



TENDER DOCUMENT

For Tender Enquiry No. : **CDC /TW/20-21/004**

For

**“WORKS CONTRACT FOR PREPARATION OF
WOODEN BOXES/CRATES & PACKING OF
TRANSFORMER/LOCOMOTIVE AND ITS
ACCESSORIES AND SALVAGING OF SCRAP
WOOD/PREPARATION OF WOODEN PLANKS
INSIDE BHEL”**

Contact Persons:

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Or

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Tender Due Date: 03.11.2020 at 13:15 Hrs

Tender Opening Date: 03.11.2020 at 14:00 Hrs

Rev 00 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)**



Bharat Heavy Electricals Limited, Jhansi

Department: CENTRAL DISPATCH CELL

Tender Enquiry No: CDC/TW/20-21/004

TD: 2020-21, Rev 00

DETAILS OF TENDER DOCUMENT

SCOPE of work:

“WORKS CONTRACT FOR PREPARATION OF WOODEN BOXES/CRATES & PACKING OF TRANSFORMER/LOCOMOTIVE AND ITS ACCESSORIES AND SALVAGING OF SCRAP WOOD/PREPARATION OF WOODEN PLANKS INSIDE BHEL”

The detailed content of tender document are as follows:

Sl. No.	Description	Annexure	Nos. of pages
1	Details Of Tender documents	-	1-2
2	Notice Inviting Tender	A	3
3	Scope of Work & Work Specifications	B	4-5
4	Measurement of Work	C	6
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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)

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

Department: CENTRAL DISPATCH CELL

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Annexure "A"

NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	"WORKS CONTRACT FOR PREPARATION OF WOODEN BOXES/CRATES & PACKING OF TRANSFORMER/ LOCOMOTIVE AND ITS ACCESSORIES AND SALVAGING OF SCRAP WOOD/PREPARATION OF WOODEN PLANKS INSIDE BHEL"
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 16,614/-
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.eprocure.gov.in"

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

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Annexure "B"

SCOPE OF WORK:

"WORKS CONTRACT FOR PREPARATION OF WOODEN BOXES/CRATES & PACKING OF TRANSFORMER/LOCOMOTIVE AND ITS ACCESSORIES AND SALVAGING OF SCRAP WOOD/PREPARATION OF WOODEN PLANKS INSIDE BHEL"

WORK SPECIFICATION:

BHEL is manufacturing Transformer & Locomotive products which is duly packed in wooden boxes / crates before dispatch.

MANUFACTURING OF WOODEN CASES AND PACKING PROCESS

Various Transformer / Loco products, its accessories, equipment, oil drums etc. are to be packed before dispatch to consignee address. Scope of work of few activities are as under:-

Before manufacturing of any box / packing, wooden planks (fresh / recycled) are drawn from the store & planks of required sizes are cut with the help of band saw, hack saw, wheel saw etc.,

Preparation & Packing of Boxes / Crate

1. Preparation of boxes by nailing the planks together
2. Putting polythene / foam / felt sheet inside the box.
3. Putting the component inside the box with proper identification tags & then packing of boxes for dispatch. It may also include covering the wooden boxes with polythene sheet and putting identification marks with the help of paint/stencil or marker etc.

Packing of Instrument Transformers

1. Collection of 4 walls, base & top from the store
2. Preparation of intermediate support
3. Drilling holes on base for carriage bolts
4. Placing the transformer on the base and fixing the base with carriage bolts
5. Fixing the side wall with intermediate supports on suitable location

Packing of HVR / Dry Type Transformers

1. Preparation of wooden pallets
2. Drilling holes for carriage bolts
3. Placing HVR transformer on the pallets and fixing the base with carriage bolts
4. Securing 4 rollers by nailing it on the base.
5. Covering the transformer with polythene
6. Preparation & Fixing of side walls

Packing of ACEMU / Freight Loco Transformers

1. Preparation of wooden pallets (base)
2. Placement of transformer on the base & locking it with battens.
3. Covering the transformer with polythene
4. Preparation & Fixing of side walls.

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Packing of Radiators in a set of 2

1. Preparation of base, side walls and top wall.
2. Placement of one radiator on the base.
3. Placement of intermediate support.
4. Placement of another radiator on the support.
5. Fixing of side walls & top walls.

Packing of Control Panel / Marshalling Box

1. Preparation of base, side walls and top wall.
2. Placement of Control Panel / Marshalling Box on the base.
3. Covering it with polythene
4. Fixing of side walls & top walls

Fixing of GI Sheet

1. Cutting required size of GI sheet from the roll.
2. Fixing the GI sheet with nails on already prepared box.

Packing of Oil Drums

1. Preparation of wooden pallets
2. Placing 4 drums on each pallet
3. Tightening the drums with steel band

Salvaging of Scrap Wood / Preparation of Wooden Planks

1. Collection of old boxes from shops / stores
2. Removing nails / steel bands from the boxes
3. Stacking / storing the planks as per the size.

The required tools and consumables for all the above activities shall be provided by BHEL free of cost. The above activity shall be inside BHEL Jhansi premises, mostly in CDC but location may change inside BHEL as per requirements. The contractor shall ensure quality, strength of packing using optimum quantity of wood and other consumables. Collecting of scrap generated & loading it in truck, shall be the responsibility of the contractor. Before participating in tender, bidders are advised to visit BHEL premises to know the requirement.

