

BHARAT HEAVY ELECTRICLES LIMITED
(A government of India undertaking)
Unit: High-Pressure Boiler Plant, boiler project P.O
TRICHIRAPALLI-14
COMBINED CYCLE DEMONSTRATION PLANT

NOTICE INVITING TENDER

01. Name of work : Coal/Ash handling Operation & Maintenance:2013-14
02. Estimate contract value : Rs. 25.00 lakh (approx)
03. Earnest money Deposit : Rs 60,000/-
04. Security Deposit : As per Works Policy
05. Operations & Maintenance period: One year
06. Cost of tender document : NIL
07. Last date for receipt of tenders : On or before 07.01.2013 at 14:00 hrs.
08. Date of tender opening : On 07.01.2013 at 14:30 hrs

This document contains Covering letter, Spec. and General conditions, Security Deposit details, Part-I (Qualification bid) and

Part-II (Price bid).

For Qualifying criteria refer General Conditions under head General requirements

CONTRACTOR

ISSUING OFFICER

SPECIFICATION FOR COAL / ASH HANDLING CONTRACT

1. Work details

The one year contract is planned as follows: (assuming 300 working days)

1. Total 60 days of CCDP – Coal/Ash handling for plant operation work (in three shifts A,B &C)
2. Total 240 days of CCDP - Coal/Ash handling for plant maintenance work (in two shifts A&B)

As and when the plant is ready for trial run after modifications, plant will be operated in three shifts (A, B&C). After trial runs for data collection, suitable plant modifications / maintenance will be taken up in two shifts and make the plant ready for next operation / trial run. Coal/Ash handling contract will work in three shifts during plant operation and two shifts during modifications / maintenance work

CCDP Front end loader is used for coal preparation (raw coal movement for crushing/sieving and stocking in main bunker or coal yard, feeding stocked sized coal from coal yard to main bunker) and clearing fly ash/bottom ash for disposal, in three shifts during plant trial runs (**Plant Operation**).

During **Plant Maintenance** period (when plant is not running), coal handling plant maintenance work will be taken up. In addition to coal handling plant maintenance, coal crushing/sieving/stocking, shifting of coal/ash stock from one place to other, clearing and disposing bottom ash/fly ash and slurry ash will also be carried out. During loader break down period also, coal handling plant repair / maintenance work as well as coal/ash handling work will be carried out. In case major breakdown of loader, BHEL will arrange vehicle temporarily from some other source till BHEL loader is brought to service.

Drivers for operating Front end loaders.

Contractor's driver shall be engaged for operating the Front end loaders. Contractor shall engage minimum one driver per shift with another driver engaged during weekly off. The drivers should possess valid heavy vehicle license to operate the vehicle. Personal Insurance coverage shall be contractor's scope.

2. List of Coal / Ash handling O&M work.

The contractor shall **engage minimum five unskilled labours and one Heavy License holding Driver per shift** to take care of list of works mentioned below. Similarly **one supervisor per shift (Diploma qualification)** shall be engaged to take care of security permission, labour attendance, and implementation of given work, recording work output and to raise bill. As per Industrial procedure/weekly off shall be strictly adhered by the contractor.

The following are the list of activities to be carried out by the contractor, in coordination with our BHEL staff.

- Regulating coal flow from raw coal bunker to coal belt conveyor.
- Adjusting vibratory feeder / gates and maintaining controlled flow of coal.
- Picking out stones, woods, lumps and other visible impurities from ground coal conveyor feeding coal to the crusher.
- Monitoring the crusher for any choking or over loading and to stop the crusher and clear the choking so as to keep the plant continuous and smooth running.
- Watching the coal siever or screw conveyor for any choking / over loading and in case of choking, clearing the same for smooth running.
- Monitoring main coal bunker level, to co ordinate stopping coal conveyor when the bunker level is full and to start the conveyor when the bunker level is low.
- Clearing fly ash and bottom ash from gasifier system to disposal yard using front end loader
- Assisting to clean/clear the area manually or using Front end Loader for safe and smooth working.
- Assisting removal of heaps of coal / ash / slurry manually or using Front end Loader or using tipper lorry to specified safer locations (tipper lorry shall be provided by BHEL).
- Oiling, greasing of gear boxes / rotating parts, changing damaged rollers, changing damaged bearings, belt alignment etc.
- Repair/maintenance of crusher, siever, screw conveyor, bucket elevator, belt conveyor, gear boxes, front end loader and other coal/ash handling equipments.
- Manual removal of fly ash and debris from the drain pit of gasifier , gas cleaning, power house area
Man power shall be effectively engaged in all critical areas like raw coal bunker, vibratory feeder, belt conveyor, crusher area, sieving area, main bunker, and ash disposal area - for smooth running of the plant.

