

BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM – HYDERABAD – 502032

M&S TRANSPORT SECTION

Phone No. 040-23182525/2365/4210

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Tender Notice No: HY/M&S/TPT/Mntnce_DFL/2014-15

14-May-2014

Tender in two parts (Techno-commercial & Price bid) will be received by the undersigned in sealed cover from the contractors satisfying the pre-qualification requirements. The following should be legibly written on the cover – Contractor/company name, Tender reference number, name of work. Tenders will be opened at 13:30 hrs on the due date in the presence of bidders or their authorized representatives in BHEL, Administrative Building (Vendor Complex) Ramachandrapuram, Hyderabad - 32.

1	Name of the work	:	Maintenance of Diesel Fork Lifts – 23 no. for a period of 1 year
2	Earnest Money Deposit	:	Rs.40,000/- (Rupees Fourty Thousand only)
3	Estimated Cost	:	Rs.10.84 Lakhs
4	Cost of Tender Documents	:	Rs.500/- (non-refundable)
5	Tender Sale Start Date	:	14-May-2014
6	Tender Sale Close Date	:	25-Jun-2014 – 1100 Hrs (extended)
7	Last Date of receipt of tenders	:	26-Jun-2014 – 1100 Hrs (extended)
8	Date & time of opening of tenders	:	26-Jun-2014 – 1330 Hrs (extended)

Name & Address of the contractor:

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Tenderers are requested to sign and put seal on all pages of tender documents and submit.

Signature of Contractor

General:

1. BHEL, Hyderabad requires skilled manpower for day to day maintenance of Diesel Forklifts (23 Nos.) for a period of one year (302 operations). The following manpower is required for carrying out the maintenance activities.

SI No.	Category	Quantity	Type of labour	Operations per year/person
1	Electrician	1	Skilled	302
2	Diesel Mechanic	2	Skilled	302
3	Motor Mechanic	2	Skilled	302

2. Experience Clause.

The firm/ agency/ contractor, shall be:

- a) Manufacturer/Authorized dealer of Diesel Forklifts (or)
 - b) Shall have experience in Maintenance of Diesel Forklifts for a period of at least one year and have successfully executed a minimum of one contract. The agency to furnish copies of performance certificates from organization as proof.
3. The Electrician/Diesel Mechanic/Motor Mechanic should have the below mentioned qualification/experience
 - a. Diploma with at least 1 year experience in similar works (or)
 - b. ITI with at least 2 years' experience in similar works (or)
 - c. Minimum of 5 years' experience in similar works
 4. One of the 5 manpower shall work as Supervisor also.
 5. **The below mentioned documents should be submitted for technical qualification, failing which the party shall be technically disqualified.**
 - a. ESI registration document proof.
 - b. PF registration document proof.
 - c. PAN number proof
 - d. Experience proof (in line with 2 and/or 3)

Signature of Contractor

Tenderers shall submit their offer in two part bids

- a. Techno-commercial bid consisting of Annexure – I duly signed on all pages along with DDs original for cost of tender documents and Earnest Money Deposit.
- b. Price bid consisting of Annexure – II duly filled in & duly signed

The above two bids are to be placed in separate covers duly sealed. The cover for Techno-commercial bid should be super-scribed as **“Techno-commercial bid for Maintenance of Diesel Fork Lifts”** and Price bid shall be super-scribed as **“Price bid for Maintenance of Diesel Fork Lifts”**

Both the above two envelopes shall be kept into another sealed cover. The cover shall be super-scribed with **“Quotation for Maintenance of Diesel Fork Lifts”** and shall be sent to **Tender Box, Vendor Complex, Administrative Building, Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad – 502032.**

BHEL will not be responsible for any postal delays.

All corrigenda, addenda, amendments, time extensions clarifications, etc., to the tender will be hosted on BHEL website (www.bhel.com) only. Bidders should regularly visit BHEL website to keep themselves updated.

Engineer/Transport

Signature of Contractor

BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM – HYDERABAD – 502032

M&S TRANSPORT SECTION

Tender Notice No: HY/M&S/TPT/Mntce_DFL/2014-15

14-May-2014

Name of the Job Work: Maintenance of Diesel Fork Lifts – 23 no. for a period of 1 year.

