washers in factory in every week and attend the leakage if it is observed at any point.
- 6) **PREVENTIVE MAINTENANCE OF PLANT AND MACHINES:-** This includes assisting in all activities of preventive maintenance including inspection/checking of all electrical and mechanical systems of machines, 45 Nos. critical and 240 Nos. non critical plants and machines.
- 7) **SHIFTING OF COALS:-**The scope includes shifting of coal from coal yard to boiler will vary from 15 to 20 ton per day in day time. After which crushing and screening of coal shall be put in to the boiler round the clock.
- 8) **HANDLING OF COAL ASH:-**The scope includes shifting of coal ash from boiler to coal ash yard. The quantity of coal ash will be 5 to 8 ton per day and will be carried out round the clock.
- 9) **CLEANING OF BOILER AREA:-**The scope includes cleaning of adjacent area of boiler house, shifting of silica sand and cleaning of ID fan, FD fan, Pumps, boiler tubes, fire box, gauge glasses, valves & piping system and proper up keepment of boiler.
- 10) **ASSISTANCE IN MAINTENANCE OF BOILER:-**The scope includes deployment of manpower to provide assistance during annual inspection of boiler form boiler inspector and to attend the preventive and breakdown



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maintenance of ID fan, FD fan, pumps. Gauge glasses, valves etc and during hydraulic testing and rectification of leakages and replacement of gaskets.

**11) FIRING OF BOILER IN CASE OF BREAKDOWN OF OTHER BOILER:-**The scope includes assistance in firing of boiler when it required.

**12) CLEANING OF BED DUE TO CLINKER FORMATION IN THE BOILER UNDER BREAKDOWN:-**The scope includes assistance in the cleaning of the bed when the same is under breakdown due to clinker formation.

**13) PREPARATION OF NEW BED AFTER CLEANING OF THE BOILER UNDER BREAKDOWN:-**The scope includes assistance in the preparation of new bed when the same is required.

**14) CRUSHING OF CLINKERS TO OBTAIN SAND REQUIRED FOR BOILER OPERATION :-**The scope includes assistance in the crushing of clinkers to retrieve sand required for operation of boiler.

**15) SOFTENING OF BOILER FEED WATER:** The scope includes assistance in daily operation of water softening plant and maintenance of the same.

**16) UPKEEP OF ITEMS** Upkeep of items in WE&S stores, maintaining of record, take out different reports of store from main frame.

**17) PREPARATION OF DRAWING** Preparation of drawings from worn-out parts of machine.

**18) ISSUE AND RECEIVING OF MATERIAL** Issuing the received the material to different maintenance center and services center under WE&S and received the incoming material.

**19) MAINTENANCE & RECORD KEEPING OF MACHINE MANUALS** Upkeep record of machine manuals. Old damage files to be replaced with new one, to take arrangement for maintaining manuals.

**20) ISSUE AND RECEIVED OF MACHINE MANUAL** Issue of demanded machine manual to in charges of maintenance. Upkeep record of issue and received.

**21) CALIBRATION OF PYROMATIC INSTRUMENTS** To take out refitting of equipments from shop floor plants. To carry the equipment to material test lab and taking back to maintenance center from lab.

**22) HANDLING OF UPS BATTERIES** Handling of UPS batteries to different area of factory, ADM Building and township. Checking of connection, tightening of connection, checking of voltage etc.

**23) CALIBRATION OF OVENS** Calibration of ovens Handling & carrying the equipments for verification of oven performance at site in shop floor.



