



TENDER DOCUMENT

For Tender Enquiry No. : **CDC/TW/20-21/001**

For

“WORKS CONTRACT FOR HIRING OF 12 MT PICK & CARRY CRANE WITH ONE OPERATOR”

Contact Persons:

Name: Anshuman Sharma

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Or

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Tender Due Date: 14.07.2020 at 13:15 Hrs

Tender Opening Date: 14.07.2020 at 14:00 Hrs

Rev Date:	Short details of revision (In case of revision in tender document, otherwise NA)
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Department: CENTRAL DISPATCH CELL (CDC)
BHEL, PO: BHEL, Jhansi 284120 (UP)

DETAILS OF TENDER DOCUMENT

SCOPE of work:

“WORKS CONTRACT FOR HIRING OF 12 MT PICK & CARRY CRANE WITH ONE OPERATOR”

The detailed content of tender document are as follows:

Sl. No.	Description	Schedule	Page no.
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The duly filled all the tender documents with the signature of the bidder 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-284120, UP

Note: Dropping of tender in the Tender Box within schedule time and date is the responsibility of the bidder. (For more details, please refer Sr. no. II.C to E of GTC)

Schedule "A"

NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	"WORKS CONTRACT FOR HIRING OF 12 MT PICK & CARRY CRANE WITH ONE OPERATOR"
2	Tender Evaluation Criteria	As per Schedule "C"
3	Duration of Contract	01 Year from date of approval/LOI
4	Last date of receipt of the Tender	As mentioned at Page No. 01
5	Date of opening of Techno – Commercial Bid	As mentioned at Page No. 01
6	Address for submitting the Tender	(as on page no. 2)
7	Earnest Money Deposit* (EMD)	Rs. 9,158/-
8	Cost of Tender	Rs 400 plus GST@18%, Total Rs 472/- (payable through POS machine at BHEL cash office or Electronic Fund Transfer credited in BHEL account along with technical bid, in case the documents downloaded from website)
9	Validity of Offer	120 Days from date of opening of technical bid

Note*: The EMD may be accepted only in the following forms:

- (i) Through POS machine in Cash section at BHEL Jhansi (before tender opening)
- (ii) Electronic Fund Transfer credited in BHEL account (before tender opening)

BHEL ACCOUNT DETAILS: BANK NAME: - STATE BANK OF INDIA;

A/C NO. : - 10670828866; IFSCODE: - 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" & "www.bheljhs.co.in"



Schedule: "B"

SCOPE OF WORK:

"WORKS CONTRACT FOR HIRING OF 12 MT PICK & CARRY CRANE WITH ONE OPERATOR"

WORK SPECIFICATION:

Hiring of 12 MT Pick & Carry Crane with one Operator

A 12 MT Pick & Carry Crane (with operator) is required for Loading / Unloading of material like loose accessories, Oil drums, HVR, Instrument transformers, N₂ Fire extinguisher, Electronic Controllers, Radiators etc. where EOT crane is not available inside the factory area. If required, the service of crane may be used outside the factory also (within 5 Km).

Specification of 12 MT Pick & Carry Crane (with operator) required is as follows-

Max Capacity of Crane - 12 MT

At least 36 feet long Expandable Boom (minimum 1.5 MT capacity at the farthest end)

1. Shift duration - 10 Hrs (9 AM to 7 PM including 1 hr. lunch break)
2. The payment for extra time / Sundays / holidays shall be paid on pro-rata basis.
3. Diesel shall be provided by BHEL free of cost.
4. The crane shall remain in the BHEL premises for the entire Contract period. It may be allowed to go outside for major maintenance work which cannot be done inside.
5. Maintenance of the crane shall be in the scope of the contractor.
6. Log book to record daily work, to be maintained by the contractor.
7. The working days in a month may be restricted to 20 days. However in case of urgency, the working days in a month can be increased.
8. **LD/Penalty:** The party (i.e. Contractor) has to provide 12 MT pick & carry Crane along with one operator for 10 hrs. (Including 1 hr. lunch break) in working days. Due to contingency, the contractor should have a stand by operator so that there shall not be any break in crane operation. In the event of break in operation due to non-availability of operator or breakdown in crane, LD @ 2 % per week or part thereof subject to maximum 10 % of bill of that month will be deducted from the running bills of contractor. This will be based on the certification /approval of CDC department not below the rank of Sr. Manager (CDC).
9. **Taxes and Duties:** GST shall be applicable @18% of the Total contract value. 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 the bidder along with interest, if any.