CONTRACTOR

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GENERAL CONDITIONS

(Coal / Ash handling O&M contract)

STATUTORY

1. The contractor shall pay minimum wages to his employees as per Tamil Nadu Government's latest circular. Any revision arises within one year period, it is the contractors responsibility to pay the revised min. pay as per norms.
2. The contractor shall pay **additional wages also** as per corporate guidelines (Refer BHEL/HR/Welfare circular Dt.16.08.2011) **along with Tamil Nadu Govt. minimum wages**. PF&ESI shall be covered for both wages and separate record shall be maintained.
3. The contractor shall maintain attendance and acquaintance Registers and submit copies every month for both TN Govt. wages and additional wages (as per corporate guidelines).
4. The contractor shall pay Bonus to their employees as per minimum bonus act, for both TN Govt. wages and additional wages (8.33%, one month salary).
5. The contractor shall remit PF and ESI (for both TN Govt. wages and additional wages) for the actual laborers engaged and produce the original challan every month for our verification and record. Similarly Service Tax shall be paid every month to the work executed and produce for reimbursement (Contractors without Service Tax number need not bid the contract)
6. The contractor shall not employ anyone who has not completed 18 years of age.
7. The contractor shall comply with all state and central laws, statutory rules and regulations, industrial laws, income tax, service tax etc. which are applicable in force from time to time.
8. Any increase in minimum wage by Tamil Nadu government, has to be implemented to the workers engaged by the contractor (including PF &ESI). For any reason, no increase in contract value will be agreed by BHEL.
9. Necessary pass arrangement for gate entry of contract workmen shall be arranged by the contractor before commencement of the work. The authorized person (supervisor) of the contractor is responsible for making the pass arrangements for their workers.
10. The supervisor shall be an experienced Diploma Holder.

SAFETY

11. All safety precautions, in general and at height in particular should be followed by the contract employees as per BHEL norms.
12. Scaffolding if required should be done by the contractor. Pipe, wooden planks & ropes will be provided by BHEL at free of cost.
13. All persons engaged in any work at work sites should wear safety shoes and helmet .
14. Since coal/ash handling work is in dusty atmosphere, all contract employees shall compulsorily use nose mask and long towel for protecting nose, ear and face. Contractor shall supply covering towel to his employees every month. In addition, contractor shall also supply a soap and 100ml coconut oil/per employee every month to clean and protect the skin from dust problem.
15. The contractor shall insist their employees to adopt safety procedure by using safety shoes, safety helmets, nose mask, towel etc. The supply of the safety personal protective shall be contractor's scope (safety shoe, safety helmet, nose mask, towel, soap, oil etc.)
16. The contractor shall ensure that no damage is caused to any equipment at the site. If any such damage is caused, it is the sole responsibility of the contractor to make good of damages or compensate for the same.
17. It is the sole responsibility of the contractor to ensure his employees against accident and injury while on work as per relevant rules and pay compensation.
18. Contractor shall provide First Aid Box with medicines required for meeting first aid requirements. Medicines shall be replenished as and when required.

GENERAL:

19. The persons engaged for executing the work are unskilled in nature. One supervisor per shift shall coordinate with workmen & BHEL staff for safe /smooth execution of work.
20. The contractor shall engage sufficient man power daily, in all three shifts during plant operation & two shifts during maintenance period. Similarly one supervisor per shift shall be engaged for smooth execution of work. Weekly off shall be filled with suitable and sufficient extra man power.
21. Monthly bill shall be raised as per the actual work completed on pro rata basis, based on work measurement certified by BHEL Engineer.
22. The Contractor is directly responsible for the payment of wages to his employees.

23. The contractor shall be responsible for the proper behavior and observation of all regulations of the work men employed by them
24. The contract labourers should not indulge in any mass strike within CCDP/BHEL or strike outside CCDP gate. If any such thing happens, BHEL has the right to terminate the contractor and all payments will not be paid.
25. Because of shortage of manpower, if work could not be completed in the specified time, the work shall be completed through some other contractor and the amount involved shall be deducted from the contractor's bill.
26. The contractor shall bring the following tools for the execution of works contract: two sets of tool boxes containing spanners from 6mm to 36mm, hammers, chisels cutters, wire brushes, shovel, spade, crow bar, basket, arivazh, tools box necessary for coal handling plant and maintenance work.
27. All the works related to Coal / Ash handling activities shall be carried out to the satisfaction of BHEL /CCDP Engineers.
28. In case of emergency, the contractor may have to work on Sunday /holiday during plant operation/maintenance work which will be informed in advance.
29. BHEL rules will be applicable towards issue of refreshments / food which contractors shall adhere. As per existing procedure the food coupon will be issued @ Rs.5/- (Rs. Five) per person. Contract employees have to provide valid coupons for Tiffin / tea / coffee / milk etc. to the canteen staff.
30. The contractor should submit an acceptance letter for the above terms and conditions.
31. Qualification criteria: The tenderer should have executed similar contracts with single contract of value not less than Rs 10 lakh per year. Technical/Qualification competitiveness will be evaluated by technical committee and based on their recommendations only price bid will be opened. If the tenderer fails to satisfy qualifying criteria (both explicitly and implicitly stated) their offer will be rejected.
32. contractor is required to visit the plant, assess the work, get the certificate of plant visit and enclose the certificate in the offer. Offer without plant visit certificate will be rejected
33. The contractor is required to prepare and supply the sized and sieved coal uninterruptedly for Gasifier plant operation in three shifts (A,B & C shifts). Similarly the contractor shall prepare and stock coal, clear / dispose ash and take up maintenance work for smooth running of plant, during maintenance period, in two shifts (A & B shifts) and general shift. Sometimes we may plan for General and night shift ie 8.00 hrs. to 16.30 hrs and 16.30 hrs to 01.00 hrs . In emergency, Sundays/ holidays also required to perform the work in three shifts.

