

To
THE PURCHASE/CONTRACT EXECUTING AGENCY/BHEL

E FORMAT

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

01	Name & Address of the Supplier / Sub-contractor											
02	VENDOR CODE assigned by BHEL											
	Details of Bank Account:											
03	NAME & ADDRESS OF THE BANK											
04	NAME OF THE BRANCH											
05	BRANCH CODE											
06	MICR CODE	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
07	ACCOUNT NUMBER											
08	TYPE OF ACCOUNT	CURRENT A/C / OD / CASH CREDIT										
09	BENEFICIERY'S NAME											
10	IFSC CODE OF THE BRANCH	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
11	EMAIL ID											
12	TELEPHONE/MOBILE NO.											

CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited. I / We also agree to bear the applicable Bank Charges for the above mode of transfer. **A copy of the cheque leaf/cancelled cheque leaf of the above account is sent herewith.**

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

(Manager / Officer's)

DATE :

Signature Under Bank stamp and Name Seal
With Membership No.

(Telephone / Mobile No.)

Forwarded to Accounts Dept.

We confirm the above details are verified with the records available with us.

Signature of the BHEL Executive with Name Seal (Operating the Contract/Services)

SIGNATURE OF THE APPLICANT

Bharat Heavy Electricals Limited

**High Pressure Boiler Plant
Tiruchirappalli – 620 014. India
Civil Engineering Department (Factory)**

TENDER DOCUMENT (QUALIFICATION BID)

Name of work : Sweeping, cleaning of offices, shop floors including all toilets, bathrooms, wash basins, tea - points, etc., at New Plant (Unit-II)

Value of work : Rs.16.96 Lakh

Tender Notice No. : 02/10-11

Tender Schedule No. : 08/10-11

Period of Contract : 12 (Twelve) Months

Issued to M/s / S/Shri :

**BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI – 620 014**

CIVIL ENGINEERING DEPARTMENT (FACTORY & TOWNSHIP)

PREAMBLE

Name of work : Sweeping, cleaning of offices, shop floors including all toilets, bathrooms, wash basins, tea - points, etc., at New Plant (Unit-II).

SCOPE : The scope of work involves sweeping cleaning of all toilets, bathrooms, wash basins, tea - points etc., at New Plant (Unit-II).

The available numbers of WC, Wash basin, Urinal, Wash trough, Bath room, tea point etc., are given below:

Total No. of toilet block available in New Plant (Unit-II) :

1)	Water closet	-	78 Nos.
2)	Wash basin	-	67 Nos.
3)	Urinal	-	88 Nos.
4)	Wash Trough	-	33 Nos.
5)	Bath Room	-	19 Nos.
6)	Tea Point	-	11 Nos.

01. The contract period will be 12 (Twelve) months.
02. The tenderers are advised to visit BHEL Factory and get themselves acquainted with the site conditions before submitting the offer.
03. Only male employees / labourers shall be engaged for all activities.
04. Adequate labourers are to be deployed daily for carrying out all the works as indicated in the BOQ. The action plan and the manpower deployment for various activities are to be indicated in the offer.
05. **The following eligibility criteria shall be complied to fulfill the Qualification Bid:-**
Contractor should have separate Registration Code No. for EPF , ESI, Sales Tax and Service Tax.
The tenderer / Contractor should have PAN and submit the IT return filed and acknowledged by IT Office for the last three financial years.
Average annual turnover in the last 3 financial years shall be minimum of Rs. 5.09 Lakh
During last seven financial years should have successfully completed works either
Three similar works each not less than Rs. 6.78 Lakh (or)
Two similar works each not less than Rs. 8.48 Lakh (or)
One similar work not less than Rs. 13.57 Lakh
Solvency certificate shall be minimum for Rs. 6.78 Lakh
(The Certificate should have been issued within 6 months from the date of tender opening.)
06. Tenderers have to quote itemised rate for items provided in the BOQ.

