



# BHARAT HEAVY ELECTRICALS LTD BHOPAL

## **SWE / FIELD ENGINEERING SERVICES (SXX)**

### **NOTICE INVITING TENDER (NIT) FOR** **“SITE SERVICES OF SWGR IN RAJASTHAN”**

Last Date & Time for Sale of documents	11.052009	11 00 Hrs.
Last Date & Time for Submission of Bids	11.052009	14 00 Hrs.
Due Date & Time for Techno-Commercial Bid Opening	11.052009	14 30 Hrs.

# **BHARAT HEAVY ELECTRICALS LIMITED**

## **UNIT: BHOPAL**

### **SWGR SERVICES (SXX)**

**Ref: NIT NO. SXX / AR/ SWGR/12/2009/RPT**

**DATED: 07/02/2009**

#### **SITE SERVICES FOR SWGR IN AUTO RECLOSER IN RAJASTHAN**

SXX department of Bharat Heavy Electricals Limited, Bhopal invites offers for carrying out survey / inspection / commissioning / trouble-shooting of SWITCHGEAR in Auto recloser in Rajasthan on open tender basis

**(01) Scope of the Contract:** - Deputing personnel as per BHEL requirement to Site / Customer Works for Survey, Inspection, Commissioning, Trouble-shooting, MRC, bank guaranty collection, Testing, Loading, Trial Runs of Equipments as required. The contractor would also have to keep suitable closed space or room of at least 10'X10' area for keeping the spares, warranty items or rejected material in his custody for quicker resolution of the complaints at Jaipur / Jodhpur (Address of lactation of space to be furnished with in 15 days after award of W.O. and before signing of agreement). All the material left out at the time of closing of the contract, would have to be sent back to BHEL Bhopal (SXX) with out delay. BHEL ROD Jaipur will co-ordinate in this regards and travelling for resolution of complaints will start from ROD Jaipur / Jodhpur.

**(02) Qualifying criteria:** - Bidders have to provide supporting documents of qualification and bio-data of employees. having two year experience in the field of manufacturing /services of BHEL make VCB mechanism (minimum qualification ITI) / BHEL retired person who worked in the filed of operation and maintenance of BHEL make VCB mechanism . Also PAN , copy of IT return of last year , Latest Inspection Report and registration certificates of ESI / PF , Registration of firm and all the statutory requirements of the state / Central Government to be accepted by contractor and given undertaking for the same in line. Parties must also be free from any kind of legal disputes or black listed by any PSU /BHEL/State /Central Govt.

**(03) Quantum of Work and Estimated Value:** - Quantum of work shall be Rs. 9, 00,000/-to resolve about 150 complaints in Auto recloser in Rajasthan. (Approx 4 days is being considered for each complaint i.e. approx 600 men days.)

**(04) Processing of documents & Terms of Payment:** 90% payment shall be made after submission of bills along with work completion certificate/ MOM from BHEL / Customer's representative. Income Tax and other taxes during bill submission as applicable shall be deducted from the running bills and certificate to this effect shall be provided as per rules. The expenses towards stamp duty of the agreement shall be borne by the contractor

**(05) Security Deposit:** - As per works policy -2008

**(06) Earnest Money Deposit:** As per Rs20000/-As per works policy -2008

**(07) Tender** Tender documents can be downloaded from BHEL web site [www.bhel.com](http://www.bhel.com) or [www.bhelbhopal.com](http://www.bhelbhopal.com).

**(08) Splitting the contract :** - As per works policy clause 25 contract may be splitted - up in the ratio of 60/40 and 60% share shall be given to L1.if L2 does not accept L1 price full quantity will be given to L1.

**(11 L.D.CLAUSE:** Liquidated Damages (LD)/ Penalty may be recovered from the contractor, if the work is not completed within the specified period. The contractor shall be liable to pay for delay in completion, the liquidated damages @ 2% of the job allotted is delayed OR maximum 5% of the contract price without the BHEL being required to establish and prove the actual loss / damage suffered by the BHEL on account of such delay.

**(12) TERMS AND CONDITIONS:**

- a) Payment of bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under Act will be the sole responsibility of the contractor. No correspondence with BHEL Bhopal will be entertained in any case.
- b) The charges shall be paid for the work done at site as per the rate quoted against the work completion certificate signed by customer / BHEL representative.
- c) The persons deputed to site will make their own arrangement for stay / lodging, boarding.
- d) The person deputed shall be authorized to represent BHEL Bhopal, and shall arrange to prepare site-report / record of discussion (MOM) of work done, customer pending points, completion certificate, and technical findings and obtain material receipt certificate (MRC) etc.
- e) The contractor will make his own arrangement for payment of bonus and any other liabilities due as per govt. rules and regulations changed time to time. The insurance of his tools / tackles, test equipments against theft and fire. Necessary workmen compensation insurance is also contractor's responsibility. No correspondence with BHEL Bhopal will be entertained in case of any dispute with the regulating authority or your employees the in this respect.
- f) The person deputed shall carry the spares / material needed for rectification from warehouse block IV BHEL Bhopal to site, the charges for items weighting more than be paid against the actual in the name of manager BHEL and finish the said work to the entire satisfaction of the customer / BHEL representative.
- g) The contractor has to provide Mobile phone to the person deputed to site for instant contacts and be in continuous touch from site.
- h) BHEL shall not reimburse any expenses towards - medical, transport of his tools instruments, and personal luggage etc.
- i) The deputed person shall have to reach the site with in 24 Hrs of confirmation of tour programme.
- j) The contract shall be valid for one year but can be terminated at any time if the performance is found below standard without assigning any reason thereof.
- k) The expenses towards DD, stamp duty of the agreement etc shall be borne by the contractor.

