



TENDER DOCUMENT

For Tender Enquiry No. : FMS/TS/09/02/

For

“Labour Contract for Part-A (i) Unloading, shifting & issuing of fresh materials (ii) Loading, shifting & unloading of scrap materials and Part-B: Repair & maintenance of trollies and bins including painting and writing etc. for a period of 12 months.”

Contact Person:

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Or

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Tender Due Date: 13/12/2019 at 13:15 Hrs

Tender Opening Date: 13/12/2019 at 14:00 Hrs

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

BHEL, PO: BHEL, Jhansi 284120 (UP)

(Signature, seal & Stamp of bidder)

DETAILS OF TENDER DOCUMENT

SCOPE of work: Labour Contract for Part-A (i) Unloading, shifting & issuing of fresh materials (ii) Loading, shifting & unloading of scrap materials and Part-B: Repair & maintenance of trollies and bins including painting and writing etc. for a period of 12 months. The detailed content of tender document are as follows:

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The duly filled in Technical and Price bid along with the Scope of Work & Work Specifications, Qualifying Requirements, General Terms and Conditions of Enquiry with the signature of the tender 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-284 120. UP

Note: Dropping of tender in the Tender Box within schedule time and date is the Responsibility of the bidder

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NOTICE FOR INVITING TENDER

S. No	Particulars Details	Details
01	Brief Description of work	Labour Contract for Part-A (i) Unloading, shifting & issuing of fresh materials (ii) Loading, shifting & unloading of scrap materials and Part-B: Repair & maintenance of trollies and bins including painting and writing etc. for a period of 12 months.
02	Tender Evaluation Criteria	<i>As per clause IV Tender evaluation Criteria of General terms and conditions of enquiry</i>
03	Duration of Contract	<i>12 Months</i>
04	Last date of receipt of the tender	<i>Upto 13:15 hrs on 13.12.2019.</i>
05	Date of opening of Techno- Commercial Bid.	<i>14:00 hrs on 13.12.2019.</i>
06	Address for submitting the Tender	<i>Refer Page no 3</i>
07	Earnest Money Deposit *(EMD)	<i>Rs 1,11,821/-(Rupees One lakh Eleven thousand Eight Hundred Twenty One Only) Kindly Refer Note appended below for deposit the amount.</i>
08	Cost of Tender *	<i>Rs 500/- plus GST (as applicable) = Total Rs.590/- Rs Five hundred and ninety Only. Kindly Refer Note appended below for deposit the amount</i>
09	Validity of Offer	<i>120 Days from the date of Techno-Commercial (Part-I) bid opening</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 of GTC)</i>

NOTE: EMD/Tender Cost *

The EMD/tender Cost may be accepted only in the following forms:

(i) Electronic Fund Transfer credited in BHEL account (before tender opening)

BHEL account details: Bank Name:- STATE BANK OF INDIA ;

A/c No. :- 10670828866 ; IFS Code:- SBIN0003807

A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED , JHANSI

(ii) Card swapping through POS machine at Cash section of BHEL Jhansi.

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.

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SCOPE OF WORK : "Labour Contract for Part-A (i) Unloading, shifting & issuing of fresh materials (ii) Loading, shifting & unloading of scrap materials and Part-B: Repair & maintenance of trollies and bins including painting and writing etc. for a period of 12 months."

WORK SPECIFICATION

Details of work

A. Salient features & scope of work.

- 1) We at BHEL Jhansi Manufacture Locomotive and Transformers.
For manufacture of Locomotive & Transformer, various raw materials, component comes to BHEL Jhansi from different parts of the country.

The store department of BHEL Jhansi unloads these materials on daily basis through the contractors. After unloading of materials in CRX (Central Receiving Section) and clearance of same by QC, the material is shifted to various custody stores. These are then stacked in various bins. This is done through the contractor.

The stock verification is being done by counting the materials in various bin cards.

Various custody stores, issue of materials to various user departments is being done through the contractors under the supervision of concerned store keeper

The scrap materials generated at various shops are being put in scrap bins located nearer to each shop. These scrap materials are being collected by the contractors on daily basis with the help of BHEL supplied tractors/ trolley / trailers and shift the same to scrap yard after doing weighment in weighing bridge. Thereafter, the scrap materials are unloaded and kept in respective scrap locations.

