



Bharat Heavy Electricals Limited
Electronics Division
Mysore Road, Bangalore – 560 026.

Tender Ref.: ET/410

TENDER DOCUMENT
For
Oil Filtration of Transformers, PT's and OCB's

Date of opening:30-June- 2014

Part-I: Technical cum commercial Bid

Part-II: Price Bid

Note:

Part-1: to be submitted in a separate sealed cover and super scribe on the cover as "Part-I: Technical cum commercial Bid"

Part-II: To be submitted in a separate sealed cover and super scribe on the cover as "Part-II: Price Bid"

Part-I, Part-II sealed covers, EFT form and instructions to tenderers after duly signed should be put in an outer envelope and super scribing the name of the work and Name and Address of the contractor

This tender document contains 19 pages including the following.

- 01. NIT including instructions to tenderers (13 Pages).*
- 02. Technical cum Commercial bid (Part-I, 3 Pages).*
- 03. EFT form.(1 page)*
- 04. Schedule of Work/ Price bid (Part-II, 02Pages).*



**Bharat Heavy Electricals Limited
Electronics Division
Mysore Road, Bangalore – 560 026.**

Tender Ref.: ET/410

NOTICE INVITING TENDER

01. Tender Number : **ET/410**
02. Name of work : **Oil Filtration of Transformers, PT's and OCB's**
03. Period : **1 Month**
04. Estimated Cost : **Rs 22,298.00**
05. Earnest Money Deposit : **NIL**
06. Last Date & Time for the Receipt of Completed Tender. : **30.06.2014; 2:15 PM**
07. Date & Time for Tender Opening : **30.06.2014; 2:30 PM**
08. Place of submission of Tender :Tender Box marked as “**FS&T**” located in Reception Area of Electronics Division, BHEL Mysore Road, Bangalore – 560 026.
09. Tenderers submitting tender through courier/post can address to **AGM(FS-E&S),Factory Services, Electronics Division, BHEL Mysore Road, Bangalore – 560 026** and ensure that the same reaches to the concerned addressee before tender submission time.

Note:

- The Tenderer shall read the tender documents carefully and fill all the columns neatly.
- The Tenderer shall return the duly filled in tender document after affixing signature on all pages.

Issued to: M/s

Signature Of the Tenderer

Issuing Officer



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INSTRUCTIONS TO TENDERERS

1. Sealed Tenders for the above noted work are hereby invited from Contractors experienced in works of similar kind and magnitude.
2. Tenders should be addressed to the AGM (FS-E&S), Electronics Division, Bharat Heavy Electricals Limited, Mysore Road, Bangalore – 560 026. The full name and address of the Tenderer, name of the work and the date of opening should be indicated on the cover.
 - 2.1 The local address of the Contractor, the name of the person to whom all the correspondence are to be addressed should be indicated with telephone number (both office and residence), FAX/ email address, Mobile phone No. etc..
3. All entries in the tender documents should be in the same ink. Erasures and over writing are not permitted. The Tenderer concerned with proper indication of the name, designation and address of the person signing should duly sign all cancellations and insertions.
4. Tenderers shall fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of the tender document including the drawings (wherever applicable) attached there to before submitting tender.
5. Unit rates should be quoted in figures as well as in words in Indian Currency only i.e. Rupees and Paise with reference to each item and for all the items shown in the attached schedule. The rates shall include all taxes and duties payable on account of Service Tax, Sales Tax, etc., and also expenses towards PF and ESI contributions (see clauses 8, 39 and Annexure-C). Amount of each item and the total on each sheet as also the grand total amount of the whole contract shall be filled by the tenderers.
6. In case the rate quoted in figures differ from those quoted in words, the lower of the rates will be taken as the tendered rate and shall be binding on the tenderers.
7. In quoting their rates, the tenderers are advised to take into account all factors including any fluctuations in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract.
8. The rates to be quoted by the Tenderer shall be firm and shall cover and include all statutory levies arising from Acts, passed by Parliament or by State legislature and rules framed there under. The rates shall further be deemed to include statutory levies arising from such Acts, Central or State, which may come into force, subsequent to submission of tenders. The Tenderer shall note that no claim for enhancement of rates, on the ground that existing statutory levies have been increased or that new statutory levies have come into effect after tender, or on any other ground, will be entertained on any account.

