

TENDER ENQUIRY (C.C. 2016 – 18)

Ref. No: RD/ADX/ 09/T.C.C./16/ a

Date: 09.04.2016

Quotations are invited for a 2-part bid from suitable contractors for executing the following jobs as per BHEL Work policy :

Distribution of Dak within the Labs/Depts., Hospitality services in office, shifting, Filing, Contingencies, etc.

1. The Part-1 of quotation (Technical-cum-Commercial Bid) should contain technical details of above work and the following:

(a) Copies of Valid labour licence, PF, ESI, Service Tax Registration, PAN No., IT Returns for one year and Solvency certificate for a value of minimum RS. 10 Lakhs.

2. The Part-2 of quotation should be as per Annexure-1. (price bid format)

a) Due date for Submission of Quotation: 26.05.2016, Time: 12:00 Hrs

b) Date of Tender Opening: 26.05.2016, Time: 14:00 Hrs

3. All enclosures should carry signature and seal of the Contractor in all the pages.

4. 46 units of work are to be carried out per day. Out of this, 17 units of work type-A (USW), 26 units of work type-B (SSW) and 3 units of work type-C (SW) on all working days of BHEL. Every day, the Contractor has to carry out 46 units of work. If on any particular day, any particular work was not carried out, proportionate reduction in payment will be made from the Contractor's bill.

5. Quotation should be offered in the form of unit rate for the 3 categories mentioned above by filing out Annexure-1 and enclosing it with the offer.

In order to make the things clear to the Contractor, to calculate for arriving the unit rate and to submit the quotations, we are indicating below the wages, perks and other statutory payments to be made by the Contractor. Also to help a sample working sheet is given in the annexure-1.

NATURE OF PAYMENT	UNSKILLED (TYPE - A)	SEMI-SKILLED (TYPE - B)	SKILLED (TYPE - C)
Minimum monthly Wages (Basic + D.A. w.e.f. 01.10.2015)	Rs. 10,554/-	Rs. 11,525/-	Rs. 12,647/-
i.e. wage rate per day (as per T.S. Govt. Gazette No.:- 304, dt. 09/11/2015.)	Rs. 405.94	Rs. 443.28	Rs. 486.42

In addition to paying the above minimum wages, the following payments/expenditure (from a to d) to be incurred from your side are considered in Annexure – 1 to arrive at the Unit Rates to be quoted.

- a) PF, ESI and Administrative charges on the above wages @ 18.36%
- b) Paid leave wages for 15 days per year.
- c) Statutory Minimum Bonus to be paid as per the Bonus act and its amendments. Presently for calculation purpose minimum value Rs. 7,000/- per annum has been taken which is subject to variable.
- d) The cost of providing 2 pairs of Uniforms per year @ Rs. 500/- per pair, 2 pairs of socks and 1 pair of shoes every 2 years @ Rs. 600/-, 1 Cap, Badge @ Rs. 150 for 2 years etc.
- e) **Indicate your service charges per day in rupees and not in percentage** excluding taxes.
- f) Service Tax, at the prevailing rate, will be paid extra on the overall cost and it should not be included in the Unit Rate.

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At your quoted rate you have to pay the above wages to your workmen and include the consequential items listed above.

Accordingly, the Contractors are requested to take these items into consideration while quoting the unit rates. Please note, Unit Rates (which includes Contractor's service charge) once quoted cannot be changed during the tenure of the Contract.

The Contractors are required to pay the Government Minimum Wages, DA applicable on the minimum wages from time to time, rise in minimum wages, PF, ESI, minimum Bonus, Service tax, etc.,

Any increase in the wages or DA over and above the stipulated wages and the consequential statutory payments thereon like PF, ESI, will be borne by BHEL. Such additional DA/Wage hikes will be notified by BHEL to the Contractor for payment to the workers and for seeking reimbursement from BHEL.

On special occasions additional units work are required to be carried out in some areas, for which the amount will be paid @ 1.2 times of wage rate is to be paid to the workers by the Contractor. The Contractor can claim the same amount with related ESI contribution and Service tax payable. No Service charges will be paid to the Contractor for these additional units of work and unit rate will not be applicable for this.

6. EMD of Rs. 2.00 lakhs has to be paid by each tenderer along with the quotation in the form of a crossed DD/Banker's cheque in favour of "BHEL R&D Hyderabad". The EMD shall be returned to unsuccessful bidders after finalization of the Contract. No interest will be paid on the EMD.
7. Security deposit at applicable rates of one year Contract value has to be paid by the successful bidder before taking up the job.

One year contract value

Security deposit

Above Rs. 50 lakhs

Rs. 4 lakhs + 5% of amount exceeding Rs. 50 lakhs

Security deposit has to be deposited before start of the work. It is an interest-free deposit, which will be returned after 1 month of the Contract period ends.