The tender schedule must be submitted along with the general conditions, special terms & conditions enclosed herewith duly signed & stamped on each page with bidders covering letter. Quotations should be typed on tender schedules only. Any deviations/deletions should be brought out separately on bidders letter pad and enclosed to the bid documents.

Following to be filled up by the bidder:

1.	Name of the Contractor	
2.	Full Address	
3.	Name of contact person	
4.	Landline No.	
5.	Mobile no.	
6.	E-mail Id	
7.	PAN Number	
8.	Service Tax registration number	
9.	ESI Number	
10.	PF Number	
11.	Document Fee details	
12.	EMD details	
13.	BHEL Supplier Code (if present)	

Signature of Contractor

ANNEXURE-I

Terms & conditions for entering into rate contract for “**Maintenance of Diesel Fork Lifts – 23 no. for a period of 1 year**”.

1. Diesel Forklifts (23 no) are to be maintained on day to day basis. Contractor has to deploy necessary skilled personnel for carrying out the job work with minimum qualifying criteria as mentioned earlier.
2. If required the contractor shall arrange / depute specialist for rectifying major defects in-case the personnel deployed are not in a position to rectify the fault at his own cost
3. The **TOTAL CONTRACT VALUE for 5 (FIVE) MANPOWER** for 302 operations per person per year for maintenance of Diesel Fork Lifts rate is to be quoted in Annexure-II.
4. **Finalization of the contract:** The price bids of all the technically qualified offers shall be opened and L1 party shall be decided.
 - a. If L1 rates are greater than our estimation – Negotiations will be carried out and final rate shall be decided.
 - b. If L1 party rates are less than our estimation – Work shall be awarded directly.
5. **Penalty** – Penalty for non-deployment of manpower per day per person is Rs.500/- apart from proportional cutting.
6. All the offers received will be scrutinized and only the technically qualified offers will be considered. Technically not qualified offers will be rejected.
7. All entries in the tender should be clearly written in ink and all corrections are to be duly attested by the tenderer.
8. Issue of tender documents does not mean that the bidder fulfills the qualifying requirements of the contract.
9. Submission of offer shall mean that the bidder has read the bid documents and agrees to abide by the terms and conditions mentioned in the documents.
10. Quotation should be valid for a period of three months from the date of opening of Techno Commercial Bid.
11. No other person except Contractor’s authorized representatives will be allowed in BHEL premises.
12. Within BHEL premises, the contractor’s personnel should not do any work other than their normal duties.
13. The transport contractor will have to indemnify BHEL against the following, in case the same is thrust upon BHEL.
 - All claims for injury or damage to any person property caused by his negligence or negligence of his employees while on operation are to be settled by contractor.
 - Failure in observance of labour and industrial laws by the contractor

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- All claims by way of compensation and all other types of unforeseen claims which may occur in the course of contract incurred by contractor
 - All payments by way of compensation or otherwise which BHEL may be called upon to make under the provisions of the relevant acts to any workmen as aforesaid and any cost incurred by BHEL in connection with any claim preferred by such workmen and or against all action, claim and demands whatever in respect thereof or in any loss, injury or damages whatever to any third person arising out of this contract by the transport contractor, their workmen servants or agents shall be recovered from contractor
14. For all claims, payments and losses that BHEL may have to make or suffer on account thereof the transport contractor shall wherever required to do so by BHEL or Govt. officials authorized under law, produce for inspection all forms, register and other papers required to be maintained under various statutes.
 15. Any amount recoverable from transport contractor towards the loss/damage will be recovered from the outstanding payments due or from security deposit. In case the amount is insufficient for such recoveries, transport contractor shall make good the balance amount by remitting in the cash office at BHEL. The company reserves the right to enter into parallel contracts for the same period or any part thereof.
 16. BHEL reserves the right to refuse/cancel the tender at any stage without assigning any reason.
 17. This contract may be terminated at any time without paying compensation whatsoever to the transport contractor in case of misbehavior, disobedience, dishonesty, clandestine insolvency, any court order, non-sanction of road permit or any other related activities on their part or their failure to fulfill the terms and conditions of this agreement.
 18. The rates quoted shall remain valid for entire contract period. The contract can be extended for a maximum period of 1 year on same rates, scope, terms and conditions on mutual consent.
 19. An amount of towards EMD shall be paid by demand draft drawn in the name of **“Bharat Heavy Electricals Limited, Ramachandrapuram”** payable at Hyderabad and shall be enclosed to the techno-commercial bid. No interest will be paid on EMD. The EMD is returned to the unsuccessful bidder only after one month from the date of finalization of tender.
 20. EMD – Earnest Money Deposit will be forfeited in case of the following:
 - On withdrawal of bid or increase in rates or changes in the bid conditions after opening of tender
 - On refusal to enter into a contract after the contract is awarded
 - In case of cheating, fraud, providing false/fake information during any stage of the tender
 21. EMD furnished by the successful bidder will be adjusted as part security deposit towards contract performance guarantee and shall be refunded within three months