07. The item rate offered is for finished item of works and shall provide for the complete cost towards fuel, tools, tackles, plant & machinery, temporary works, labour, materials, levies, taxes, transport, lay-out, repairs, rectifications, maintenance till handing over, supervision, labour colonies, establishment, services, roads, revenue expenses, overheads, profits & all other incidentals etc., complete. **However if the service tax is applicable for this contract, the same will be reimbursed on production of valid document proof for having paid service tax by the tenderer.**
08. The works contract to be entered into with the successful tenderer will be governed by the BHEL Revised General Conditions of Contract in force (Price Bid).
09. The contractor shall follow norms of BHEL security system for movement of men & materials within the complex
10. The workmen to be deployed by the contractor shall adhere to the safety / security rules and regulations of the Company and any person who is found to be violating the security / safety rules of the company shall be replaced immediately at the cost of the contractor.
11. The contractor shall strictly adhere to various labour laws in force.
12. Covered area for the purpose of office / rest room for the contract workers will be provided by BHEL at free of cost.
13. Water and electrical energy required for the work will be provided by BHEL at free of cost at the locations wherever possible.
14. The tenderer shall carry out health performance test at his cost for all the workmen engaged in the work through a registered medical practitioner and produce certificate on demand,
15. It shall be the responsibility of the contractor to see that the departmental canteen facilities are not utilized by the workmen. The contractor has to make his own arrangements to provide refreshment for the workmen.
16. If any of the workers employed by the contractor is found to indulge in acts subversive of discipline, the same will be brought to the knowledge of the contractor and he shall arrange for replacement of such personnel.
17. Usually, working hours are limited to day time only. In emergency cases to carry out works during nights, it may be done so with the specific prior permission of BHEL. In such case, it is to be carried out in the presence of BHEL officials or their authorized persons.
18. The contractor has to carry out all the works on all days except Sundays and BHEL holidays under normal circumstances. However sweeping of all shop floors has to be done in Sundays and BHEL holidays, if required.
19. Contractor/Authorized representative must be present at site to supervise the activities on day-to-day basis and for giving necessary instructions regarding the work to be carried out.
20. The contractor shall maintain registers for entering the details of cleaning done in each bay / building and obtain the signature from the concerned officials daily for the work carried out.

21. All the tools like soft hair boss brooms with cane handle, cob-web remover, bamboo basket, empty gunny bags, plastic mug, plastic bucket (12 Lit. capacity), nylon scrubber, double wheel barrows, spray tank (10 – 12 lit capacity) & safety items (like boots, gloves, goggles etc.) will be under the scope of the contractor.
22. Consumables required for each operation / cleaning of various activities are shown in the Annexure 1 in BOQ of Price Bid and the supply of the same will be under the contractor's scope.
23. All the consumables, Tools & Plants used in the work shall be of approved quality and will be subject to periodical inspection by BHEL officials.
24. Even though the contract period for the above operation will be twelve months, the contract may be awarded initially for six months on trial basis. If the service of the contractor is not found satisfactory during the stipulated contract period, BHEL reserves the right to pre-close the contract without assigning any reasons & compensations whatsoever.
25. The contractor has to carryout the work in production shops without affecting the day to-day production activities.
26. The contractor should record the entry of all machineries / materials at the security gate while bringing in for work.
27. Statement of completed works with detailed certified measurements along with material consumption statement shall be submitted by the contractor in the last week of every month for processing their bill.
28. QUANTITIES shown in the attached schedule are only approximate and are liable to variation without entitling the contractors to any variation in the Quoted rates till the total value of the Contract does not vary by more than 20% (twenty percent)
29. The decision of In-charge for this contract shall be final and binding on the contractor regarding clarification of items of works.
30. In all matters of disputes, the decision of the General Manager, BHEL, Tiruchirappalli-14 shall be final and binding on the Tenderer / Contractor.
31. BHEL reserves its right to accept / reject any or all the tenders without assigning any reasons.
32. BHEL reverses its right to reject any tender whose performance was not satisfactory in any other work / project of BHEL in India / Abroad.
33. No advance / mobilization advance will be given.
34. LD/Penalty clause is applicable as per General Conditions of Contract. All the terms & conditions in the documents are binding on the tenderers and BHEL reserves its right to accept / reject any or all the tenders without assigning any reasons.
35. Also BHEL reserves its right to finalize the contract through reverse auction for which only qualified tenderers will be provided with necessary documents containing business rules, terms and conditions for this purpose.

NOTE:-

Tender for the work should be submitted in a sealed cover consisting of three inner sealed covers such as i) EMD cover ii) Qualification bid cover & iii) Price bid cover, all superscribing the name of work, tender schedule number etc.

