



**Bharat Heavy Electricals Limited**  
[A Government of India Undertaking]  
Seamless Steel Tube Plant, Tiruchirappalli- 620 014.

Phone No. 0431 2578426

e-mail: barathiar@bheltry.co.in

**CONTRACTS / MATERIALS MANAGEMENT**  
**Tender No:SSTP:CONT:OT:15-16/001E...dt.08.05.2015**  
**NOTICE INVITING TENDER (NIT)**  
**FOR**

## **"LOADING AND UNLOADING OF TUBES IN COLDMILL FURNACES".**

*Sealed Tenders are hereby invited from experienced, reliable, resourceful, financially sound Works Contractors having Machineries, Manpower and other resources of their own for the work of*

**"LOADING AND UNLOADING OF TUBES IN COLDMILL FURNACES".**  
**for a period of ONE YEAR on contract basis.**

*The bidders are advised to go through the terms & conditions and Tender schedules enclosed carefully before submitting their quotations.*

**Last Date/Time for receipt of Tender** : 29.05.2015 / 14.30 Hrs.  
**Date/Time of opening** : 29.05.2015 / 15.00 Hrs.

*The bidders may contact SENIOR MANAGER/CONTRACTS ( 0431-2578426 ), of SSTP, Bharat Heavy Electricals Limited, Tiruchirappalli – 620014, for any clarification required in this regard.*

This Tender enquiry comprises the following documents:-

- |          |                                     |   |
|----------|-------------------------------------|---|
| <b>1</b> | <b>This Covering letter of NIT-</b> | <b>Tender No:SSTP:CONT:OT:15-16/001E...dt.08.05.2015</b>  |
| <b>2</b> | <b>Techno Commercial Bid</b>        |   |
|          | (a) <b>Annexure-I</b>               | <b>Specific Guidelines.</b>   |
|          | (b) <b>Annexure-II</b>              | <b>General Conditions.</b>  |
|          | (c) <b>Annexure-III</b>             | <b>General Conditions of Safety.</b>  |
|          | (d) <b>Annexure-IV</b>              | <b>Special Terms and Conditions.</b>  |
|          | (e) <b>Annexure V</b>               | <b>Techno Commercial Bid</b> (in the Performa duly furnishing all the details & documents asked). |
|          | (f) <b>Annexure-VI</b>              | <b>Scope of work.</b>   |
|          | (g) <b>Annexure-VII</b>             | <b>Declaration by the Bidder.</b>   |
| <b>3</b> | <b>Price Bid</b>                    |   |
|          | (a) <b>PRICE BID</b>                | <b>Annexure-VIII</b>  |

The bid shall be submitted in two parts namely (1) Techno Commercial Bid and (2) Price Bid

The bid shall be submitted duly enclosing the **EMD of Rs.1,00,000/- (Rupees ONE LAKH only)** by way of Demand Draft in favour of Bharat Heavy Electricals Limited, Trichy, payable at Trichy.

**Offers submitted without EMD will be summarily rejected.**

**This is only request for an Offer and not a Contract.**

### **IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER**

- Should a Tenderer find discrepancies or omissions in the Tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the Tender, for clarification well before the due date, so as to submit his Tender in time. (No extension of time shall be given for submission of the Tender on any account)
- Conditional and late Tenders, Tenders containing prima-facie absurd rates and amounts, Tenders which are incomplete or otherwise considered defective and Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original ARE LIABLE TO BE REJECTED.
- All entries in the Tender documents should be in one ink. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the Tenderers concerned.
- Rates should be quoted as per the Work/Rate schedule. Rates quoted in any other form will not be accepted and will be rejected.
- Unit rates should be quoted in figures as well as in words for all the items shown in the attached schedule. Wherever there is a difference in the two, the rates in words will be taken as final.
- The Tender Documents must be signed separately and legibly by Partner /Director of the Firm or by the Person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly self attested must accompany the proprietor or partner.
- If a Tenderer deliberately gives wrong information in his Tender or creates conditions favourable for the acceptance of his Tender, then BHEL will REJECT SUCH TENDER AT ANY STAGE.
- Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- Canvassing in any form in connection with Tenders is strictly prohibited and the Tenders submitted by the Contractors who resort to canvassing will be liable for rejection.



**Tender No:SSTP:CONT:OT:15-16/001E...dt.08.05.2015**

- (j) Should a Tenderer's or a Contractor's or in the case of a firm or company of Contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the Tender, failing which the Tender may be disqualified, or if such fact subsequently comes to light, the Contract may be cancelled.
- (k) The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.
- (l) Submission of Tenders by electronic media like e-mail, Internet, fax etc. followed by hard copy, is acceptable and will be at the sole risk of the Tenderer. The Tenders thus submitted will be final and binding on the Tenderer. BHEL will not be responsible for any consequences that may arise in this regard.
- (m) Late and Delayed Tenders will be summarily rejected and under no circumstances it will be considered and accepted. In case you are not in a position to submit the offer, please send letter suitably specifying the reasons thereof.

