

NIT No: RMX/5S/2016-18

Dated: 28.05.2016



Bharat Heavy Electricals Limited
Heavy Electrical Equipment Plant, Haridwar-249403

Dept. Resource Management Department

Tender Document

Name of Work: 5S Trainer Cum Surveillance Provider Cum Certification agency for 5S Implementation at HEEP, BHEL, Haridwar

Tender Enquiry No.: RMX/5S/2016-18, Dated: 28.05.2016

Due date of Tender Opening (Part-1): 21.06.2016

Place of Submission of Tender / Bid: Tender Room, Purchase Deptt., 4th floor, Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand)

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TENDER SPECIFICATION
FOR RATE CONTRACT WITH
5S TRAINER CUM SURVEILLANCE
PROVIDER CUM CERTIFICATION AGENCY

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SECTION - I

QUALIFICATION AND ELIGIBILITY REQUIREMENT

Clause Nos.		Contents
1.1	1.1.1	<u>GENERAL</u>
	1.1.1.1	The bidding organization shall have well-established Quality Management System for providing 5S Implementation & Certification services.
	1.1.1.2	The bidder shall have sound organization capable of meeting BHEL's requirements for 5S Implementation & Certification with high degree quality and timeliness.
1.2	1.2.1	<u>MINIMUM QUALIFICATION CRITERIA</u>
	1.2.1.1	Bidder should have experience in conducting 5S Certification, Surveillance and Recertification for last 5 years in Industries/Organization (PSUs/limited/ private or Listed Companies) in India in following sectors- Engineering, Manufacturing, & IT. However, Sister Business Units/Divisions of same Corporate sector shall not be considered as separate organizations.
	1.2.1.2	Bidder should have certified at least 5 such Industries/ Organization in last 5 years. (Evidence in the form of Work order /Contract to be submitted by the Bidder)
	1.2.1.3	Bidder should have done Certification/ Surveillance for past 3 years in continuation in at least 5 such Industries/Organizations. (Evidence in the form of Work order /Contract to be submitted by the Bidder.)
	1.2.1.4	Bidder should have 5S certified lead auditor/s as permanent employees. In case bidder has contracted/ empanelled lead auditor/s for BHEL, the running contract should be of minimum 1 year. Evidence on individual auditor's certificate, certification experience should be submitted.
	1.2.1.5	Bidder shall submit relevant supporting documents for each criterion.
	1.2.1.6	Consortium Bidding/ JV is not allowed.

SECTION – II

GENERAL REQUIREMENTS

Clause Nos.		Contents
2.1		<p>Introduction: Bharat Heavy Electrical Limited (BHEL), a Maharatna Public Sector Undertaking, is one of the largest Engineering & Manufacturing organizations in Power generation, Transmission, Distribution, Transportation and Infrastructure industry Sectors occupying a predominant position in domestic as well as global map.</p> <p>In such a global competitive scenario, 5S Implementation & certification is considered necessary.</p> <p>For this purpose, through this Tender, it is proposed to empanel a Certifying Agency for conducting training, implementation, Certification/ Recertification & Surveillance Audits as per pertinent 5S.</p>
2.2	2.2.1	<p>The scope of work and other requirements are given in forthcoming sections.</p>
	2.2.1.1	Bidder shall take on record all the existing valid 5S certifications and take them for re-certification and surveillance audit.
	2.2.1.2	Bidder shall provide services for training & its implementation, Certification, Re-certification and Surveillance audits as per 5S.
	2.2.1.3	Surveillance audits must be carried out twice every year (every six months) ensuring that there is no discontinuity in certification. The Certifying Agency shall ensure that the visits for Certification, Re-certification and Surveillance audits or related activity are performed on the mutually agreed dates with BHEL.
	2.2.1.4	<p>The estimated total no. of man days required for training / implementation / certification is 60 with a +- 10% variation. This is based on the needs of the various departments. The break-up of training / implementation / certification audits mandays is as follows:</p> <p>Training & Implementation = 5 Mandays per month</p> <p>Certification and surveillance audits = 2 per year</p> <p>However, detail plan will be communicated separately on time to time.</p>
	2.2.1.5	Bidder shall quote per manday rate which must include Training/ Implementation/ Certification / Surveillance charges & travelling expenses as well. However, BHEL will provide local convenience at Haridwar and arrange for Guest House accommodation.
	2.2.1.6	Bidder shall liaison with BHEL for determining scope of supply for Certification/ Re-certification & Surveillance audit and will fix the schedule for the same.
	2.2.1.7	Bidder shall issue a certificate of conformity to the auditee on satisfactory completion of the certification assessment. Bidder shall provide Certificate in English.