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of the date of expiry / completion / revocation of the contract. In the event of the agency failing to comply with any provision of the contract, the security deposit shall be forfeited by BHEL.

- Successful tenderer shall pay a security deposit as per the works policy 2008 of the overall contract value for the contract period
 - Minimum 50% of the security deposit amount should be paid by cash (as permissible under income tax act) or Demand draft at the time of agreement and before commencing the contract, balance 50% to be recovered from final bills to the maximum of 10% of the total contract value.
 - The security deposit will not carry any interest and will be paid after successful completion of contract to BHEL satisfaction.
22. The transport contractor shall submit his bills on 5th day of the following month. In case the bills are not submitted by 5th of the following month, these bills cannot be settled in the month in which the bills are received. All payments will be made only in the name of the party mentioned in the contract.
 23. The orders, notices or any correspondence to the transport contractor will be sent to the address furnished by registered post. This is deemed to have been served on the transporter, on date of report of delivery of such correspondence. The transport contractor shall carry out the orders without any delay.
 24. Withdrawal of contract during the contract period will entail BHEL, not only forfeiture of security deposit, but also to appoint other transporter at the risk and cost of the contractor.
 25. Soon after the acceptance of the tender, the transport contractor shall enter into an agreement with M/s BHEL, RCPuram, Hyderabad – 502032. The agreement shall be entered on Non-judicial stamp paper of the value of Rs.100/- to be purchased by the transport contractor at his own cost.
 26. The contractor shall maintain regular contact with the designated employee of BHEL and will interact on matters relating to the work awarded under this contract.
 27. Notwithstanding anything contained in the contract agreement which will be entered after award of work, the contract may be terminated by BHEL, without assigning any reason thereof by giving a notice of 30 days to the contractor.
 28. Non – compliance of any provisions under the act/rule/instructions/guidelines shall make the contractor liable for penal action including termination of contract.
 29. Contractor shall furnish in a separate letter his place of residence and postal address. The delivery at the above named place or posting in a Post box regularly maintained by the post and telegraph Department or sending letters registered for acknowledgement of any notice, letter or other communication to the contractor. Change in address shall come into force at any time by an instrument executed by the contractor and delivered to the Company official who has signed the contract.

Signature of Contractor

30. Work shall be done on all working days and on holidays with the written permission and approval by competent authority. The contractor shall comply with the provisions of the Factories Act Rules framed there under if the same are applicable.
31. On the occurrence of an accident, which results in the death of any of the workmen employed by the contractor or which is so serious as to be likely to result in the death of any such workmen, the contractor shall intimate within 24 hours of the happening of such an accident intimate in writing to the company official in-charge of the work.
32. The contractor shall indemnify the company against all losses or damages sustained by the company resulting directly or indirectly from his failure to give intimation in the manner aforesaid including the penalties or dues if any and become payable by the company, as a consequence of failure, the company to give notice under the workmen's compensation act or otherwise confirm to the provisions of the said act in regard to such accident.
33. The contractor shall ensure adherence to all statutory requirements applicable to Bharat Heavy Electricals Limited, RCPuram, Hyderabad – 502032.
34. The contractor shall not resort to subcontracting under any circumstances. If found subcontracting at a later date, BHEL reserves the right to take whatever action it deems fit, including cancellation of the contract and forfeiture of security deposit.
35. Whenever the term — CONTRACTOR is used, it shall be understood to refer to the particular person, firm or corporation with whom an agreement has been made by the concerned company official for executing the work defined in the concerned agreement and for the purpose of instructions regarding compliance with contract conditions, it shall include the contractor's authorized agents, who are entrusted with the work by contractor.
36. All the works shall be carried out in accordance with the directions and to the satisfaction of the company official in accordance scope of work.
37. In the event of any question or dispute or under this contract, the same shall be referred to a competent Authority in the company for sole arbitration and his decision shall be final and binding on the parties to the contract.
38. In case of any suit or other legal proceeding arising under this contract, the courts at Sangareddy (Medak Dist.) A.P only shall have the Jurisdiction.
39. Wherever, BHEL/COMPANY standards are mentioned shall be strictly followed.
40. All disputes, claims and demands arising in connection with the contract shall be settled by mutual consultation. If no such agreement is reached between the parties each party can appoint one Arbitrator and the Arbitrators so appointed can appoint a Presiding Arbitrator. The proceedings of the tribunal shall be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The venue of the Arbitration shall be at BHEL, Hyderabad or at such place as the Arbitrators may direct. The Award to be given by the Arbitral Tribunal shall be a speaking award. The arbitration costs, fees and expenses shall be borne by both the