**for Bharat Heavy Electricals Ltd.**

**(C.SUBRAMANIA BARATHIAR )  
Senior Manager / Contracts,  
Materials Management / SSTP,  
BHEL, Trichy-620014.**



**ANNEXURE-I  
SPECIFIC GUIDELINES**

- I The Contractors who wish to participate have to go through the Tender documents thoroughly and plan well before quoting, to ensure that the Tender process is not aborted/vitiated, due to their own reasons.

**1. PROCEDURE TO SUBMIT OFFERS/TENDERS**

**Sealed Tenders in the BHEL's proforma enclosed shall be submitted in the following manner:**

The bids shall be submitted in two parts namely Techno- Commercial Bid (1) and Price Bid (2).

**1.1 Techno - Commercial Bid**

**1.1.1** Techno Commercial Bid consists of the following documents and the same shall be duly Signed & stamped by the bidder in all the pages and submitted in full in token of the acceptance of the same.

<b>1.1.1.1</b>	<b>Annexure-I</b>	<b>Specific Guidelines.</b>
<b>1.1.1.2</b>	<b>Annexure-II</b>	<b>General Conditions.</b>
<b>1.1.1.3</b>	<b>Annexure-III</b>	<b>General Conditions of Safety.</b>
<b>1.1.1.4</b>	<b>Annexure-IV</b>	<b>Special Terms and Conditions.</b>
<b>1.1.1.5</b>	<b>Annexure V</b>	<b>Techno Commercial Bid</b> (in the Proforma duly furnishing
<b>1.1.1.6</b>	<b>Annexure-VI</b>	<b>Scope of work.</b>
<b>1.1.1.7</b>	<b>Annexure-VII</b>	<b>Declaration by the Bidder.</b>
<b>1.1.1.8</b>	<b>Annexure-VIII</b>	<b>PRICE BID</b>

**1.1.2** The Xerox copies of all the supporting documents enclosed should be self attested.

**1.1.3** All the required documents shall be filed in the same serial as per the format/column of the "Technical and commercial Bid". All the pages shall be serially numbered on the right handside top corner.

**1.1.4** Page numbers of the concerned documents also shall be filled in the "Check List" in the column provided.

**1.1.5** All the above documents shall be submitted in a separate sealed cover super scribing cover as

**"LOADING AND UNLOADING OF TUBES IN COLDMILL FURNACES".**

**"Techno Commercial Bid", Ref. Tender No:SSTP:CONT:OT:15-16/001E...dt.08.05.2015**

**1.1.6** Offers without relevant documents are liable to be rejected.

**1.2 Price Bid**

**1.2.1** The price bids for shall be submitted in a separate sealed covers super scribing the cover

**"LOADING AND UNLOADING OF TUBES IN COLDMILL FURNACES".**

**" PRICE BID "Ref. Tender No:SSTP:CONT:OT:15-16/001E...dt.08.05.2015**

**1.3 EMD:-**

**1.3.1** The bidder shall submit EMD of Rs.1,00,000/- (Rupees ONE LAKH only) in separate cover super scribing EMD with tender number, date and title along with the Tender by way of Demand Draft drawn in favour of Bharat Heavy Electricals Limited, Trichy. and payable at Trichy.

**1.3.2** The EMD shall be submitted in a separate sealed covers super scribing the cover

**"LOADING AND UNLOADING OF TUBES IN COLDMILL FURNACES".**

**" EMD" for Tender No:SSTP:CONT:OT:15-16/001E...dt.08.05.2015**

**1.4 Submission of Techno Commercial bid & Price bid**

**1.4.1** The bidder should put (1) Techno Commercial Bid (1st cover- as per clause 1.1.5), (2) Price Bid (2nd Cover – as per above clause 1.2.1) and (3) EMD (3rd cover- as per above clause 1.3.2) **in a single strong cover**, seal it and affix seal on the cover and address the same to **'Senior Manager / Contracts, Materials Management / SSTP, BHEL, Trichy-620014.'** duly super scribing Tender No., due date and time of opening.

**2 TENDER DUE DATE**

**2.1 Last date/time for receipt of Tender**

**2.1.1** The completed Tenders shall reach on or before **14.30 Hrs. on 29.05.2015**. It is in their own interest to ensure that the Tenders reach in time. BHEL is not responsible for any postal delay.

**2.1.2** Tenders not submitted in the prescribed forms or incomplete Tenders are liable to be rejected.

**2.2 Date/time for opening of Tender**

**2.2.1** Sealed covers so received will be opened **at the OFFICE OF THE SENIOR MANAGER / CONTRACTS, SSTP, in BHEL, Tiruchirapalli, at 15.00 Hrs.on the same day i.e. on 29.05.2015** in the presence of the Bidders or their Authorised Representatives who may choose to witness the same.

**2.2.2 The Techno Commercial bids only will be opened ON THE DUE DATE.**

**2.2.3** The Price BIDS of bidders, who have Technically qualified will be opened later. The date & time for the opening of price bid will be informed to the Technically qualified Bidders separately at a later date.

**2.3 Witnessing the Tender opening**

**2.3.1** The representative of the Bidder may choose to witness the Tender opening have to produce the Authorization Letter, as per the enclosed proforma, before opening of the Tender. The representatives without Authorization Letter in the prescribed format will not be allowed to participate in the Tender opening.