The estimated volume of each category of work is as follows:-

SL	DESCRIPTION OF WORK	UNIT	QTY
1	PREPARATION OF WOODEN BOXES/CRATES & PACKING OF TRANSFORMER/LOCOMOTIVE AND ITS ACCESSORIES	Cu. Mtr.	1125
2	SALVAGING OF SCRAP WOOD/PREPARATION OF WOODEN PLANKS INSIDE BHEL	Cu. Mtr.	500

Note: - For measurement of work, please refer Annexure – C

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Bharat Heavy Electricals Limited, Jhansi

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Annexure "C"

MEASUREMENT OF WORK AND PAYMENTS THEREOF

1. Payment towards work satisfactorily executed will be made to the contractor on the basis of following:-

SL	DESCRIPTION OF WORK	UNIT	QTY
1	PREPARATION OF WOODEN BOXES/CRATES & PACKING OF TRANSFORMER/LOCOMOTIVE AND ITS ACCESSORIES	Cu. Mtr.	1125
2	SALVAGING OF SCRAP WOOD/PREPARATION OF WOODEN PLANKS INSIDE BHEL	Cu. Mtr.	500

2. Payment will be made to the contractor on the basis of work carried out by him.
3. All payments will be subject to deduction of income tax at source as per Income tax as per the applicable rules.
4. Measurement Book to be maintained for the work carried out daily by the contractor & the same shall be verified by BHEL official, nominated for the same.

MEASUREMENT OF WORK

1. Payment shall be done based on wood content (Cubic-mtr) of the packing / box / crates.
Following formula will be used for calculating the wood content

WOOD CONTENT OF A BOX (L x B x H)

Wood content of a box = $2 \times (L \times B + B \times H + H \times L) \times \text{Thickness of plank} \times 1.25$
(25% extra on account of scrap, battens used for base / sides as stiffeners.)

WOOD CONTENT OF A CRATE / PACKING

Wood content for making crate/packing = Volume of wood used + 10% extra on account of scrap.

It is estimated that 1125 Cu-mtr of packing wood would be used for manufacturing of boxes/ crates/ packing for a period of one year.

GI SHEET CONTENT FIXING ON BOX OR CRATE / PACKING

GI sheet content fixing on Box OR Crate/packing = 50% of Volume of wood used.

2. Payment shall be done based on volume of wood salvaged.

Note :- In case BHEL asks the contractor to prepare only packing material & packing is done by BHEL, then only 50% of rates would be payable.

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

Department: CENTRAL DISPATCH CELL

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Annexure "D"

QUALIFYING REQUIREMENTS

1. FINANCIAL STRENGTH & EXPERIENCE:

- i) **Turnover** - Average Annual turnover during the last 3 financial years, ending 31st March 2020 should be at least **Rs 2.49 Lakhs**.

Copy of Audited Financial annual statement by CA OR Cumulative CA certificate 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 any works/service contract during last 7 years ending on 30/09/2020 should be either of the following:-

- a. Three similar completed works each costing not less than **Rs. 3.32 Lakhs**.

Or

- b. Two similar completed works each costing not less than **Rs. 4.15 Lakhs**.

Or

- c. One similar completed work, each costing not less than **Rs. 6.65 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.

2. 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

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

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Annexure: E

TECHNICAL BID FORMAT: "WORKS CONTRACT FOR PREPARATION OF WOODEN BOXES/CRATES & PACKING OF TRANSFORMER/LOCOMOTIVE AND ITS ACCESSORIES AND SALVAGING OF SCRAP WOOD/PREPARATION OF WOODEN PLANKS INSIDE BHEL"

A) ESSENTIAL DOCUMENTS REQUIRED:

S. No	Particulars Details	Details
01	Name of the Firm (Document as per Sr. No. 02 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	Labour license Number (Copy of Certificate)	(ENCLOSED/NOT ENCLOSED)
06	ESI Code Number (Copy of Certificate)	(ENCLOSED/NOT ENCLOSED)
07	PF Code Number (Copy of certificate)	(ENCLOSED/NOT ENCLOSED)
08	PAN/TAN Number (Copy of PAN/TAN)	(ENCLOSED/NOT ENCLOSED)
09	GSTIN (PAN BASED) (Copy of certificate)	(ENCLOSED/NOT ENCLOSED)
10	Self-Declaration as per Annexure-V	(ENCLOSED/NOT ENCLOSED)
11	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)
12	Experience Certificate (Along with necessary enclosures as per tender to be submitted)	(ENCLOSED/NOT ENCLOSED)
13	No of Workers including supervisors on the rolls of the firm	
14	Earnest Money Deposit a) MR/EFT Receipt No & Date b) Drawn On (Bank)	
15	Tender Documents including blank price bids duly signed and stamped by bidder as a token of acceptance	(ENCLOSED/NOT ENCLOSED)
16	Tender Cost: MR/EFT Receipt No	
17	Validity of Offer (At least 120 Days from the date of tender opening)	
18	Blank Price Bid Format	(ENCLOSED/NOT ENCLOSED)
19	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.

We hereby accepted above (signature & seal of bidder)