Signature of Contractor

parties equally. The award of the tribunal shall be final and binding on both the parties equally. The award of the tribunal shall be final and binding on both the parties. All questions, disputes, differences arising under, out of or in connection with this contract shall be exclusive jurisdiction of the Courts at Sangareddy, Medak District, Andhra Pradesh.

41. Tax will be deducted at source from the running bills as per applicable income tax rules and other statutory requirements.
42. In case the contractor does not execute the work awarded to him as per the terms and conditions of the agreement, the same shall be got executed by some other contractor and the excess cost incurred shall be recovered from the contractor's security deposit/pending bills.
43. No work shall be done on Sundays or on other declared holidays of the company without the written permission of the company officer in-charge of the work. The contractor shall comply with the provisions of the Factories Act Rules framed thereunder if the same are applicable.
44. It shall be contractor's sole responsibility to protect the public and his employees against accident from any cause and provide required safety equipment and shall indemnify, the company against any claims for damages for injury to the person or property resulting from any such accidents and shall, where the provisions of the workmen's compensation act apply, take steps to properly insure against any claims thereunder. The contractor shall use proper slings for lifting the jobs, keep the gangways and approach roads clean
45. In the event of any accident in respect of which compensation may become payable under the workmen's compensation act VIII of 1923 whether by the contractor or by the company as principle employer, it shall be lawful for the company to retain out of monies due and payable to the contractor such sum or sums of money as may, in the opinion of the company shall be final in regard to all matter arising in this clause.
46. BHEL shall have the privacy of the contract with the contractor only and will give instructions to the contractor or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.
47. In case the Contractor does not carry out the Contractual / Statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency / anomaly within three days' time failing which, BHEL reserves the right to terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.

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48. The contractor shall ensure adherence to all statutory requirements applicable to BHARAT HEAVY ELECTRICALS LIMITED, RAMACHANDRA PURAM, HYDERABAD-502032.
49. Notwithstanding the clause, in case of any financial loss incurred by the company on account of contravention of the Provident Fund regulations or any regulations of rule touching the same by the contractor, the contractor shall submit an undertaking to indemnify the company to the extent of the loss incurred by the company.
50. The decision of the "Contracting Signing Officer" shall be final and binding on the contractor on all technical questions which may arise touching the contract with respect to the quality of material, workmanship, removal of improper work, interpretation of the working drawings, specifications, notes, procedures etc.

Contractor's Obligations

I. CONTRACTUAL

- a. Contractor shall supervise the work allotted to him and to be carried out by his employees.
- b. Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, qualification, experience etc.
- c. Contractor to maintain appropriate records of his employees deployed to carry out the job(s).
- d. Contractor to provide safety appliances (safety shoes, helmets) to his employees. The contractor shall be responsible for enforcing all safety regulations as applicable.
- e. The contractor has to provide a distinct uniform different from BHEL employees. The Uniform should have logo of the Contractors firm / company. The uniform shall be kept in neat, tidy and wearable condition. Wherever necessary, the cap shall be integral part of the uniform.
- f. Contractor to ensure that all precautions are taken for safety of his employees and equipment.
- g. In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues including retrenchment compensation.
- h. Contractor shall provide to his employees all tools, tackles and equipment and maintain the same to carry out the job under the contract at his cost and if necessary contractor may take insurance policy of his men, material, equipment and tools and tackles.
- i. Contractor shall provide safety appliances and maintain the same at his own cost which may be required under the statute or otherwise.
- j. Contractor shall provide material at his cost as mentioned in the contract to his employees for carrying out the job.