**2.3.2** Only one representative from one bidder will be allowed to participate in the Tender opening.

Place:  
Date:

Signature of the Tenderer  
with seal & full address...



**3 QUOTING**

**3.1 Quoting best rate and the sanctity of the L1 status.**

**3.1.1** Quoting the lowest best rate is a must against this Tender. However, bidders are required to understand that the lowest rate offered by them or accepted by them, as the case may be, should be honoured throughout the period of the Contract.

**3.2 Participation**

**3.2.1** The Parties who have been suspended or black listed or issued with "Show Cause Notice" by BHEL, Trichy-14 or any other BHEL Unit will not be allowed to participate in the Tender and the bidder should declare the same in the Tender. Even during the course of evaluation / finalization of Tender, if it is found that some of the parties are black listed / barred from business transactions / under business hold, BHEL will not consider them for further participation in the Tender.

**4 VALIDITY OF OFFERS:**

**4.1** The rates quoted shall be valid for acceptance for a minimum period of 120 days from the date of Price Bid opening. Withdrawal of Tender or increasing the rates during this validity period is not permitted.

**5 SIGNING THE TENDER**

**5.1** The Tender shall be signed by the Authorized Signatory Only. Authorized signatory shall be the person holding 'power of attorney' on behalf of the firm/company /bidder-concerned authorized/empowered to act on behalf for the specific purpose.

**5.2** Authorized signatory should have Power of Autonomy issued by MD or Board of Directors or authorized person for this purpose for quoting Tender and all procedures connected with, till finalization and execution of the Contract.

**5.3** In case the Bidder is a Partnership Firm under Partnership Act, the Tender shall be signed by all the Partners of the firm or by the Managing Partner who have Signature and Seal of the Contractor authorized to do so or by a person holding the Power of Attorney on behalf of the Partnership Firm.

**5.4** A copy of the Partnership Deed and/or a copy of the Power of Attorney, Self attested shall accompany the Proprietor or Partner of the Company.

**5.5** BHEL will not be bound by any other Power of Attorney granted or the change in the composition of the firm made, subsequent to the execution of the Contract agreement. They may however recognize such Power of Attorney or change in status after obtaining legal advice and the cost involved in that connection shall be chargeable to the bidder concerned.

**6 METHOD OF EVALUATION OF PRICES**

**6.1 Priority / Ranking**

**6.1.1** The total value of the works including all charges like collection of material, transportation to the works, machining, return transportation, incidentals etc., and exclusive of Service tax will be the basis for deciding the L1 Bidder.

**7 QUANTITY, RATE FINALIZATION & DISTRIBUTION OF LOAD**

**7.1 Tender quantity**

**7.1.1** The indicative total Tender quantity is enclosed in Annexure- IX (Price Bid).

**7.2 Rate Finalization**

**7.2.1** Lowest prices received against BHEL Tenders need not be the acceptable to BHEL and in that case BHEL will not consider the same for award of Contract. BHEL will negotiate or re-float the Tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.

**7.2.2** BHEL will finalize the rates through price bid opening. Hence Tenderers are requested to give their best prices at the first instant itself.

**7.2.3** In the event of the final L1 prices are not reasonable / acceptable to BHEL, BHEL may resort to short closure of this Open Tender.

**7.3 Number of Contractors required**

**7.3.1** The total contract will be awarded to the overall L1 bidder.

**8 GENERAL INSTRUCTION**

**8.1 Quoting & signing the Tender**

**8.1.1** While quoting their rate, the Bidders are advised to take into account the likely expenditure, taxes what so ever, etc., excluding Service Tax during the operation of the Contract for one year from the date of commencement of work as directed by BHEL.

**8.1.2** All entries in Tender documents shall be clearly written in one ink or typed. All the corrections/cancellations/ insertions, if any, shall be duly attested by the Bidders concerned.

**8.1.3** Rates should be quoted as per the Price Bid. Rates quoted in any other form will not be accepted and will be rejected.

**8.1.4** The rates shall be quoted only in the schedule attached, both in words and figures. Wherever there is a difference between the words and figures, amounts indicated in words only will be considered as correct.

**8.1.5** The Bidder shall fill in all the required particulars of the Tender documents and also sign on each and every page of the Tender documents (Techno- Commercial Bid, Price Bids, Terms&Conditions etc.) before submitting their Tenders.

**8.1.6** ALL THE REQUIRED DOCUMENTS SHALL BE FILLED IN THE SAME SERIAL ORDER AS PER THE FORMAT/COLUMN OF THE "TECHNO-COMMERCIAL BID". ALL THE PAGES SHALL BE SERIALLY NUMBERED ON THE RIGHT HAND SIDE TOP CORNER. PAGE NUMBERS OF THE CONCERNED DOCUMENTS ALSO SHALL BE FILLED IN "TECHNO- COMMERCIAL BID" IN THE BOXES PROVIDED. ALL THE PAGES OF TENDER DOCUMENTS ARE TO BE DULY SIGNED AND STAMPED BY THE BIDDER.

Place:  
Date:

Signature of the Tenderer  
with seal & full address...



