

**NIT No. SCR/Mechanised Cleaning/S-05**

Sub:- Mechanized Cleaning of SCR, Manufacturing Block IV and its related production area in block VI & VII.

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 Declaration forms/information sheets (Annexure A to Annexure E) duly filled in legible writing.

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

1.1.7 Copy of duly audited balance sheet and Profit & Loss A/c of past three years ending 31st March 2010.

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

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

1.1.10 Type of Firm with supporting documents

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

1.1.10.2 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.

1.1.10.3 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.

1.1.11 Human Resource totally available with the bidder with organization structure

1.1.12 Photocopy of PAN card in which PAN is readable

1.1.13 Copy of Service Tax Registration if applicable

1.1.14 Copy of Provident Fund Number issued by RPFC

1.1.15 Copy of ESI Registration Number if any

1.1.16 Copy of Labour Licence Number issued by Labour Commissioner.

Note:

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

V.K.Jain
DGM (SCR)

B.B.Shrivastava
DGM (SCR)

A.Mandal
Sr.DGM (SCR)



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 **QUALIFYING CRITERIA** - The bidders should fulfill following qualifying criteria:

- 2.1 The bidder should have the experience of carrying out Mechanized Cleaning work in an industry or an establishment of Government / Public / Private Sector during last three years ending 31/03/2010.
- 2.2 The bidder should have either executed or currently executing the Mechanised Cleaning work during last three years ending on 31/03/2010 for valuing either of the following:
 - (a) Three similar works each valuing not less than Rs. 8 Lacs
Or
 - (b) Two similar works each valuing not less than Rs. 10 Lacs
Or
 - (c) One similar work valuing not less than Rs. 16 Lacs
- 2.3 Tenderer should submit Performance certificate of successful execution of work
- 2.4 The bidder should have average annual financial turnover not less than Rs. 6 Lacs during the last 3 years, ending 31st March 2010. Self attested Audited Balance Sheet and P/L Account for last three years to be submitted in fulfillment of this criterion.
- 2.5 The bidder should have earned profit in any one year during last three financial years ending on 31/03/2010 and have positive net worth as on 31/03/2010. The calculation of net worth is required to be submitted by the bidder duly attested by their Chartered Accountant.
- 2.6 The bidder should meet all statutory requirements of Central / State Govt. like PF , ESI , PAN, Labour License, Service Tax Registration etc. as may be applicable. Self attested photocopy of the relevant documents to be submitted by the bidder in fulfillment of this criteria.



3.0 Evaluation of Offer

3.1 Technical cum commercial Bid shall be open first.

3.2 Price bid shall be opened only of Technical cum commercial qualified bidder.

3.3 The bidder shall submit complete price of the package.

3.4 Evaluation of the offer will be strictly based on information submitted by the bidder. In view of this the bidder is requested to go through tender document carefully and furnish all details clearly. Missing information may not be asked by BHEL. Total price of the package (Price schedule) shall be compared for purpose of arriving at L-1

3.5 Based on evaluation of the bids, the successful bidder shall be awarded the contract for the complete package.

3.6 No condition or deviations should be asked for in price bid.

3.7 The work is indivisible and total work in full shall be ordered on single party.

4.0 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.

5.0 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.**

6.0 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.

7.0 **Tender Opening**

7.1 The Tender shall be opened in the tender in the room at 2:00 PM in the presence of authorized representative of the bidders and finance representative.

7.2 Opening of tender will start at 2:00 PM

7.3 Contractors should be asked to bring their authority letter from company for witness the tender opening.

7.4 Contractors will be permitted in tender room to witness the tender opening from 2:00 PM onward.

7.5 All Tender must be available in the designated tender box at 1:30 PM. Tender brought personally by the departmental representative during opening will not be entertained.

8.0 The tenderer shall closely peruse all the clauses, specifications 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 requires clarification on 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.



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- 9.0 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 intention of the document.
- 10.0 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.
- 11.0 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 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.
- 12.0 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 is found to be differences between the rates given by the contractor in words and figures then rates quotes in words will be taken.
- 13.0 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.
- 14.0 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
- 15.0 The tenderer shall give full information in respect of the following: -
- 15.1 Permanent account Number as allotted by the Income Tax Department.
- 15.2 Service Tax Registration Number if applicable.
- 15.3 A statement giving particulars of the various services rendered/ in progress similar works by the tenderers indicating the particulars & value of each work, site location, duration, date of completion as per Annexure 'C'.
- 15.4 An attested copy of the Power of Attorney, in case an individual other than the sole Proprietor signs the tender.
- 15.5 Declaration sheet as per proforma at Annexure - 'E'.
- 15.6 Check list and schedule of general particulars, duly filled in, signed and as per Annexure-'B'.
- 15.7 PF code number allotted by the Regional Provident Commissioner , ESI and Labour License 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.

16.0 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.

17.0 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.

18.0 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.

19.0 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.

20.0 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, recognize such Power of attorney and changes after obtaining proper legal advise, the cost of which will be chargeable to the contractor concerned.


21.0 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.

22.0 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.


23.0 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.

24.0 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.