Various materials are issued to various vendors / suppliers as free issue material/ job work basis. These materials are being loaded on the vehicle by the contractor with the help of cranes/ lifters.

In gas godown, the various gas cylinders are unloaded and kept in stacking condition. The empty gas cylinders are loaded on the vehicles for returning to the parties.

Some of the filled gas cylinders are issued to various shops and empty cylinders are collected from various shops.

Filled oxygen cylinders are connected to the oxygen battery and empty cylinders are removed from the battery and stacked. So also in case of LPG Gas cylinders.

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All the above works are done/completed through the contractor daily. During unloading of the vehicles, sometimes it may take time to decide the place of unloading. Also sometimes, due to engagement of cranes in some other work, it has to be waited for few hours. But work has to be completed on the same day. In rare cases, where it is not feasible to unload the material on the same day due to resource constraint or any other unavoidable reasons, the same can be done on the very next day irrespective of Sunday or non-gazetted holiday.

Under this Contract labour deployment shall be in two different area which is designated as A and B. A shall be (i) Unloading, shifting & issuing of fresh materials (ii) Loading, shifting & unloading of scrap materials and B shall be Repair & maintenance of trollies and bins including painting and writing etc. Separate invoices has to be submitted for Part A and Part B. Brief work description is given in below appended tabular format.

SI No.	Work description
PART-A: (i) Unloading, shifting & issuing of fresh materials (ii) Loading, shifting & unloading of scrap materials	
(a) CENTRAL RECEIVING (CRX) AREA:-	
1	Unloading of materials from trucks/trailors/ mini trucks etc. and shifting to identified place in CRX area and stacking using fork lifter and manual force.
2	Marking DRS on received materials.
3	Opening of boxes counting of items, shifting them for inspection/testing.
4	Segregating, identifying, counting, filling in boxes, carrying on fork lifter, unloading, stacking etc. at custody store.
(b) GAS YARD AREA:-	
5	Unloading of filled cylinders
6	Loading of empty cylinders
(C) CUSTODY STORES:-	
7	Assist the store keepers in the following activities of any or all of custody stores:
8	a) Placement of incoming materials.
9	b) Segregating & sorting.
10	c) Taking out.
11	d) Counting / weighment etc.
12	e) Shifting using fork lifters or manually.
(d) SHIFTING OF HEAVY MATERIALS TO PRODUCTION SHOPS:-	
13	Slings and assistance in lifting of heavy materials using crane and tractor trollies, fork lifters etc. and unloading some materials in shops.
(e) CYLINDERS OF GAS YARD:-	
14	Stacking, moving & shifting of gas cylinders both empty & filled.
(f) OUTWARD DESPATCH MATERIALS:-	
15	Loading of outward despatch materials including rejected materials
(g) SCRAP COLLECTION & SCRAP YARD:-	
16	Collection & Loading of Scrap using fork lifters / manually into bins and / or trolley (ies) from all

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	areas / departments / shops of the factory and unloading the same in scrap yard in designated storage areas including sorting, cleaning, segregating etc. Scrap may include (but not limited to):
	a) Metal pieces and offcuts.
	b) Insulation materials.
	c) Batteries.
	d) Oil & Oil drums.
	e) Cable / hose offcuts.
	f) Wood.
	g) Plastic Materials.
	h) Components & spares etc.
	Cleaning of bushes, grass, small unwanted growth / trees in and around scrap yard.
PART-B: Repair & maintenance of trollies and bins including painting and writing etc	
17	Repair of big trollies: Cutting and / or removing damaged parts of trolley using gas cutting set and suitable tools; Repairing the same by straightening, patch repair welding, fabrication etc. using scrap materials to the extent possible; Refixing back the same in the trolley. The complete top-portion of the trolley shall be repaired. Wheels, axles & hubs shall not be included in the scope of work.
18	Painting of big trollies using paint brush.
19	Repair of small steel bins as below: Collecting bins from different shops of the factory, removing damaged portions, straightening bent sheet, structural steel etc. using gas torch, hammering etc. Identifying scrap structural steel suitable for patch repair and welding the same ,removing burr etc.
20	Repair of large steel bins as below: Collecting bins from different shops of the factory, removing damaged portions, straightening bent sheet, structural steel etc. using gas torch, hammering etc. Identifying scrap structural steel suitable for patch repair and welding the same ,removing burr etc.
21	Painting of small steel bins using paint brush including collection from shops/store, drying in sun, handling before use
22	Painting of large steel bins using paint brush including collection from shops/store, drying in sun, handling before use
23	Repair & maintenance of steel stands, partitions, sheds, gates etc. of various stores
24	Enamel painting of steel partitions, gates fences etc.

