

## TENDER DOCUMENT

### Technical details

Name of Work : Electrical Maintenance of Office buildings, Street Lights, boundary Lights and other Misc works.

S NO	Description of Activities	Confirmation of Bidder
1	Complete repair work for Desert coolers, Room coolers, Room heaters & Heat convectors in various shops and Office Buildings.	
2	Complete Maintenance and Repair work for street lights, boundary wall lights, watch towers and lights on High mast towers Lights in CFFP including handling/shifting of Tower ladder, material like bulb, choke igniter etc., Tools & Tackles. This work also includes digging of cable trench in ordinary soil or pakka as required for repair work.	
3	Cleaning of area around boundary wall and street light poles and cutting of tree branches which hide the street light. (Equipment qty taken as qty of Street Light/Boundary Light Poles)	
4	Attending the breakdowns and carrying out relevant repair work of CFFP owned water coolers and Window ACs installed in various shops of CFFP.	
5	Attending breakdown, overhauling and repair work for ceiling fans, cabin fans, pedestal fans and desert cooler fan motors.	
6	Attending breakdown repair work tubelights, power points, computer points, extension boards, switches, plugs, top, sockets, exhaust fans and all other miscellaneous electrical work in the office buildings, plant services area, central plant stores, various substations and misc other areas.	
7	Preventive maintenance of Supply system of office buildings including MCBDBs, switches, cables termination, earthing etc.	
8	Shifting of transformer oil drums and other material from central store to CDS.	
9	Underground and surface wiring work for existing office buildings, toilets and other areas. This does not include any wiring work for any new construction.	
10	Record Keeping of complaints and assistance in other office Works on Day-to-Day basis.	

## Terms & Conditions

S.No.	Parameter	Details	Confirmation of bidder
1	Scope of work	The contractor have to carry out all the jobs as mentioned in technical details. The material (Space parts including all type of tools and tackles) will be provided by CFFP, BHEL.	
		The record keeping of breakdown / preventive maintenance work for the above cited works should be done by the contractor separately.	
		The work will be given for a period of one year from the date of commencement as per work order. The estimated value shown is the yearly total value excluding GST.	
2	Tender BID	This is two part bid Tender i.e. Techno-Commercial & Price Bid. These two bids should be put in separate envelopes which should be sealed. The documents required for pre qualification requirement must be enclosed in techno comercial bid. Each of these two envelops should be superscribed with the following information.	
		a) Tender Enquiry No.	
		b) Tender Opening Date & Time	
		c) Techno-commercial Bid or Priced Bid	
		Both the envelope i.e.. Containing Techno-commercial Bid with pre qualification requirement & Price Bid should again be put in one envelope supe scribed again with the following.	
		(i) Tender Enquiry no.	
		(ii) Tender Opening Date & Time.	
		(iii) Name of Tender	
(iv) Techno-commercial & Price Bid			
3	Earnest Money deposit (EMD) and Tender Document cost	The amount of EMD Rs. 32135/- ( Rupees Thirty two thousand One hundred Thirty Five only) and tender document cost of Rs. 500/- (Five Hundred only) should be remitted by the party in favour of "SENIOR ACCOUNT OFFICER, CFFP BHEL, HARIDWAR in form of cash (as per income tax), Demand Draft or pay order Payable at Haridwar. EMD and tedner cost should be accompanied with Techno-commercial Bid only. Offer without EMD and tender cost with techno-commercial bid shall be rejected. These payment can be done through e-payment for bank account No- 10667995469, IFSC code: SBIN0000586.	Bidders covered under NSIC/ MSME are exempted from submitting EMD and Tender cost on production of valid certificate within 2 years from the date of tender opening. If it is more than 2 years old certification from CA is required.

4	Security deposit	To be deposited by successful Bidder after award of work but before start of work. The security amount will be as per prevailing BHEL Work Policy. EMD of successful bidder may be converted into security deposit as per BHEL policy and balance amount shall be deposited by successful Bidder in form of cash DD or FDR.	
5	Pre Qualifying condition	Offer of only those bidders will be considered for evaluation who will meet the pre-qualification criteria attached as Annexure -I . The Pre qualification criteria must be submitted with Techno commercial Bid.	
6	Experience and Qualificaiton	The successful contractor will depute only qualified staff with relevant experience as detailed in Annexure-II.	
7	Taxes / Duties	GST will be extra, as applicable at the time of Billing and shall be re-imbursed against timely filing of online return and deposit of the same to government account by contractor.	
8	Price bid & Evaluation of Lowest bidder	Press bid should be submitted in the price bid format as given in Annexure-III.	
		CFFP BHEL reserves the right to open price bid through e-reverse auction.	
		Lowest bidder will be decided on overall lowest cost basis.	
9	Arbitration	For settlement of dispute, the matter will be referred for arbitration to the arbitrator to be appointed by head of unit/CFFP BHEL haridwar. The venue of the arbitration shall be Hardwar . The award of Arbitrator shall be final & binding on both the parties.	
10	Adherence To Various Clauses	Contractor will provide confirmation to Acceptance of all clauses of Tender document without any deviation. Any deviation submitted in the tender document will not be accepted . In case any deviation observed in technical Bid will also result into rejection of the bid.	
11	Payment terms	The payment will be done within 30 days of submission of clear bill on monthly basis as per the average final value of work. The contraftor will be bound to pay the wages to the engaged manpower as per wages specified by BHEL time to time, within 1st day to 7th day of every month and after payment to the manpower the contractor will raise thier bill along with taxes as applicable on the amount to CFFP, BHEL.	
		In case of dispute concerning invoices . CFFP shall return invoice to party within 7 days of submission of clear bill specifying its reason for rejection.	
	Cancellation of work	The BHEL reserves the right to cancel the contract or temporarily discontinue without any financial implication.	

