



Bharat Heavy Electricals Limited
(Heavy Plates and Vessels Plant,
Visakhapatnam-530012, Andhra Pradesh, India)

Quality/Mechanical Testing Laboratory

NIT Ref No.: Q/QC/MTL/AMC/2015-16/02

TENDER FORM

To be submitted along with Prequalification - Technical Bid

NIT Ref. No.	Q/QC/MTL/AMC/2015-16/02
Approx estimated value of contract	Rs. 1.44 Lacs (Approx)
Last date for receipt of Tender	16.03.2016 (Wednesday) up to 1.00 pm
Time & Date for opening of Tender	16.03.2016 (Wednesday) at 2.00 pm
Amount of Earnest money	Not Applicable
Place of opening of Tender	Reception Counter, Administrative Building, HPVP,BHEL, Visakhapatnam
Proposed period of the contract	Two Years (From the date of Service/work order)
Name of the work	Annual service & Calibration for Testing machines in Mechanical Testing Laboratory.
Description of Item	As per Annexure-VI (Price Bid) enclosed.

**Signature of Tenderer
With Date & Seal**



Quality/Mechanical Testing Laboratory

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Annexure-I

CHECKLIST AND SCHEDULE OF GENERAL PARTICULARS

(Tenderer is required to fill-in the details against each column given below and ensure that no column is left blank or incomplete)

SL. NO.	PARTICULARS	DETAILS
1	NAME OF THE TENDERER	
2	ADDRESS OF THE TENDERER	
3	TELEGRAPHIC ADDRESS PHONE NO. FAX NO. E-MAIL ID	
4	NAME/DESIGNATION & ADDRESS OF THE OFFICIAL OF CONTRACTOR TO WHOM ALL THE REFERENCES SHALL BE MADE.	
5	NAME & ADDRESSES OF DIRECTORS/ PARTNERS/PROPRITERS	
6	EARNEST MONEY DEPOSITED DETAILS NO.....DATE.....	Not Applicable
7	VALIDITY OF OFFER/RATES QUOTED SHOULD BE VALID FOR ORDERING UPTO 180 DAYS FROM THE DATE OF OPENING OF TENDER, TO REMAIN FIRM DURING THE CONTRACT PERIOD IF AWARDED	Valid for six months from the date of price bid opening.
8	DETAILS ABOUT TYPE OF THE FIRM IN CASE OF PARTNERSHIP FIRM, PARTNERSHIP DEED TO BE SUBMITTED.	
9	AUTHORITY LETTER OF PERSON IF DOCUMENTS NOT SIGNED BY AUTHORISED PERSON	YES/NO
10	ANY LEGAL DISPUTE PENDING BETWEEN TENDERER & BHEL OR PUBLIC SECTOR UNDERTAKING WITH DETAILS.	YES/NO
11	SUBMITTED PROOF OF REGISTRATION IN THE NAME OF HIS FIRM FOR PF, ESI, SERVICE TAX REGISTRATION (WHICH ARE MANDATORY)	YES/NO
12	COPY OF INCOME TAX RETURNS SUBMITTED FOR LAST ASSESMENT YEAR	YES/NO

Note:

1. Self attested photo copy of the documents should be submitted by the tenderer along with Prequalification-Technical bid
2. All the reference & details should be filled in neatly in the above statement.

**Signature of Tenderer
With Date & Seal**



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Annexure-II

INSTRUCTIONS AND GUIDE LINES TO TENDERERS

Offers are invited from NABL accredited agency for servicing & calibration of testing machines at our Mechanical testing laboratory.

The following Testing Machines at our Mechanical testing laboratory need to be serviced & calibrated.

SL. No.	Description	Scale of Calibrated	Load Verified
1	Universal Testing Machine Model ZD-40 (282/74)	—	0-40 Ton
2	Universal Testing Machine Model ZD-100 (283/3)	—	0-100 Ton
3	Vickers-cum Brinell hardness Testing Machine Model HPO 250 (308/323)	HV5, HV10, HV30, BHN 187.5	5, 10, 30 Kg, 187.5 Kg
4	Vickers-cum Brinell hardness Testing Machine Model HPO 250 (308/71)	HV5, HV10, HV30, BHN 187.5	5, 10, 30 Kg, 187.5 Kg
5	Rockwell Hardness Testing machine Model RAS (SN3843)	HRC, HRB	60,100,150 Kg
6	Rockwell Hardness Testing Machine Model RAS (71/002)	HRC, HRB	60,100,150, Kg
7	Impact Testing Machine Model PS-30 (423/26)	30 kpm(kgm) Charpy V-Notch	30 Kgm
8	Impact Testing Machine Model IT-30 (80/976)	294.0 J (216.0 ft-lbf) Charvy V-Notch	294.0 J

Rockwell M/c shall be calibrated as per indirect verification as per IS 1586-2000/ Relevant ASTM latest specification.