Clause Nos.		Contents
	2.2.1.8	Bidder shall issue a certificate for participants as applicable; Certificate of achievement/ Certificate of attendance). Bidder shall provide certificate in English.
	2.2.1.9	During Certification and Surveillance Audit, in case of Non conformance to 5S systems, bidder shall submit complete reports enlisting the details of non-conformity to the concerned.
	2.2.1.10	The bidder shall ensure the use of professional assessor/s with sufficient background on the business/ product of the Divisions of BHEL.
	2.2.1.11	The bidder shall intimate any addition/deletion of lead auditors to BHEL on urgent basis. In case of addition of auditors, the new auditors shall fulfill the Minimum Qualification. Bidder to submit relevant documents as evidence.
	2.2.1.12	Any extra man days required for follow up visit or review and closure of NCR's will be chargeable at same man-day rates
	2.2.1.13	The certification agency shall not off-load either full or part of the work, assigned by BHEL.
	2.2.1.14	On finalisation of Contract, list of Auditors shall be furnished by Bidder to BHEL. The information regarding addition / deletion / no change of Auditors shall be furnished to BHEL.
	2.2.1.15	BHEL reserves the right to add, delete or modify above general requirements.

SECTION - III

INSTRUCTIONS TO BIDDERS (ITB)

Clause Nos.		Contents
3.1	3.1.1	INSTRUCTION TO BIDDERS (ITB)
	3.1.1.1	Sealed tenders under 2 parts bid are invited from the reputed 5S Trainer Cum Surveillance Provider Cum Certification agency for 5S Implementation at HEEP, BHEL, Haridwar.
	3.1.1.2	Scope of work shall be as per Section- II, clause 2.2
	3.1.1.3	The bidder should fulfil the Minimum Qualification Criteria as stipulated in Section I.
	3.1.1.4	BHEL reserves right to ask any additional information.
	3.1.1.5	The bidder has to quote as per the price Format (As per Annexure-II) of the specifications. Bids in any other form shall be rejected.
	3.1.1.6	Offer must be sent in two separate envelopes containing technical bid in one envelope marked " TECHNICAL BID " and prices in second envelope marked " PRICE BID ". Both the envelopes must be contained in the main envelope. NIT number and date of opening of enquiry should be clearly displayed on all the envelopes.
	3.1.1.7	Technical bid should consist of signed copy of this NIT and all other Tender documents enclosed with this NIT except for the price bid.
	3.1.1.8	Price bid envelope should only contain price bid (Annexure-II) and should be clearly marked on the envelope as Price Bid under NIT No: RMX/5S/2016-18
	3.1.1.9	The cover of all the envelopes shall be super-scribed with "Quotation for (name of work), NIT No. & due date of opening and shall be addressed to In-charge, Tender Room, Purchase Deptt., 4th floor, Main Administrative Building, BHEL,HEEP,Haridwar-249403 (UK) and it should also contain the Bidder address.
	3.1.1.10	Bidders who unconditionally accept all terms and conditions of this Tender will only be considered for the price bid stage.
	3.1.1.11	BHEL reserves the right to cancel/extend the Tender without assigning any reason.
	3.1.1.12	Tenders without signatures and seal of the bidder will be liable for rejection
	3.1.1.13	BHEL takes no responsibility for any delay, loss or non-receipt of Bid document sent by post. Tender Bids received after the stipulated time period shall be rejected.
	3.1.1.14	The Bidder is expected to examine all instructions, terms and conditions, specifications, Forms and other information in the Bid document. Failure to furnish all information required by Bid-documents or submission of a bid not substantially responsive to the bid document will be at bidder's risk and may result in rejection of bid.
3.2	3.2.1	AMENDMENT TO TENDER DOCUMENT
	3.2.1.1	BHEL reserves the right to issue amendments, clarifications to the Tender Document to all the bidders who have received the Tender Document, giving reasonable time prior to bid opening. Such

Clause Nos.		Contents
		amendment / clarifications etc. shall be given due consideration by the bidders while they submit the Bids and invariably enclose such documents as a part of the bid.
	3.2.2	BID VALIDITY PERIOD: Bids should be kept valid for a period of minimum 90 days from the date of opening of price bids. In case Bharat Heavy Electricals Limited calls for negotiations, such negotiations shall not amount to cancellation or withdrawal, of the original offer which shall be binding on the bidder.
3.3	3.3.1	<u>AWARD OF RATE CONTRACT</u>
	3.3.1.1	On receipt of Letter of Award, the bidder shall liaison with BHEL and fixes the schedule for starting the work.

