



BHEL, BHOPAL

**MEDICAL DEPARTMENT**

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**INSTRUCTIONS TO TENDERERS**

**REV. 00**

**NIT No. MED/Patient Care Services in Kasturba Hospital/M-02**

**Sub:- Patient care services work in Kasturba Hospital, Habibganj, BHEL, Bhopal.**

**1.0 The bid is invited in two parts viz. Part-I: Techno-commercial Bid; Part-II: Price Bid.**

**1.1 Part-I (Techno-commercial) Bid :** Techno-commercial bid should contain documents in the same order as listed below:

**1.1.1** Covering letter as per Annexure "A"

**1.1.2** Check List as per Annexure "B"

**1.1.3** Tender Fee in the prescribed form

**1.1.4** EMD in the prescribed form

**1.1.5** This bid document, each page signed and stamped with all tables/Declaration forms/information sheets (Annexure A to Annexure D) duly filled in legible writing

**1.1.6** Copy of work orders and completion certificates in support of work experience as per requirement of clause 2.2 of Special Conditions of this tender document.

**1.1.7** Banker's certificate to prove bidder's financial strength to undertake the work duly indicating the financial limits the bidder enjoys.

**1.1.8** An attested copy of the Power of Attorney, in case an individual other than the sole Proprietor signs the tender

**1.1.9** Type of Firm with supporting documents

**1.1.9.1** IN CASE OF AN INDIVIDUAL: His full name, experience, address and nature of business.

**1.1.9.2** IN CASE OF PARTNERSHIP FIRMS: The names of all the partners with addresses and their experience. A copy of the partnership deed/ Instrument of Partnership duly certified by a Notary Public shall be enclosed.

**1.1.9.3** IN CASE OF COMPANIES: Date and place of registration including date of commencement certificate in case of public companies and the nature of business carried on by the Company. Certified copies of memorandum and Articles of Association are also to be furnished. Also indicate names, addresses and experience of the Directors.

**1.1.10** Human Resource totally available with the bidder with organisation structure

**1.1.11** Photocopy of PAN card in which PAN is readable

**1.1.12** Copy of Service Tax Registration if applicable

**1.1.13** Copy of Provident Fund Number issued by RPF

**1.1.14** Copy of ESI Registration Number if any

**1.1.15** Copy of Labour Licence Number issued by Labour Commissioner.

**Note:**

**(i) The bidder should not give their price offer in Techno-commercial Bid. The techno-commercial bid containing price offer shall be rejected .**

**Prepared by**

**Approved by**

**Date of issue**

**(D.C. Patnayak)**

**(Dr.A. Chamania)**

**07.01.2010**



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- 1.2 Part-II(Price) Bid:** Price bid should contain only Price Offer to be submitted strictly as per enclosed Price Schedule. The Price Bid not submitted as per Price Schedule may not be considered.
- 1.3 Part-I and Part-II Bids should be put in separately sealed envelopes and each envelopes must be marked clearly as Techno-commercial Bid or Price Bid as the case may be. NIT Number and bidder's name & address should also be clearly mentioned on these envelopes. These two envelopes must be put in a bigger envelope and sealed properly. Top of the outer cover/envelop should contain following information :**
- 1. NIT No. & Title of Work**
  - 2. Bid Opening date & time**
  - 3. Address/Venue of Bid Submission**
  - 4. Bidder's Name & Address**
- 2.0** The complete offer with tender specification including all documents submitted in response to this tender shall be duly signed and sent in a sealed cover super-scribing the name of work as given in the tender notice.
- 3.0** The tender shall be submitted on or before the time & date specified in NIT & shall be dropped into tender box for works contract duly addressed to following:
- Tender Room,**  
**Ground Floor, Administrative Building**  
**BHEL, Piplani, Bhopal- 462022.**
- 4.0** Tenders can be submitted personally or by courier/post. Tenders submitted by post should be sent preferably as "REGISTERED POST ACKNOWLEDGEMENT DUE / SPEED POST". Tenders should be posted with due allowance for any postal delay. The tenders received after the due date and time of submission are liable to be rejected. Telegraphic offers and offers received by telex / fax will not be considered.
- 5.0** Tenders shall be opened by authorised officer of BHEL at the above mentioned address at the time and date specified in the Notice Inviting Tender in the presence of such of those tenderer or their authorised representative who may like to be present.
- 6.0** The tenderer shall closely peruse all the clauses, specifications and drawings indicated in the Tender Documents before quoting. The offers should be strictly in accordance with the tender specifications & General Instructions to the tenderer. Should the tenderer require any clarification on the tender specification, or is interested in offering any deviation from the tender specification, he shall contact the authority inviting the tender for clarification before submission of the tender. **No deviation w.r.t. terms & conditions of the tender are acceptable.**
- 7.0** If there are varying or conflicting provisions made in any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document.
- 8.0** Before tendering, the tenderer is advised to inspect the site of work and the environments and be acquainted with the actual working and other prevalent conditions, facilities available etc. No claim will be entertained later on grounds of lack of knowledge.
- 9.0** Tenderer must fill up all the schedules and furnish all the required information as per the instructions given in various sections of the tender specification. Each page of the Tender



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Specifications must be SIGNED, STAMPED AND SUBMITTED ALONG WITH THE OFFER by the tenderer in token of complete acceptance thereof. The information furnished shall be complete in itself.