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- 24) **ARRANGEMENT OF P.A SYSTEM** to carry and handling of P.A system i.e mike, amplifiers, sound boxes from center to different area of factory. ADM Building and Township.
- 25) **MACHINE MAINTENANCE** Cleaning of equipments/workplace. Collection and deposit of spares from both stores.
- 26) **MISCELLANEOUS TYPING WORK.** Typing of letters to suppliers, make data for technical record.
- 27) **DISPATCH OF DAAK** To carry and distribute the daak to different departments & sections.
- 28) **FILING WORK** to file all correspondences and data records.
- 29) **DAILY/ CLEANING OF TABLES/ CHAIRS AND P.C** Daily cleaning/ of tables/ chairs and PC.
- 30) **HEAVY EQUIPMENTS** This includes heavy equipments like M.G.Sets, HT breakers, Transformers etc. The work involves cleaning of equipment/ work place, repairing of worn-out parts, checking of equipment as per check list.Maintaining record, collection of material from store, shifting of material.
- 31) **MEDIUM EQUIPMENTS** This includes heavy equipments like LT breakers, CT/VT, Control Desk etc. The work involves cleaning of equipment/ work place, repairing of worn-out parts, checking of equipment as per checklist. Maintaining record, collection of material from store, shifting of material.
- 32) **SMALL EQUIPMENTS** This includes heavy equipments like Test trolleys, control panel, etc. The work involves cleaning of equipment/ work place, repairing of worn-out parts,checking of equipment as per checklist.Maintaining record, collection of material from store, shifting of material.
- 33) **CHECKING OF RELAYS** This includes all relays installed in HT and LT panels in substation and test plant equipments. The work involves cleaning and shifting of relay from panel, testing of relay, record keeping and refitted in panel.
- 34) **CHECKING OF TRANSFORMER OIL** Registration of testing in M.T.Lab, collection of oil from transformer, sending to M.T.lab, getting report and record keeping.
- 35) **CHECKING OF EARTH PITS:**Cleaning of earth pits, measurement the earth resistance, record keeping.
- 36) **CHECKING OF SUB-STATION BATTERIES** Monthly cleaning of sub-station batteries, preparation of distilled water, checking of battery voltage, electrolyte, tightening of connection, record keeping etc.
- 37) **CHECKING OF CABLES** Measurement of IR value of HT/LT cables, tightening of connection & record keeping.



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**38) PREVENTIVE MAINTENANCE:** Preventive maintenance work shall be done once a year for each equipment. Preventive maintenance schedule shall be prepared and shall be completed in time. Contractor shall arrange to take up the preventive maintenance on Sunday and Holidays, only after ensuring the release from the area maintenance in charge. For working on Sunday and Holiday prior approval of maintenance in charge and CISF, BHEL, Jhansi is necessary. Monthly Preventive maintenance report shall be prepared and sent to AGM (WE&S) after counter signed by Maintenance in charge along with all checklists.

**39) HEAVY EQUIPMENTS** This includes heavy equipments like M.G.Sets, HT breakers, Transformers etc. The work involves cleaning of equipment/ work place, repairing of worn-out parts, checking of equipment as per check list. Maintaining record, collection of material from store, shifting of material.

**40) MEDIUM EQUIPMENTS** This includes heavy equipments like LT breakers, CT/VT, Control Desk etc. The work involves cleaning of equipment/ work place, repairing of worn-out parts, checking of equipment as per checklist. Maintaining record, collection of material from store, shifting of material.

**41) SMALL EQUIPMENTS** This includes heavy equipments like Test trolleys, control panel, etc. The work involves cleaning of equipment/ work place, repairing of worn-out parts, checking of equipment as per checklist. Maintaining record, collection of material from store, shifting of material.

**42) CHECKING OF RELAYS** This includes all relays installed in HT and LT panels in substation and test plant equipments. The work involves cleaning and shifting of relay from panel, testing of relay, record keeping and refitted in panel.

**43) CHECKING OF TRANSFORMER OIL** Registration of testing in M.T.Lab, collection of oil from transformer, sending to M.T.lab, getting report and record keeping.

**44) CHECKING OF EARTH PITS:** Cleaning of earth pits, measurement the earth resistance, record keeping.

**45) CHECKING OF SUB-STATION BATTERIES** Monthly cleaning of sub-station batteries, preparation of distilled water, checking of battery voltage, electrolyte, tightening of connection, record keeping etc.