As per the past experience and keeping in view of works ahead, on an average 29 man days are required on daily basis to complete the daily works smoothly with some of workers stretching beyond normal/general shift. Contract is for 12 months and can be further extended for 1 more year on satisfactory performance and mutual agreement.

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PRE- QUALIFYING REQUIREMENTS

Financial Strength and Experience:

- i) Average Annual financial turnover during the last 3 years, ending 31st March of the Previous year, should be at least Rs 16.77 Lakhs approx. (As supporting/verifying documents attach copy of audited annual accounts (Balance sheet and profit & loss account) of FY 2018-19, 2017-18 & 2016-17 by CA). In case the audit of last annual account has not been completed, the CA certificate may be considered. If T/o details of 3 years are not available, then available years Turn Over shall be evaluated by dividing it by 3.
- ii) Experience of having successfully completed similar works (Similar works means all types of service contracts / works contracts) 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 equal to Rs 22.36 Lakhs approx.
Or
 - b) Two similar completed works each costing not less than the amount equal to Rs 27.96 Lakhs approx.
Or
 - c) One similar completed work, each costing not less than the amount equal to Rs 44.73 Lakhs approx.

Documentary proof (Execution Certificate) for the experience to be submitted along with Technical Bid. In case of experience in Private Sector relevant TDS Certificate/Traces must be attached as evidence.

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Desirable:

- 1) Contractor should have independent ESI Code number
- 2) Contractor should have PAN/TAN number
- 3) Contractor should have GSTIN (Pan Based)
- 4) Contractor should submit self-Declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any Unit/Region/Office of BHEL/ Any PSU (Format Enclosed)
- 5) Contractor should submit Self-Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude (Format Enclosed).
- 6) Documentary proof in support of above eligibility criteria along with EMD & tender Cost shall be submitted with Techno Commercial Bid
- 7) 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 Proprietor-ship 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 (_____)
- 8) The bidder should have an email identity & address. Two email Ids are preferable. These Ids have to be provided with techno-commercial bid, without any mistake. Mobile & landline numbers too have to be provided.

(Signature of the Contractor with Name. Designation & Seal)

(Signature, seal & Stamp of bidder)

Special Terms and Conditions of Contract

The following special terms and condition are to bring out more clarity in General terms and conditions of Enquiry.

- 1) 100% Contract shall be awarded to single bidder only (Refer Clause no Q of General Terms and conditions of enquiry)
- 2) The minimum commission charges (in price bid) shall be 1.76%. The excel sheet will not permit this commission to be less than 1.76%. Bidders to fill excel sheet, take print & sign as per GTC, clause II A, B & C). In case commission charges quoted by bidder is less than 1.76% than the offer of the bidder shall be rejected.
- 3) In case of tie in Price bid the same shall be decided by as per Clause No. O of GTC.
- 4) Under this Contract labour deployment shall be in two different area which is designated as A and B. A shall be (i) Unloading, shifting & issuing of fresh materials (ii) Loading, shifting & unloading of scrap materials and B shall be Repair & maintenance of trollies and bins including painting and writing etc. Separate invoices has to be submitted for Part A and Part B. Estimated man-days required on daily basis for part A is 25.5 man-days and for part B is 3.5 man days.
- 5) BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on www.bhel.com) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com). The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. **The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.**

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope

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sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com).

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