**10.0** The tenderer shall quote the rates in figures (international numerals to be used) as well as in words (English language to be used). If on check there are found to be differences between the rates given by the contractor in words and figures or in the amount worked out by him in the schedule of quantities and general summary, the same shall be adjusted in accordance with the following rules:

- (a) In the event of a discrepancy between rates quoted in words and figures by tenderer, the rate that corresponds to the amount worked out by the tenderer shall be taken as correct.
- (b) In the event of an error occurring in the amount column of Schedule of Quantities because of wrong extension of the unit rate and quantity, the unit rate shall be regarded as firm and extension shall be amended on the basis of the rate.
- (c) All errors in totalling in the amount column and in carrying forward totals shall be corrected.

**11.0** All entries in the tender shall either be typed or be written in ink. Erasures and overwriting are not permitted and may render such tenders liable to rejection. The tenderer shall duly attest all cancellations and insertions.

**12.0** Only tenderer who have previous experience in the work of the nature & description detailed in this tender specification are expected to quote for this work. Offer from tenderer who does not have a proven and established experience in the field is not likely to be considered

**13.0** The tenderer shall give full information in respect of the following: -

- 12.1 Permanent account Number as allotted by the Income Tax Department.
- 12.2 Service Tax Registration Number if applicable.
- 12.3 Declaration sheet as per proforma at Annexure - 'E'.
- 12.4 Check list and schedule of general particulars, duly filled in, signed and stamped as per Annexure-'B'.
- 12.5 PF code number allotted by the Regional Provident Commissioner , ESI Regn. No. and Labour Licence No. issued by Labour Commissioner.

**Note:-** All the data required to be enclosed with the tender as per the requirements of this section need to be furnished neatly typed, signed and stamped in the given formats only & wherever necessary documentary proof also needs to be enclosed. **In the absence of the above information, the tender may be considered as incomplete and is liable for rejection.**

**14.0** **The offer shall be kept open for acceptance for a period of three months from the date of opening of tender.** In case Bharat Heavy Electricals Limited calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer, which shall be binding, on the tenderer. All expenses for attending such negotiations are to be borne by the tenderer.

**15.0** The acceptance of Tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights to reject any or all the tenders.



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- 16.0** Conditional and unsigned tenders, tenders containing absurd or unworkable rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions, specifications, etc., are liable to be rejected.
- 17.0** If a tenderer expires after the submission of his tender or after the acceptance of his tender, BHEL may at its discretion, cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at its discretion unless the firm retains its character.
- 18.0** BHEL will not be bound by any Power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. BHEL may, however, recognise such Power of attorney and changes after obtaining proper legal advise, the cost of which will be chargeable to the contractor concerned.
- 19.0** If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money / Security Deposit / any other moneys due.
- 20.0** Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the Contractor who resorts to canvassing are liable to be rejected.
- 21.0** Should a tenderer or, in the case of a firm or Company, its Partner(s) / major Shareholder(s) / Director(s) have relation(s) employed in BHEL, the authority inviting tender shall be informed of the fact along with the offer. Otherwise, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money / Security Deposit.
- 22.0** BHEL reserves the right to accept or reject any of the bid/ all bids with or without deviation or cancel/ withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.
- 23.0** All the workers should be provided with uniform & identity cards by the contractors.
- 24.0** The contractor has to provide a distinct uniform different from BHEL employees. The Uniform shall be kept in neat, tidy & wearable condition.
- 25.0** All safety & Health rules, regulations and practices prevalent in the BHEL should be strictly followed by the contractor and contract labours.
- 26.0** The responsibility of fulfilling liabilities under various labour laws such as workmen's compensation Act, industrial disputes Act, minimum wages Act, Payment of bonus act, factories act. & contract labour act etc, of the contractor.
- 27.0** The contractor should make necessary arrangement of welfare and health of contract labour at his own cost.
- 28.0** The contractor should pay the minimum wages to worker as per the directives of government authorities.
- 29.0** The contractor shall be responsible for damages to BHEL property and for any injury or loss caused to his workmen.



