



भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
Bharat Heavy Electricals Limited  
उद्योग क्षेत्र, नई दिल्ली/ Industry Sector, New Delhi  
मानव संसाधन प्रबंध / Human Resources Management

ID/ HRM/ A041/ Cab-Const-ENQ  
19<sup>th</sup> September 2020

**Sub: Construction of cabins at 4th floor of BHEL, Lodhi Road, New Delhi.**

Dear Sir,

BHEL invites offers through open tender process from parties who may be interested in work of Construction of cabins at 4<sup>th</sup> floor of BHEL, Lodhi Road, New Delhi.

The tender will be invited in two part bid tender i.e. Part-I: Techno-commercial bid to ensure soundness of the bidder and Part-II: Price Bid to achieve most competitive offer from the qualified bidders after techno-commercial evaluation.

You are requested to submit your most competitive offer for work contract as per the requirement and terms & conditions of the tender, cited later in this tender enquiry.

Last date of submission	:	05.10.2020 at 1430 Hours
Opening of Tender	:	05.10.2020 at 1500 Hours
Tender Cost	:	Nil
Earnest Money Deposit	:	Rs. 5340.00

The sealed bid may be sent either by Registered Post/ Speed Post/ Courier Services or by hand to the undersigned at:

Shlok Nagar  
Dy. Manager (HR-Admin)  
BHEL – Industry Sector  
Integrated Office Complex  
Lodhi Road, New Delhi – 110003

In case of any clarification, the bidder can contact the undersigned over telephone no. 011-41793305 or at email at shlok@bhel.in

For and on behalf of  
Bharat Heavy Electricals Limited

(A K Singh)  
DGM (HR-Admin)

अनिल कुमार सिंह / A.K. SINGH  
उप व्यावरणक (प.स.-प्रशासन) / Deputy General Manager (HR-Mkt.)  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / BHEL  
उद्योग क्षेत्र, एकीकृत कार्यालय काम्पलेक्स लोडी रोड,  
Industry Sector, Integrated Office Complex, Lodhi Road,  
नई दिल्ली-110003 / New Delhi-110003

### **Scope of Work:**

1. The work contains civil works such as dismantling and construction of wooden partition etc. as per Price Bid attached at Annexure IV.
2. The work shall be carried out at 4<sup>th</sup> floor of BHEL office located at Integrated Office Complex, Lodhi Road, New Delhi.
3. The total work shall be completed within 10 days from the date of award of work.
4. The tools, tackles and other material required for installation will be in bidder's scope.
5. Transportation of materials (if any) will be in the bidder's scope.
6. Electricity will be provided by BHEL at no extra cost.

### **Instructions to bidders:**

1. Bidders must go through all annexures carefully before submitting the bid.
2. The offer shall be submitted as per the instructions of tender document. One set of tender document duly filled, signed and stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all the pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. In case of any clarification, bidder may contact this office.
3. The tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
4. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail and shall be binding on the tenderer.
5. No overwriting / correction in tender documents by tenderer shall be allowed. However, if correction is unavoidable, the same must be countersigned.
6. Only rate shall be quoted in Price Bid format and nothing else. Rates must be quoted in figures as well as in words. In case the rates in figures differ from the rates written in words, then the rates in words will be treated as valid rate. Any other terms and conditions mentioned in the Price Bid shall make the offer liable for rejection.
7. The price must be quoted in the enclosed Price Format Only.
8. The prices quoted should be firm and no revision of prices will be entertained after the tender is opened.
9. Tender must be submitted in a sealed envelope which has to be super-subscribed with NIT no. and due date written on the envelope and the bidder contact details.
10. Quotation shall be received up to 1430 hours on 05.10.2020, tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
11. Validity of offer will be 30 days from the date of opening of tender.
12. BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.

*Asign*

13. A bidder may visit BHEL office on any working day from 21.09.2020 to 03.10.2020 between 0900 Hrs to 1700 Hrs. Any queries regarding this tender may be clarified from Dy. Manager (HR-Admin) over telephone no. 011-41793305 or at email at shlok@bhel.in.

#### **Pre-Qualification Requirement (PQR):**

1. EMD amount of Rs. 5,340.00 (Rupees Five Thousand Three Hundred Forty only) needs to be deposited through NEFT. The bank account details of BHEL for NEFT are enclosed as Annexure V. The bidder is required to enclose a copy of the acknowledgement of NEFT payment along with their bids. Bids without EMD will not be accepted and shall not be considered for further evaluation.