12		Due to force majeure clause such as accidental fire, natural calamities (flood/earth quake), civil or military commotion, strike /lock out closure or CFFP, BHEL unit, riots or any change in law due to Government policy.	
13	Confidentiality	Contractor and his manpower shall treat all matters in connection with the contract as strictly confidential and undertakes not to disclose in anyway information, documents, technical data .experience and know how given to him by CFFP without the prior written consent.	
14	Insurance	The contractor shall without limiting its or its employee obligations and responsibilities and equipment, procure and maintain an insurance / FSI required by applicable laws, rules and regulations at their cost for the staff working at the site of CFFP	
		In the event, the party fail, to comply with conditions Imposed by insurance policies affected pursuant to the contract, the party shall indemnify CFFP against all losses and claims arising from such failure.	
15	Risk Purchase clause	In case of non attending the identified work or non availability of manpower as per the requirement of department or non compliance of any other term, and conditions given in the Work Order the department may cancel the work order in full or part thereof, and may also make alternate arrangement such requirement from elsewhere / alternative source at the risk and cost of the contractor.	
16	Penalty Clause	In case of non completion/ non satisfactory completion / non completion in stipulated time/ non start of work a penalty will be levied for individual job activity at a rate of 2% of job activity rate per day for a maximum ceiling of 10 % of that job activity.	
17	PVC Clause	The rates of all the job activities finalized in work order will be final and fixed through the one year period of contract.	
18	Other Liabilities	Any Loss /Damage/Accident occurred due to any reason to any equipment or manpower engaged by contractor shall be the sole responsibility & accountability of Contractor .	
19	Safety	Contractor should ensure proper safety of all the equipment, materials and belongings. The Vendor shall be responsible for enforcing all safety rules regulations and PPEs as applicable at the work place and as notified from time to time by BHEL at their cost and expenses.	
20	Sub-Contract	Under no circumstances the contractor will sub-contract the job without prior written permission of the contract executing officer.	
21	Validity of offer	Offer should remain valid for 90 days from the date of opening of Tender.	

22	Statutory / Regulatory requirement	Contractor shall follow all the regulatory requirements as applicable in a factory /Indian factories act 1948, UK Factories Rules 1950, Payment of Wages Act 1936, Minimum Wages Act 1948,employees Liabilities act 1938, Workmen Compensation Act.	
		The manpower deputed for the work shall be paid the minimum wages as specified by BHEL Haridwar time to time.	
		All the regulatory requirement applicable to BHEL shall remain applicable to contractor also for the activities performed. All safety related and other general Terms & Conditions of BHEL are also applicable to this tender.	
		In case of legal non- compliance BHEL will be having full liberty to stop due payments and take suitable action.	
23	Undertaking	The successful bidder will sign the undertaking as detailed in Annexure-IV, if. Contract is awarded.	
24	Tender Submission	The Complete tender with all required documents and details should be submitted in the tender Box of Tender Room of CFFP. The tenders received after due date & time will not be accepted	
25	Contractor Details	Mention the name of contact person, mobile number and at least one valid e-mail address.	

**Annexure-I**

**PRE QUALIFICATION REQUIREMENT**

BIDDER SHOULD MEET ALL THE FOLLOWING CLAUSES MENTIONED BELOW. BIDDER NOT MEETING ANY OF THESE CLAUSE WILL NOT BE CONSIDERED.