**(13) STATUTORY LIABILITY/REQUIREMENTS:-**

- 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 to 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, EDLI, pension dues under EPF & MP Act, 1952 to the RPFC.

- 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, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees. Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- g) Contractor shall be solely responsible for non payment/ delayed payment of wages/ DA, contributions under EPF & MP Act, ESI Act etc.
- j) 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.
- k) Contractor shall indemnify BHEL against all claims and losses under various Labor laws, statutes or any civil or criminal law in connection with employees deployed by him. 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, pilferage of his property and / or his employees.
- 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) Payment of bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under Act will be the sole responsibility of the contractor.
- o) Over and above the daily wage rate, payment shall be made for leave with wages.
- p) 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.
- q) In case a contractor employs women as employee he will discharge his obligation under law in respect of such women workers such prohibition of engaging them during night-hours, prohibition of employing them for more than 9 hours per day, provision of crèche facility, grant of maternity leave as per rules etc.
- r) Contractor shall be responsible for making payment of wages before the expiry of 7<sup>th</sup> day after the last day of the wage period in respect of which the wages are payable 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.
- s) Contractor to obtain license under CL(R&A) Act, 1970.  
Bidders have to provide supporting documents of qualification, experience, list and bio-data of employees, pan, it return, ESI, PF, registration of firm and all the statutory requirements of the state concerned to be accepted by contractor and give undertaking for the same in line with annexure-1, as above and all the points mentioned above shall be taken care by the contractor , BHEL BHOPAL shall not be responsible for what so ever it may be.

BHEL BHOPAL shall not pay / reply for penalty / payments to the regulatory authority / his employees against the defaults noticed in this respect. However contractor has to submit all the relevant documents / certificates / information in respect of the. this.

**(14) SUBMISSION OF TENDER DOCUMENT:**

Tender with following information as per Anx-I in small envelopes , containing techno-commercial bid part-I and another containing price bid part-II in a bigger size envelop addressed to The Manager Services (SXX),Block IV Annexe, EWFF, BHEL, Piplani, BHOPAL Pin – 462021 (M.P.) and to be dropped in white coloured tender box for works contract only . The box is kept in the tender room of BHEL administrative building ground floor.

(There are two boxes in the tender room; the Red coloured tender box is for the purchase tenders and not for Services tender)

**(15). REQUIREMENT OF TECHNO-COMMERCIAL BID PART-1**

Sr	PARTICULARS OF CONTRACTORS	DETAILS
1	Name of contractor	
2	Full postal Address With PIN code	
3	Mobile No.	
4	Tel .No	
5	Fax No	
6	E-mail ID	
	<b>COMPULSORY DOCUMENTS TO BE SUBMITTED (Items “A”required at the time of tendering, Items “B”required before award of contract)</b>	<b>Placed at Page No.</b>
<b>A1</b>	Micro, Small, Medium (MSMED) Company Registration Certificate.	
<b>A2</b>	<b>ESI Registration</b> Certificate with latest inspection report.	
<b>A3</b>	<b>PF Registration</b> Certificate with latest inspection report.	
<b>A4</b>	Copy of IT PAN with last year’s IT return.	
<b>A5</b>	<b>TIN / Service Tax Registration No.</b>	
<b>A6</b>	Details of the work carried out by the company so far.	
<b>A7</b>	List of man power / experts with bio data of each person to be engaged for work at site (as per annexure II.)	
<b>B1</b>	Bank Address / <b>Account</b> No.	
<b>B2</b>	<b>MIRC</b> Code No. (Magnetic Ink Character Reader)	
<b>B3</b>	<b>IFSC</b> (Indian Finance Security Code of NEFT enabled bank)	
<b>B4</b>	<b>RTGS</b> (Real Time Gross Settlement) Code Other than IFSC Code, B2B login for EFT (Electronic fund transfer)	
<b>B5</b>	List of Instruments /Tools / Tackles	
<b>B6</b>	Area of work where interested.	
<b>B7</b>	The contractor would also have to keep suitable closed space or room of at least 10’X10’ area for keeping the spares & give site address (Refer clause No:1) with in 15 days of issue of W.O. and before signing contract agreement.	

**Note:-** Document to be submitted with signature and seal of contractor on all the pages.

**(CONTRACTOR’S SIGNATURE WITH SEAL)**



**17. REQUIREMENT OF PRICE BID PART-II**

<b><i>Sl No.</i></b>	<b><i>DETAILS OF WORK / ITEM REQUIRED</i></b>	<b><i>QUANTITY</i></b>	<b><i>RATE (Rs) Per day</i></b>	<b><i>AMOUNT (Rs)</i></b>
01	Daily rate to resolve the problems including inspection waiting for shut down and Miscellaneous expenses.	600Days		

**ALL THE TERMS & CONDITIONS ARE ACCEPTED AS PER TENDER DOCUMENT.**

**(CONTRACTOR'S SIGNATURE WITH SEAL)**