EMD cover shall contain requisite EMD in the form of DD. Tenderers who had already remitted one time EMD should furnish the details of cash receipt No. _____ dt. _____, on the top of EMD cover. Tender without EMD / one time EMD reference will be summarily rejected and the qualification bid & price bid shall not be considered.

In case of tender documents downloaded from website, tender shall accompany the tender cost of Rs.750/- in the form of Demand Draft (separate) in addition to the EMD amount in the form of Demand Draft. Tender document (downloaded from website) without separate Demand Draft for tender cost and EMD will not be considered.

All Demand Draft shall be drawn in favour of **BHEL, Trichy** payable at Tiruchirappalli.

Qualification bid cover shall contain duly filled in qualification bid document signed by the tenderer in all the pages with documentary evidences for pre-qualification such as experience, value of work executed in the similar nature of work, etc. Any bid without proper documentary evidence for pre-qualification shall not be considered for further evaluation

The Price Bid cover shall contain price bid document duly filled in and signed by the tenderer in all the pages. **The tenderer has to quote most competitive rates for all the items given in the Bill of Quantities from page No. 30 to 35 of Price Bid.**

The completed qualification bid and price bid along with requisite EMD of **Rs.40,000/-** for each work in the form of Demand Draft in favour of BHEL shall reach the office of the undersigned on or before **15.07.10 at 14.55 hrs.** Tenderers who had already remitted one time EMD should furnish the details of cash receipt No. _____ dt. _____, on the top of EMD cover. EMD in any other form will not be accepted. The qualification bid will be opened on the **same day at 15.00 hrs.** In case of opening day falls on holiday or happened to be declared as a holiday, the receipt and opening of the tender shall automatically fall on the same timing of the next working day. Date and time of opening of the Price Bid shall be intimated only to the bidders those who have qualified after evaluation of the qualification bid. You / your authorized representative may participate in the tender opening.

REVERSE AUCTION

BHEL reserves the right to go for a Reverse Auction (RA) instead of Opening the submitted sealed bid, which will be decided after technical evaluation. Information and general terms and conditions governing RA are given below.

GENERAL TERMS AND CONDITIONS OF RA

Against this tender for the subject work/system with detailed scope of work as per tender specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING ON INTERNET.

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
3. BHEL will inform the vendor in writing in case of reverse auction, the details of Service Provider to enable them to contact & get trained.
4. Reverse Auction rules like event date, time, Start price, bid decrement, extensions etc. also will be communicated through service provider for compliance.
5. Vendors have to fax the Compliance form in the prescribed format (provided by Service provider) before start of Reverse auction. Without this, the vendor will not be eligible to Participate in the event.
6. BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at "Total Cost to BHEL" like Taxes and Duties, Freight charges, Insurance and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the vendor to enable them to fill-in the price and keep it ready for keying in during the Auction.

However if the service tax is applicable for this contract, the same will be reimbursed on production of valid document proof for having paid service tax by the tenderer.

7. Reverse auction will be conducted on scheduled date & time.
8. At the end of Reverse Auction event, the lowest bidder value will be known on the network.
9. The lowest bidder has to Fax the duly signed Filled-in prescribed format as provided on case-to-case basis to BHEL through Service provider within 24 hours of Auction without fail.
10. Any variation between the on-line bid value and the signed document will be considered as sabotaging the tender process and will invite disqualification of vendor to conduct business with BHEL as per prevailing procedure.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. BHEL reserves the right to negotiate if need be, with the "L1" vendor of the Reverse Auction

Force Majeure clause: If at any time during the continuance of this contract the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events) then provided notice of happening of any such events is given by either party to other within twenty one days from the date of occurrence thereof neither party shall reason of such events be entitled to terminate this contract nor shall either party have any such non performance and delay is resumed as soon as practicable after such events has come to an end or ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason or any such event claims for extension of time shall be granted for period considered reasonable by BHEL subject to prompt notification by the tenderer to BHEL of the particulars of the events and supply to the BHEL if required of any supporting evidence. Any waiver of time in respect of partial installment shall not be deemed to be a waiver of time in respect of remaining deliveries.

The correspondence exchanged against the tender from both tenderer and BHEL through email are considered as valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and very much comes under the legal ambit of the business transaction and hence it is binding on both the parties to the business.

Any transaction pertaining to the tender from both the parties of business done round the clock irrespective of the office or business hours of the companies, are valid legally and binding on both the parties. This applies to the extent only in such cases where deadline time for transaction is not specifically declared by either or both the parties to the business.