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9. (a) The rates quoted in the tender shall remain valid for a period of 'THREE MONTHS' from the date of opening of tender.
(b) Tenderer shall not increase their quoted rates, once the Tenderer has submitted his quotation and during execution of the contract in case his tender is accepted.
10. Quantities shown in the attached schedule are only approximate and are liable to variation without entitling the Contractor to any compensation, provided the total value of the contract does not vary by more than 20 % (twenty percent).
11. Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions, position of materials and labour. They should be well versed with BHEL General Conditions of Contract, Instructions to tenderers, drawing wherever applicable and specifications and all other documents which form part of the agreement to be entered into subsequent to award of work. The tenderers shall specially note that it is the tenderer's responsibility to provide any item which is not specially mentioned in the specification or drawing, but which is necessary to complete the work.
12. Details and quantities of each item of work shown in the "Bill of Quantities" attached here to are only approximate. They are given as a guide for the purpose of tendering only and are liable to variation and alteration at the discretion of the competent authority. The work under each item as executed shall be measured and priced at the corresponding rates to be quoted by the contractor in the Bill of Quantities attached here to.
13. Should a Tenderer find discrepancies or omissions in the drawings wherever applicable / Specifications / Scope of work / Terms & Conditions attached to the tender documents or should be in doubt as to their meaning, he should at once address to the authority inviting the tender for clarifications.
Every endeavor is made to avoid any error which can materially affect the basis of the tender but the successful Tenderer shall take upon himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
14. In the event of tender being submitted by a firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of Attorney on behalf of the firm concerned. In the latter case, a copy of the power of attorney duly attested by a Gazetted officer must accompany the tender.
15. In case, the date of tender opening falls on Holiday, the tender will be opened on the next working day.
16. ~~Every tender must be accompanied by deposit receipt for the amount mentioned as Earnest Money Deposit. This earnest money will be refunded to the unsuccessful tenderers after finalisation of the award of work. In the case of successful Tenderer, the earnest money will be retained as part of the Security Deposit for satisfactory completion of the work in accordance~~

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~~with Clause 16 of the BHEL General Conditions of the Contract. Tenders without Earnest Money Deposit receipts are liable to be rejected. No interest will be paid on the earnest money deposits.~~

~~17. The Earnest Money Deposit shall be submitted along with Technical bid and may be furnished in any of the following forms :-~~

~~(a) Cash~~

~~(b) Pay Order / Demand Draft~~

~~18. Unless the Contractor whose tender is accepted signs the contract agreement within fifteen days (15 days) of the date of the order directing him to do so, the amount of Earnest Money already deposited by him may be forfeited and acceptance of his tender withdrawn.~~

~~19. If, after opening of tenders, a Tenderer revokes his tender or increases his earlier quoted rates or after acceptance of his tender does not commence the work in accordance with the instructions of Engineer in charge, the Earnest Money Deposited by him will be forfeited and acceptance of his tender withdrawn. If only a part of the work included in the tender had been awarded to the Tenderer, the amount of Earnest Money to be forfeited will be based on the value of the contract so awarded.~~

20. BHARAT HEAVY ELECTRICALS LIMITED reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof. In the case of acceptance of a part of tender, the time for completion may also be reduced to the extent considered appropriate by the accepting authority.

21. Conditional and unsigned tenders, tenders containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the Accepting Officer and tenders not submitted in the prescribed forms are liable to be rejected.