The EMD of unsuccessful bidders shall be returned after award of work to the successful bidder. No interest shall be payable on EMD amount.

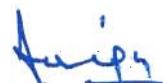
The EMD shall be forfeited in case of:

- i) After opening the tender, the bidder revokes his bid within the validity period or increases his earlier quoted rates.
- ii) The successful bidder does not commence the work within the period as per LOI / contract. In case the LOI / contract is silent in this regard then within 7 days after the award of contract.

2. The bidder has to submit copies of their PAN card and GST Registration certificate.
3. The bidder has to submit their EPF and ESI registration certificates.
4. The experience of having successfully completed similar Job / services during last 7 years ending on 31.08.2020 should be either of the following:
  - i) Three similar completed jobs / services with value not less than Rs. 1,06,800.00 each.  
Or
  - ii) Two similar completed jobs / services with value not less than Rs. 1,33,500.00 each.  
Or
  - iii) One similar completed job / service with value not less than Rs. 2,13,600.00.

“Similar Job / service” refer to “Civil works”.

Only work orders and related work completion certificates from the clients shall be submitted as proof against Sl. No. 4 of PQR. For example: If you are qualifying as per Sl. No. 4 (ii), only work orders and related work completion certificates of 2 clients each costing not less than Rs. 1,33,500.00 shall be furnished. The work completion certificate shall be specific to the work order submitted i.e. the specific contract, value of the job, duration of contract / job and declaration of satisfactory performance shall be indicated in the work completion certificate from the client. The certificates shall be issued by competent authority with his / her contact details mentioned, for verification purpose. BHEL reserves the right to verify the correctness of the certificates of the clients.



## **Procedure for submission of bids**

The bidders must submit their duly completed offers in a sealed envelope (Envelope #1) prominently super-scribed as "Construction of cabins at 4<sup>th</sup> floor of BHEL, Lodhi Road, New Delhi" followed by tender reference and last date for submission of tender.

Inside sealed Envelope #1, two separate sealed envelopes viz. Envelope #2 and Envelope #3 are to contain two parts of the tender "Part-I: Techno-commercial Bid and Earnest Money Deposit" and "Part-II: Price Bid" respectively. Both the sealed envelopes are to be super-scribed with "Part-I" or "Part-II" whichever is applicable, tender reference and details of the bidder.

### **A. Part-1: Techno-commercial Bid and EMD (Envelope #2)**

The techno-commercial bid shall comprise of

1. Copy of Tender Enquiry Document duly signed in blue ink and stamped on each page as token of acceptance of tender conditions.
2. A copy of Price Bid duly signed and stamped but without the prices.
3. Acknowledgement of deposit of EMD of Rs. 5,340.00 (Rupees Five Thousand Three Hundred Forty only) by way of NEFT in favour of BHEL, New Delhi, must be enclosed in Part-I envelope.
4. Copy of PAN and GST Registration Certificate duly signed and stamped by the bidder.
5. Copies of EPF and ESI registration certificates of the bidder.
6. Copy of acknowledgements of IT return of last three financial years i.e. FY 2017-18, 2018-19, 2019-20. In case of unavailability of documents for financial year 2019-20, documents pertaining to FY 2016-17 shall be furnished.
7. Copies of Work Orders indicating the duration of contract, Quantum of business done along with certificates of successful completion in support of proof of experience for the jobs/ services executed by the bidders during last 7 years ending on 31.08.2020 as against Sl. No. 4 of Pre-Qualification Criteria. BHEL reserves the right to verify the correctness of the documents submitted against fulfilling the PQR criteria.

All the documents in this envelope should be self-attested by the bidder with required stamp. This envelope should be super-scribed as "Part-I: Ref. ID/ HRM/ A041/ Cab-Const-ENQ" followed by **bidder contact details** like address, mobile no., email etc.

The prices should not be mentioned in the price format in this envelope.

### **B. Part-II: Price Bid (Envelope #3)**

The duly filled Price Bid in the enclosed "Price Bid Format" (Annexure-IV) needs to be in sealed envelope #3. This envelope should be super-scribed as "Part-II: Ref. ID/ HRM/ A041/ Cab-Const-ENQ" followed by bidder details.

**The offer, completed in all respects, has to positively reach the undersigned before 1430 hours of 05.10.2020 at:**

Shlok Nagar  
Dy. Manager (HR-Admin)  
BHEL – Industry Sector  
Integrated Office Complex  
Lodhi Road, New Delhi – 110003



The offers received **on or before 1430 hours of 05.10.2020** shall be considered for **opening of Techno-commercial bid scheduled at 1500 hours on 05.10.2020** in presence of the bidders who may like to be present. Offers received after specified time of submission shall be liable for rejection.