**ANNEXURE - II**  
**GENERAL CONDITIONS**

**1. DEFINITIONS**

Throughout these conditions and in the specifications the terms:

- (a) "THE CONTRACTEE" means the Bharat Heavy Electricals Limited" acting through the 'General Manager, Seamless Steel Tube Plant, Tiruchirappalli – 620 014. Unless the context otherwise provides.
- (b) "THE CONTRACTOR" means the person, firm or company with whom the order for the WORKS is placed and shall be deemed to include the Contractor's successors (approved by the Contractee) representatives, heirs executors and administrators as the case may be unless excluded by the terms of the contract.
- (c) "DRAWINGS" means the drawings exhibited or provided for the guidance of the Contractor.

**2. EXECUTIONS**

The whole contract is to be executed in the most approved substantial and workman like manner to the entire satisfaction of the Contract, or the Inspectin – Officer who shall have power to reject any of the works of which he may disapprove: and his decision thereon and any question as to the true intent and meaning of the specifications f drawing of the work necessary for the proper completion of the contract, shall be final and conclusive. The contractee may require alteration if any to be made during the progress of works and should these alterations be such that either party to the contract considers an alteration in the charges justified, such alteration shall not be carried out until amended by the Contractee. Should the Contractor proceed to carryout work without obtaining the consent of the Contractee in writing to amended cost for the alteration works, the Contractor shall be deemed to have agreed to execute alteration works at such charges as may be considered responsible by the Contractee.

**3. FORCE MAJEURE**

If at any time during the continuance of this Contract the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of war, hostilities, act of public enemy civil commotions, sabotage, fires, floods, explosions, epidemic, quarantine restriction or acts of GOD (herein referred to as events) then provided the notice of the happening of any such events is given by either party to other party within 21 (Twenty one) days front he date of occurrence thereof, either party shall be reason of such event not be an titled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non-performance and delay in delivery under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision to the Contractee as to whether the delivers, have been so resumed or not shall be final and conclusive. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the Contractee subject to prompt notification by the Contractor to the Contractee of the particulars of the events and supply to the Contractee if required of any supporting evidence. Any waiver of time in respect of any supporting evidence. Any waiver of time in respect of partial installments shall not be deemed to be a waiver of time in respect of remaining deliveries.

**4. TERMINATION OF CONTRACT:**

If as a result of difficulty in procurement of raw materials or due to force majeure reasons or any other reasons or any other reasons whatsoever the contractor is unable to keep the delivery schedule of the Contractee, extension of time may be granted by the Contractee to the extent considered necessary Should there be delay in supply beyond the extended date of delivery, it shall be open to the Contractee to terminate the contract in part or full and make other arrangements for executing the works elsewhere at the cost and risk of the Contractor.

**5. INTERPRETATION**

Any dispute or difference of opinion in respect of the interpretation, effect or application of this particular Condition of the Contract or of the amount recoverable hereunder from the contractor shall be decided by the Contractee and the decision shall be final and conclusive.

**6. ARBITRATION**

In the event or any question of dispute arising under these conditions or in connection with this contract. (Expect as to any matters) the decision of which is specially provided for in these conditions the matter in dispute shall be referred to two arbitrators, one to be nominated by the Contractee and one to be nominated by the Contractor, or in the case of said arbitrators not agreeing then to an umpire to be appointed by the arbitrators in writing before preceding on the reference and the decision of the arbitrators or in the event of their not agreeing the decision of the said number shall be final and conclusive and the provisions of the Indian Arbitration Act. 1940 and the rules there under and any statutory notification thereof shall be deemed to apply to and be incorporated in the Contract. The Venue of any such arbitration shall be in Tiruchirapalli (Tamil Nadu).

**7. BOOK EXAMINATION CLAUSE**

(i) The Contractor shall, whenever required produce or cause to be produced or examination by any officer of the contractee, authorize in that behalf any cost of other account book or account voucher, receipt letter, memorandum, paper or writing or any copy of extract from any such document and also furnish information and returns verified in such a manners may be required in any way relating to the execution of this contract or relevant for verifying or ascertaining the cost of execution of this contract( the decision of such officer of the contractee on question or relevancy of any documents, information of return being final and binding on the Parties) The obligation imposed by this clause is without prejudice to the obligation of the contract / or under any statute rules or orders binding the contractor.

(ii) The contractor shall if the authorized officer or the contractee so requires (whether before or after the prices have been finally fixed) afford facilities to the officer of the contractee concerned to visit the Contradctor's Works for the purpose of examing the process of manufacture and estimate or ascertaining the cost of production of the articles, if any portion of the work be carried out by a Sub – Contractor or any subsidiary or a allied Firm or Company, the authorized officer of the contractee shall have power to secure the books of such sub-contractor, or any subsidiary or allied Firm or Company shall be open to his inspection.

Place:  
Date:

Signature of the Tenderer  
with seal & full address...



**8. SET – OFF CLAUSES**

Payment shall be subject to the deduction of any amount for which the Contractor is liable under this Contract, or any contract in respect of which Bharat Heavy Electricals Limited, Tiruchirappalli – 620 014, Tamilnadu is the Contractee.