QUALIFYING REQUIREMENTS

1. Bidder must have a 12 MT Pick & Carry Crane (with at least 36 feet long expandable boom and minimum 1.5 MT capacity at the farthest end). Crane should be registered in name of bidder or leased or hired by bidder. Documentary proof of ownership/leased/hired agreement is to be enclosed along with techno-commercial bid.
2. Crane should not be older than 10 years as on date of opening of tender from the date of first registration. Valid RTO Registration certificate and fitness certificate is to be enclosed along with techno-commercial bid.
3. Bidder should have Copy of Comprehensive Insurance & valid pollution certificate of Crane.
4. Bidder should have valid crane operating license of Crane operator.
5. **FINANCIAL STRENGTH & EXPERIENCE:**

i) **Turnover** - Average Annual financial turnover during the last 3 years, ending 31st March 2020 should be at least **Rs 1.38 Lakhs**.

Copy of Audited Financial annual statement by CA for last three financial years i.e. 2019-20, 2018-19 & 2017-18 may be submitted in support of Turnover. If turnover details of all three years are not available then average shall be calculated by dividing the available year's turnover by 3.

ii) **Experience** of having successfully completed works contract (Crane hiring) during last 7 years ending on 31.05.2020 should be either of the following:-

- a. Three similar completed works each costing not less than **Rs. 1.84 Lakhs**.
Or
- b. Two similar completed works each costing not less than **Rs. 2.29 Lakhs**.
Or
- c. One similar completed work, each costing not less than **Rs. 3.67 Lakhs**.

***For Experience in Govt. /Public Sector:**

Documentary proof (Copy of WO/PO/LOI & work completion certificate) in support of above eligibility criteria shall be submitted along with techno-commercial bid.

***For Experience in Private Sector**

Documentary proof (Copy of WO/PO/LOI, work completion certificate & TDS certificate (Form 16A by Traces)/Income Tax format 26AS) in support of above eligibility criteria shall be submitted along with techno-commercial bid.

6. The documents required for legal entities under whose name and style 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 Memorandum of Association, Article of Association and Incorporation Certificate.
 - (iii) Society: Registration certificate issued by Registrar of societies.
 - (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 Sole Proprietorship firm namely (____).

Note: Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid as per Schedule: D

Schedule: "D"

TECHNICAL BID FORMAT: "SERVICE CONTRACT FOR OFFICE WORK & MISCELLANEOUS SERVICES IN CDC"

A) ESSENTIAL DOCUMENTS REQUIRED:

S. No	Particulars Details	Details
01	Name of the Firm (Document as per Sr. No. 06 of Qualifying Requirements)	(ENCLOSED/NOT ENCLOSED)
02	Name of the Proprietor/Partners	
03	Address and Contact Numbers	
04	Registration Number (Copy of Certificate)	(ENCLOSED/NOT ENCLOSED)
05	ESI Code Number (Copy of Certificate)	(ENCLOSED/NOT ENCLOSED)
06	PF Code Number (Copy of certificate)	(ENCLOSED/NOT ENCLOSED)
07	PAN/TAN Number (Copy of PAN/TAN)	(ENCLOSED/NOT ENCLOSED)
08	GSTIN (PAN BASED) (Copy of certificate)	(ENCLOSED/NOT ENCLOSED)
09	Self-Declaration as per Annexure-V	(ENCLOSED/NOT ENCLOSED)
10	Income Tax return copy along with Financial statement of last three financial years ending 31.03.20 or Certificate of CA as per tender	(ENCLOSED/NOT ENCLOSED)
11	Experience Certificate (Along with necessary enclosures as per tender to be submitted)	(ENCLOSED/NOT ENCLOSED)
12	No of Workers including supervisors on the rolls of the firm	
13	Earnest Money Deposit <ul style="list-style-type: none"> a) DD No/EFT Receipt No & Date b) Drawn On (Bank) 	
14	Any Other relevant Information	
15	Tender Cost <ul style="list-style-type: none"> a) DD No/EFT Receipt No 	
16	Validity of Offer (At least 120 Days from the date of tender opening)	
17	Blank Price Bid Format	
18	E-Mail and Mobile Numbers	(ENCLOSED/NOT ENCLOSED)

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.