34. Same man power shall be utilized for both plant operation and plant maintenance works

35. All taxes & duties as applicable by central and/or state government will be reimbursed to the successful tenderer on proof of payment (like Service Tax, Surcharge etc. as applicable).

36. All tenderers to quote excluding taxes & duties. However they are requested to indicate the existing taxes & duties separately

NOTE: The contractor may contact BHEL welfare section for details regarding additional wages as per corporate guidelines, Tamil Nadu Govt. minimum wages and PF &ESI for both wages

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WORKS POLICY

8.2 Security Deposit:

8.2.1 Security deposit should be collected from the successful tenderer. The rate of security deposit will be as given below:

- Upto Rs. 10 lakhs - 10% of work order value.
- Above Rs. 10 lakhs upto Rs.50 lakhs - 1 lakh +7.5% of the amount exceeding Rs. 10lakhs.
- Above Rs. 50 lakhs, Rs 4 lakhs + 5% of the amount exceeding Rs. 50 lakhs

The security Deposit should be collected before start of the work from the contractor.

8.2.2 Security Deposit may be furnished in any one of the following forms:

- I. Cash (as permissible under the Income Tax Act)
- II. Pay Order, Demand Draft in favour of BHEL.
- III. Local cheques of Scheduled Banks, subject to realization.
- IV. Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL and discharge on the back.)
- V. Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the companies act subject to a maximum of 50% of the total Security Deposit value. The balance 50% has to be remitted either by cash or in the form of security. The Bank Guarantee format should have the approval of BHEL.
- VI. Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in Companies Act. The FDR should be in the name of the Contractor, A/c BHEL, duly discharged on the back.
- VII. Security Deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of the work and the balance 50% may be recovered from the running bills.
- VIII. EMD of the successful renderer shall be converted and adjusted against the Security Deposit.
- IX. The Security Deposit Shall not carry any interest.

NOTE:

Acceptance of Security Deposit against Sl. No. (iv) and (vi) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.

Security Deposit shall not be refunded to the contractor except in accordance with the terms of the contract.

CONTRACTOR

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PLANT VISIT CERTIFICATE

This is to inform you that I have visited the site on and fully understood the work nature. While arriving the rates, site requirements will also be considered and we will not ask for any revision of rates / contract value during the tenure of the contract.

Authorized person with seal

BHEL Engineer's Signature

PART - 1
(TECHNICAL BID)

SL.NO	DESCRIPTION	VENDOR RESPONSE
01	Years of experience in the similar function (Minimum one year required)	
02	Similar functions executed earlier, if so, cite examples (Use separate sheet if required, including feedback letters from Customers)	
03	Posses adequate manpower for deployment with required qualification/experience (Furnish details)	
04	Approximate quantum of business per annum (For the last one year)	
05	Number of contracts under execution at present	
06	Any instance of termination of contract in the middle	
07	Will you ensure TN Govt minimum wages (April 2013) plus Additional Wages (as per corporate guidelines) and PF, ESI, Bonus (both TN Govt. minimum wages and additional wages)	
08	PAN card No.	
09	ESI No.	
10	PF account No.	
11	Service Tax No.	
12	Whether visited the plant for assessing work content for finalizing the offer (If plant visit certificate is not enclosed offer will be rejected)	
13	Permanent address of the Firm with contact person name and phone no.	

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PART - II
(Price Bid)

Name & Address of the Contractor :

Sl.No	Contract details	Rate to be filled by the contractor
01	Gasifier/Gas cleaning Plant Operation work as per specification and conditions. Rate per day for three shifts (24 hrs) work	Rs.----- (Rupees) Plus applicable taxes
02	Gasifier/Gas cleaning Maintenance work as per specification and conditions. Rate per day for two shifts (6.00 to 14.00hrs and 14.00 to 22.00hrs) work	Rs.----- (Rupees) Plus applicable taxes

CHECK LIST

Documents to be included in **Part I qualification bid (sealed cover)**

1. Documentary evidence as per qualification criteria (Order copy, Bill copy, payment voucher, site visit certificate, bank solvency certificate etc)
2. EMD as per Tender
3. Tender documents signed in all pages
4. Part-I Technical/Qualification bid
5. Income tax PAN copy and latest IT return copy
6. Service Tax No. copy
7. Latest solvency certificate

Documents to be included in **Part II Price bid (sealed cover)**

1. Part-II Price bid duly filled in with Address and Signature