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भारत हेवी इलेक्ट्रिकल्स लिमिटेड

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**Bharat Heavy Electricals Limited**

( A Government of India Undertaking )

**ELECTRONICS DIVISION**

**P.B.No 2606, Mysore Road, Bangalore - 560 026**

REF: CE/ES/DADRI-R&M/MH/GS

DATE: 04.08.2014

TO: All the interested and prospective bidders.

Dear Sir,

**Sub. :** Tender enquiry for the work of 'Material Handling' for R&M of C&I system at NTPC Dadri Plant.

**Ref.:** Tender Enquiry Number : CE/ES/2014-15/07/DADRI-R&M/MH/GS  
Tender Enquiry Date : 04.08.2014  
Tender Due Date and Time : 18.08.2014 and 1300 Hrs.

Sealed offer is invited against the subject tender enquiry for the work of Material Handling. The following may be noted.

1. The Offer may be sent by post/courier to the following address to reach before the tender due date and time.

**Mr. G Saravanan / AGM,**

**External Services Department (NEB 5<sup>TH</sup> FLOOR, BHEL-EDN),**

**BHEL-Electronics Division**

**Mysore Road, Bangalore – 560026.**

**KARNATAKA**

2. The Offers received by the tender due date and time will be opened at Tender opening room near Reception, BHEL-EDN, Bangalore on 18.08.2014 at 1330 hours in the presence of those bidders who wish to be present.
3. The work shall be for a period of 24 months from the date of award, which is further extendable on the existing terms for a period of three months at the sole discretion of BHEL.

**TENDER REF. NO.:** CE/ES/2014-15/07/DADRI-R&M/MH/GS



External Services  
BHEL-EDN, BANGALORE

4. The validity of offer shall be for 90 days from the date of opening.
5. This tender document comprises of the following.

SECTION-1: INSTUCTIONS AND CONDITONS OF CONTRACT

SECTION-2: SCOPE OF WORK & PAYMENT TERMS

SECTION-3: SCHEDULE OF PRICE

SECTION-4: NO DEVIATION CERTIFICATE

Kindly acknowledge the receipt of this tender enquiry.

Thanking you,

Yours Faithfully,  
For & On behalf of BHEL-EDN

(G SARAVANAN)  
AGM/External Services



## SECTION-1:

### **INSTRUCTIONS & CONDITIONS OF CONTRACT**

1. The offer shall be submitted as a 'single part bid' in a sealed envelope prominently super scribed as follows.

**Tender Enquiry Number: CE/ES/2014-15/07/DADRI-R&M/MH/GS Dated: 04.08.2014**

**Tender Due Date and Time: 18.08.2014 at 13:00 Hrs**

2. The bidder shall mobilize his men, materials, tools & tackles to site within 7 working days from the date of intimation from BHEL or as per the date mentioned in LOI / WO.
3. The successful bidder is required to enter into a 'Contract Agreement' with BHEL in the prescribed format of BHEL.
4. The bidder is advised to visit project site to familiarize themselves with the site conditions before preparing the offer.
5. A declaration indicating that there is no deviation from the conditions mentioned in tender documents should be given in the format as per section 4.
6. All the sections of this tender document may be carefully and thoroughly read and understood before submitting the offer. Bidder shall return one set of these tender documents after affixing signature and seal in all the pages along with the offer.

#### **7. EARNEST MONEY DEPOSIT**

- a) An amount of Rs. 10,000/- (Rupees Ten Thousand only) towards 'Earnest Money Deposit' (EMD) in the form of Pay Order or Demand Draft in favour of 'Bharat Heavy Electricals Limited' payable at Bangalore shall be submitted by the bidder along with the offer.
- b) The EMD shall not carry any interest and the EMD of successful bidder may be converted towards part of Security Deposit.
- c) The EMD of the unsuccessful bidders may be returned normally within 30 days from the date of 'acceptance of the award of work' by the successful bidder.

#### **8. SECURITY DEPOSIT:**

- a) SD amount applicable is 10 % of the Contract Value including Service Tax.
- b) Upon acceptance of tender the Successful Bidder must deposit the required amount of Security deposit (including service tax) before start of work for satisfactory completion of Work.