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- k. Contractor shall pay minimum wages per month and Bonus per year for the labour as per HR circular.

II. TOWARDS STATUTORY LIABILITY

- a) 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.
- b) Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time by the concerned authorities
- c) Contractor shall ensure payment of statutory prescribed minimum wages as applicable from time to time in the presence of authorized representative of BHEL and maintain proper records of their timely disbursement. These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities / BHEL authorities.
- d) Contractor to provide PF pass book to his employees and ensure payment of PF, pension dues under EPF & MP Act, 1952 to the PRFC.
- e) Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership No. / card of each employee.
- f) Contractor shall produce proof of deductions as well as remittances of PF, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees.
- g) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- h) Contractor shall be solely responsible for nonpayment / delayed payment of wages / DA, contributions under EPF & MP Act, ESI Act etc.
- i) In case the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- j) 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.
- k) The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- l) 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, and pilferage of property and / or his employees.

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- m) 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.
- n) Contractor shall observe Provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employee. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission.
- o) Contractor shall be responsible for making payment of wages before expiry of 7days from the last day of wage period and to ensure disbursement of wages in the presence of the authorities' representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
- p) Contractor to obtain license under CL(R&A) Act, 1970.

The Role and Responsibilities of Contractor staff:

A. Supervisor

- He shall co-ordinate between management and Maintenance Staff for smooth running of the Diesel Forklifts.
- He shall be responsible for preparation of daily/weekly/monthly generation reports.
- Shall monitor breakdowns and prepare preventive maintenance schedules and ensure execution as per schedule and assist staff in carrying out major defects and technical support.

B. Electrician

- He will be responsible for trouble-shooting of electrical faults on Diesel forklifts
- He shall be capable of carrying out repairs to self-starters, dynamos / alternators, panel boards or any other electrical works & complete re-wiring of forklifts if required
- He should have knowledge of checking batteries and carry out necessary repairs as and when faults occurs
- Log all faults in proper format in log book on day to day basis

C. Mechanic:

- Mechanics will be responsible for trouble-shooting mechanical defects on forklifts
- He shall be capable of carrying out preventive maintenance on forklifts as per schedule
- He shall have enough experience in attending to major breakdowns on forklifts
- Log all faults in proper format in log book on day to day basis

Works to be attended by the Contractor

- The agency shall prepare daily / weekly / monthly generation reports.
- Agency shall maintain Inventory records for consumables and spares, Fuel and Lube oil etc., and inventory for overhauls and preventive maintenance and maintenance of proper records and also maintenance of special tools etc., required for overhauls.

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- History Cards, Log sheets, recording of Engine parts and inspection measurements during overhauls.

Exclusions and special instructions:

- All the spares, consumables will be issued by BHEL at free of cost.
- Special tools will be issued by BHEL and tools shall be returned in good condition.

Schedule of work:

i. Maintenance of Diesel Forklifts:

- 1) Attend to day to day and major repairs (all repairs)
- 2) Preventive maintenance

Transport contractor shall be able to carry out all type of repairs on forklifts and maintain breakdown percentage to minimum level.

ii. Preventive Maintenance:

Fortnightly:

- 1) Blow out radiator core and clean forklift with compressed air
- 2) Check radiator for proper coolant level, fill if necessary
- 3) Check Engine Crankcase oil level, fill if necessary
- 4) Check brake fluid reservoir fluid level
- 5) Check Fluid coupling reservoir fluid level
- 6) Check Transmission & differential oil level, fill if necessary
- 7) Check hydraulic tank oil level, fill if necessary
- 8) Clean grease fittings and lubricate
- 9) Check and lubricate air connecting shafts and levers
- 10) Check fuel, oil, water systems and all hydraulic hoses for leaks, fill/repair if any
- 11) Clean air cleaner, inspect hose and connections
- 12) Check clutch play and adjust if required
- 13) Check accelerator system, repair if required
- 14) Test of foot brake and hand brake if they are holding & releasing properly
- 15) Cleaning of grease or oil on brake lining with gasoline or other grease solvent.
- 16) Check for any loose connection in control box, tighten if required
- 17) Check battery, add water and clean terminals