Vicker cum Brinell M/c shall be calibrated as per indirect verification as per IS 1754-2002/ Relevant ASTM latest specification.

UTM M/C shall be calibrated as per Test Force Verification as per 1828-2005/ Relevant ASTM latest specification.

Impact Testing machine Model PS-30 shall be calibrated to meet the requirement as per BS: EN 10045 part 2:1993 & BS 131 part 4:1972.

Impact Testing machine Model IT-30 with energy range 0-216 ft-lbf shall be calibrated as per ASTM E-23.

The bidder shall quote for servicing & calibration of all machines as listed above. Offers not meeting this requirement will not be considered.

Note:

1. Standard Reference Materials (SRMs) for Impact testing machine calibration will be provided by QC-Mech. Testing Lab, BHEL-HPVP, Visakhapatnam unit at free of cost.
2. There shall be four visits during two years contract period. The first visit is for servicing and calibration and second one is for service after 6 months, third one is for servicing and calibration (on expiry after one year) after 12 months and fourth one is for servicing after 18 months.

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Quality/Mechanical Testing Laboratory

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Annexure-II

01.0 RECEIPT AND OPENING OF TENDER

- 1.1 Sealed tender can be dropped in Quality tender box placed at reception counter, Administrative building, HPVP, BHEL, Visakhapatnam.
- 1.2 Sealed tender will be received by post/courier on behalf of AGM (Quality), HPVP, BHEL, Visakhapatnam from the bonafide tenderers.
- 1.3 Offers will not be accepted, if received after the schedule date & time.

Bids submitted by any other means including by FAX, E-mail, telex, telegram etc., will not be accepted.

- 1.4 The offer shall be submitted in two parts as follows:

(A) Part –I (Pre qualification –Technical Bid)

- 1) Checklist & schedule of general particulars : Annexure – I
- 2) Instruction & guidelines to Tenderers : Annexure – II
- 3) Standard conditions of service. : Annexure – III
- 4) Rules & regulation for operation of contract in HPVP,
BHEL, Visakhapatnam unit. : Annexure – IV
- 5) Unpriced part : Annexure – V

Bid with documents fulfilling the pre-qualification criteria (as per Clause 7.0 of Instructions & Guide lines to tenderers of the tender documents) should kept in a sealed envelope.

(B) Part – II(Commercial Bid/Price Bid)

- Price Bid (Schedule of quantities & rates) : Annexure – VI
The price bid dully filled in, signed & stamped by bidder (In Separate Sealed Envelope).

Envelope of part – I & II should be super-scribed with Tender No., due date for opening and with the title of Pre-qualification bid/Price bid etc. Both the envelopes should be kept in one envelope super-scribed with Tender No. & due date for opening duly sealed. The Pre-qualification bids will be first opened & discussed and technically acceptable tenders will be finalised.

- 1.5 Tender shall be opened in the presence of parties, who wish to be present.
- 1.6 ***The Price Bid will be opened only of Technically Qualified Tenderers. The bidder quoting the lowest will be declared as L-1. L-1 status shall be decided on total value i.e. by taking rates of all categories together with quantity as per annexure –VI. Order shall be placed 100% work to L1 tenderer.***

02.0 AGREEMENT

The successful tenderer will have to execute an agreement with BHEL/HPVP-Visakhapatnam before the start of the work awarded as per contract & accepted terms & conditions.

03.0 INCOME TAX

Income Tax will recovered as per the statutory rules from bills.

