

TENDER NOTIFICATION

Technical Services Department

Phone No.: 2502145 email: gbhat@bhelbpl.co.in

Tender Notice for

Sealed Tenders are invited for Off loading the works of Retrieval, Filing, Folding & Distribution of Engineering Drawings in Reprographic centre of TSD. BHEL Bhopal for one year.

EMD: Rs. 10000/-

Tender Cost: Rs. 500/- (To be submitted separately alongwith the bids)

Last Date for submission of Bids on or before 14 hrs of 19.02.2010

Tender opening Date: At 1430 hrs on 19.02.2010

Tender Fee : Rs 500/-

EMD: Rs.10000/-

Tender Room Location: Tender Room

Administrative Bldg.

Ground Floor

BHEL, Bhopal

Note :-

Tenders will not be considered if :-

- a) Draft of Tender Fee (Rs.500/-) not enclosed
- b) Tender not submitted along-with two bid ie Techno Commercial and Price Bid.
- c) EMD (Rs.10000/-) not received.

(Gopal Bhat)
Sr DGM /TSD
TSD BHEL

BHARAT HEAVY ELECTRICALS LIMITED BHOPAL
(Technical Services Department)

Subject : Tender for Retrieval, Filing, Folding & Distribution of Engineering Drawings

This office invites sealed tenders from reputed agencies for Off loading the works of Retrieval, Filing, Folding & Distribution of Engineering Drawings in Reprographic centre of TSD. BHEL Bhopal for one year.

EMD: Rs. 10000/-

Tender Cost: Rs. 500/-(To be submitted separately alongwith the bids)

Scope of work and special condition, General terms and condition etc are as per following Annexures.

Annexure – I Scope of work and special conditions,

Guide line for technical/price bid,
Specification etc

Annexure - II

General Terms & Conditions
Important Commercial Terms & Conditions
Payment Terms
Statutory compliances

Other particulars are given below:

1. Last Date for submission of Bids on or before 14 hrs of 19.02.2010
2. Tender opening Date: At 1430 hrs on 19.02.2010
3. Tender Fee : Rs 500/-
- 4 EMD: Rs.10000/-
5. Contract Period One Year from the date of Start.
6. Tenderer should submit their offer in double cover containing two separate sealed envelopes ie Part A "Technical Cum Commercial Offer" and part B -"Price Bid". Both the envelopes to be superscribed with "Off loading the works of Retrieval, Filing, Folding & Distribution of Engineering Drawings in Reprographic centre of TSD. BHEL Bhopal " and contents of envelope with date of opening. Initially Part A "Technical cum commercial offer" shall be opened. Part B- "Pric Bid"offer of only those tenderers shall be opened whose offers are technically and commercially acceptable. Technocommercial bid must be accompanied with earnest money deposit (EMD) of Rs.Ten Thousand only (Rs.10000/-) and Tender cost of Rs. Five Hundred (Rs 500/-) Separately, in the form of pay order or demand draft payable to BHEL. Offers without EMD and Tender Cost shall be summarily rejected.
7. The earnest money of the unsuccessful bidder will be refunded after the award of tender. EMD of the successful tenderer shall be converted and adjusted against the security deposit.
8. The Contractor must meet the following qualifying criterion.
 - a) Reliable supplier of worker in BHEL.
 - b) Experience of at least 5 years in executing similar contracts, Vendors to submit documentary evidence in support of the qualifying criterion.

9. The successful contractor shall be required to execute an agreement on MP Non-Judicial Stamp Paper of Rs.100/- in the form prescribed by BHEL.
10. The expenses of completing The agreement shall be borne and paid by the contractor.
11. Bills shall be raised on Bi Monthly basis from the date of start of work and payment shall be made as per BHEL norms after certification by user departments.
12. Validity of the offer should not be less than 90 days from the date of opening of tender.
13. Tenderer shall sign each page of quotation and any addition or deletion shall be counter signed. Incomplete or unsigned quotations are liable to be rejected.
- 14 BHEL Bhopal, reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
15. The tenderer shall have documents regarding statutory obligations such as Registration with on concerned authorities, ESI Authorities, PF Authorities, PAN No. Labour Department etc
16. Registration number of the firm should be clearly mentioned while quoting the tender.
- 17.Services Tax registration No. of the firm must be stated in the quotation. Service tax if any has to be stated separately in the bills.
18. The contractor will be responsible for enforcing all safety regulation applicable to BHEL/ State Government and is advised to take adequate insurance cover of its representatives, workers, equipments etc.
- 19 All the allocated work must be attended immediately and finished on the same day.

Scope of Work and special Conditions :

Name of work: Off loading the work of Retrieval, Filing, Folding & Distribution of Engineering Drawings in Reprographic centre of TSD.