**9. DELAYED EXECUTION, FAILURE AND TERMINATION OF CONTRACT**

The time for and the date of delivery of work stipulated shall be deemed to be essence of the contract and delivery must be completed not later than the date as specified if the contractor fails to deliver the equipments or installments there of within the period fixed for such delivery or at any time repudiate the contractee may recover damaged for breach of contract as under.

(i) Recover from the contractor as agreed Liquidated damages a sum equivalent to ½ % per week, of the work value, for the work delayed or part thereof where delivery for each work is accepted after the expiry of the delivery period.

(ii) Sub – contract the work elsewhere without notice to the contractor on the account and at the risk of contractor the work not so delivered without cancelling the contract in respect of installments of work not yet due for delivery.

(iii) Cancel the contract or a portion thereof and if so desired sub – contract the work elsewhere at the risk and cost of the contractor.

(iv) Contractee will have no liability to any stoppage in the work resulting in the labour of the contractor being idle either due to the above mentioned work or break down of the erection equipments tools and tackless to be supplied by BHEL, if any or due to other causes arising form the manner of executing the work.

**10. LAWS GOVERNING THE CONTRACT:**

(i) This Contract shall be governed by the Indian Laws for the time being in force.

(ii) irrespective of the place of execution of the contract, place of delivery, place of payment under the contract, the contract shall be deemed to have been made the place at which the acceptance of the tender has been issued.

**11. JURISDICTION FOT HE COURT:**

The courts of the place from where the acceptance of the tender has been issued shall alone have jurisdiction to decide dispute arising out of or in respect of this contract.

**12. .OTHER CONDITIONS**

(I) While executing the said work the contractor shall adhere to safety regulations and provide safety measures as per the enclosed annexure the violation of this will lead to punitive action on the contractor.

(ii) The contractor is required to get endorsement by the security at SSTP Main Gate for the entry of each material covered under the contractors scope of supply and the same is to be submitted along with the bill for processing the same.

Place:

Date:

Signature of the Tenderer  
with seal & full address...



**ANNEXURE - III**

**General Conditions of Safety.**

- 1 The contractor should follow all the safety rules and instructions issued by the management from time to time.
- 2 All the contract workmen must be briefed about their work nature and hazards involved, in advance.
- 3 The Contractor shall provide all safety devices and personal protective equipment to their workmen at their cost and shall ensure that his workmen wear / use such devices or equipment provided to them while doing the work and there should not be any relaxation on this.
  
- 4 All electrical appliances must be provided with earthing arrangement
- 5 Portable grinders must have guard.
- 6 All the hand tools must be in a good condition.
- 7 Material handling activities should be done only by competent / experienced persons.
- 8 **NOTICES OF ACCIDENTS:** In the event of an accident the contractor shall be required to fill injury report and submit to the Engineer In charge immediately and ensure compliance of ESI / Workmen's Compensation of accident as per the Act.
- 9 In case of accidents, injured person must be referred to outfield Medical Centre for First Aid treatment. The supervisor or the Contractor should accompany the injured person along with injury report or letter from respective department.
- 10 Fire precaution must be strictly adhered to.
- 11 Any untoward incident should be reported to Safety Engineering Department immediately.
- 12 Women worker are not allowed to work after 6 PM
- 13 Ensuring proper lashing of the components while being transported in vehicles.
- 14 The vehicle must have side supports or have body to support the materials conveyed.
- 15 Materials should not be allowed to overhang from the rear edge of the body of the vehicle.
- 16 Materials should not be allowed to extend or overflow over the sides of the vehicle.
- 17 Driver must have the proper licence.
- 18 Vehicle must not be over-loaded than the prescribed.
- 19 Red flags and lights for parts projecting from the body of the vehicles must be provided.
- 20 The speed restriction within the factory premises must be strictly adhered to.
- 21 The gas cylinders must always be handled on trolleys or kept tied down when not in use. They should never be rolled or used as roller for conveying. They should not be used without regulators. The gas cylinders should not be left on the roads or at work centre after completion of work.
- 22 Gas cylinders with proper caps only will be allowed inside the factory for works.
- 23 All excavations must be barricaded and red lamps must be provided.
- 24 The Contractor and his workmen should cover under Employees State Insurance Scheme in addition to other insurance benefits.
  
- 25 Contractors should engage workers of age of 18 years and above.
- 26 **HOUSE KEEPING**
  - a) The Contractors must try to kept their work areas neat and clean.
  - b) All unwanted materials should be removed then and there.
  - c) The work area must be made clean after completion of work.
  - d) The waste and other scrap materials should be put into the respective bins.
  - e) The drying of personal clothing inside the plant it prohibited.
- 27 **PERMIT SYSTEM**
  - a) Working above 3 meter elevavtion is considered as WORKING AT ELEVATION for which proper care has to be taken y the contractor for the safety of their crew. Necessary safety belt or life line, working platform with toe – board and handrail should be provided for continuous working at heights.
  - b) Before starting the work at height (above 3 mtrs), the Contractor must obtain permit to work from all the agencies concered including Safety Engineering Department.
  - c) Before entering into confined space, a clearance should be obtained from Safety Engineering Department. Such work should be carried out in the presence of a responsible person.
  - c) While carrying out welding or gas cutting work inside cellars and tunnels, Fire Service section should be kept informed.
  