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- 30.0** The contractor should produce the records i.e. labour licence, proof of payment of wages, P.F., ESIC etc as and when demanded by the BHEL Authorities.
- 31.0** The contractor shall indemnify against any actions, awards, proceedings, claims and demands that may be made against it due to any act negligence, default, etc, made by the contractor or his workers during the contract period.
- 32.0** The BHEL reserves the right to terminate the contract without advance termination notice of 02 months for non compliance/ violation/ contravention of any of the provisions of labour laws, non-implementation of court orders or orders from labour law authorities received from time to time.
- 33.0** In the event of failure to carryout the work assigned under the up-keeping contract to the satisfaction of BHEL the company reserves the right to get the work done through the alternate sources at the cost and risk of the contractor.
- 34.0** Reporting about the status of the job on a day-to-day basis shall have to be ensured by Contractor personnel to BHEL officers.
- 35.0** If the contractor wants to withdraw the contract before completion of the term of the contract for any reasons, the contractor shall give written request at least three months in advance to the BHEL clearly mentioning the reasons. In such case, EMD & Security deposit amount will not be refunded to the contractor.
- 36.0** The contractor shall be responsible for the damage of every sort of the property of the BHEL Company due to negligence of the agency and cost of all such damages will be recovered from the amount payable to the agency.



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**ANNEXURE "A"**

**OFFER OF THE CONTRACTOR**

TO  
THE CONSULTANT (ENT)  
MEDICAL DEPARTMENT  
KASTURBA HOSPITAL, HABIBGANJ,  
B.H.E.L., BHOPAL - 462019

Dear Sir,

I/We here by offer to carry out the work detailed in Tender Specification **NIT No. MED/Patient Care Services in Kasturba Hospital/M-02** issued by Bharat Heavy Electircals Limited BHOPAL in accordance with the terms and conditions there of.

I/We have carefully perused the following listed documents connected with the above work and agree to abide by the same.

1. Instructions to Tenderers
2. General Terms and Conditions
3. Special Conditions
4. Price Schedule

I/We have deposited / forwarded here with the Tender Fee and Earnest Money deposit. Details of Tender Fee and EMD payment are furnished in the check list.

EMD shall be refunded should our offer not be accepted. Should our offer be accepted, I/We further agree to deposit the required amount of Security Deposit for the work as provided for in the tender specification with in the stipulated time as may be indicated by BHEL BHOPAL.

I/We further agree to execute all the works referred to in the said documents upon the terms and conditions contained or referred to there in and as detailed in the appendices annexed there to.

Signature of the Tenderer  
Address

PLACE  
DATE :



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### ANNEXURE "B"

### CHECKLIST & SCHEDULE OF GENERAL PARTICULARS

NOTE : - Bidder shall fill in the following details and no column should be left blank.

1.	Name & Address of the Bidder	
2.	Fax / Email Address	
3.	Phone No. (Office)	
4.	Name & designation of the official of the tenderer to whom all the references shall be made	
5.	Bidder's proposal No. & date	
6.	Whether Tender fee submitted (By Cash / Bank Draft). Please give details.	
7.	Whether EMD submitted (By Cash / Bank Draft). Pl. give details.	
8.	Validity of offer / rates quoted for three months from the date of opening of tender	
9.	PAN No: And documentary proof	
10.	PF Code No. Photo copy to enclose	
11.	ESI Code No. , Photocopy to Enclose	
12.	Service Tax Registration No. if applicable, Photocopy Enclosed	
13.	Labour Licence No., Photocopy Enclosed	
14.	Details of experience and documentary proof .	

Signature of the Bidder with seal



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**ANNEXURE – “C”**

**MANPOWER DEPLOYMENT PLAN ON DAILY BASIS FOR PATIENT CARE SERVICES**

S No.	Category	Minimum No. of Personnel to be deployed per day Shift wise		
		First shift	Second Shift	Third Shift
1	Supervisor	Male -- 01 Female -- 01	Male -- 01 Female -- 00	Male -- 01 Female -- 00
2	Semi Skilled worker	Male -- 12 Female -- 05	Male -- 07 Female -- 07	Male -- 06 Female -- 06

Name & signature of the bidder

(Seal)



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**ANNEXURE – “D”**

**DECLARATION SHEET**

I / We, ..... hereby certify that, all the information and data furnished by me / us with regard to this Tender Specification ..... are true and complete to the best of my / our knowledge. I / We have gone through the specification, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

I / We, further certify that I / we am / are the duly authorised representative(s) of the under mentioned tenderer and a valid power of attorney to this effect is also enclosed.

I / We, hereby declare that I / we shall treat the tender documents, drawings, specifications and other records connected with the work as secret / confidential and shall not communicate information / derived there from to any persons other than a person to whom I / We am / are authorised to communicate the same or use the information in any manner prejudicial to the safety of the same.

Tenderer's Name & Address:

Name & signature of the bidder  
(Seal)