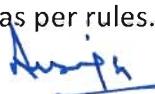
After techno-commercial evaluation of the offers, Price Bid of the bidders who qualify techno-commercial evaluation shall be opened on a later date in presence of the bidders who may like to be present. The date of opening of Price Bid shall be intimated to the qualified bidders through email.

#### **Evaluation criteria:**

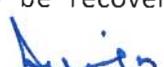
1. On the date of opening of tender, only technical bid shall be opened in presence of the bidders who would like to be present.
2. The techno-commercial bids i.e. Part-I submitted by all the bidders will be evaluated first. After techno-commercial evaluation, only the Price Bids of the bidders who qualify the techno-commercial evaluation will be opened on a subsequent date. The date of opening of Price Bids shall be intimated to the concerned bidders through email separately.
3. In the Price Bid, the bidders are required to quote item wise rate for each type of item mentioned in Price Format (Annexure IV) in the space provided.
4. The ranking of the bidders shall be made on the basis of total amount calculated on the basis of item wise rates quoted by the bidders.
5. In the event of more than one bidder having quoted identical lowest rates and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised rates. This process would continue till the distinct L1 (lowest) rate is arrived.
6. Work will be awarded to the L1 bidder and final decision of BHEL on evaluation of bidders shall be binding on all the bidders.

#### **Terms & Conditions of the contract:**

1. **Subletting:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization.
2. **Quantity:** The quantities provided in Price Bid format are tentative in nature which may vary as per requirement, however, the payment shall be made on actual basis.
3. **Payment Terms:**
  - a) Payment shall be made after successful completion of work. No interim payment shall be made on any ground whatsoever.
  - b) Quoted prices shall remain firm during the contract period and nothing extra shall be payable for any reason whatsoever.
  - c) No advance payment or the payment for mobilization of work will be made to the contractor.
  - d) Tax invoice raised by the contractor shall be certified by the official in-charge of BHEL and the 100% payment will be made within 15 days by NEFT/RTGS from the date of receipt of in-discrepant bill.
  - e) All payment will be subject to deduction of taxes at source as per rules.



4. The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
5. **Security deposit (SD)** of 5% of order value shall be deposited by the successful bidder through NEFT either within seven days from the date of award of work or before start of contract whichever is earlier. SD can also be recovered at the rate of 10% from the running bills. However, in such case at least 50% of the SD shall be deposited within specified time and balance 50% may be recovered from the running bills.  
If the successful bidder requests BHEL to adjust EMD amount towards SD, then balance amount has to be deposited within the specified period. SD, without interest, shall be refunded after successful completion of contract period.
6. You or your work force will not be entitled for any compensation for any loss/damage suffered by your work force deployed to execute the work under this contract. BHEL shall remain indemnified against any compensation that may arise out of any injury or death to any person deputed by you under this contract.
7. **Termination of contract:** If at any time the contractor defaults in performance of the work with due diligence and continues to do so or commit any default in complying any of the tender terms and condition even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have served as and when sent to the address given in the tender. In such a case, the Security Deposit shall be forfeited.
8. No excuses like hindrance because of extreme weather conditions, non-availability of labour and material etc. will be entertained for not providing services on time.
9. All necessary precautions with respect to safety at site and environmental aspects and their impacts shall have to be taken by the contractor for activities performed by his workers.
10. **Arbitration:** In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.  
Subject to as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.
11. **Laws governing the contract:** The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract
12. **Jurisdiction of court:** Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract (s) to which these conditions are applicable.
13. **Risk Clause:** In case the contractor does not accept the work awarded to him or does not turn up after the award of work, BHEL shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of Contractor. The additional cost including loss, if any incurred by BHEL will be recovered from the Contractor.



**DETAILS OF BUSINESS**

1	Name of the firm	
2	Address for communication	
3	Registered Office, if any:	
4	Telephone No. (Office)  (Res)  (Mobile)  (Fax)	
5	Name of Proprietor/partner	
6	Contact person:  Mobile:  Email ID:	

Signature and Seal of Authorised Signatory

**ACCEPTANCE LETTER / NO DEVIATION CERTIFICATE**

Notwithstanding anything mentioned in or bid, we hereby accept all terms and conditions of the above tender.