  - d) The contract workmen should not be allowed to enter hazardous and prohibited areas without permission from respective department.

Place:  
Date:

Signature of the Tenderer  
with seal & full address...



Annexure - IV

SPECIAL TERMS AND CONDITIONS of Enquiry

- 1 The Contractor shall in respect of personnel employed by him either directly or through subContractors, comply with or cause to be complied with following statutory provisions and rules and regulations in regard to all matters provided therein. a) The Contract Labour (Regulation & Abolition) Act 1970 and the related Rules including Tamil Nadu Contract Labour Rules 1975, b) The minimum wages Act 1948 and the related rules including Minimum wages act of Government of Tamil Nadu, c) The payment of wages Act 1936 and the related rules, d) The Factories Act 1948 and related Tamil Nadu Rules.e) The Employees' Provident Fund & Miscellaneous provisions Act 1952, f) The Employees State Insurance Act 1948, g) Workmen Compensation Act 1923, h) Payment of Bonus Act 1965, i) Maternity Benefit Act, 1961, j) Payment of Gratuity Act, 1972, k )Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act,1979, l)Equal Remuneration Act,1976, m) Industrial Employment (Standing Order) Act, 1960 (In case of engaging 100 or more personnel), n) The Industrial Disputes Act 1947, and any other law, or modifications to the above or to the rules made there under from time to time.
- 2 Contractor should have separate Registration Code No. for ESI & EPF. Documentary evidences (Xerox copies – attested) for PF, ESI registration etc., should be furnished without which it will not be taken into account.
- 3 The contractor shall ensure that all his workmen are covered under the Employee's State Insurance Act and produce to BHEL such Registration Number / Enrolment Number before executing the contract work.
- 4 The Contractor employing 20 or more workmen is required to obtain license from the authorities (The Deputy Chief Inspector of Factories / Assistant Commissioner of Labour as the case may be). The license shall be amended and / or renewed wherever, there is an increase in the workmen employed by him or in the event of contract being extended or renewed. The Contractor shall inform the license number to the BHEL Management before taking up the work.
- 5 The contractor should maintain a Work Diary containing the details of work executed by him from time to time on Shift/Daily basis and obtain the signature from official concerned nominated for this purpose for having executed the work correctly and satisfactorily.
- 6 The contractor may be called upon any time with in the contract period. Contractor must be willing to work at any time including Sundays and Holidays. For which advance intimation will be given one day prior to Holiday / Sunday.
- 7 The contractor shall get the contract labour engaged by them insured under workmen's compensation policy from General Insurance Corporation of India before actually starting the work of contract. The Insurance Coverage should be for the entire period of contract. The contractor shall comply with the provisions of the Workmen's Compensation Act 1923. ( This should be read in connection with the provisions of ESI Act.)
- 8 SSTP/BHEL, Trichy reserves the right to alter any of the terms & conditions of the contract and any such changes will be intimated to the contractor from time to time.
- 9 Should a tenderer find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. (No extension of time shall be given for submission of the tender on any account.
- 10 If a Contractor withdraws his offer after submission of his tender or after acceptance of his tender, fails to start the work in accordance with the instructions of BHEL, the Earnest Money Deposited by him shall be forfeited and the acceptance given by BHEL for his tender shall be withdrawn.
- 11 Service tax / works contract taxes / VAT if any, payable extra to the quoted rate, shall be specifically indicated in the Un-Priced Bid, failing which the quoted rates shall be Considered as 'all inclusive'.
- 12 The proof of execution of work should be submitted along with each bill ( in Triplicate) (printed form with covering letter and proof for execution of work) and Payment will be made only on the submission of necessary certificate duly signed by area Executive / officer.
- 13 The Minimum Wages as prescribed by the State Government and Central govt. from time to time and an additional Payment of Rs.3200/3700/4100 for unskilled/semiskilled/skilled workers respectively, as per BHEL Corporate Guidelines should be paid to the contract Workers. The Wages and Attendance Registers should be produced to Welfare Section every month.
- 14 The copy of disbursement of salary statement of the workers duly certified by the area in-charge / officer and the related Challans for the remittance of PF@13.61% and ESI @ 4.75% contribution of the workers engaged by the contractor along with the Contractor's contribution should be submitted every month to the Contract Cell of the Personnel Welfare Department.
- 15 Bonus @ 8.33% ( minimum) of the total wages is to be paid to all the contract workmen.
- 16 Payment will be effected for 90% after successful completion of the subject work on pro rata basis and 10% will be with held towards balance 50 % of security deposit. Security deposit will be refundable after 30 days of work completion after recovery if any.
- 17 Payment will be made on monthly basis. For this purpose, a LOG BOOK should be maintained by the Contractor, and the signature should be obtained daily ( Shift wise ) from the Shop-in-charge / Authorised Executive of User Area. The User Area will certify the Work (Xerox copy of Log-Book to be enclosed) as per the contract to enable MM / contracts to forward the bill on monthly basis on verification to Accounts department for payment. Taxes, if any will be recovered from the bills at sources.
- 18 E – PAYMENT : With the advent of electronic mode of funds transfer for effecting payments, we request you to fill up the format attached and get it endorsed by your banker and submit to us as to release the payment thro' RTGS.
- 19 EMD ( Earnest Money Deposit ) in the form of Demand Draft in favour of "BHEL Trichy", payable at SBI Kailasapuram, Trichy-14, shall be enclosed along with the Quotation. Offer without EMD is liable for Rejection. EMD of the successful tenderer shall be converted and adjusted against the Security Deposit.
- 21 REFUND OF SECURITY DEPOSIT : The Security Deposit mentioned above may be refunded to the Contractor, after 30 days of work completion / Guarantee period if any. For that, the contractor shall submit a claim letter stating the balance SD amount to be received, along with "NO DUE CERTIFICATE" duly signed by area Executive / officer.
- 22 Contractors should quote for all enquiry items, other wise it is liable for rejection. All entries in the tender documents should be in one ink. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the tenderers concerned. Unit rates should be quoted in figures as well as in words for all the items shown in the attached schedule. Wherever there is a difference in the two, the rates in words will be taken as final.