**46) CHECKING OF CABLES** Measurement of IR value of HT/LT cables, tightening of connection & record keeping.

**47) PREVENTIVE MAINTENANCE:** Preventive maintenance work shall be done once a year for each equipment. Preventive maintenance schedule shall be prepared and shall be completed in time. Contractor shall arrange to take up the preventive maintenance on Sunday and Holidays, only after ensuring the release from the area maintenance in charge. For working on Sunday and Holiday prior approval of maintenance in charge and CISF, BHEL, Jhansi is necessary. Monthly Preventive maintenance report shall be prepared and sent to AGM (WE&S) after counter signed by Maintenance in charge along with all checklists.

**Annexure C**



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## QUALIFYING REQUIREMENTS

- 1) Average Financial Turnover:
  - 1.1) Average Annual financial turnover from during the last 3 years, ending 31st March, 2019 should be at least Rs. 45.26 Lacs of the estimated cost. Duly audited Financial Statement/ Balance sheet / Certificate from CA to be submitted as a supporting document.
  - 1.2) If all balance sheets are not available for all three years than the average shall be calculated by dividing the sum of turnover of submitted balance sheets by three.
2. Experience of having successfully completed similar work (**means Completed works/service contract in (Only labour based contracts)**) during last 7 years ending 30<sup>th</sup> Sep -2019 should be either of the following: -
  - a. Three similar completed works contracts during last 7 years ending 30<sup>th</sup> Sep -2019 each costing not less than Rs. 60.35 Lacs.

Or
  - b. Two similar completed works contracts during last 7 years ending 30<sup>th</sup> Sep -2019 each costing not less than Rs. 75.43 Lacs  

Or
  - c. One similar completed work contracts during last 7 years ending 30<sup>th</sup> Sep-2019 each costing not less than Rs. 120.70 Lacs.
3. Copy of PO/WO & satisfactory completion report/performance certificate in company letter head of customer meeting the criteria at Sl No 2 above should be submitted along with the techno - commercial offer. The complete details of the customer contact person, name, address and contact no. are also to be submitted.
4. In addition to the above if the experience is in Private Sector relevant TDS Certificate/Traces must be attached as evidence.



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## ANNEXURE -D

### TECHNICAL BID APPLICATION FOR “ Labour supply contract for low skill nature activities of Works Engineering and Services Department in BHEL-Jhansi”

#### (A) ESSENTIAL DOCUMENTS REQUIRED

1. Name of the firm : \_\_\_\_\_
2. Name of the Proprietor : \_\_\_\_\_
3. Address: \_\_\_\_\_
4. E-MAIL: \_\_\_\_\_
5. Contact Numbers : \_\_\_\_\_
6. ESI Code Number (of the company's operator) : \_\_\_\_\_

Copy of the ESI Certificate Enclosed / Not Enclosed

7. PAN/TAN Number : \_\_\_\_\_
8. Goods & Service Tax Number (PAN Based) : \_\_\_\_\_

Copy of Certificate Enclosed / Not Enclosed

9. Audited financial statement/CA Certificate as per tender: Enclosed / Not Enclosed
10. Experience Certificate: Enclosed / Not Enclosed

(Along with necessary enclosures as per tender to be submitted)

11. Earnest Money Deposit : Rs. \_\_\_\_\_
  - a) D.D. Number & Date : \_\_\_\_\_ Date \_\_\_\_\_
  - b) Drawn on (Bank) : \_\_\_\_\_
12. Any other relevant information : \_\_\_\_\_
13. Tender Cost : Rs. \_\_\_\_\_

D.D. No. /Receipt No : \_\_\_\_\_



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14. Validity of offer: \_\_\_\_\_

(At least 120 days from the date of tender Opening.)

15. Blank Price bid format: Enclosed / Not Enclosed

16. PF registration certificate (if exempted, submit exemption proof)

PF registration code: \_\_\_\_\_

Attach Copy of the PF registration

17. ESI registration certificate: (if exempted submit exemption proof)

ESI registration code: \_\_\_\_\_

Attach Copy of ESI registration

**(B) DESIRABLE:**

1. Income Tax return last 3 yrs. : Enclosed / Not Enclosed

2. Acceptance of Reverse Auction : Accepted / Not accepted

**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 ENVELOPS. IN CASE THE BIDS ARE FOUND IN ONE SINGAL ENVELOPE THEN THE "BIDS" ARE LIABLE TO BE REJECTED.