In case Letter of Intent (LOI) is issued through email, the PC generated time and date of mail shall be construed as the official time and date of release of LOI. In as much as this date is within the last date of validity given by the bidder the LOI is said to have been issued within the validity period and shall be binding on both the parties to the business.

Tenderers participating in the tender should declare in their technical bid that whether they have been black-listed / kept on hold for a specified period / given Business holiday for a specified period by any Public sector undertaking or Government departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to BHEL. If no such details are mentioned in the offer then it will be construed that the subject bidder is not under any such hold. But at a later date if it comes to the notice of BHEL about any such hold under enforcement on the subject bidder, BHEL will have every right to reject the offer of such vendors at any point of time and also under any stage of the finalisation of the subject tender irrespective of the status of the subject bidder in that tender. Such bidders will not be permitted to participate in the further tender proceedings and will be communicated suitably. They will not be also considered for any on going tenders even if participated till the hold is officially lifted and confirmed in writing.



**BHARAT HEAVY ELECTRICALS LIMITED,
UNIT: TIRUCHIRAPALLI - 620 014
CIVIL ENGINEERING DEPARTMENT (FACTORY)**

NORMS FOR QUALIFICATION

Name of Work: Sweeping, cleaning of offices, shop floors including all toilets, bathrooms, wash basins, tea - points, etc., at New Plant (Unit-II)

(Tender Notice No. 02 /10-11 & Tender schedule No. 08 /10-11)

Sl. No.	Thrust Area	Score	Tender value Rs. 16.96 Lakhs
I	ELIGIBILITY:- 1. Separate Registration for EPF . Separate Registration for ESI Separate Registration for Sales tax Separate Registration for Service tax 2. The tenderer / Contractor should have PAN and submit the IT return filed and acknowledged by IT Office for the last three financial years. 3. Average annual turnover in the last 3 financial years shall be minimum of Rs. 5.09 Lakh 4. During last seven financial years should have successfully completed works either Three similar works each not less than Rs. 6.78 Lakh (or) Two similar works each not less than Rs. 8.48 Lakh (or) One similar work not less than Rs. 13.57 Lakh 5. Solvency certificate shall be minimum for Rs. 6.78 Lakh (The Certificate should have been issued within 6 months from the date of tender opening.)		
Sl. No.	Thrust Area	Score	Qualification Norms
II	NATURE OF COMPANY	5	
	Public Limited	5	
	Private Limited/Partnership firm	3	
	Sole Proprietor	2	

III	Similar Experience in House Keeping works, etc.	30	
	Total Value of housekeeping works executed in the last three years) (Pro-rata for in between cases)	30	Rs. 30.54 Lakh
	More than	18	Rs. 15.27 Lakh
IV	Performance on previous works in last 7 years	20	
	Successful completion of three major works in time. (Each not less than Rs. 6.78 Lakhs)	20	
	Successful completion of two major works in time.	16	
	Successful completion of one major work in time.	10	
V	Highest value of single work completed in last 7 years	10	
	(Pro-rata for in between cases)	10	Rs. 27.04 Lakh
	More than	6	Rs. 13.57 Lakh
VI	Average Annual Turnover in last 3 financial years	10	
	(Pro-rata for in between cases)	10	Rs. 10.18 Lakh
	More than	6	Rs. 5.09 Lakh
VII	Equipments / Tools & Plants owned	10	
	Road sweeping machine, Sewage Cleaning machine, Mechanical floor cleaning equipments, Pest Control & Fogging machines, Toilet Cleaning equipment, Transport vehicle.	10	
	Sewage Cleaning machine, Mechanical floor cleaning equipments, Pest Control & Fogging machines, Toilet Cleaning equipment, Transport vehicle.	8	
	Pest Control & Fogging machines, Toilet Cleaning equipment, Transport vehicle.	6	
VIII	Qualified staff availability	5	
	If adequate sanitary inspectors, Supervisors & Field Staff available.	5	
	If adequate, Supervisors & Field Staff available.	4	
IX	Financial stability (Solvency)	10	
	(Pro-rata for in between cases)	10	Rs. 13.56 Lakh
	More than .	6	Rs. 6.78 Lakh
	Total	100	

NOTE: Minimum score required for qualification is 60 out of 100.