Place:  
Date:

Signature of the Tenderer  
with seal & full address...



## ANNEXURE V

## TECHNO-COMMERCIAL BID

The following information's are required for communication for Tender finalization.

## GENERAL DETAILS

SL No	Description	Details
1	Name of Company/Firm	
2	Status of the Company/Firm (Relevant documents must be enclosed)	( ) Public Limited; ( ) Private Limited ( ) Partnership Firm; ( ) Single Ownership
3	Name of Owner/Partner of Firm	
4	Address for Correspondence	
5	Tele Phones	
	5.1 Landline	
	5.2 Mobile	
6	Fax Number	
7	E-mail ID	
8	PF Registration Documents copy.	( ) Registered and Copy Enclosed ( ) Not Registered
9	ESI Registration Documents copy	( ) Registered and Copy Enclosed ( ) Not Registered
10	Service Tax Registration	( ) Registered and Copy Enclosed ( ) Not Registered

- 1 Self attested copy of all the documents should be submitted along with Tender. If at any stage, the document(s) submitted by Contractor is/are found incorrect/false/fake, the necessary action will be taken by BHEL against Contractor.
- 2 If Company / Firm is not registered with Service Tax, PF and ESI, they will have to get registered immediately after award of Contract to comply with the statutory requirements.
- 3 Contractor has to provide copy of Service Tax registration certificate. Wherever Contractor is not registered with Service Tax, a declaration from the Contractor stating that the Contractor is within the threshold limit to be provided. If Contractor has applied for Service Tax registration, a copy of registration is to be provided.

## ELIGIBILITY CRITERIA FOR TECHNICAL QUALIFICATION

## ELIGIBILITY / SELECTION CRITERIA

## 1 FINANCIAL SOUNDNESS:

Documents to prove financial soundness of the company/proprietor/firm/public limited company (in any of the following manner given below) for the last three Years financial years (2011-12, 2012-13 & 2013-14).

1.1 Copy of Income Tax submission acknowledgment along with Profit & Loss account and Balance Sheet (Audited if applicable).

1.2 Copy of Income Tax submission acknowledgment along with Audited Annual Report.

## 2 EXPERIENCE

The Tenderer shall submit documentary proof for having experience in the field of HIRING OF VESSELS for a value of Rs. 24 lakhs (Rupees twenty four lakhs only) issued by any Central/State Govt. / PSU company/Private Organization during the last three years (2011-12, 2012-13 & 2013-14). Experience certificate from private organisation to be supported with a copy of TDS (Tax deduction at source) certificate issued by the private organisation OR should be supported with Form 26 AS.

## 3 PAN CARD

Copy of PAN CARD to be enclosed.

## 4 LABOUR LICENCE

Copy of Registered Labour licence to be enclosed.

## 5 LOCAL BRANCH OFFICE

Local branch office details at Tiruchirappalli. Documentary proof (Registration Documents/ Lease agreement/latest Telephone Bill Receipt/EB Bill Receipt etc.) shall be enclosed. Also if Bidders declared that they will open the branch office as per the Tender conditions, within 30 days from the date of issue of LOI, if they become successful in this Tender, technically & commercially and LOI can be awarded, can also be considered for further evaluation. In such case if they do not open the Branch Office within 30 days from the date of issue of LOI, the LOI will be cancelled automatically and Tender will be refloated. In such case, EMD/SD deposited by the Contractor will be forfeited and Party will be barred from future all type of Tender for a period of Three Years.

Place:

Date:

Signature of the Tenderer  
with seal & full address...



Tender No:SSTP:CONT:OT:15-16/001E...dt.08.05.2015

ANNEXURE V...techno commercial.....contd....

### UNDER TAKING

Herewith, we..... (Name of the Bidder), certify thefollowing:-

- (i) We have fully understood the technical requirements of the Tender and the type of personnel to be deployed for "LOADING AND UNLOADING OF TUBES IN COLDMILL FURNACES" for a period of ONE YEAR. on Contract basis , against the given rate schedule and have quoted accordingly.
- (ii) We shall abide by the terms and conditions of Tender Notice Ref.No. SSTP:CONT:OT:15-16/001E dt: 08.05.2015.
- (iii) We have not been suspended or black listed or issued with Show cause Notice by any Unit of BHEL.
- (iv) All the documents submitted by us against this Tender are genuine documents and are Self attested copies only. At any point of time if found otherwise by BHEL, we accept all the actions viz., legal, Contractual, BHEL Policy / Procedural Actions in whatsoever manner as deemed fit by BHEL.