**Signature of Tenderer
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04.0 SECURITY DEPOSIT

The successful bidder shall make a security deposit with BHEL at the following rate before start of the work

- Up to Rs. 10 lakhs: 10%
- Above Rs.10 Lakhs up to Rs.50 Lakhs: Rs.1 Lakh+7.5% of the amount exceeding Rs.10 lakhs
- Above Rs.50 lakhs: Rs 4 lakhs+5% of the amount exceeding Rs.50 lakhs

The security deposit may be furnished in any one of the following forms:

- a) Pay order, Demand Draft drawn on BHEL branch of State Bank of India, Visakhapatnam in favor of BHARAT HEAVY ELECTRICALS LIMITED
- b) Local cheques of scheduled banks subject to realization
- c) By Bank guarantee from scheduled banks as per approved bank guarantee format of BHEL.

Alternatively, the successful tenderer shall deposit at least 50% of the security deposit before start of the work and the balance 50% amount will be recovered by BHEL at the rate of 10% from the running bills.

The security deposit will not carry any interest.

The Security deposit will be retained by BHEL/HPVP as a Security for due fulfillment of the contract. The Security Deposit and any other amount accruing to the contract will be liable for forfeiture in the event of the contractor violating any of the conditions of the contract or will be set off against any claim or expenditure incurred by BHEL/HPVP on account of acts of commissions/ commissions on the part of contractor.

05.0 RATE & PAYMENT TERMS

The rates quoted shall remain firm during entire contract period or extended period. No increase in rates is admissible.

Payment is to be made against submission of bills.

1st Year:

25% of the total service/work order value will be released within 45 days after the **first visit** for servicing & calibration (after submission of service report, calibration certificate & invoice).

25% of the total service/work order value will be released within 45 days after the **second visit** for servicing only (after submission of service report & invoice).

2nd Year:

25% of the total service/work order value will be released within 45 days after the **3rd visit** for servicing & calibration (after submission of service report, calibration certificate & invoice).

25% of the total service/work order value will be released within 45 days after the **4th visit** for servicing only (after submission of service report & invoice).

Service Tax payable shall be extra as applicable.

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6.0	Pre Qualification Criteria
6.1	PAN No must be furnished along with tender. The validity of offers submitted by Contractors should be valid for ordering up to 180 days from the date of opening of tender, to remain firm during the contract period if awarded. Contractor should have submitted valid income tax return for last assessment year
6.2	The contractor should submit proof of registration in the name of his firm for PF,ESI, labour license, Service Tax Registration No (These are mandatory)
6.3	RESOURCES: The bidder shall deploy experienced service Executives to carry out the work. All master equipments & measuring device to be used for servicing & calibration shall be calibrated by NABL accredited agency.
6.4	Contractor should have experience for similar works. Similar works are defined as servicing & calibration of Testing machines such as UTM (40-100T), Bend (40-100T), Impact Machine (300J), Brinell cum Vicker Hardness testing machine (187.5 Kg), Rockwell hardness testing machine (150 Kg) etc. as per International Codes and Standards. The following Government/BHEL corporate guidelines will apply. Experience of having successfully completed similar works during the last 7 yrs ending 01.01.2016 shall be either of the following. a) 3 Similar completed Work orders costing not less than the amount equal to 40% of the estimated cost or b) 2 Similar completed Work orders costing not less than the amount equal to 50% of the estimated cost or c) 1 Similar completed Work orders costing not less than the amount equal to 80% of the estimated cost. P.O. along with P.O value, for the completed work orders shall be enclosed as evidence and shall be included in Technical bid envelope to demonstrate the above criteria in clause no 6.4.
6.5	The bidder should have NABL accreditation for carrying out the above services & submit the documents (This is mandatory).
6.6	The bidder shall quote for servicing & calibration of all 8 Nos. testing machines. Offers not meeting this requirement will not be considered.

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Annexure-III

STANDARD CONDITIONS OF SERVICE

- 1 In these conditions "Services" means any and all services provided to HPVP by the inspection agency "contractor". The "Contract" means the service order issued by HPVP. Unless otherwise specifically agreed in writing all the services provided by the contractor are governed by the following standard conditions of inspection service.
- 2 After placement of order, security deposit shall be deposited by successful bidder within 10 days. After receipt of acknowledgement from HPVP for total initial security deposit, the contractor shall deploy manpower. The contractor shall mobilize the manpower and start the work within 15 days from the date of order. No mobilization advance is payable.
In case the contractor decides to deposit 50% of security deposit by way of deduction from their bills against completed jobs, then deduction will start from the first bill.
If Bank guarantee is furnished towards security deposit, then it should be kept valid by proper renewal till the completion of 12 months after the issue of last release note by the contractor to cover guarantee period.
- 3 The inspection personnel should be young and energetic graduate engineers in mechanical engineering with minimum 3 years related job experience or diploma engineers in mechanical engineering with minimum 5 years related job experience.
- 4 A set of drawings, specifications / quality plans and other relevant data for the inspection work will be provided to the contractor. In case of limited drawings, specifications and other relevant documents, contractor has to arrange photo copies of documents for their use at their cost. Contractor shall return all such documents provided by HPVP after the completion of job.
- 5 The contractor shall keep confidential and not use or disclose to any third party, any data, plan or other technical information received from HPVP except as may be required by law or as may be authorized by HPVP. This obligation will survive termination of the contract. This obligation will not apply to any data, plans or other technical information that was in the contractor's possession before its disclosure by or on behalf of HPVP to the contractor, or becomes part of public domain through no fault of the contractor or otherwise becomes available to the contractor from any independent source not under a confidential obligation to HPVP.
- 6 The services by the contractor shall comply with the applicable codes or other standards that are expressly agreed in writing with HPVP. Contractor shall arrange and keep all applicable latest codes / standards required for inspection work for ready reference.
- 7 Contractor has to follow the holidays as per HPVP holidays. Working hours and timings shall as per HPVP practice. However work may continue round the clock including Sundays and holidays and contractor staff shall have to be present for inspection subject to requirement, for which no extra payment shall be made. No compensatory off / leave will be granted in case of such working on Sundays / holidays / extended hours.
- 8 The contractor has to arrange for medical facilities, food and transport etc. for inspection personnel. It is sole responsibility of the contractor to insure the inspection personnel against accidents and injury while at work.

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- 9 All taxes (except service tax), charges, duties, other incidental charges etc. and other taxes for execution of the contract under the scope of work shall be borne by the contractor and shall not be payable extra. Any increase of the same at any stage during execution of the contract shall have to be borne by the contractor. Any new tax imposed by Government / statutory authority during the contract period also need to be borne by the contractor.
Service tax including educational cess on service tax (as applicable) shall be paid extra by HPVP against submission of documentary evidence to the satisfaction of HPVP. As such the bidder's quoted rate shall not be inclusive of the service tax. Any change in service tax rules (by Government) shall be complied with.
- 10 The rates shall remain firm throughout the execution period including extension period, if any, and no escalation / revision shall be payable.
- 11 No overdue interest will be paid to the contractor.
- 12 Sub-letting of jobs within the agreed scope of work, in any way is not permitted.
- 13 In case, the contractor fails to provide manpower for conducting inspection in time, HPVP's competent authority will have option to carry out the same by other suitable agency. Additional cost of such inspection together with HPVP's overhead charges will be borne by contractor, which shall be adjusted from any sum payable to the contractor.
- 14 HPVP reserves the right to ask the contractor to discontinue deployment of any inspector with 15 days notice, in case the performance of the inspector is found to be unsatisfactory by HPVP. No further payment shall be made in case of deployment of unacceptable inspector. Replacement of such persons will have to be arranged by contractor within 15 days.
- 15 HPVP reserves the right to terminate the contract at any point of time without assigning any reason, upon giving 30 days notice to the contractor. HPVP reserves the right to short close the contract upon giving 30 days notice, depending upon requirement.
In such cases the payment shall be made for the completed work and part thereof on pro-rata basis and no other compensation will be granted by HPVP.
- 16 Contractor shall stand guarantee for the quality of the services rendered by them for a period of 12 months from the date of issue of release note for each work order. Contractor shall render free quality services including use of required equipments if any as per provision of contract during rectification work arising out of faulty quality assurance services rendered by contractor. In case contractor fails to render the required quality assurance services during such rectification works within the time specified by HPVP, HPVP may proceed to get such services from any other agency at contractor's risk and cost without prejudice to any other rights of HPVP and recover the same from contractor's security deposits / other dues.
- 17 HPVP reserves the right to make final decisions on rejections of the work by the contractor and such decisions shall be binding on contractor and become conclusive. However in this case, HPVP will be responsible for the consequences.
- 18 All cases of disputes, which cannot be settled by mutual negotiations, will be referred to sole arbitration by Unit Head of HPVP or his authorized nominee in accordance with the Indian Arbitration Act and Amendments thereto. The arbitration venue shall be in Visakhapatnam.
- 19 Any dispute, claim or litigation between HPVP and the contractor arising from or in connection with the services provided by the contractor shall be subject to exclusive jurisdiction of the courts in Visakhapatnam and governed by Indian law.