- c) The successful bidder has option to pay a minimum of 50 % of the Security Deposit (SD) amount by pay order or demand draft in favor of BHEL, payable at Bangalore and balance 50% can be recovered from the Monthly Running Bills towards the work carried out.
  - d) The security deposit shall not carry any interest.
  - e) 50% of the Security Deposit amount will be returned after 60 days from the date of submission of final bill as per the contract after duly certified by BHEL Site Engineer and on receipt of compliance certificate. Balance 50% will be refunded after settlement of final bill and a submission of "No Due Certificate" from Site In-Charge BHEL-EDN.
9. Apart from Service tax any other govt. taxes as applicable from time to time shall be borne by the Bidder.
10. The Bidder shall not subcontract, transfer or assign any part or full work of this award without prior written permission from BHEL.
11. The work involves only material handling at the stores office of BHEL at site. The guarantee and workmanship clause is not applicable.
12. **WORK INSTRUCTIONS:**
- a) The work shall be executed as per the direction and to the satisfaction of BHEL site Engineer. Decision of BHEL site Engineer will be firm and binding on all matters.
  - b) No complaints from Bidder's workmen with regard to nature of work entrusted or place of work will be entertained.
  - c) The Bidder or his authorized representative shall be available at BHEL Site Office on all working days for receiving necessary instructions from Engineer-In-Charge, BHEL and to carry out the work accordingly.
  - d) The Bidder should note that the labor under their contract will be working in the premises of C&I Materials Storage area and Bidder should give proper handling instructions to their workmen to be careful so as to avoid any accidents/damage to themselves/ materials.
  - e) The Bidder shall obtain permission from appropriate authority / license if required under any applicable law regulations for engaging labours for execution of the work in Uttar Pradesh state and observe all terms and conditions of the said authorization / license.



- f) The Bidder shall arrange to obtain valid gate passes for their workmen and equipment's from the concerned NTPC/BHEL authorities to execute work inside NTPC-NCPS Dadri Plant premises. The bidder shall furnish documents such as Address proof, police verification certificate etc. for their workmen if needed by NTPC Dadri.
- g) Any person below the age of 18 years shall not be deployed for the work.
- h) No man / material/ equipment not covered by valid gate pass shall be permitted within the power station area and no material / equipment shall be permitted to be taken out of the power station unless authorized by concerned authority. The Bidder shall be held fully responsible for any delays / losses / damages that may result consequent on any lapses that may occur on the part of his employees in this regard.
- i) The Bidder shall compulsorily provide personal protective equipment's to their employees & in the event of Bidder not providing the same, it will be provided by BHEL at Bidder's risk & cost and the charges towards this will be recovered from their bill/s. The Bidder should also give sufficient safety training and instructions to his workmen and ensure proper use of safety equipment by those concerned.
- j) The Bidder shall be liable to comply with provisions under the various labor legislations. Besides other obligations under the labor legislations he is required to ensure payment of minimum wages as per Minimum Wages Act, grant of leaves, as per the notification of Chief Labor Commissioner, Provident Fund under the Provident Fund Act, compensation under the Workmen compensation Act, Retrenchment compensation etc. The Bidder shall indemnify BHEL / NTPC-NCPS against all claims, damages and compensations on account of his failure to comply with statutory provisions.
- k) As per NTPC Dadri plant statutory requirement, the Bidder and their workers shall follow all safety rules while working so that there should not be any accident, which may cause loss of life and damage to Customer's property. Bidder shall also take insurance cover for workmen compensation for the workers employed by him at his own cost.
- l) If the contractor or his workmen shall break, deface injure or destroy any part of a building, road, fenced enclosures, water pipes, cables, drains, electric or telephone posts or wires, trees, stored components or any other property or to any part of erected equipment etc., the contractor shall make the same good at his cost or in default the



Engineer may cause the same to be made good by other workmen / agency or by other means and deduct the expense (of which the BHEL Engineer's decision is final) from any sum that may be then or at any time thereafter become due to the contractor or from his security deposit or any other money due.

13. If any dispute or difference of any kind whatsoever shall arise between BHEL-EDN and the Bidder arising out of the contract or with respect to its interpretation, whether during or after its completion or whether before or after its termination, abandonment or breach of the contract, it shall be referred to the sole arbitration of the Unit head of BHEL-EDN or any Officer duly authorized by him in this behalf and the decision of the Arbitrator shall be final and binding on the parties.

Note: The term Customer means NTPC Ltd., Dadri.



## SECTION-2

### **SCOPE OF WORK & PAYMENT TERMS**

The equipment/material to be handled by Contractor consists of Control and Instrumentation System, along with the associated auxiliaries. These materials will be supplied from our manufacturing units as well as our vendors located both in the country and abroad. The delivery of these materials will be inside the project campus by road transport.

#### **BRIEF SCOPE OF WORK:**

1. Receiving the material at site as and when delivered, unloading from Trucks / Trailers / Containers, transportation/shifting to storage or any other area within NTPC Dadri plant premises, proper storage, checking the shipments and reporting missing/damaged items, cleaning, claim formalities with insurance agency, maintaining proper record of material, Conservation, Preservation, Re-stacking, issue of material and any other services as envisaged in this contract.
2. It shall be the responsibility of the contractor to keep in touch with BHEL Engineer at site and find out the arrival of consignments. For this the contractor or his authorized agent shall contact the BHEL Site Office by 9.00 AM every working day. The contractor or his authorized person should be available at work spot.
3. The contractor has to use his own or arrange suitable equipment for safe handling and shifting of materials, including all necessary Tools & Plants required for the above work.
4. Transport vehicles necessary for efficient and safe transportation of equipment to the designated location (within NTPC Dadri plant premises) has to be arranged by Contractor. All the vehicles used for the work should have valid documents like Insurance cover, RC Book, Vehicle fitness certificate etc. The operator/driver should possess valid documents/license for such works
5. The unloading is to be normally carried out at BHEL stores. However in certain cases BHEL Engineer may instruct the contractor to unload the materials at any place within the plant premises. The quoted rate shall remain valid for this work also.
6. The contractor has to ensure the unloading and removal of materials from unloading places within the permitted time. The materials unloaded, shall be shifted to project stores / storage yard and properly stacked immediately as per the instructions of BHEL Engineer. He has to ensure that the area is kept free and avoid jamming.



