

BHARAT HEAVY ELECTRICALS LIMITED
HEAVY ELECTRICAL EQUIPMENT PLANT,
RANIPUR, HARIDWAR - 249403
 Phone: 01334 281364 Fax: 01334 226460
 Email: rahul-q@bhelhwr.co.in

Tender Document

Name of work: Annual Maintenance Contract of Small and Medium Machine tools of Block-1, 2, 3, 4, 5, 6, 8 & DFP, HEEP, BHEL, Ranipur, Haridwar

Estimated Cost of work	: Rs 39.3 lakhs (Plus PF, ESI, Bonus, leave/ holiday & Service Tax shall be paid extra on actuals as applicable limited to maximum of Rs 987215.44)
Tender Cost	: Rs. 1,000.00/-(Rs One Thousands Only)
Earnest Money Deposit	: Rs. 1,00,000/- (Rs. One lakh only)
Place of Submission of Tender	: In-Charge, Tender Room, Purchase Dept., 4 th Floor, Main Administrative Building, BHEL, HEEP, Haridwar-249403
Place of opening of Techno commercial BID	: In-Charge, Tender Room, Purchase Dept, 4 th Floor, Main Administrative Building, BHEL, HEEP, Haridwar-249403

1. Part-I: Techno-Commercial Bid

Enclosed at Annexure-1.

2. Part-II: Price Bid

Enclosed at Annexure-2.

3. The Tender must accompany the following, without which the Tender shall be rejected:

3.1. This covering letter.

3.2. Demand Draft of any Nationalized Bank for Rs. 1000/- drawn in favor of "**BHEL Haridwar**" towards Tender cost.

3.3. Demand Draft of any Nationalized Bank for Rs. 1,00,000.00 (Rs. One lac only) drawn in favor of "**BHEL Haridwar**" toward Earnest money deposit (EMD).

3.4 Both the demand drafts for Tender Cost (Rs 1,000/-) and Earnest Money Deposit (Rs 1,00,000/-) should be sealed in an envelop and clearly subscribing on top of the envelop in bold letters "**EMD & TENDER COST**"

3.5. Tender shall be submitted in Two Part bids, (i) Techno commercial Bid & (ii) Price Bid as mentioned in the tender document. Both the bids shall be sealed in two separate envelopes clearly subscribing on top of the envelopes in bold letters "**TECHNO-COMMERCIAL BID**" AND "**PRICE BID**". These two envelopes along with the sealed envelope of "**EMD & Tender Cost**" shall be put

(Signature of contractor/authorized signatory)

Accepting Authority

into another sealed envelop, clearly mentioning the **“Name of work , NIT No with due date of opening and Name of Party”** on top of the Envelop.

Envelop-1 : EMD & Tender Cost
Envelop-2 : Techno-Commercial Bid
Envelop-3 : Price Bid

3.6. Bids shall be opened, **ONLY AFTER ENSURING AVAILIBLITY OF EMD AND TENDER FEE (SUBMIT SEPARATE DEMAND DRAFTS FOR EMD AND TENDER FEE ,drawn in favour of BHEL Haridwar)** at 2 PM on the due date in the presence of authorized representatives of the bidders who may like to be present. The authorized representative should bring authority letter from their principals for attending the bid opening.

3.7 Each page of the techno-commercial and price bid has to be signed by the bidder.

3.8 After opening the techno-commercial bid, it will be scrutinized .The price bid of only those Parties will be opened who are technically qualified on meeting the qualifying criteria.

4. Bidders are recommended to see the site and conditions of machines before submitting their offers, any presumptions taken will not be considered in any case. Bidders may contact the undersigned for any clarifications before Tender submission date from 2.00 PM to 4.00 PM on any working day. (Sunday is Holiday)

5. BHEL reserves the right to negotiate/cancel the work among technically qualified bidders without assigning any reason whatsoever.

6. Qualification criteria placed at clause 3 of Techno commercial Bid must be fulfilled by the vendor to participate in the tender.