~~22. The contractors who are not on the approved list of contractors of this organisation must submit the following testimonials simultaneously with their tenders. These testimonials shall be signed by the person(s) issuing the same indicating their name, designation and full address.~~

~~i) A certificate to establish that the tenderer is an independent contractor working on his own.~~

~~ii) At least 2 certificates from responsible officers of Government or firms of repute, regarding the tenderer's capacity to undertake and carryout the work tendered for / similar work satisfactorily.~~

~~iii) A certificate from a Bank of standing or magistrate regarding the tenderer's financial position.~~

~~Note: (a) Copies of testimonials unless attested by a Gazetted Officer will not be accepted.~~

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~~(b) Non-submission of the above testimonials simultaneously with the tenders may result in the tenders being rejected.~~

~~23. The tenders should be accompanied by a list of contracts already held by the Contractor at the time of submitting the tender and giving the following particulars:~~

~~(a) Name of work, value and address.~~

~~(b) The balance work remaining to be done on the same.~~

24. Tenders submitted by post should be sent by “Registered Post with Acknowledgement due”. These should be posted with due consideration for any delay in postal delivery. Tenders received after the due date of opening of tenders are liable to be rejected.

25. The Contractor’s responsibility under this contract shall commence from the date of receipt of the order or acceptance of his tender.

26. If a tenderer expires after the submission of his tender or after the acceptance of his tender, BHEL may, at their discretion, cancel such tender.

If a partner of the firm expires after the submission of the Tender, after the acceptance of the Tender, BHEL may cancel such Tender at the discretion unless the firm retains its character(s).

27. BHARAT HEAVY ELECTRICALS LIMITED will not be bound by any power of Attorney granted by the Tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. They may however, recognise such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.

28. If the Tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage. Further the Tenderer will be liable for any damage caused.

29. Words imparting the singular number shall be deemed to include the plural number and vice-versa where the context so requires.

30. The General and Special Conditions of Contract are complementary to each other and where they are in conflict, the special condition shall prevail.

~~31. The expenses for completing the stamping the agreement shall be paid by the contractor.~~

~~32. Unless and otherwise stated all tendered work includes supply, erection, testing and commissioning of equipment as agreed to in the contract.~~

~~33. After completion of the job, the contractor has to furnish actual drawings of work done in consultation with Engineer in-charge.~~

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- 34 Any covering letter and comments of the Contractor should be submitted in duplicate along with the offer.
- 35 The Contractor shall provide all the materials needed for trial run, testing including chemicals, consumables etc. In quoting their rates, the Contractors are advised to take into account the cost of the above materials.
- 36 Should a tenderer or a contractor on the list of approved contractors have a relative or in the case of firm or Company of Contractors any of its share holder's relative is employed in a Gazetted Capacity in the Electronics Division of Bharat Heavy Electricals Limited, Bangalore – 26, the authority inviting tenders shall be informed of this fact at the time of submission of the tender, failing which tender may be disqualified or if such a fact subsequently come to light, the relevant provisions of the General Conditions of Contract will apply.
- 37 ~~These 'INSTRUCTIONS TO TENDERERS' & 'GENERAL CONDITIONS OF CONTRACT OF BHEL' shall be deemed to form an integral part of the contract agreement for the work to be entered into. In cases of variation between the two in any matter, the conditions in the 'THE INSTRUCTIONS TO TENDERERS' shall prevail. Extracts of some of the important clauses of BHEL G.C.C are enclosed (Annexure containing extracts of clauses 20, 38 and 58 of BHEL GCC). The contractor has to obtain, at his cost, a copy of the BHEL GCC, scrutinise the same, and when submitting his tender, indicate his acceptance of BHEL GCC in the proforma enclosed at Annexure A.~~
- 38 All operations to be carried out by the Contractor during the execution of the contract such as drilling, welding etc., shall be done with proper equipment brought by the tenderer. Suitable power point will be provided and tapping from the power point to equipment shall be done using proper size of cable, equipment and after getting approval of connections from our Engineer-in-charge.
- 39 The Contractor shall comply with the provision of Employees Provident Fund and Miscellaneous Provisions Act 1952 and rules, regulations and other orders issued thereunder. He, as an employer, shall be liable to pay employer's contribution/deductions towards PF under the PF Act in respect of all labour employed by him, for the execution of the contract in accordance with the provisions of the Employees Provident Funds and Miscellaneous Provisions Act, 1952 as amended from time to time. For this purpose he shall indicate the code number obtained from the Regional Provident Fund Commissioner or he should obtain a code number if he has not and produce the Photostat copy of the challan / receipt of monthly remittance of the contribution made by him to the PF Commissioner. Final payments due to him will be released only on production of a "No due certificate" from the Regional Provident Fund Commissioner wherever applicable. He shall also furnish such returns as are due, under the Act, to be sent to the appropriate authorities through the Principal Employer".
- 40 The Contractor should get himself registered with the E.S.I. Authorities as an independent Employer, obtain a separate code number and remit the dues in respect of the labour employed

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by him for the work and produce the Challans / Receipts of remittance of the ESI contributions due

under the E.S.I. Act to the Company authorities. He shall also furnish such returns, as are due, under the Act, to be sent to the appropriate authorities through the Principal Employer.

- 40.1 If any action is brought in by P.F. Commissioner/ ESI authorities on BHEL for the work done by the Contractor for his labourers regarding PF/ESI amount due, short remittances, non remittances etc., the Contractor shall defend the case on behalf of BHEL and/or reimburse BHEL the expenses so incurred.
- 40.2 If applicable, the Contractor shall apply and obtain license under Contract labour (R&A) Act 1970 and comply with the relevant provisions of this Act in respect of the labour employed by him for executing this contract. The Contractor shall furnish necessary returns to the authority through the Principal Employer.
- 41 If applicable, the Contractor shall insure all his labourers and materials. Any claim by his employees for the damages shall be settled by the contractor even action is against BHEL or to reimburse the legal expenses incurred by BHEL
- 42 Any action brought in by anybody on BHEL regarding patent, right etc., used by contractor in execution of work shall be defended by the contractor and / or reimburse to BHEL the cost of the same.
- 43 Contractor shall produce necessary records, documents, explanation whenever he is called upon to do, by any Government. Agencies like ESI, PF, VIGILANCE etc.,

44 TERMS OF PAYMENT:

- ~~a) 56.25% of total contract value will be paid against the supply of materials at site and acceptance on prorata basis.~~
- ~~b) 33.75 % of the contract value will be paid on completion of erection on prorata basis.~~
- ~~c) Balance 10 % of the contract value will be paid after ;~~
- ~~i) ——— satisfactory commissioning and handing over the entire system and~~
- ~~ii) ——— On your submitting a Bank Guarantee for a value of 50 % of the Security Deposit towards performance guarantee to the extent required to cover the warrantee period.~~

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~~iii) For the works which do not involve supply of materials, erection and commissioning, the terms of payment will be as per discretion of Executive in charge of BHEL.~~

45 SECURITY DEPOSIT

~~45.1 The successful tenderer shall deposit the Security deposit before start of the work. The rate of Security deposit will be as below.~~

Upto Rs. 10 Lakhs	10%
Above Rs. 10 Lakhs upto Rs. 50 Lakhs	Rs. 1 Lakh + 7.5% of the amount exceeding Rs. 10 Lakhs
Above Rs. 50 Lakhs	Rs. 4 Lakhs + 5% of the amount exceeding Rs. 50 Lakhs

~~45.2 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 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 Financial 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 Security Deposit shall be deposited before start of the work and the balance 50% may be recovered from the running bills.~~
- ~~viii) EMD of the successful tenderer 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 subject to hypothecation or endorsement on the document in favour of BHEL. However, BHEL will not~~

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~~be liable or responsible in any matter for the collection of interest or renewal of the documents or in any other matter connected therewith.~~

46. REVERSE AUCTION:

- ~~• BHEL EDN reserves the right to go for reverse auction at any point of time before opening of the price bid.~~
- ~~• Bids with non acceptance of reverse auction will be liable for rejection.~~
- ~~• Opening of price bid at the discretion of BHEL EDN~~
- ~~• BHEL EDN shall be at liberty to cancel the tender at any time, before ordering, without assigning any reason.~~

47. RUNNING ACCOUNT PAYMENTS:

~~During execution of work, payments of all works in place will be made on the basis of measurements recorded in measurement sheet / book in respect of items executed but no claim on the account will be entertained, if for any reason payments are not so made.~~

48 The work shall be carried out as per detailed specifications enclosed with the tender. The item for which there is no mention in the drawings, detailed specifications to relevant IS specifications (latest edition) shall be followed.

49. CLEANING OF SITE:

After completion of the work, the contractor shall remove all debris, take away left over construction materials, machine, equipment, temporary offices, stores, work shop etc. and make the area neat and clean. The cost of this work shall be included in the quoted rate.

50. COMPLETION OF WORK AND MEASUREMENT:

- ~~a) On completion of the work, the contractor must submit to the Engineer the following documents for passing of works.~~
- ~~b) A copy of the working drawing showing thereon all addition and alterations in the process of execution and.~~
- ~~c) The authorised Contractor's representative and a representative of the Employer shall jointly sign a certificate of handing over of any completed work and the date of signature of that certificate will be that the date from which the maintenance period of that unit will be reckoned.~~

51. MAINTENANCE OF WORKS:

~~The contractor will be responsible for the maintenance of works during the period of execution until the various items are taken over, and for a further period of Six months, from the date of taking over.~~

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52 EXTRA ITEMS:

~~No extra items of work shall be carried out by the contractor other than those authorised to do so in writing by the Engineer. For any such items of work executed as per instructions of Engineer, The rates will be fixed on the basis indicated under clause 50 of BHEL GCC.~~

53 SUPPLY OF MATERIALS BY CONTRACTOR:

- ~~i) The work is for a completed job including labour and supply of all except those otherwise specified in the bid document.~~
- ~~ii) All materials supplied by the contractor according to the contract conditions shall be subject to inspection and passing by the Engineer or his representatives from time to time, the contractor shall provide all facilities for such inspection free cost. BHEL officers connected with the contract shall have the power at any time to inspect and examine any stores or materials intended to be used in or on the work, whether on the site or at any factory or workshop or other place the same are laying and the contractor shall give necessary facilities for such inspection and examination.~~
- ~~iii) The contractor shall submit necessary Test Certificate / Calibration certificate for the critical items wherever necessary.~~

54 INTERRUPTION TO WORKS:

- i) In quoting the rates / prices the contractor should take in to account the fact that due to the design or other stipulations at site, or the necessity to follow a particular sequence of overall construction operation, or non – supply of particular drawings, or the connected work or other reasons, interruptions are likely to be encountered in a work of this nature and magnitude. No claims for such interruption will be entertained on any account.
- ~~ii) Extension of time or penalty / liquidated damages as the case may be will be determined as stipulated in clause 7, 9 and 41 of BHEL General Conditions of Contract.~~



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SAFETY CODE

RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF
SAFETY OF MEN, EQUIPMENT, MATERIAL AND ENVIRONMENT

1. Before commencing the work, the contractor is required to submit a “SAFETY PLAN” to the authorised BHEL Official. The ‘Safety Plan’ shall indicate, in detail, the measure that would be taken by the contractor to ensure safety of men, equipment, material and environment during execution of the work. The plan shall take care to satisfy all requirements specified hereunder. The contractor shall submit safety plan along with his offer. During negotiations before placing of work order and during execution of the contract, BHEL shall have right to review and suggest modification in the Safety Plan. The contractor shall abide by BHEL’s decision in this respect.
2. The contractor shall take all necessary safety precautions and arrange for appropriate appliances as per direction of BHEL, or its authorised officials, to prevent loss of human lives, injuries to personnel engaged, and damage to property and environment.
3. The contractor shall provide to its work force and ensure the use of the following personal protective equipment as found necessary and as directed by the authorised BHEL officials:-
 - (i) Safety Helmets conforming to IS – 2925: 1984.
 - (ii) Safety Belts conforming to IS – 3521: 1983.
 - (iii) Safety Shoes conforming to IS – 1989: 1978.
 - (iv) Eye and Face Protection devices conforming to IS – 8520: 1977 and IS – 8940: 1978.
 - (v) Hand and body protection devices conforming to:
 - IS – 2573: 1975
 - IS – 6994: 1973
 - IS – 8807: 1978
 - IS – 8519: 1977

All tools, tackles, lifting appliances, material handling equipment, scaffolds, cradles, safety nets, ladders, equipment etc. used by the contractor shall be of safe design and construction. These shall be tested and certificate of fitness obtained, before putting them to use and from time to time as instructed by authorised BHEL official who shall have the right to ban the use of any item.

All electrical equipment, connections and wiring for constructions, power, its Distribution and use shall conform to the requirement of Indian Electricity Act and Rules. Only electricians licensed by the appropriate statutory authority shall be employed by the contractor to carry out all types of electrical works. All electrical appliances including portable electric tools used by the contractor shall have safe plugging system to source of power and be appropriately earthed.

The Contractor shall not use any hand lamp energised by electric power with supply voltage of more than 24 Volts. For work in confined spaces, lighting shall be arranged with power source of not more than 24 Volts.

The contractor shall adopt all fire safety measures as laid down in the “Code for Fire Safety at Construction sites” issued by the Safety Department of the Construction management (HQ) of HEL and as per the directions of the authorised BHEL official. A copy of the above referred “Code of

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Fire Safety at Construction Sites” shall be made available by BHEL to the contractor for reference, on demand by the contractor, during tendering stage itself.

Where it becomes necessary to provide and/or store Petroleum Products, explosives, chemicals and liquid or gaseous fuel or any other substance that may cause fire or explosion, the contractor shall be responsible for carrying out such provisions and/or storage in accordance with the rules and regulations laid down in the relevant government acts, such as Petroleum Act, Petroleum and Carbides of Calcium Manual of the Chief Controller of Explosives, Govt. of India etc., Prior approval of the authorised BHEL official at the site shall also be taken by the contractor in all such matters.

The contractor shall arrange at his cost (wherever not specified), appropriate illumination at all work spots for safe working when natural daylight may not be adequate for clear visibility.

The contractor shall be held responsible for any violation of statutory regulations local, state or central and BHEL instructions, that may endanger safety of men, equipment, material and environment in his scope of work or another contractor’s or agency’s. Cost of damages if any, to life and property arising out of such violation of statutory regulations and BHEL instructions, shall be borne by the contractor.

In case of a fatal or disabling injury / accident to any person at construction sites due to lapses by the contractor, the victim and/or his/her dependents shall be compensated by the contractor as per statutory requirements. However, if considered necessary, BHEL have the right to impose appropriate financial penalty on the contractor and recover the same from payments due to the contractor for suitably compensating the victim and/or his/her dependents. Before imposing any such penalty, appropriate enquiry shall be held by BHEL giving opportunity to the contractor to present his case.

In case of any damage to property due to lapses by the contractor, BHEL shall have the right to recover cost of such damages from payments due to the contractor after holding an appropriate enquiry.

In case of any delay in the completion of a job due to mishaps attributable to lapses by the contractor, BHEL shall have right to recover cost of such delay from payments due to the contractor, after notifying the contractor suitably and giving him opportunity to present his case.

If the contractor fails to improve the standards of safety in its operation, to the satisfaction of BHEL, after being given a reasonable opportunity to do so and / or / if the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions regarding safety issued by the authorised BHEL official, BHEL shall have the right to take corrective steps at the risk and cost of the contractor, after giving a notice of not less than seven days, indicating the steps that would be taken by BHEL.

The contractor shall submit report of all accidents, fires and property damage, dangerous occurrence to the authorised BHEL official immediately after such occurrence, but in any case not later than twelve hours of the occurrence. Such reports shall be furnished in the manner prescribed by the contractor to the authorised BHEL official from time to time as prescribed.

Before commencing the work, the contractor shall appoint/nominate a responsible officer to supervise implementation of all safety measures and liaison with his counterpart of BHEL. If the Safety record of the contractor is to the satisfaction of Safety Department of BHEL, issue of an appropriate certificate to recognise the safety performance of the contractor may be considered by BHEL after completion of the job.

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**BHARAT HEAVY ELECTRICALS LIMITED
ELECTRONICS DIVISION
&
ELECTRONICS SYSTEMS DIVISION
BANGALORE**

HEALTH, SAFETY & ENVIRONMENTAL POLICY

The Management is committed to be an environmentally sound company in its activities, products, services and to provide safe and healthy working environment covering its employees, Contractors, Contract labors, trainees, suppliers, Customers and all Interested parties, as an integral part of business performance through:-

1. Compliance with applicable Legal and other requirements related to Occupational Health, Safety and Environment.
2. Setting objectives and targets to eliminate / control / minimize environmental pollution, risks due to Occupational Health and Safety Hazards for preventing injury & ill health and reviewing the objectives and targets to have continual improvement in HSE performance.
3. Promotion of activities for conservation of resources by environmental management with focus on electrical energy and chemicals.
4. Communication of HSE Policy to employees, customers, suppliers, contractors and all interested parties and enhancement of Environmental, Occupational Health and Safety management Systems by pro-active measures.
5. Commitment for regular evaluation and pro-active measures for prevention & control of environmental pollution / risks due to incidents & occupational diseases.
6. Appropriate training of employees, customers, suppliers, contractors and all interested parties on Health, Safety and Environmental (HSE) aspects.
7. Formulation and maintenance of HSE Management programs for continual improvement.
8. Periodic review & audit of HSE Management Systems to ensure its continuing suitability, adequacy and effectiveness.
9. Co-operation with concerned agencies / regulatory bodies engaged in HSE activities.

SD / -
Executive Director

Electronics Division, Mysore Road, Bangalore -560026
Electronic System Division, Electronic City Bangalore 560100

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PART-1 (TECHNICAL-CUM-COMMERCIAL BID)

Tender Ref.: ET/410

Name of work: Oil Filtration of Transformers, PT's and OCB's

(To be furnished by the Bidder)

A) : Information Part :

S.N.	Particulars	To be filled by Bidder
1.0	Name of the Contractor	
2.0	Address (Office)	
3.0	Address (Residence)	
4.0	Telephone Number	
	Office	
	Residence	
	Mobile No.	
5.0	Email id.	
6.0	Details of test kit with traceability certificates	

Signature of the Tenderer

Page 1 of 3

Issuing Officer

PART-1 (TECHNICAL-CUM-COMMERCIAL BID)

Tender Ref.: ET/410

Name of work: Oil Filtration of Transformers, PT's and OCB's

B) : Essential Criteria for Techno-Commercial Acceptance of Bid

S.N.	Particulars	To be filled by Bidder
1.0	Experience Certificate for successfully completed the Filtration of Transformer oil during last 7 years (Submit the proper completion certificates along with the work order.)	
2.0	Whether your firm registered with PF authority	Yes/No
2.1	If yes, indicate PF Registration No. (Copy of PF registration certificate & latest contribution paid receipt to be enclosed)	
2.2	If no, submit a declaration letter with supporting reasons	Yes/No
3.0	Whether your firm is registered with ESI authority (In case ESI registration is not applicable, submit a declaration letter with supporting reasons)	Yes/No
3.1	If yes, indicate ESI registration No. (Copy of ESI registration certificate & latest contribution paid receipt to be enclosed)	
3.2	If no, whether willing to obtain ESI registration before commencement of work or whether willing to pay under BHEL's ESI Sub Code along with Workmen compensation policy.	Yes/No
4.0	Do you posses valid license from Electrical Inspector for carrying Out Transformer Oil Testing	Yes/No

Signature of the Tenderer

Page 2 of 3

Issuing Officer

PART-1 (TECHNICAL-CUM-COMMERCIAL BID)

Tender Ref.: ET/410

Name of work: Oil Filtration of Transformers, PT's and OCB's

C) Other Conditions:

1.0	Completion period mentioned in NIT	(Acceptable/ Not Acceptable)
2.0	Payment Terms (100% after due completion of work and submission of Reports)	(Acceptable/ Not Acceptable)
3.0	Execution of the work fully as per Specification & all items of work in NIT	(Acceptable/ Not Acceptable)

Signature of the Tenderer

Issuing Officer

**Electronic Funds Transfer (EFT) OR
Paylink Direct Credit Form**

Please Fill up the form in **CAPITAL LETTERS** only.

TYPE OF REQUEST(Tick one): _____ CREATE _____ CHANGE

BHEL Vendor / Supplier Code:	<input type="text"/>
Company Name :	<input type="text"/>
Permanent Account Number(PAN):	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>

City: <input type="text"/>	PINCODE <input type="text"/>	STATE <input type="text"/>
----------------------------	------------------------------	----------------------------

Contact Person(s)	<input type="text"/>
Telephone No:	<input type="text"/>
Fax No:	<input type="text"/>
e-mail id:	<input type="text"/>

1 Bank Name:	<input type="text"/>
2 Bank Address:	<input type="text"/>
	<input type="text"/>
3 Bank Telephone No:	<input type="text"/>
4 Bank Account No:	<input type="text"/>
5 Account Type: Savings/Cash Credit	<input type="text"/>
6 9 Digit Code Number of Bank and branch appearing on MICR cheque issued by Bank	<input type="text"/>
7 Bank IFSC Code(applicable for NEFT)	<input type="text"/>
8 Bank IFSC code(applicable for RTGS)	<input type="text"/>

- A I hereby certify that the particulars given above are true, correct and complete and that I, as a representative for the above named Company, hereby authorise BHEL, EDN, Bangalore to electronically deposit payments to the designated bank account.
- B If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.
- C This authority remains in full force until BHEL, EDN, Bangalore receives written notification requesting a change or cancellation.
- D I have read the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under ECS / EFT.

Date:

Authorised Signatory:
Designation:

Telephone NO. with STD Code

Company Seal

Bank Certificate

We certify that _____ has an Account No _____ with us and we confirm that the bank details given above are correct as per our records.

Date: _____ (.....)
Place: _____ Signature

Please return completed form **along with a blank cancelled cheque or photocopy** thereof to:

Bharath Heavy Electricals Ltd,
Attn:

Electronics Division, Mysore Road,
BANGALORE - 560 026

In case of any Query, please call : 080-26998461.

Schedule of Work (Part-II: Price Bid)

Sub : Oil Filtration of Transformers, PT's and OCB's

SI.No.	Description of work	Unit	Qty	Rate (Rs)	Amount (Rs)
1	Filtration of Transformer oil in Transformers as per annexure to achieve test results as per IS 1866, testing BDV & acidity & submission of test certificate.	Litres	11364		
2	Filtration of Transformer Oil in CGL make 11 KV OCBs (75 Litres) to achieve test results as per IS 1866, testing BDV, acidity & submission of test Certificate. After Filtration Grease has to be applied on all mechanical moving parts (Grease and Waste will be supplied by BHEL). Functioning of OCB to be ensured.	Nos.	6		
	Total				
	Service Tax				
	Grand Total				

In Words _____

Annexure

Factory Services
FS/PS08/2013-14

List of Equipment requires Oil Filtration

SI.No.	Location	Equipment	Qty of Oil (Litres)
1	Sub Station - 1	500 KVA, Transformer - 1	591
2	Sub Station - 1	500 KVA, Transformer - 2	591
3	Sub Station - 2	1250 KVA, Transformer - 2	1400
4	Sub Station - 2	1250 KVA, Transformer - 1	940
5	Sub Station - 2	5000 KVA, OLTC Transformer	3810
6	Sub Station - 2	Grounding Transformer	180
7	Sub Station - 2	PT 11 KV/110 (4 Nos.)	400
8	Sub Station - 3	1000 KVA, Transformer - 2	902
9	Sub Station - 3	1000 KVA, Transformer - 1	860
10	Sub Station - 3	500 KVA, Transformer	595
11	Main Testing	HV Transformer	425
12	Main Testing	Brentford Regulating Tr	400
13	Main Testing	Brentford ON Load Regulator	270
		total	11364