SECTION-IV

GENERAL CONDITIONS OF CONTRACT (GCC)

Clause No.		Contents
4.1	4.1.1	VALIDITY OF CONTRACT: The contract shall commence from the effective date (as stated in the letter of award of rate contract or in the rate contract. If no such effective date is stated then the contract shall commence from the date of LOA) of signing the Rate Contract and remain valid for a period of two years from the date of letter of award. This period is subject to extension if desired by BHEL on mutual agreement with terms and conditions remaining same.
4.2	4.2.1	CONTRACTOR'S RESPONSIBILITIES:
	4.2.1.1	The contractor confirms that he has entered into this contract after satisfying himself with the scope of work and requirements of BHEL in totality and shall be responsible for providing / performing the services satisfactorily.
4.3	4.3.1	BHEL'S RESPONSIBILITIES
	4.3.1.1	BHEL shall provide reasonable facilities to the tutors / auditors for carrying out training / implementation / Certification activities such as local convenience at Haridwar and accommodation in BHEL Guest House.
4.4	4.4.1	PAYMENT TERMS
	4.4.1.1	The agency shall raise invoice of Training/ certification/ surveillance audits charges to the BHEL. Applicable taxes shall be deducted from the invoices.
	4.4.1.2	BHEL shall verify the invoice and make payment within 30 days of receipt of the invoice.

BHARAT HEAVY ELECTRICALS LIMITED
HEEP: RANIPUR, HARIDWAR
Deptt: Resource Management Department
Tender Notice

Sealed tenders under 2 parts bid are invited from the reputed 5S Trainer Cum Surveillance Provider Cum Certification agency for 5S Implementation at HEEP, BHEL, Haridwar as per below given details:

Name of Work	5S Trainer Cum Surveillance Provider Cum Certification agency for 5S Implementation at HEEP, BHEL, Haridwar
NIT No & Date	RMX/5S/2016-18 Dated: 28.05.2016
Period of Work	Two years from the date of award of the contract
NIT Value	Rs. 8.10 Lacs/-
NIT Total Mandays (Nos.)	60 Mandays (For 2 Years)
Last Date and time of Receipt of Tender	21.06.2016 (Tuesday) up to 01:45 PM at tender box in tender room.
Date & Time for opening of Technical Bid	21.06.2016 (Tuesday) at 02:00 PM
Place of opening of Tender	4th Floor, Tender room, Purchase Deptt., Main Admin. Building , BHEL – Haridwar
Tender Cost	Rs. 500/- (Five Hundred only) **

Note:

****** Full set of Tender can be either downloaded from www.bhelhwr.co.in / www.bhel.com / www.tenders.gov.in or can be purchased from office of the undersigned on submission of proof of depositing the Tender cost at the Cash section.

If downloaded Tender is used, tender fees is not required.

1. Offer must be sent in two separate envelopes containing technical bid in one envelope marked "**TECHNICAL BID**" and prices in second envelope marked "**PRICE BID**". Both the envelopes must be contained in the main envelope. NIT number and date of opening of enquiry should be clearly displayed on all the envelopes.
2. Technical bid should consist of signed copy of this NIT and all other Tender documents enclosed with this NIT except for the price bid.
3. Price bid envelope should only contain price bid (Annexure-II) and should be clearly marked on the envelope as Price Bid under NIT Number **NIT No: RMX/5S/2016-18**
4. BHEL reserves the right to cancel/extend the Tender without assigning any reason.
5. Tenders not submitted, at the designated Tender box located at 4th Floor of Main Administrative Building, HEEP, by the date and time mentioned above will not be accepted.
6. Tenders without signatures and seal of the bidder will be liable for rejection.

(Manindra Kumar)
Engineer (RMX)

PRICE BID FORMAT

Annexure-II

A. Cost of Tutor / Faculty per man-days

Rate per Man days	Volume	Total value
-----	60 mandays	----- (In words-----)

B. Cost of certificates

Cost per certificate	Volume	Total value
-----	3 nos.	----- (In words-----)

C. Service Tax on A+B @14.5% or extra at actuals -----

D. Travelling Expenses

From Office Station to BHEL, Haridwar & Vice Versa	No of visits	Total value
-----	12	----- (In words-----)

E. Total Amount (A+B+C+D) ----- (In words-----)

Note: Points A, B, C, D & E are to be quoted separately and compulsory.

1. Rate should be quoted in figures as well as in words. No cutting / Over Writing is allowed in rates. In case of contradiction between figure and Words, the same mentioned in Words will prevail.
2. L1 will be decided based on the total cost to BHEL. In case of more than one bidder with the same L1 rate, draw of lottery will be made to finalize the winner on whom contract will be awarded.
3. Service Tax will be reimbursable as per the extant act and rules. I/We have the read the Terms and Conditions and Contractual Obligation of contract as per the Technical Bid under this NIT and undertake to fulfil all its requirement under the quoted rates.
4. Rate quoted above will be valid for two years. Contract will be awarded for two years. However the contract may be extended further for Six months on the sole discretion of BHEL.
5. BHEL will provide the local convenience at Haridwar and will arrange for Guest House accommodation.

(Signature of the Tenderer)
Name & Seal