7. Earnest money shall be refunded to the unsuccessful bidders after award of the work to the successful bidder. Earnest money shall carry no interest.

8”MSE suppliers can avail the intended benefits only if the submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclose at Annexure -1 where deemed validity of EM II certificate of five year has expired) application for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). None submission of such documents will lead to consideration of their bid at par with other bidders. No benefits shall be application for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be upload on the portal. Documents should be notarized or attested by a Gazetted officer.

9. All further corrigenda, addenda, amendments, time extensions, clarifications & etc. to the tender, if any shall be hosted only at our websites www.bhelhwr.co.in/www.bhel.com .

Kindly acknowledge the receipt of the entire set of tender document in the pages following below.

Annexure-1 Techno-commercial bid

Annexure-2 Price Bid

Annexure- 1

.Techno-Commercial Bid

Name of work- Annual Maintenance Contract of Small and Medium Machine tools of Block-1, 2, 3, 4, 5, 6, 8 & DFP, HEEP, BHEL, Ranipur, Haridwar

1. Scope of work:

- 1.1 Total maintenance (Breakdown and Preventive) of Small machine tools listed below to ensure its Annual Average Availability of 95% or more in trouble free running condition on two shifts basis:
1.2 List of Machines

Sl. No	Equipment	Model	Qty
1.	Milling	HMTmake-M2V, FN2, FN3 Batliboi etc .Russian Model (FD40 V&H, FB40 V&H etc.	90
2.	Center Lathe	Small lathe-HMT make LB20, LB17, H22 ,H26 ,L45 and other indian make.	62
		Medium Lathe -Russian Make Lathe Model 163, 165, 1341, 1A64, 1P611, 9H14	32
3	Horizontal borers	2B635, 2620B, H63A, AZ-11	13
4	Vertical borers	1531, 1541, 1M553. 1M557, VT603	15
5	Drilling machine	RM62, RM63, RM65 (HMT)	9
6	Plano milling, jig boring ,drill grinder etc	6610, 6Y612T (Russian), 654T	7
Total no of machines			228

- 1.3 Above Machine Tools are installed in Production Blocks 1,2,3,4,5,6,8 &11, BHEL, HEEP, Haridwar
1.4 Party shall maintain minimum of two work centers. The work centers shall be supervised by competent supervisors in A and B shift and the total work shall be looked by an engineer.
1.5 The work centers shall operate in two shifts with adequate and competent workforce to maintain availability of machine 95 % or more.
1.6 Preventive maintenance of all the machine tools is to be carried out as per schedule and preventive maintenance check list. Preventive maintenance will be done at least once in a year. However, If felt necessary for improving machine availability, Preventive maintenance may be done more than once at no extra cost. Party shall fill up the relevant formats and check lists during the course of preventive maintenance. BHEL shall supply all relevant formats and check lists.
1.7 Breakdown maintenance of the machine tools shall be carried out in two shifts on weekdays. The reported breakdown has to be attended at the earliest and after satisfactory repair m/c has to be handed over to production on paper/online.
1.8 On specific requirement breakdown shall also be attended in C shift .Breakdowns has to be attended on Sundays and Holidays as and when required.
1.9 Total no. of Machine tools may vary up to $\pm 3\%$. Beyond which payment will be made on Pro-rata basis. Explanation:228+/- 7 machine i.e. 221 to 235 no cost impact on BHEL/Party.
1.9.1 If no of machines is say 220, party will be paid lesser for one machine at the average rate calculated on the basis of 228 machines.