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Annexure-IV

Rules & Regulations for operation of Contracts in HPVP, BHEL, Visakhapatnam unit.

- 1 The Contractor shall not employ Sub-Contractors without the prior approval of the Company.
- 2 The Contractor shall be responsible to follow the various laws applicable to his workers such as Contract Labour (Regulations and Abolition) Act, Minimum Wages Act , Payment of Wages Act, Payment of Bonus Act, Provident Fund Act, Employees State Insurance Act, etc. and the rules made there under from time to time.
- 3 Any new taxes imposed by Govt. of India / AP State Govt. after the tender submission date shall be reimbursed on submission of documentary evidence of payment.
- 4 All corrigenda, addenda, amendments, time extensions, clarifications etc. to the tender will be hosted on our websites <http://www.bhelviz.co.in> & <http://www.bhel.com> only. Bidders should regularly visit website to keep themselves updated.
- 5 **Penalty Clause:**
 - a) Completion of work shall be strictly as per time limit specified in the contract. Failure to complete the work within the scheduled time, the contractor will be liable to penalty of ½% (half percent) of the value of works in arrears (i.e. value of work as per contract) per week or part there of subject to maximum of 10% or at the discretion of Quality Department Head/Executing officer.
 - b) In case the contractor makes delays in commencing the work within the time specified by BHEL in spite of a reasonable notice in writing, OR in case the contractor fails to Comply with any of the terms and conditions of the contract inspite of reasonable notice in writing or in case he neglects or refuses to execute the contract or any part thereof at any stage, the contract shall, without prejudice to any other rights or remedies available to BHEL, be liable to be cancelled / terminated in part or as a whole.
In the event of cancellation / termination, the contractor shall be liable to compensate BHEL for all losses incurred by BHEL, including the loss suffered on account of having the work executed through any other contractor or department as may be Convenient to BHEL in accordance with the exigencies of the work. In case only a Part of the contract is cancelled the remaining portion of contract may be allowed to be executed by the contractor.
- 6 **Fraud Prevention Policy :**
The bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice”.
- 7 **Others**
Head (Quality) reserves the right to reject any or all tenders without assigning any reason whatsoever.

**Signature of Tenderer
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Annexure-V

UNPRICED PART

1	Bidding for Servicing & Calibration of all 8 Nos. Testing machines as per NIT	Confirmed
2	Photocopy of valid NABL accreditation certificate enclosed	Confirmed
3	Payment terms as per NIT	Confirmed
4	Servicing & calibration as per NIT mentioned in Pre-Qualification criteria.	Confirmed
5	Submission of priced bid (Annexure-VI) in sealed envelope.	Confirmed

**Signature of Tenderer
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ANNEXURE –VI

PRICE BID

Name of the work: Annual service & Calibration for Testing machines in Mechanical Testing Laboratory of HPVP, BHEL, Visakhapatnam unit.

Schedule of Quantities & Rates

Sl. No.	Description of Item	Unit	Qty. 'A'	Rate to be quoted by Contractor including servicing & calibration per unit 'B'		Value(Rs.) 'A * B' (in digits)
				Rs. (in digits)	Rs.(in words)	
1	Universal Testing Machine Model ZD-40 (282/74)	No.	1			
2	Universal Testing Machine Model ZD-100 (283/3)	No.	1			
3	Vickers-cum Brinell hardness Testing Machine Model HPO 250 (308/323)	No.	1			
4	Vickers-cum Brinell hardness Testing Machine Model HPO 250 (308/71)	No.	1			
5	Rockwell Hardness Testing machine Model RAS (SN3843)	No.	1			
6	Rockwell Hardness Testing Machine Model RAS (71/002)	No.	1			
7	Impact Testing Machine Model PS-30 (423/26)	No.	1			
8	Impact Testing Machine Model IT-30 (80/976)	No.	1			
						TOTAL

Note: 1. Service Tax payable shall be extra as applicable.

1. Contractor has to fill his quoted rates in columns given above (in digits & words both). In case of any difference between rates filled/quoted in *digits* & *words* by the contractor, only rates filled/quoted in *words* shall be acceptable. Incomplete/wrong/over-written forms shall be rejected.

**Signature of Tenderer
With Date & Seal**