1.0 General

- 1.1 The contractor / staff shall have knowledge to read the Engineering Drawing No, Drawing size, Vault No, Department and other details for proper Retrieval, Filing, Folding & Distribution of Engineering Drawings, as listed in schedule A for price bid.
- 1.2 Minimum Three persons are to be deputed & At least one person should have the basic knowledge of computer to entry the Drawings details and other related work .
- 1.3 The contractor / staff shall Retrieve, File, Fold & Distribute all the drawings on the same day, and the supervisor of the contractor should visit daily to assure the completion of work satisfactory.
- 1.4 Up-time / Availability of the staff / work are to be maintained better than 95%
- 1.5 The contractor shall have his own tools & tackles and other accessories required for the execution of work.
- 1.6 The contractor shall provide all the necessary instructions & equipment pertaining to safety to their employees .
- 1.7 The contractor shall take optimum care in handling the drawings. Anything found damaged /lost/ mishandled / improper Retrieval, Filing, Folding& Distribution due to negligence by the contractors staff, then the cost of the item shall be recovered from the contractor's bill.
- 1.8 The work will be off loaded to one party only on the basis of technically acceptable lowest offer taking total contract value in to consideration.

2.0 Nature of Work (Scope of work) : The contractor shall provide the services for:

- 2.1 Collect the requisition from counter supervisor.
- 2.2 Retrieve the required Drawings from Drawing Vault (DV) as per requisitions.
- 2.3 Send the retrieve drawings with requisition to CDMS plotter room/ Xerox room .
- 2.4 Collect the original Drawings from CDMS plotter room, Xerox room, New incoming drawing location & file the drawings in DV at proper location. Filing of Drawings is most important work in the DV as retrieval of same drawing in future is depends upon proper filing, hence more attention is required on this point.
- 2.5 Collect the reproduced Drawings from plotter / Xerox room along-with the requisition and put on folding table.
- 2.6 From requisition verify the Job No, Drawing No, Department wise No of Copies etc.
- 2.7 Fold the Drawings to A4 size in such a manner that title block should appear on the top page bottom right corner.
- 2.8 Put all the folded drawings in dispatch box at specified place
- 2.9 Enter all the records in the computer to take monthly output records i.e. Entry for Audit of drawings, No of drawing retrieved / file from DV, No of Drawing Added in DV, No of Drawings scanned/Prints, No of drawings issued/ Cards prepared etc.
- 2.10 The assigned work has to be completed daily in the reprographic centre of TSD and there Should not be any pending .
- 2.11 Quantity of Drawings may increase or decrease by 10 % depends upon the requirement from various departments.

3.0 MEASUREMENT OF WORK AND PAYMENT THEREOF

- 3.1 A Measurement Book will be maintained in the BHEL Bhopal by the Engineer in charge of Reprographic centre TSD, who shall make entries regarding the work executed by the contractor. These entries will be counter-signed by the contractor or his duly authorized representative.

- 3.2 Short comings, if any, in the work executed by the contractor will be pointed out by the Engineer in charge to the Contractor or his authorized representative and the same will be rectified by contractor immediately to the satisfaction of the Engineer in charge.
- 3.3 The contractor shall put sufficient staff to ensure the Workmanship quality and number of person has be increased if work load is more.
- 3.4 Payment will be made to the Contractor on 100% completion of works assigned as per scope of work.
- 3.5 In Case Daily assigned work is not completed at the end of the day, the party is liable for penalty ie Double of the amount of pending work will be deducted from the bill of the particular month.
- 3.6 The charges will be paid on bimonthly basis, after submission of bills for actual services rendered, along with the service voucher, duly certified by Engineer in charge.
- 3.7 All payments will be subject to deduction of taxes at source as per the applicable Rules.
The contractor shall maintain a monthly statement to record "MONTHLY STATEMENT OF SERVICES RENDERED" as per annexure enclosed.

4.0 Guidelines for Technical bid (Schedule A Technical specification)

- 4.1 Particulars of organisation :
- 4.2 Labour licence No:
- 4.3 P.F.Account No:
- 4.4 E.S.I.No:
- 4.5 Service Tax no:
- 4.6 Income Tax Clearance Letter:
- 4.7 PAN No:
- 4.8 Experience:
- 4.9 Work carried out in BHEL,if any:
- 4.10 Details of employees mentioning their Name, Age, Qualification (educational/technical) & Experience with documentary proof:
- 4.11 Any other information:

5.0 Guidelines for Price bid

- 5.1 Party has to submit their offer (price bid in seprate envelope) in schedule 'A' Price bid attached herewith. The party should quote their basic rates exclusive of taxes. At the time of submitting tender Applicable taxes should be mentioned clearly. These taxes will be paid extra by BHEL as per rules.
- 5.2 The offer should be prepared in two separate sealed envelops for Technical bid and other for price bid. These two envelopes should be further kept in a single sealed envelop, for finally submitting the tender offer.
- 5.3 All the paper are to be signed by the party & submitted back as a proof of acceptance of tender conditions. If there is any deviation, party is to mention specifically in a separate letter.

Signature of the
Issuing officer.....
Date

Signature of the
contractor.....
Date

ANNEXURE-II

Name of work: Off loading the work of Retrieval, Filing, Folding & Distribution of Engineering Drawings in Reprographic centre of TSD.