(Signature of contractor/authorized signatory)

Accepting Authority

1.9.2 If no of machines is say 236, party will be paid extra for one machine at the average rate calculated on the basis of 228 machines

- 1.10. BHEL may ask the party to take up above work for similar machines in other/same area.
- 1.11 Party shall prepare Daily and weekly oil top up and lubrication schedule for the above machines and execute the same as per the directive of the Engineer-in charge.
- 1.12 Some of the machines are fitted with **CNC drive and PLC system** (40 nos.).For any breakdown arising in these machines due to fault in CNC drive or PLC system, Party Will co-ordinate With The CNC department of BHEL to get it resolved for handing over to production. For any other breakdown, party will engage its resources to get it resolved.
- 1.13 The party will also attend and resolve the breakdown related to power supply from the main switch to the machine and will also maintain the main switch.
- 1.14 Thrust should be given for preventive maintenance so as to minimize the breakdown percentage of machines.

2. Manpower Criteria:

- 2.1. Suggested average manpower deployment for breakdown maintenance on normal working days
 - 2.1.1 One engineer in charge having Engineering Degree, with minimum two Years' experience or Diploma having 4 years' experience in relevant field
 - 2.1.2 Three Supervisors Diploma holders with minimum 2 years' Experience Or NCT/ITI holders having minimum of 5 years' experience in the relevant field.
 - 2.1.3 Five skilled mechanical fitters NCT/ITI holders having National Apprenticeship Certificate (NAC) or 10th pass having experience of at least 3 years working as fitters in relevant field.
 - 2.1.4 Two Rigger for handling machine assembly.
 - 2.1.5 Three skilled electricians, NCT/ITI holders having National Apprenticeship Certificate (NAC) or 10th pass having experience of at least 3 years working as Electrician in relevant fitters
 - 2.1.6 Eight Semi skilled workers
 - 2.1.7 Two nos. of unskilled workers.
- 2.2. Party shall submit details of manpower proposed and their experiences along with offer. In case of change of manpower by party, replacement manpower shall be having similar or better experience and qualification. Party must intimate the same in case of change.
- 2.3. In case of emergency manpower may have to be deputed after normal shift hours.

3. Qualifying criteria

- 3.1 Average financial turnover during last 3 years ending on 31st March 2014 should be at least Rs 14.74 lakhs.
AND
- 3.2 Experience of having successfully completed similar works* during last 7 years ending 30 April 2015 should be either of the following:
 - i) Three similar completed works costing not less than Rs.19.66 lakhs
OR
 - ii) Two similar completed works costing not less than Rs.24.58 lakhs

OR

iii) One similar completed works costing not less than Rs. 39.33 Lakhs.

*** Similar work means Annual Maintenance Contract (AMC) of at least 50 nos. of machine tools in a tender.**

3.3 Proofs in support of above point no. 3.1 & 3.2 should be submitted with the tender otherwise offer is liable to be rejected. **Successful Completion certificate and work order of the works has to be enclosed along with the list of machines model wise included for the completed work of Annual Maintenance Contract. Order value per annum will be considered for evaluation.**

3.4 Following information should be furnished by the vendor about the company/companies where such work of Annual breakdown & preventive maintenance has been completed or under execution.

- a) Name of the company/companies where work of Annual breakdown & preventive maintenance was done/under execution.
- b) Postal address, phone no. , e-mail id and website of such company/companies.
- c) Period of such work and start & end date of the work
- d) Name and designation of the contact person of such company/companies.
- e) Phone and e-mail of the contact person of such company/companies.

3.5 BHEL reserves the right to verify information submitted by the vendor .Vendor shall agree to coordinate visit/visits by a BHEL executives to such company/companies where the work of annual breakdown & preventive maintenance has been completed by the vendor, if BHEL so desires.

4. Performance evaluation

Performance evaluation of the work being executed by party shall be evaluated quarterly, based on the following:

- 4.1 Average availability of the total no. of the machines included in the contract machine more than 95%.
- 4.2 Satisfactory completion of preventive maintenance as per schedule.
- 4.3 Satisfactory performance with respect to response and technical capability.

5. Penalty Clause

5.1 The party must ensure the average annual breakdown percentage of the total machine included in the contract must not be more than 5% (While calculating breakdown percentage waiting time for spares will not be taken into account). **A deduction of 0.3 % of the rate quoted against the total cost of work for one year of Price Bid Format (attached) will be made for every 0.1% increase in average annual breakdown percentage above 5 %.** This evaluation will be made annually.