S. NO.	DESCRIPTION OF WORK	VENDOR CONFIRMATION
1	BIDDER SHOULD HAVE VALID CLASS “A” ELECTRICAL CONTRACTOR LICENSE ISSUED BY APPROPRIATE STATE/ CENTRAL GOVERNMENT AUTHORITY. COPY OF LICENSE MUST BE ACCOMPANIED WITH THE OFFER.	
2	BIDDER SHOULD HAVE REGISTRATION OF GST, PF AND ESI WITH GOVERNMENT AUTHORITIES. THE COPY OF SAME MUST BE ACCOMPANIED WITH THE OFFER. HOWEVER THE BIDDERS WHO ARE NOT HAVING THESE REGISTRATIONS MUST SUBMIT AN UNDERTAKING THAT THEY WILL PROVIDE THESE DOCUMENTS WITHIN 30 DAYS FROM THE DATE OF OPENING OF TENDER, FAILING TO COMPLY WITH THIS WILL LEAD TO CANCELLATION OF BID AT ANY STAGE.	
3	BIDDER SHOULD HAVE PAN IN THE NAME OF FIRM OR IN THE NAME OF PROPRIETER. THE COPY OF SAME SHOULD BE ACCOMPANIED WITH THE OFFER.	
4	THE BIDDER SHOULD HAVE EXECUTED AT LEAST THREE SIMILAR CONTRACTS OF VALUE Rs. 6.43 LACS OR MORE IN LAST SEVEN YEARS.	
	OR	
	THE BIDDER SHOULD HAVE EXECUTED AT LEAST TWO SIMILAR CONTRACTS OF VALUE Rs. 8.04 LACS OR MORE IN LAST SEVEN YEARS.	
	OR	
	BIDDER SHOULD HAVE EXECUTED AT LEAST ONE SIMILAR CONTRACTOR OF VALUE Rs. 12.86 LACS OR MORE IN LAST SEVEN YEARS.	
	SIMILAR CONTRACT IS DEFINED IN POINT NO-5 BELOW	
	-THE SUPPORTING DOCUMENTS FOR ABOVE, BALANCE SHEET, PROFIT LOSS STATEMENT MUST BE ACCOMPANIED WITH THE OFFER.	
5	SIMILAR CONTRACT MEANS CONTRACT OF WORK LIKE MAINTENANCE OF ELECTRICAL APPLIANCES IN OFFICE BUILDINGS/ INDUSTRY INCLUDING BUT NOT LIMITED TO – BUILDING LIGHTINGS, FANS, WIRING, WATER COOLERS, DESERT COOLERS, AIR- CONDITIONERS, REFERIGERATORS, STREET LIGHTS, BOUNDARY LIGHTS, HEAT CONVECTORS & HEATERS OF VARIOUS TYPES ETC.	

**Annexure-II**

**QUALIFICATION & EXPERIENCE DETAILS**

THE MANPOWER TO BE DEPLOYED BY CONTRACTOR SHOULD HAVE QUALIFICATION AND EXPERIENCE AS DETAILED BELOW.

S.NO.	MANPOWER CATEGORY	QUALIFICATION AND EXPERIENCE	NATURE OF WORK
1	ELECTRICIAN	ITI IN ELECTRICIAN/ WIREMAN TRADE WITH 2 YR. EXPERIENCE OR 8 <sup>TH</sup> PASS WITH 5 YEARS EXPERIENCE IN ELECTRICAL MAINTENANCE IN ANY INDUSTRY.	SKILLED
3	RAC MECHANIC	ITI IN REFRIGERATION & AIR CONDITIONING TRADE WITH 1 YRS. EXPERIENCE IN REFRIGERATION/ AC WORK OR MATRIC PASSED WITH AT LEAST THREE YEARS OF REFRIGERATION & AIRCONDITIONING EXPERIENCE.	SKILLED
4	HELPERS	5 <sup>TH</sup> PASS	UNSKILLED

**Annexure -IV**

**Undertaking**

1	The contractor will comply the following conditions if work is awarded I/W shall abide and fulfill the requirements of all labour laws applicable to me/ us and will maintain muster roll, wage payment register, and all other register/ records as applicable and shall produce the same to BHEL officials whenever required.
2	I/We shall pay the minimum wages as applicable from time to time, to the workers as per rule / act.
	In case of Non Compliance of any Labour laws by me/us, I/we shall be wholly responsible for all expenses/liability occurring/accruing on BHEL because of this including expenditure on legal proceedings. All such expenses shall be recoverable from any of my / our running contract with BHEL or any contract entered thereafter.
4	I/we have carefully perused all the terms and conditions of the tender, NIT including special conditions mentioned in the tender documents before quoting the offer and I/we commit to abide by them in toto.
5	My/Our Electrical License No is ----- and the same is valid from ----- to ----- (dates) or I will submit within time allowed after award of work.
6	I/We shall maintain valid labour license throughout the contract period.
7	Details of PF and ESI Code Nos allotted to me are as under (or I will submit within time allowed.) a) PF Code No. .... b) ESI Code No .....
8	The details of Earnest money enclosed with the tender is also as below: a) amount Rs. .... DD No .....

I hereby declare that I/we will comply above mentioned undertaking if work is being awarded to me / us .