Half yearly:

- 1) Operational check and physical inspection of forklift repair, if any observation is made
- 2) Repairs to recurring problems based on analysis of breakdown records, if any
- 3) Check steering/power steering for proper adjustment
- 4) Steering wheels should be inspected for free movement
- 5) General check of drive axle and transmission, cowl assembly, masts assembly, replace defective parts if any
- 6) Check mast assembly for proper adjustment and lubricate
- 7) Inspect lift and tilt cylinders for leaks
- 8) Check tilt cylinder rod ends and anchors, adjust and tighten as necessary

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- 9) Check tire and wheel condition, tighten hub bolts if necessary
- 10) Check engine exhaust pipe and muffler
- 11) General check of all Bearings used for various operations, if required replace
- 12) General check of Bushes, 'O' Rings, Oil seals etc. replace if found defective
- 13) Check clutch disc, cushioning disc, clutch facings and clutch springs for free length and tension, if worn out / crack is observed replace
- 14) Adjust backlash between ring gear and pinion 0.2mm to 0.3mm, if required
- 15) Check brake system for fluid leaks, check master cylinder push rod adjustment
- 16) Inspect brake pedal linkage for proper adjustment
- 17) Check of brake shoe alignment, replace faulty part if any
- 18) Clean voltage and current regulator contacts
- 19) Check for proper functioning of cut out which connects or disconnects battery
- 20) General Servicing of battery

Yearly:

- 1) Engine compression to be checked
- 2) Check Steering linkage and carryout adjustments, if any
- 3) All hydraulic pumps for delivery of rated output
- 4) Check Control valves for their functioning
- 5) Differential housing
- 6) Check wheel cylinders and master cylinders, repair/replace worn-out parts
- 7) Check Front & rear bearings, replace if required
- 8) Fuel injection pump to be calibrated
- 9) Self-starter and alternator bushes, brushes and field coils to be replaced

General instructions to bidders:

1.	Bidders are required to go through instructions carefully and complete all the formalities as required. In event of furnishing false or incorrect information, the offers shall be rejected and no correspondence will be entertained in this regard.
2.	<p>Bidders are required to submit the offer in two parts.</p> <p>I) Techno-commercial bid along with un-priced bid</p> <p>II) Price bid.</p> <p>Each bid shall be kept in separate envelopes, which should be properly sealed. Both envelopes shall be put together in a large envelope and shall be submitted to concerned official at Vendor Complex as per the tender date and time.</p>
3.	Bidders are required to ensure that all columns of the bid are duly filled in and all pages are signed. If any incorrect rates or unusually low rates are mentioned the offer shall be rejected and no correspondence will be entertained in this regard.
4.	The techno-commercial bid should accompany the Demand Draft for Earnest Money Deposit and cost of tender document along with other relevant supporting documents. In case of non-submission of Earnest Money Deposit/ Document cost along with the technical bid, the offer is liable to be rejected.
5.	Bidders are required to submit duly filled in tender documents before 1100 hrs as mentioned earlier at Vendor Complex, Administrative Building (BHEL).
6.	The techno-commercial bids will be opened on the same day as mentioned earlier at 1330 hrs at Vendor complex, BHEL, RCPuram (unless extended).
7.	Bidders or bidder's representatives may attend the tender opening on the above mentioned date, time and place. No separate intimation will be given to bidders.
8.	The sealed price bids of only those offers, which are technically acceptable, will be opened later. The bidders qualifying in technical bid will be intimated separately for participating in price bid.

ANNEXURE-IIPrice bid for **“Maintenance of Diesel Fork Lifts – 23 no. for a period of 1 year”**

S. No.	Description	Rate	
1.	TOTAL CONTRACT VALUE for 5 (FIVE) MANPOWER for 302 operations per person per year for maintenance of Diesel Fork Lifts	(in letters)	(in words)

Only Service tax (as applicable) shall be paid extra. All other taxes are inclusive and the prices shall be quoted accordingly. The rates quoted are in INR

Name, Address of the Contactor

Mobile Number:

Landline Number:

Signature of Contractor