5.2 For non-completion of the schedule preventive maintenance in each quarter a deduction of **Rs. 650/- will be made for each machine; however the same has to be completed in the next quarter with no extra cost.**

5.3 If the preventive maintenance of a machine could not be completed as per schedule due to non-availability of the machine to the contractor for busy production schedule no deduction will be made but the same has to be completed as per revised schedule.

- 5.4 **Total minimum man-days required for all activities is 6060** man days of skilled, semi-skilled, unskilled workers and riggers per year. **Keeping this in view, Contractor should ensure deployment of average minimum manpower daily. In case contractor fails to deploy above said manpower, the deduction shall be done for the under deployed manpower at the prevailing Skilled Worker (SW) rate from the last submitted bill. (Prevailing SW rate means the BHEL declared minimum Skilled Worker wage at the time of submission of last bill).The evaluation will be made at the end of the contract.**
- 5.5 The penalty will be limited to 10% annually of the rate quoted against the total cost of work for one year of the Price Bid format.

6. Party's Responsibility:

- 6.1 All tools and tackles required for maintenance works shall be arranged by party.
- 6.2 Oil filling and top up of oil in gearbox and other assemblies of the machines as per Machine lubrication chart/document. Oil shall be supplied free of cost by BHEL.
- 6.3 Following records shall be maintained and kept ready for inspection by BHEL engineer in Charge, at all times:
- 6.3.1 Preventive maintenance records and relevant forms (Forms shall be supplied by BHEL free of cost).
- 6.3.2 Oil consumption register machine wise. Oil balance sheets will be maintained by the contractor and submitted to engineer-in-charge on monthly basis. And any other report desired by BHEL regarding the contract time to time.
- 6.4 Party shall prepare hand sketch of the small conventional parts required to be manufactured /repaired in CMWS of BHEL.
- 6.5 Party will give requirement for spares well in advance so that it can be arranged in time.
- 6.6 Party shall arrange to deliver damaged Electrical parts and mechanical parts /assembly to Electrical Repair Shop/Central Mechanical workshop and collect the repaired parts/ assembly from there.
- 6.7 Contractor shall ensure payment of minimum wages throughout the contracted period to his staff as per BHEL wage rates revised time to time, Contractors are advised to be clear about wages to be paid to the workmen. The prevailing wage rate as on April-2015 of labor (per day) is as follows: **Skilled worker – Rs. 494.96, Semi-Skilled worker– Rs. 451.54 ,Unskilled workers-Rs 404.31.**The wage rates are revised w.e.f. 1st February and 1st August (i.e. 2 times) in a year. Payment of bonus@ 8.33% and leave/ holiday @ 8.33% to the workmen will be paid by contractor as per act/ labor law. PF/ ESI & Adm. Charges etc. are to be deposited by contractor as per relevant labor laws. Party is required to submit the payment records and deposit slips at the time of billing.
- 6.8 Party shall abide by all relevant Labor Laws and other rules & regulations. Party must fulfill PF, ESI and other relevant criteria as per law. In case of non-compliance of any labor laws, the contractor is fully responsible for all expenses / liability occurring on BHEL because of this including expenditure on legal proceedings. All such expenses shall be recoverable from any of the contractor running contract with BHEL or any contract entered thereafter.
- 6.9 The employee deployed against the contract should come in proper uniform and safety shoes. Contractor shall provide uniform and safety shoes to his employees. Safety appliance as and when required will be provided by BHEL on the request of the contractor's Engineer in charge. However safety appliance has to be returned on the completion of the contract .All necessary precautions for safety of the man/ machine, fire hazard & environmental aspects shall have to be taken by the contractor for the activities performed by his workers

6.10 All the workmen employed should be disciplined and of good behavior & conduct. Any undesirable activity by contractor or his workmen will be viewed seriously and attract strict action including cancellation of contract.