General Terms and Conditions of the contract

Contractor's Labour/Worker while working inside :

The contractor shall engage sufficient staff to ensure the Workmanship quality to the degree specified in the contract.

1.0 Nuisance :

The contractor shall not any time do, cause or permit any nuisance on the work site or do anything shall cause unnecessary disturbance or inconvenience to other workers.

2.0 Work Insurance:

Contractor shall issue their men as per the workman's compensation act.

3.0 Work during the Night, Weekly off and Holidays :

4.0 The normal working shift hours of the plant is 7.00 AM to 5.00 PM, But the contractor may be required to work beyond the normal working shift. Work may be carried out during night, factory weekly off and public holidays, with the prior written permission of Engineer-in-charge.

5.0 Security Deposit :

5.1 The contractor shall submit security deposite Rs. 10000/-

5.2 Security deposit may be furnished in any one of the following forms.

i) Cash

ii) Pay order, Demand Draft in favour of BHEL.

iii) Local cheques of schedule banks, subject to realization.

iv) Securities available from Post offices such as National Savings Certificates, Kissan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly placed in favour of BHEL and discharged on the back)

iv) Bank Guarantee from Scheduled Banks / Public Finance Institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The Bank Guarantee format should have the approval of BHEL.

v) Fixed Deposit Receipt issued by Scheduled Bank / Public Finance Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.

vi) Security deposit can also be recovered at the rate of 10% from the bills. However in such cases at least 50% of the Security deposit should be deposited before start of the work and the balance 50% may be recovered from the running bills.

vii) EMD of successful tenderer shall be converted and adjusted against the security deposit. The security deposit shall not carry any interest.

6.0 Cancellation/Termination of contract in full or part :

If the contractor;

6.1 Time make default in proceeding with the work with diligence and continues to do so after a notice in writing of 7 days from Engineer-In-Charge, or

6.2 Commits default in complying with any of the terms conditions of the contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given by Engineer-in-charge in that behalf, or

6.3 Shall after or give or agree to give to any person in M/s. BHEL, Bhopal services or to any other person on his behalf any gift or consideration of any kind as on inducement or reward for doing or for bearing to do or for having done or for borne to do any act in relation to the obtaining or execution of this or any other contract for the Company/Corporation.

6.4 Without prejudice to the aforesaid clause, either of the parties can terminate the contract by assigning some valid reason by giving 30 days notice in writing in advance.

- 6.5 BHEL reserve the right to revoke the contract at any time and at any stage, if it is found that the complaints are not properly attended or there is deliberately negligence from contractors part or any other reasons whatsoever.
- 7.0 Safety Liability
Incase of non-compliance of safety rules, while executing the work, the work order will be cancelled.
- 7.1 Without prejudice to the aforesaid clause, BHEL reserves its right to terminate the contract by assigning some valid reason thereof by giving 30 days notice in writing to the contractor.
- 7.2 The cancellation of contract may be either for whole or part of the contract at BHEL's option. In the event of termination of contract in whole or part BHEL may procure upon such terms and in such manner as deemed appropriate, supplies or services similar to those so terminated and the contractor shall be liable to BHEL for any excess costs for such similar supplies or services provided that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- 8.0 Statutory Liability
- 8.1 All statutory requirements under Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act. 1923, EPF & MP Act, 1952, Payment of Gratuity Act, 1972, ESI Act, 1948, The Contract Labour (R&A) Act, 1970, Payment of Bonus Act, 1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the contractor.
- 8.2 Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
- 8.3 Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act , 1952 to the RPF.
- 8.4 Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership No./card of each employee.
- 8.5 Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees.
- 8.6 Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- 8.7 Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- 8.8 The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- 8.9 Contractor to obtain insurance cover for his employees / equipment / tools and tackles etc and take third party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, pilferage of his property and / or his employees.
- 8.10 Contractor should have independent code numbers/ exemptions under EPF & MP Act, 1952 and ESI Act, 1948 and shall cover his employees under the said codes.
- 9.0 Arbitration and Law :
All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Bhopal in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Bhopal Courts.
- 10.0 Jurisdiction : The jurisdiction in all cases shall be at Bhopal alone.

Signature of the
contractor.....
Date

Signature of the
Issuing officer.....
Date

Schedule ' A ' -(Technical Specification)

Name of work: Off loading the work of Retrieval, Filing, Folding & Distribution of Engineering Drawings in Reprographic centre of TSD.

1.0 Particulars of organisation : _____

Registration No _____ PAN No _____

2.0 Labour licence No: _____

3.0 P.F.Account No: _____

4.0 E.S.I.No: _____

5.0 Service Tax no: _____

6.0 Income Tax Clearance Letter _____

7.0 Experience _____

8.0 Work carried out in BHEL,(if any): _____

9.0 Details of employees:

Name, _____ Age, _____

Qualification _____ Experience _____

10.0 Any other information: _____

Note : Copy of relevant document should be enclosed.

Signature of the
Contractor
Date