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. Security available from Post Office 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 discharged on the back).
- v. Bank Guarantee from Scheduled Banks/Public Financial institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- vi. Fixed Deposit Receipt issued by Scheduled Banks/Public Finance institutions as defined in the 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.
(Note: In case of small value Contracts not exceeding Rs. 10 lakhs and all SAS jobs, work can be started before Security Deposit is collected. However, payment can be released only after collection/recovery of initial 50% Security Deposit.)
- viii. EMD of the successful Tenderer can be converted and adjusted against the security deposit.

8. 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 BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the document or in any other matter connected therewith).
9. The latest solvency certificate for a minimum of Rs. 10 lakhs has to be submitted by the Contractor.
10. Contract will be awarded on an overall lowest unit rate basis. The Contract period will be 2 years from the starting date which will be mentioned in the Letter Order.
11. **Reverse Action:** BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno- commercial evaluation. All bidders to give their acceptance for participation in RA. Non – acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit “online sealed bid” in the Reverse Auction. Non – submission of “online sealed bid” by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
12. Please submit your offers after going through all Annexures, in one common sealed cover , super scribed with the enquiry No. RD/ADX/09/T.C.C./16/a on or before due date. The common cover shall contain two separate sealed covers as detailed below.
 - 1) First Cover shall contain: Technical & Commercial bid i.e. Duly signed Annexures A,B,C,D inclusive of Tender enquiry pages, along with necessary documents in sealed cover should be super scribed as “Technical – bid “ with tender enquiry no.
 - 2) Second cover shall contain i.e. Duly signed Annexure – I (Price bid Format) and Cover should be in sealed condition and super scribed as (Price – bid) with Tender enquiry number.
The common cover should be dropped in the box provided at the Gate at the inside entrance of BHEL R&D.
The date of opening of the price bid will be intimated later after technical scrutiny, to those who are technically qualified.
13. The Contractor may furnish e-mail details for faster communication.
14. BHEL R&D reserves the right to reject tenders not meeting its specifications.
15. Please visit our website www.bhel.com for all details.
16. **PRE QUALIFICATION CRITERIA (P.Q.C.):**
 - a) The Contractor’s previous work experience for similar jobs executed in and around of Hyderabad and Secunderabad for a minimum period of 2 years and also not less than Rs. 50 lakhs value per year shall be furnished along with work order and work completion certificates from the Employer.
 - b) Contractor shall have their Office in the twin cities of Hyderabad.

C. RAVINDRANATH
Sr. Manager
Administration Dept.

BHEL Corp. R&D - Hyderabad
ADMINISTRATION DEPARTMENT

PRICE BID Format

Nature of Job Contract: Distribution of Inter Departmental Dak, Filing, Hospitality Services, Furniture Shifting, Contingencies, etc. (Contingency Contract for 2 yrs, 2016 –18)

Working Sheet to get unit rate, sample as shown below:

	<u>A</u>	<u>B</u>	<u>C</u>
1) Wage rate per day*	Rs. 405.94	Rs. 443.28	Rs. 486.42
2) PF,ESI and Statutory charges*	Rs. 117.16	Rs. 125.84	Rs. 135.86
3) Other allowances & Miscellaneous	Rs. 4.50	Rs. 4.50	Rs. 4.50
4) Add Service charge in Rs. per day (excluding all taxes)			
Unit rate	_____	_____	_____

*--- 1 & 2 --- Rates are variable subject to Govt. gazette

(P.F @ 13.61% + ESI @ 4.75% + 15 days paid leave + Bonus @ Rs.7,000/- per annum and subject to variable.)

3 -- Others & misc. Rates are fixed (Uniform, Shoes, Cap, Bag, etc.) charges details are shown in the Tender enquiry

4 – Service charges are to be quoted without any taxes like service tax and other applicable taxes)

Measurement of work and payment thereof:-

Type	Activity	Unit Rate
A	<u>Unskilled Work Category:-</u> 1. Dak Distribution:- Distribution of files, papers, documentation etc., from one dept. to another dept., within the labs, etc. 2. Filing Activities:- filing & storing in the racks, Upkeep of Computers & Accessories, Equipment etc., and shifting of furniture. 3. Customer Hospitality:- Serving Drinking Water, preparation of tea and serving snacks and tea to the customers (internal & external). Material will be supplied departmentally (includes tea to be collected from canteen and served) and Contingent type of works	
B	<u>Semi-Skilled Work Category:-</u> Assistance in shifting, assembly, dismantling, movement of equipment, filing, painting of project material, job setting, coolant changing, etc.	
C	<u>Skilled Work Category:-</u> Any one of the following technical skill: Machinist./ fitter / turning / milling /grinding /assembling & testing / instruments fixing / dimensions measuring / up keeping of Machines, tools, equipment, gauges, etc.,	

Work carried out in 8 Hrs. = 1 Unit
 No. of units of work required per day = 46 Units
 No of units of work per year = 46 x 307 days = 14,122 Units
 (28,244 units for 2 years)
 Type – A - Unskilled work units --- 17
 Type – B - Semi skilled work units --- 26
 Type – C - Skilled work units --- 03
 Total = 46 units

(Signature with Seal of the contractor)