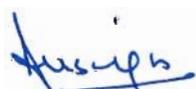
Or

We Hereby accept all terms and conditions of the above tender except the following:

(Give reference to clause Nos. of Terms & Conditions Which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

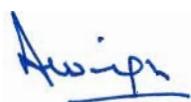
Note: Any deviation specified elsewhere in the tender shall not be considered. Deviations may or may not be accepted by BHEL.



Signature and Seal of Authorised Signatory

**DECLARATION**

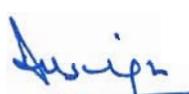
I/We hereby declare that I /we have not been banned or de-listed by any PSU/Government Department /Financial Institute /Court and no case is pending with the police /court against our firm / partner or the company.



Signature and Seal of Authorised Signatory

## Price Bid

Sl no.	Description of item	Unit	Quantity	Rate Quoted (in Figures)	Rate Quoted (in Words)	Amount (in Rs.)
1	Dismantling of existing 75 mm thick wooden partition including clearance of site with disposal of scrap material at required space as directed by Engineer-in-charge.	Sqft	60			
2	Dismantling of existing 75 mm thick wooden partition and shifting the same partition to approx. 8 feet including fixing the same and replacement of damaged one side 12mm thick commercial plywood and 1mm thick lamination. This work also includes other works arising during execution this item as per instruction of Engineer -in-charge.	Sqft	156			
3	Providing & fixing wooden partition consisting of 50 X 50 mm wooden battens (marandi wood) placed on every 600 X 600mm both side (horizontal & vertical) and placing of 12 mm thick commercial ply on both sides and finishing with 1 mm thick mica sheet on both side with 100 mm thick wooden skirting in all respect as per instruction of Engineer -in-charge.	Sqft	112			
4	Providing & fixing wooden partition consisting of 50 X 50 mm wooden battens (marandi wood) placed on every 600 X 600mm both side (horizontal & vertical) and placing of 12 mm thick commercial ply on both sides and finishing with 1 mm thick mica sheet on both side with 100 mm thick wooden skirting and provision of 1 ft height glass throughout the partition complete in all respect as per instruction of Engineer -in-charge.	Sqft	224			
5	Providing and fixing teak wood frame (chokhat) comprising teak wood of size 5" X 2.5" along-with fixing of 35 mm flush door with hinges of required size complete in all respect. The flush door along-with all accessories like Handle, Lock etc will be provided by BHEL.	Nos.	2			
	Total					
	Applicable Taxes					



Signature and Seal of Authorised Signatory

<b>EFT MANDATE (DULY CERTIFIED BY BANKER)</b>			
Bank Name	CANARA BANK		
Bank Branch Address	PRIME CORPORATE BRANCH -II, WORLD TRADE TOWER, BARAKHAMBHA LANE, NEW DELHI		
Branch Code	1942	MICR No	110015097
Swift Code	CNRBINBBIFD		
IFSC for RTGS	CNRB0001942		
IFSC for NEFT	CNRB0001942		
Beneficiary's Name	BHARAT HEAVY ELECTRICALS LIMITED INDUSTRY SECTOR INTEGRATED OFFICE COMPLEX, LODHI ROAD NEW DELHI - 110003		
Beneficiary's Account Number	0307201003847		
Type of Account	CURRENT ACCOUNT - GENERAL		
<p>We hereby certify that information given above (Bank Details) are true and correct</p> <p>We certify that the particulars mentioned above are true and correct and we will be responsible if any of the information stated above found to be incorrect at a later date. We also confirm that, any changes in the above details occurring in future, shall be informed to you immediately.</p>			
<p>Yours Faithfully</p> <p><i>Wadhwa</i></p> <p>Sign _____</p> <p>Name: दीपक वडवा / DEEPAK WADHWA वरिष्ठ संखाचारी / Senior Accounts Officer भारत ईवी इलेक्ट्रिकल्स इंटीमेटेड भारत ईवी इलेक्ट्रिकल्स इंटीमेटेड इंडस्ट्री सेक्टर, इंटीमेटेड ऑफिस कॉम्प्लेक्स, लोडी रोड, नई दिल्ली-110003 / New Delhi-110003</p> <p>Designation: BHARAT HEAVY ELECTRICALS LIMITED</p>			
<p>कृते केनरा बैंक/For Canara Bank</p> <p>वरिष्ठ प्रबन्धक/Senior Manager प्राइम कॉन्वेंट कॉर्पोरेट बैंक बांडा Prime Corporate Connaught Place Branch नई दिल्ली/New Delhi-110001</p> <p><i>22/05/16</i></p> <p>Banker's Seal and Signatures</p>			