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	<p>25.0 Mechanised Cleaning work will be done generally in one shift & if need arises than to be done in second shift also.</p> <p>26.0 All required Cleaning machines , materials , Cleaning tool kits & Equipments shall be in the scope of Contractor.</p> <p>27.0 The contract will only start after bringing all Machines, Mopping kits, materials & chemicals etc. in BHEL factory premises by contractor.</p> <p>28.0 All the workers should be provided with uniform & identity cards by the contractors.</p> <p>29.0 The contractor has to provide a distinct uniform different from BHEL employees. The Uniform shall be kept in neat, tidy & wearable condition. The safety items such as helmets,shoes etc. shall be integral part of uniform.</p> <p><u>Labours.</u></p> <p>30.0 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.</p> <p>31.0 The contractor should make necessary arrangement of welfare and health of contract labour at his own cost.</p> <p>32.0 The contractor should pay the minimum wages to worker as per the directives of Government authorities.</p> <p>33.0 The contractor shall be responsible for damages to BHEL property and for any injury or loss caused to his workmen. He shall obtain necessary insurance from approved insurance company and relieve BHEL free from responsibilities/ liabilities in this respect.</p> <p>34.0 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.</p> <p>35.0 The contractor shall indemnity 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.</p> <p>36.0 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.</p> <p>37.0 In the event of failure to carryout the work assigned under this 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.</p> <p>38.0 Reporting about the status of the job on a day-to-day basis shall have to be ensured by Contractor personnel to BHEL officers.</p> <p>39.0 If the contractor wants to withdraw the contract before expiring date due to any reasons, at that time the contractor should give written request at least three months in advance to the BHEL. After withdrawing contract EMD & Security deposit amount will be not refunded to the contractor.</p> <p>40.0 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.</p>	

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ANNEXURE "A"
OFFER OF THE CONTRACTOR

Sr.DGM (SCR)
SCR DIVISION
BLOCK-IV, BAY- I BHEL,
PIPLANI, BHOPAL - 462022

Dear Sir,

I/We here by offer to carry out the work detailed in Tender Specification No.(NIT No.) SCR/Mechanised Cleaning/S-05 issued by Bharat Heavy Electricals 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. Scope of the work & Special condition
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 within 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	Yes/No
9	PAN No. as per clause no. 15.1, Photocopy Enclosed	(PAN No..... Yes/No
10	PF Code No. as per clause no.15.8, Photocopy Enclosed	(PF No..... Yes/No
11	ESI Code No. , Photocopy Enclosed	(ESI No..... Yes/No
12	Service Tax Registration No. if applicable, Photocopy Enclosed	(No..... Yes/No
13	Labour License No., Photocopy Enclosed	(LL. No..... Yes/No
14	Details of experience as per clause no.15.3 (In format Aneexure 'C')	Yes/No
15	Attested copy of Power of Attorney as per clause no.15.5.	Yes/No
16	Details about type of firm with relevant supporting documents	Yes/No
17	Declaration sheet as per clause no.15.3 (In the format Annexure 'C').	Yes/No
18	whether signed copy of tender document submitted as per clause no. 8.	Yes/No

Signature of the bidder with seal

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ANNEXURE —C“
INFORMATION OF SIMILAR JOBS EXECUTED / IN PROGRESS IN PAST THREE YEARS


S.No	Agency by whom awarded	Location of the project	Particulars of the work awarded	Contract value	Date of completion

Note :-please enclose copy of work orders and completion certificates

Name & signature of the bidder

(seal)

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	<p>Note:-</p> <ol style="list-style-type: none">Contractor has to deploy adequate number of manpower to achieve the standard of cleaning .The cleaning of shop-floor area should be carried out in one shift basis and if required than in 2nd shift also Contractor shall have to ensure to carry out the cleaning operation to our satisfaction. Weekly certificated from all concerned section in-charges shall have to be obtained by contractor about the performance of cleaning operation. A format Annexure-D is attached for this purpose.Contractor must engage a full time supervisor to coordinate the work as well as to interact with section in-charges for smooth operation.	

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WEEKLY CLEANING FORMAT
ANNEXURE —“D”**FROM : DD/MM/YY**
DD/MM/YY**TO :**

S. NO	AREA	LOCATION	WORK TO BE DONE	SIGNATURE OF SECTION INCHARGE & NOMINEE	REVIEWED BY
1	Machine Shop	Bay- I & II Block - IV	Shop Cleaning & Waste Disposal		
2	OTLC	Bay- I Block - IV	Shop Cleaning & Waste Disposal		
3	Testing Area & indoor Area / Outdoor Area	Bay-3 & 4 Block - IV	Shop Cleaning & Waste Disposal		
4	TCGR	Bay-V Block - IV	Shop Cleaning & Waste Disposal		
5	Truck Area	Bay -II Block - IV	Shop Cleaning & Waste Disposal		
6	Fabrication	Bay-VI Block - IV	Shop Cleaning & Waste Disposal		
7	Oil Rig & RFM	Bay -VII & VIII Block - IV	Shop Cleaning & Waste Disposal		
8	ICGR	Bay- VII Block - IV	Shop Cleaning & Waste Disposal		
9	Power Coating	Block-IV	Shop Cleaning & Waste Disposal		
10	Plating Shop	Block-IV	Shop Cleaning & Waste Disposal		
11	General Toilets	(2 No) Block - IV	Toilet Cleaning		
12	Ladies Toilets	(1 No) Block - IV	Toilet Cleaning		
13	SCR Production Area	Block-VI	Shop Floor & Toilet Cleaning		
14	SCR Production Area	Block-VII	Shop Floor & Toilet Cleaning		

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ANNEXURE —“E”

DECLARATION SHEET

I/Wehereby certify that . all that information and data furnished by me / us with regard to this tender specificationare true and complete to the best of my / our knowledge. I/we have gone through the specification , conditions and stipulation in detail and agree to comply with the requirement and intent of specification.

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

I/We ,hereby declare that I/we shall treat the tender documents and other records connected either the work as secret / confidential and shall not communicate information / derived there from to any persons other than a person in any manner prejudicial to the safety of the same

Tenderer name & address:

Name & signature of the bidder
(seal)

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