7. After stacking / verification, the materials may need to be restacked / shifted within the NTPC Dadri plant premises as per the instructions of the Engineer. The activity of restacking shall be applicable and payable only if the materials need to be shifted and restacked to different location with the help of material handling equipment as per the instruction of BHEL Engineer. The contractor will have to carry out the instructions of the BHEL Engineer and will be paid as per item No 2 of the Schedule of Price for this restacking work.
8. Materials already received at site (i.e. before award of this contract) or materials unloaded by transporter (as per his contract with BHEL) shall be relocated, stacked, verified etc. on the instructions of BHEL ENGINEER. Payments for such works will be made by BHEL as per the rates quoted under Item No. 2 of Schedule of Price of this tender.
9. Unloading of materials from vehicles, at storage area / work site stacking and restacking shall be done in the presence of or as per the directions of BHEL representative.
10. Shortage/damage reports on BHEL's standard materials management forms to be submitted.

**TERMS OF PAYMENT:**

1. All payments will be released from BHEL-EDN, Bangalore on completion of work and certification by BHEL site Engineer.
2. The Gross weight as indicated in the packing slip will be considered for payment purpose. In case the details of the weight are not available, the BHEL Engineer will refer other documents like drawings / dispatch documents to arrive at the weight of the consignment. The decision of BHEL Engineer is final and binding on the contractor
3. Measurement sheets for the quantum of work carried out shall be submitted by the Contractor to BHEL Engineer. After due verification, the 'Engineer' will certify regarding the actual work executed in the measurement book, which shall be accepted by the Contractor.
4. Mode of payment: Payment will be made by EFT and the charges shall be borne by the Bidder. The Bidder will be required to submit required formats for EFT mode of payment.
5. 85 % of the value of RA Bills submitted by the Contractor will be paid on Pro rata basis. Balance 15 % shall be released upon submission of Final Bill at the end of completion of Contract
6. Income tax plus surcharge as applicable will be deducted from the gross amount of each bill. Please indicate the IT PAN.



7. Contractor shall also submit bills for the work completed under the specification, once in a month detailing work done during the month. The format for billing shall be approved by BHEL before raising invoices
8. The Contractor shall submit the following documents along with every RA Bill to BHEL Engineer
  - i. Attendance sheet for the man power engaged
  - ii. Monthly wage sheet
  - iii. PF paid challan
9. The Contractor shall submit copies of the following documents to BHEL Engineer before actual commencement of work.
  - i. PF Registration / Membership certificate
  - ii. Workmen compensation insurance policy



**SECTION - 3**  
**SCHEDULE OF PRICE**

Sl. No.	PARTICULARS	UOM	TOTAL QTY.	UNIT RATE (Rupees)	TOTAL AMOUNT In Figures (Rupees)	TOTAL AMOUNT In Words (Rupees)
1	Unloading, Verification, storage of C&I materials.	Metric Ton	400			
2	Restacking of C&I materials.	Metric Ton	200			
<b>TOTAL Price (in Indian Rupees)</b>						
<b>Service Tax As Applicable [ % &amp; Value]</b>						
<b>Total Amount including Service Tax</b>						

NOTES: (These notes forms part of tender document and Schedule of Price)

1. Bidders should quote for all the items in Rate Schedule. Non-compliance to this may lead to rejection of offer.
2. Copy of service tax registration certificate to be enclosed with the offer.
3. The Rates shall be entered in figures as well as in words in clear legible writing. No overwriting is allowed. All scoring and cancellations should be countersigned and in case of illegibility the interpretation of BHEL Engineer shall be final. All entries shall be in English language. In case of difference in rates between words and figures THE LESSER OF THE TWO will be treated as valid rate.
4. Bidder's Total price shall be considered for evaluation unless stated otherwise.
5. The quantities of the various items mentioned in this rate schedule are approximate, based on very preliminary information and may vary to any extent.
6. The quoted rates of each item will remain firm throughout the period of execution.

(Signature, Date & Seal of  
Authorized Representative of the Bidder)

Place:

Date:

**TENDER REF. NO.: CE/ES/2014-15/07/DADRI-R&M/MH/GS**



**SECTION-4**  
**NO DEVIATION CERTIFICATE**

(Preferably to be submitted on the Letter Head of the Company/Firm of Bidder)

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WORK: 'Material Handling' for R&M of C&I system at NTPC Dadri Plant.

I/We..... of  
M/s.....  
hereby certify that there is no deviation from the tender specifications and conditions either  
technical or commercial and I/We agree to all the terms and conditions mentioned in the  
tender specification.

(Signature of the Bidder With seal)

Place:

Date: