



Bharat Heavy Electricals Limited
Industrial Valves Plant
Quality Management
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Enquiry No.:BHE:QC:SCM:01

Date: 17.09.2015

Enquiry for Inspection Services for Valves, Wall Blower and Girder Pin Connection etc. machined components with BHEL MATERIAL

Tender Submission Last Date: 09.10.2015 up to 14-00Hrs.

Tender Opening Date & Time: 09.10.2015 at 14.30Hrs.

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Part-A
Section – I

1.0	General Requirements.
1.1	BHEL units are ISO 9001 accredited companies and our system and procedures are oriented towards complying with ISO requirements. The inspection agency shall be an ISO accredited company.
1.2	The Inspection Agency should have a minimum of 5 years continuous experience in Industrial Inspection related activities in machining of Valves components at manufacturing shop/site. Documentary evidence to be submitted for last five years.
1.3	Inspection Engineers employed by the Inspection agency shall have the following qualification criteria. <ol style="list-style-type: none">1) Minimum qualification of Diploma in Mechanical/Production Engg2) Minimum Three years of Inspection experience on machining components.3) All inspection engineer shall have knowledge on English (Read, Write, speak) & Hindi, Punjabi (Speak).4) All inspection engineers shall be conversant with the use of measuring instruments and possess working knowledge on Computer.
1.4	The Inspection Agency shall submit the Technical Bid with document evidence of <ol style="list-style-type: none">1) Organization Chart and details of technical persons with qualification and experience on roll and other details as per Annexure-B2) Performance certificate from the customer.3) Previous experience in Industrial Inspection related activities in machining valves components. Documentary evidence to be submitted.4) Copies of PAN card, Service Tax, Provident Fund and ESI Registration certificate,5) Technical Bid Criteria as given in Section V should be duly signed by authorized signatory6) Annual Turnover on Inspection Fees received by Agency (Minimum 20 Lakhs) in last 3 years. Proof of document to be submitted.7) Audited Profit and Loss account & Balance Sheet for the above 3 years.8) All pages of the documents shall have original seal and signature of the Authorized persons.9) Failure to meet all the above, the agency will be disqualified from Technical bid and become not eligible for price bid opening.
1.5	The inspection agencies shall own the responsibility to ensure that the components are inspected at appropriate stages as per the scope of purchase order and applicable Quality Work Instructions such as QCP, SQP, SIP, CQP etc..
1.6	The Inspection Agency shall have adequate experienced inspection personnel to maintain the required strength of Inspectors by suitable immediate substitute for the Inspectors who resign / on long leave and the Inspection Agency has to take all necessary steps to ensure the Inspection services without any delay/obstruction or interruptions. Minimum 2 inspectors should be available at any time to attend the inspection call.
1.7	The bidder shall have adequate strength and resources to train and retrain their personal on theoretical and practical aspects of inspection requirements as and when required.
1.8	In addition, a separate document is issued for machining components detailing the sequence of inspection activities including verification and witness stages as per the enclosure Annexure A

1.9	Inspection records shall be maintained separately by Inspection Agencies and Daily Inspection Reports to be sent to BHEL / QC.
1.10	The Inspection Agencies shall ensure only calibrated instruments & gauges are being used for inspection activities.
1.11	The inspection agencies shall respond immediately for the feedback with regard to any discrepancies on the inspected components / urgencies from shop and site.
1.12	The Inspectors posted for inspection shall be available in the neatly dressed in the Inspection Agency's Uniform and with safety shoes, all to be furnished by the Inspection Agency. All inspectors are to be issued with photo ID card by concerned inspection agency.
1.13	Vehicle for the movement from residence to work place and back to residence for the Inspectors posted has to be arranged by the respective Inspection Agency to perform inspection services at Vendor works.
1.14	The Inspection Agency / the inspector shall not off-load any part of the work, assigned by BHEL. If found contract shall be immediately terminated.
1.15	The information regarding addition/deletion/ change of manpower shall be furnished to QC, BHEL. Goindwal, on every six months, Additional manpower shall be got qualified /approved by QC, BHEL Goindwal during changes.
1.16	If any discrepancy is found during checking /audits of inspected items received at Unit / Site or feedback received from customer on mismatching or malfunctioning etc. (during use in the Shop, Testing or Commissioning) and / or records and it is established that the discrepancy is on account of inaccurate/ inadequate inspection, the inspection charges of the concerned item shall be deducted from pending bills and /or security deposit amounts.
1.17	The performance of Inspection Agency shall be monitored on aspects of response time to attend the call, timely submission of inspection report, deficiency in inspection and reporting from BHEL units/ sites, feedback of suppliers, Surveillance/Audit report of QC, BHEL Goindwal and feedback from Customers.
1.18	Inspection Agencies shall transact communications through network for faster and accurate communication
1.19	All Inspection Engineers shall be trained at BHEL and shall be qualified through written/ oral /practical test conducted on the completion of training.

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SECTION – II

**2.0 TYPE OF PRODUCTS, LOCATION AND APPROXIMATE LOADING ON
NON PRESSURE PARTS FIRMS (INDICATIVE)**

2.1 Type of Products:

2.1.0	List of items likely to be subcontracted by BHEL but not limited to the list below:
2.1.1	Machining Components: BHEL off loads Valve, Wall Blower, Girder Pin Connection, Burner Shutoff Gate components which need precision machining and assembly and other Job work items.
2.1.2	BHEL furnishes applicable drawings to the sub-contractors.

2.2 SUB CONTRACTORS LOCATION

2.2.1	The sub-contractors/vendors are small scale or medium scale entrepreneurs with an average work force of 10 or above workmen.
2.2.2	The sub-contractors are fairly equipped with suitable facilities for the type of jobs loaded on them and they are selected and approved by a vendor selection committee of BHEL.
2.2.3	The sub-contractors are located in Goindwal, Kapurthala, Phagwara, Goraya, Jalandhar, Ludhiana, Tarn Taran, Amritsar and other Peripheral areas around them.
i	Goindwal Sahib: Approximate no of firms is about 37
ii	Kapurthala, Phagwara, Goraya, Jalandhar: approximate no of firms is 7
iii	Ludhiana: Approximate no of firms is about 7
iv	Tarn Taran: Approximate no of firms are about 6
v	Amritsar, Batala: Approximate no of firms is about 8
vi	Fatehabad: Approximate no of firms is about 7

Locations may be added when new vendors are approved.

2.3 Quantum of work

Category	Activity /Description	Estimated Quantum / Year
I	Inspection of machined components, complete drawings are supplied by BHEL and materials will be fully supplied by BHEL	475 Lakhs worth of PO value with +/-20% of change in Every year

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SECTION- III

3.0 Procedure For Inspection:

3.1	In addition to the engineering drawing which details the products and inspection requirements, BHEL gives quality work instructions (QWI) like quality document for inspection stages. Quality control procedures (QCP), standard quality plans (SQP), standard inspection procedure (SIP), quality plan (QP) as applicable for each product. All components require final inspection including Identification marks.
3.2	Sub-contractors located in different zones will submit inspection calls through B2B at the nodal points identified by the inspection agency. In case of urgency QC representative will inform the agency either by e-mail or oral communication.
3.3	All the inspection calls have to be completed within 24 hrs. from the time of inspection calls. Inspection calls not attended: a) Within 48 hrs. at places 20 km away from BHEL Goindwal including Kapurthala and Tarn Taran b) Within 72 hrs at places more than 20kms away excluding Kapurthala and Tarn Taran will be viewed seriously and lead for penalty of Rs.100 per day after the stipulated time.
3.4	Inspection agencies are expected to execute and provide quality services in a professional manner & commensurate with the available facilities. They also shall educate and guide the vendor for proper process control.
3.5	Inspection agencies have to arrange their own transporting arrangements to reach the vendor's/subcontractor's site for inspection.
3.6	Inspection Agencies have to ensure every finished component accepted by inspector shall bear the metallic seal of inspector in a prominent place. Whenever small components are involved, the inspection agency shall ensure that the components are bundled or put in a box and sent along with a metallic tag which will bear the seal of inspector and follow traceability as per QWI.
3.7	The components inspected and found satisfactory for dispatch shall be accepted by raising Inspection Reports (IR). The Inspection Reports shall be processed through Online Inspection Call & IR Generation system in B2B
3.8	Workload fluctuation is in cyclic nature from month to month maximum depending upon the availability of load capacity. It is therefore requested that this cyclic nature of work load should be kept in mind while arranging inspection against this contract.
3.9	The performance of inspectors will be monitored continuously by BHEL and Performance rating will be communicated separately. In case of Unsatisfactory performance, inspection agencies are expected to take appropriate time bound corrective actions to improve the quality of service and feedback shall be given to BHEL on the corrective actions taken.
3.10	In emergencies / exceptional cases, inspectors posted by the Inspection Agency have to provide the services at short notice, in extended working hours, Sundays, holidays and in odd hours to the requirement of BHEL.
3.11	The components, which are inspected and cleared by the Inspectors posted by Inspection Agency, may be subjected to re-inspection by BHEL Quality Control Personnel or Customer Inspector. Wherever any extra expenditure incurred either by BHEL or by its customers, towards Rectification of defects in the components cleared by inspectors and if the cause of this rectification is due to faulty inspection clearance, the rework and inspection Charges incurred will be recovered from the current/existing bills and decision of BHEL Quality will be final in this regard

SECTION-IV

4.0 Terms & condition

4.1	Tenders received late, shall be rejected.
4.2	<u>NUMBER OF INSPECTION AGENCIES TO BE EMPANELLED:</u> BHEL reserves the right to give entire business to L1 bidder (100%).
4.3	Any effort by a bidder to influence or pressurize BHEL officials or otherwise to gain undue favour by any means during the entire process of award of contract may result in rejection of bid.

5.0 CONTRACT PERIOD:

5.1	Contract is valid for a period of One year from the date of award of contract issue. Termination of contract can be made within 3 months' notice from inspection agency side whereas BHEL reserves the right to terminate the contract at any stage.
5.2	The contract can be extended further for one year if necessitates based on mutual agreement between BHEL and inspection agencies.

6.0 PAYMENT:

6.1	The inspection Agency has to furnish inspection report in the stipulated format to BHEL every month.
6.2	Inspection Agencies invoices together with the Inspection report shall be submitted once in a month for the period from 25th to 24th of every month along with copy of previous month service Tax paid certificate and payment to inspection agency shall be made after 45 days.

7.0 PERSONNEL WELFARE:

7.1	<ol style="list-style-type: none">1) The Inspection Agency shall comply with all labour regulation laws like PF, ESI , Safety etc., applicable to the employees of the inspection agency. BHEL is not responsible for Safety, Provident fund, ESI, Insurance and all statutory requirements.2) BHEL safety rules and regulations are to be taken care by Agency.3) BHEL is not responsible for any injury or damage that is caused during the course of inspection or otherwise.
7.2	Separate PF code and ESI code are to be obtained and a copy of the same are to be furnished along with the offer.

8.0 INCOME TAX:

8.1	Income tax, as applicable, will be deducted at source at the rate applicable in accordance with statutory guidelines. PAN number shall be furnished.
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SECTION – V

S. NO	TECHNICAL BID CRITERIA	Accepted
		Not Accepted
1	Quotation to be submitted in Two Parts in separate sealed covers. Part A – Technical Bid and Part B – Price Bid. Offer will be valid for minimum 60 days from tender opening date.	
2	An Earnest Money Deposit (EMD) amount of Rs.20000/- (Rupees Twenty thousand) to be sent along with offer.	
2A	Security Deposit: The rate of security deposit will be as below : <ul style="list-style-type: none"> • Up to Rs.10 Lakhs: 10% of order value. After award of contract EMD value will be used as security deposit and rest security deposit will be deducted monthly as 10 % of monthly PO value subjected to max of 10% of order value. The security deposit will be refunded after two months of successful completion of the contract.	
3	Inspection Charges should be SINGLE RATE ONLY in terms of % of purchase order value of finished goods. Single rate will be applicable for all the locations. No escalation of rate is admissible during the contract period. The rate should be exclusive of service tax.	
4	The Inspection Agency should have a minimum of 5 years continuous experience in Industrial Inspection related activities in machining of Valves components at manufacturing shop/site. Documentary evidence to be submitted	
5	Inspection agency should have valid ISO 9000 certification . Proof shall be submitted.	
6	Inspection Engineers shall have the following qualification. <ol style="list-style-type: none"> 1. Minimum qualification of Diploma in Mechanical /Production Engg 2. Minimum Three years of experience on structural fabrication. 3. All inspection engineer shall have knowledge on English (Read, Write, speak) & Hindi, Punjabi (speak-Preferable) 4. All inspection engineer shall be conversant with the use of measuring instruments and possess working knowledge on computers 	
7	All Inspection Engineers shall be trained at BHEL and shall be qualified through written/ oral /practical test conducted on the completion of training.	
8	All the inspection calls have to be completed within 24 hrs. from the time of inspection calls. Inspection calls not attended : <ol style="list-style-type: none"> a) Within 48 hrs. at places 20 km away from BHEL Goindwal including Kapurthala and Tarn Taran b) Within 72 hrs at places more than 20kms away excluding Kapurthala and Tarn Taran will be viewed seriously and lead for penalty of Rs.100 per day after the stipulated time. 	
9	In emergencies / exceptional cases, Inspection has to be carried out round the clock including Sundays and holidays & in odd hours also by employing adequate Inspection Engineers to the requirement of BHEL.	
10	Required Inspection Engineers have to be posted on permanent basis preferable at Goindwal to meet the requirement of BHEL. Only Experienced Inspector shall be substituted to take care of leave post.	
11	Inspection Agency has to own the responsibility to ensure that the components are inspected at appropriate stages and Quality Work Instructions (QWI) and records shall be maintained.	
12	Inspecting Agency has to own the responsibility to ensure the safety and security of their respective Inspecting Officials while carrying out Inspection activities.	
13	Inspection Agency has to take all necessary steps to ensure the Inspection services without any obstruction or interruptions.	
14	Inspection Agency has to perform the Inspection activities with the existing facilities at sub-contracting firms and no additional facility can be provided.	

15	Necessary Transportation facility for Inspection Engineers has to be arranged by the respective Inspection agency to perform Inspection services at different Sub-Contracting firms.	
16	The inspectors posted for Inspection shall be in the position of neatly dressed with Inspection Agency's Uniform and with all safety Personal Protective Equipment's (PPE), all to be furnished by the Inspection Agency.	
17	The Inspection Agency shall have adequate experienced Inspection personnel to maintain the required strength of Inspectors by suitable immediate substitute for the Inspectors who resign / on long leave. Minimum 2 inspectors should be available at any time to attend the inspection call.	
18	All inspection personnel being offered to BHEL shall be regular employees or shall have at least two years of running contract with bidder. No consultant or freelancer is allowed for BHEL inspections. All inspection personnel shall carry photo identity card issued by respective TPIA.	
19	Safety, Provident fund, ESI, Insurance and all statutory requirements and BHEL safety rules and regulations are to be taken care by you. BHEL is not responsible for any injury or damage that is caused to your staff during the course of inspection or otherwise	
20	All inspection Agencies shall have regional office in India in Punjab and local offices at any location near to our vendor base (preferably at Goindwal Sahib.)	
21	The period of contract will be one year from the date of execution of Inspection contract. The contract can be extended for further period based on mutual agreement between BHEL and inspection agency	
22	BHEL reserves the right to give entire business to L1 bidder (100%).	
23	BHEL shall be entitled to terminate the contract at any stage and to carry out inspection elsewhere at the risk and cost of the vendor, if the vendor fails to meet our requirement or stops carrying out inspection in the contract period. Vendor shall be liable for the losses, which BHEL may sustain by way of such risk purchase.	
24	Payment for the accepted Invoices towards Inspection services will be paid within 45 days from the date of submission of the relevant accepted invoices.	
25	Dispute if any on the Inspection services or by any other means with BHEL shall be dealt with Arbitration, ONLY at Tarn Taran.	
26	The bidder shall fill the format for "particulars of inspection agency" Enclosed in annexure B and submitted along with Technical Bid.	
27	The Inspection Agency shall submit the document evidence of the following 1) Organization Chart and details of technical persons with qualification and experience on roll. 2) Performance certificate from the customer. Previous experience in Industrial Inspection related activities machining of Valves components at manufacturing shop/site for Five years 3) Copies of PAN card, Service Tax, Provident Fund and ESI Registration certificate, 4) Technical Bid Criteria as given in Section V duly signed by authorized signatory 5) Annual Turnover, Audited Profit and Loss account & Balance Sheet for the last 3 years. 6) Valid ISO 9000 certificate Without full details of any one of the above. The agency will be disqualified from Technical bid and become not eligible for price bid opening and all pages shall have original seal and signature of the Authorized persons.	
28	No other pre conditions along with your offer will be entertained by BHEL.	
29	BHEL reserves the right to reject any offer without assigning any reason.	
30	BHEL reserves the right to summarily terminate the contract during service on integrity related issues.	
31	All original documents are to be shown for verification on demand for conformations.	
32	No deviation certificate shall be submitted as given in Annexure-C	

Signature with Seal of
Authorized signatory

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Part – B
PRICE BID

Non Pressure Parts				
Category	Activity /Description	Estimated Quantum / Year	Basis For Rate	Quoted Rate
I	Inspection of machined components	475 Lakhs worth of PO value with +/-20% change of Every year	The Inspection Charges Shall Be in % of PO value	Rate in % age of PO value

The Quoted Rates Are Exclusive Of Service Taxes And Duties.
Offer will be valid for minimum 60 days from tender opening date.

**Signature with Seal Of
Authorized Signatory**

ANNEXURE-A.

BHARAT HEAVY ELECTRICALS LIMITED GOINDWAL SAHIB QUALITY CONTROL SUBCONTRACTING INSPECTION		
STAGES OF INSPECTION AT VENDOR WORKS		
1) PRODUCT : MACHINING COMPONENTS		
NUMBER OF STAGES: 2		Stage
1	Dimension Check as per Drawing	√
2	Stamping & Identification	√

Inspection activities are to be carried out for all components at appropriate identified inspection stages as indicative:

A. Machining

1. In-process inspection at appropriate stages.
2. Use appropriate calibrated measuring instruments/gauges/optical flat etc.
3. Follow the quality requirement at appropriate stage as per drg/QWI.
4. Final inspection for special coating process (Ex: galvanizing, phosphate etc.).
5. Final inspection for special surface preparation/ hardening (including grinding lapping, hardness testing).

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Annexure - B
Particulars Of Inspection Agency

1.1	Name of company		
1.2	Head office:		
	i)	Address:	
	ii)	Phone no:	Fax no:
	iii)	E-mail:	Website:
1.3	Chief executive:		
	i)	Name:	
	ii)	Designation:	
	iii)	Office address:	
	iv)	Phone no:	Landline: Mobile:
	v)	E-mail:	
	vi)	Qualification	
	vii)	Profile:	
	viii)	Experience	
1.4	Authorized persons to participate in Reverse auction process		
	i)	Name:	
	ii)	Designation:	
	iii)	Office address:	
	iv)	Phone no:	Landline: Mobile:
	v)	E-mail:	
	vi)	Qualification	
	vii)	Profile:	
	viii)	Experience	
1.5	Ownership status: (please put <input type="checkbox"/> mark in appropriate box)		
		Govt.of india undertaking	State Govt.undertaking
		Public limited company	Private limited company
		Partnership/individual firm	Others (please specify)
	(please submit documentary proof ,such as, memorandum & articles of association , company registration certificate, partnership deed, as applicable)		
1.6	i)	Total no. of persons:	

	ii)	No. of persons engaged in inspection					
	iii)	Total no. of branches					
1.7	particulars of branches(add separate sheet if required)						
	i)	Location:					
	ii)	Name of branch manager					
	iii)	Address:					
	iv)	Phone no:	landline:	mobile:			
	v)	Fax no:					
	vi)	Website:					
	vii)	E-mail					
	viii)	Total no. of persons:					
	ix)	No. of persons engaged in inspection					
1.8	Date of incorporation/registration:						
1.9	Turnover of the company from inspection services for the last 3 years:		year	turnover (in rs. crore)	remarks		
			2012-2013				
			2013-2014				
			2014-2015				
			average				
1.10	Audited annual report for the last 3 years (to be enclosed)						
1.11	Income tax certificate for the last 3 years (to be enclosed)						
1.12	Bankers name and address:						
1.13	Registration with statutory bodies:						
	a	Income tax pan no.					
	b	Service tax registration no. (please enclose relevant letter/ certificate)					
1.14	a	Whether company is ISO: 9001 – 2008 certified:	yes / no				
	b	If yes, year of certification					
	c	Certification body & certificate no.					
	d	Whether company is certified for ISO/ IEC :17020:	yes / no				
	e	If yes, year of certification					
	f	Certification body & certificate no.					
1.15	Organization : (please enclose organization chart)						
1.16	List of clients during last five years:						
	Sl. No	Client	Supplier(S)	Item(S)	P.O/ Contract No.	Value	Remarks
	1	2	3	4	5	6	7

1.17	i)	Bio-data of all persons engaged in inspection:						
		Sl. no	Name	Technical Qualification	Additional certification (ndt) no.of years.	Experience in inspection field	Specimen signature (attested)	Remarks
		1	2	3	4	5	6	7
	ii)	Summary:						
		PG/graduate engineers						
		Diploma engineers:						
		Total:						
1.18	Type of services offered							
1.19	Did you provide TPI services to any BHEL unit/division?						yes/no	
	If yes, please give details							
1.20	Whether any litigation/arbitration is pending:						yes/no	
	If yes, please give details							
1.21	No deviation certificates (in the format enclosed in annexure -C):							
1.22	Information regarding banning ,blacklisting from business							
1.23	Any other information: use additional sheet,(if required)							

Signature of Authorized Person
Name:
Date:
Seal:

All the above Technical Bid Criteria along with the requirements prescribed in section I to V are acceptable.

**Signature with Seal of
Authorized signatory**

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ANNEXURE-C

COMPANY LOGO

LETTER HEAD

BHEL REF : TENDER NOTIFICATION NODTD.....

No DEVIATION CERTIFICATE

THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS TO THE TERMS & CONDITIONS IN PART- A SECTION: I-V OF YOUR TENDER SPECIFICATION NO. AND ACCORDINGLY ACCEPT ALL THE TERMS & CONDITIONS WITHOUT ANY RESERVATIONS WHAT SO EVER.

(Signature & Seal of the Firm)

Date.....