23. Over-draft limits (if any) enjoyed by the firm.

24. Details of Technically qualified staff :-

Sl. No.	Name and Designation	Qualification	Experience and Specialization	Remarks if any

25. Whether the details of T & P, Machinery, Equipments and work shop as per Annexure – I given. Yes No

26. Whether enlisted with any other Department Yes No
 (a) If yes, give details:

- (i) Name of Department & address
- (ii) Money limit
- (iii) Enlistment No. & date
- (iv) Valid up to

27. License No. and validity of license obtained from Dy. Chief Inspector of Factories / Assistant Commissioner of Labour

28. Whether the applicant has registered his workmen under Employees' State Insurance Act. If so, code number may be furnished.

29. Whether the applicant has registered his workmen under Employees' Provident Funds and Miscellaneous Provisions Act ?. If so, the code number may be furnished

30. Is any person working with the applicant as a near relative of the Officer / Official of BHEL Yes No

(a) If yes, give details

- (i) Name
- (ii) Staff No.
- (iii) Designation & Department
- (iv) Unit

31. Details of similar works completed during the last seven years (To be submitted in separate sheet as per Annexure-II.)

32. Certificates from clients in original as per proforma given in Annexure -III for all eligible works.

33. Certificates:

- (i) I/We (including all partners) certify that I/We have read the Preamble & Terms and conditions and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We am/are liable to be debarred.
- (iii) I/We certify that I/We will not get myself / ourselves registered as contractor(s) in BHEL under more than one name.
- (iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any Engineering Department of the Government of India during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For Individuals seeking enlistment in their own name).
- (b) We certify that none of the partners/directors retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).

Signature(s) of the applicant(s) Name	Signature	Address (Seal in case of Firm)
1.
2.
3.
4.
5.

Date:

- NOTE:** 1) All the relevant certificates, details etc. should be attached with the application.
 2) The terms that are not applicable may be scored out.

Details of documents attached:-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

ANNEXURE - I

DETAILS OF PLANTS AND EQUIPMENTS OWNED

Sl. No.	Name of Equipments	Nos.	Capacity or Type	Age	Remarks
A	Sewer cleaning machine				
B	Manhole block remover				
C	Sludge removal pumping system				
D	Pest control equipments				
E	Fogging equipment / machine				
F	Floor cleaner / washer				
G	Road sweeping machine				
H	Cob-web remover / Vacuum cleaner				
I	Toilet cleaner				
J	Vehicles for transporting garbages, sludge, etc.				

ANNEXURE - II

DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST SEVEN YEARS (2003-04 to 2009-10)								
Sl. No.	Name of work & Agreement No.	Date of commencement	Date of completion		Reasons for delay & compensation levied, if any	Work order Value	Gross cost of completion	Name, designation & complete address of the authority for whom the work was done
			Stipulated	Actual				
DETAILS OF WORK COMPLETION CERTIFICATES, WORK ORDERS ETC. ARE TO BE FURNISHED								

Only work orders or Completion Certificates will not be considered. Both of them are essential for technical evaluation.

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTORS

Name & Address of the Client

.....

Details of works executed by Shri . M/s

.....

1. Name of work with brief particulars :
2. Agreement No. and date :
3. Date of commencement :
4. Stipulated date of completion :
5. Actual date of completion :
6. Details of compensation levied for delay, if any:
7. Tendered amount :
8. Gross amount of the work completed :
9. Name and address of the authority under whom work executed :
10. Whether the contractor employed qualified Sanitary Inspector / Supervisor during execution of work? :
11. (i) Quality of work (indicate grading) : Outstanding/V.Good/Good/Poor
(ii) Amount of work paid on reduced rate basis, if any :
12. (i) Did the contractor go for arbitration ? :
(ii) If yes, amount of claim :
(iii) Amount received :
13. Comments on the capabilities of the contractor
 - (a) Technical Proficiency : Outstanding/V.Good/Good/Poor
 - (b) Financial Soundness : Outstanding/V.Good/Good/Poor
 - (c) Mobilisation of adequate T & P : Outstanding/V.Good/Good/Poor
 - (d) Mobilisation of manpower : Outstanding/V.Good/Good/Poor
 - (e) General behaviour : Outstanding/V.Good/Good/Poor

NOTE: All columns should be filled in properly.

Signature of the Certifying Officer
with Official seal.