Sl.No	Particulars	Tick ( ) for confirmation of document / enclosures	Page Nos. Where documents are attached.
1	EMD	NOT APPLICABLE	NOT APPLICABLE.
2	Proof for Status of the Company Enclosed (Memorandum of Articles of the Company , Power of Attorney, Partnership Deed, demerger document as applicable etc .)		
3	PF Registration Documents copy.		
4	ESI Registration Documents copy.		
5	Labour License Registration Documents Copy		
6	Service Tax Registration		
7	Copy of PAN Card		
8	<b>Financial Soundness</b>		
	8.1 Balance Sheet		
	8.2 Profit & Loss Account		
	8.3 Auditor's Report		
9	Document proof for experience		

Place:

Date:

Signature of the Tenderer  
with seal & full address...



ANNEXURE VI

**SCOPE OF WORK**

**1 SCOPE OF WORK COMPRISES OF THE FOLLOWING :-**

- 1.01** The Contract work of manual labour support and services in loading/unloading of tubes in 7.5 Ton Furnace and 5.0 Ton Furnace includes the following.
- 1.02** Moving the load (Tubes) from the stacking point/ trough/previous work centre/trailor/trolley to the furnace area.
- 1.03** Loading the tubes on to the furnace charging table/conveyor.
- 1.04** Debundling and spreading the tubes in the charging conveyor for easy feeding of the table without any obstruction.
- 1.05** Monitoring the roller table feeding movements.
- 1.06** Unloading the tubes at the discharging end and stacking them properly in racks/loading to the next work centre/trailor/trolley.
- 1.07** Whenever the tubes are getting struck up during the operation, which will be occurring rarely, the contractor crew shall immediately remove such struck up tubes from the furnaces.
- 1.08** Disposal of scrap/rejections if any arising in the work centre, by removing them to outside the bay.
- 1.09** Maintaining Good House Keeping.
- 1.10** For carrying out the above work the contractor has to provide one labour for the tube handling thro' cranes and two labours for loading/unloading of tubes for each furnaces. Totally the contractor has to provide three labours per shift for one furnace and also five labours per shift for two furnaces and the furnace will be operated in three shifts.
- 1.11** The above order quantity for the size range may be varied
- 1.12** WORK WILL BE AWARDED TO THE OVER ALL L1 BIDDER.
- 1.13** BHEL's Corporate Identity Number is L74899DLI964G0I004281.
- 1.14** YOU MAY CONTACT SHRI.K.ATHIMOOLAM, SENIOR MANAGER/CMP AT 0431 257 8453 FOR ANY TECHNICAL CLARIFICATIONS IF NEEDED BEFORE SUBMITTING YOUR OFFER.

**2 RISK PURCHASE**

- 2.1** In the event of any successful Tenderer's failure to fulfill any of the Tender/Contract obligations as per Contract/Agreement, BHEL may entrust the job to alternate source and get it completed to meet BHEL requirement and additional expenditure, if any, including consequential cost viz., demurrage etc., will be fully recovered from the Tenderer Contractor who failed to complete the job in line with Contract. The decision of BHEL with regard to the actual losses / consequential expenditures incurred by BHEL shall be final and binding on the Tenderer / Contractor.

Place:  
Date:

Signature of the Tenderer  
with seal & full address...



**Tender No:SSTP:CONT:OT:15-16/001E...dt.08.05.2015**

**ANNEXURE VII**

**(ON BIDDER'S LETTER HEAD)**

**DECLARATION**

I / We M/s. .... do hereby state as follows:-

- 1** The price bids have been put in separate sealed cover.
- 2** The Techno Commercial Bid and all the connected documents have duly been filled in, signed and stamped and put separately in another bigger cover and sealed.
- 3** All the documents & pages have been signed by the Authorized Signatory of the Service Provider, as required, with official seal.
- 4** All the documents required for technical qualification as per eligibility criteria for technical qualification have been enclosed along with techno commercial bid.
- 5** In case there is a lapse / omission or commission in fulfilling the Tender requirements as per the commitments given above from point (1) to (4), we fully understand that it would be a serious violation in complying with the Tender of this nature and that BHEL shall have the right to take a serious view of this and all the actions / decisions of BHEL in this regard will be final and binding on us.

**Place:**

**Date:**

**Signature of the Tenderer  
with seal & full address...**



Annexure VIII

**PRICE BID**

Sl.No.	Description Of Work	UNIT OF MEASUREMENT	QTY	RATE PER UNIT IN Rs.	
				IN FIGURES	IN WORDS
1	Below and including dia 44.5 mm	MT	24320		
2	Above dia 44.5 mm and including dia 63.5 mm	MT	24320		
3	Above dia 63.5 mm	MT	12160		

Place:  
Date:

Signature of the Tenderer  
with seal & full address...

THANK YOU FOR VISITING US

HAVE A NICE DAY