



TENDER DOCUMENT

For Tender Enquiry No. : **TRC /TE/001**

For

**“Labour supply contract for office work & miscellaneous service in TRC
department of BHEL Jhansi”**

Contact Person:

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&

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Tender Due Date: 04.09.2020 at 13:15 Hrs
Tender Opening Date: 04.09.2020 at 14:00 Hrs



Bharat Heavy Electricals Limited, Jhansi

Transformer engineering department

Tender Enquiry No: TRC/TE/001/

TD: 2020-21

BHEL, PO: BHEL, Jhansi 284120 (UP)

Annexure-A

DETAILS OF TENDER DOCUMENT

SCOPE of work: Labour supply contract for office work and misc. service in TRC department of BHEL Jhansi

The detailed content of tender document are as follows:

Sl. No.	Description	Annexure
1	Details Of Tender	A
2	Notice Inviting Tender	B
3	Scope of Work & Work Specifications	As per S. No 1 of Annexure -B
4	Qualifying Requirements	C
6	Terms and Conditions	As per GTC attached
7	Technical Bid	As per clause II (C) of GTC*
8	Annexure attachments	I to VII (attached)

Price quoted should be as per Price Bid Format, Form JS 145 for labour contracts and enclosed as soft copies to the Enquiry (refer clause II(A) of GTC*).

* GTC- General Terms and Conditions of Enquiry

Annexure-B

NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	<i>Labour supply contract for office work and misc. service like typing, filing, data punching, dispatch of dak, photocopying in TRC department of BHEL Jhansi</i>
2	Tender Evaluation Criteria	<i>(as in Schedule A)</i>
3	Duration of Contract	<i>One year from the date of award of contract</i>
4	Last date of receipt of the Tender	<i>Upto 13:15 hrs on 04.09.2020</i>
5	Date of opening of Techno – Commercial Bid.	<i>14:00 hrs on 04.09.2020</i>
6	Address for submitting the Tender	<i>(as in clause II(C) of GTC)</i>
7	Earnest Money Deposit * (EMD)	<i>Rs 15,310/-</i>
8	Cost of Tender	<i>Rs 400/- plus 18% GST (as applicable)=Total Rs. 472/- (payable in cash at BHEL cash office or through a Demand Draft in favor of "BHEL, Jhansi" along with technical bid, in case the documents downloaded from website)</i>
9	Validity of Offer	<i>90 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. Refer Clause IX (A) of GTC</i>
11	Contract Award Distribution	<i>All the eligible bidders will be categorized from L1 to LH bidder (LH will be the bidder who quoted highest rate) on basis of their quoted rates. In case of equal rates at the same level, toss/lottery shall be drawn among all the contractors having quoted equal rates for grading from lower to higher rates. This list shall be referred for award of work.</i>

Note:

EMD "":

For works/ services with estimates upto 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 ; IFSCCode:- SBIN0003807

A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED

(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.eprocure.gov.in"

Annexure - C

QUALIFYING REQUIREMENTS

1. Should have independent ESI and PF Registration numbers
2. Should have PAN/TAN number
3. Should have PAN Based Service Tax/ GST number
4. Self-Declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any Unit/Region/Office of BHEL/ Any PSU
5. Self-Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
6. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid.
7. Financial Strength and Experience:
 - i) **Average Annual financial** turnover during the last 3 years, ending 31st March'2020, should be at least 2.30 lakhs. Duly audited financial statement/ balance sheet/ certificate from CA to be submitted as a supporting document.
If all financial statements/ turnover details are not available for all three years, then the average shall be calculated by dividing the sum of turnover of submitted years by 3.
 - ii) **Experience** of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:-
 - a. **Three similar completed works each costing not less than the amount of Rs 3.06 lakhs.**

Or
 - b. **Two similar completed works each costing not less than the amount of Rs 3.83 lakhs**

Or
 - c. **One similar completed work, each costing not less than the amount of Rs 6.13 lakhs.**

Note: 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

- ii) Copy of Work Order/Purchase Order (ii) Copy of Work Completion Certificate
(iii) Relevant TDS Certificate (Form 16A Traces).

Similar works means any contract executed on labour basis.