7. BHEL's Responsibility:

7.1 BHEL shall supply, free of cost, Crane, BOT, Forklift etc., and consumables like grease, Lubricating oil, cotton waste.

7.2 Repair and overhauling of all electric motor shall be undertaken by BHEL, free of cost. However the requisition for the same has to be given well in advance.

7.3 All spare parts shall be provided by BHEL free of cost. However cleaning, minor work required to fit the same on the machines, shall be undertaken by the party.

7.4 Repair/rebuilding/manufacturing of mechanical spares/assemblies shall be done by BHEL free of cost. Preparation of complicated drawings, (excluding those mentioned in point no.6.4) if required, for the same shall be done by BHEL. However dismantling of all spares/assemblies, delivering the same in CMWS for Repair/rebuilding/manufacturing, collecting the same after repair, reassembly on machine etc. shall be done by party.

7.5 Office at site with relevant facilities in BHEL premises, shall be provided free of cost.

7.6 BHEL will provide electrical power from bus bars to the incoming of the main switch.

7.7 Any civil work if required will be done by BHEL

8. General Terms and Conditions:

8.1 No accommodation facility shall be provided by BHEL in BHEL campus or otherwise.

8.2 The party should not be under suspension /banned by any Unit/Region/Division of BHEL. A self-attested certificate regarding this has to be attached.

8.3 Contract may be short closed at any point of time in the event of poor services provided by the party at the discretion of BHEL.

8.4 Party must submit point wise compliance to our scope by writing agreed or OK against each point.

8.5 Party shall submit copy of Income Tax Return/Balance Sheet for last three years along with their offer.

8.6 Documents supporting the aforementioned qualifying criteria must be submitted by the bidders along with techno commercial bid. If it is found at any time that any particulars submitted by the contractors are false, suitable action will be taken and contract will be cancelled.

9. Payment Terms:

9.1. No advance payment shall be made to the party

9.2. Party may raise maximum of one running bill every month.

- 9.3. In the running bill, pro rata payment will be made on monthly basis i.e. yearly rate/12 (Example-Payment for one month's=yearly rate/12)
- 9.4. PF, ESI, Bonus, leave/ holiday will be paid extra on actuals as applicable at the time of billing limited to maximum of Rs 987215.44. annually.
- 9.5. Service tax will be paid extra on actual as per rule.
- 9.6. In the event of the work is awarded to the party, the Party shall have to deposit a refundable Security Deposit (Non-interest bearing) amounting to the following before the commencement of work.
 - 9.7.1 Value of work order up to 10 Lakhs: 10% of the value of work order.
 - 9.7.2 Value of work order more than 10 Lakhs up to 50 lakh: Rs. 1 Lakh + 7.5% of the value of work order exceeding Rs. 10 Lacs.
 - 9.7.3 Value of work order more than 50 lakhs: Rs. 4 lakh + 5% of the amount exceeding Rs 50 lakhs
 - 9.7.4 The Security Deposit shall be refunded after 6 month on successful completion of the work.

Following check list to be filled by the bidder

<u>Sl. No.</u>	<u>Required data</u>	<u>To be filled/attached by the bidder</u>	<u>Remarks of bidder for supporting documents</u>
01	PF registration no.		
02	Service TAX registration no.		
03	PAN No.		
04	ESI registration No.		
05	Labor license no.-		
06	Copy of income tax return for last three years		
07	Copy of balance sheet for last three years		
08	Average turn over last years 2013-14 2012-13 2011-12		
09	Value& Year as per clause3 similar Contracts/work order- Other documents supporting qualifying criteria No. of machines included-		
10	Details required as per clause 3.4		
11	Proposed man power deployment as per clause2		
12	Earnest money DD no.		
13	Tender Fee DD no.-		
14	Self-attested certificate as per clause 8.2		
15	Point wise compliance as per point 8.4		
16	Authority letter from principals for authorized signatory.		

(Signature of contractor/authorized signatory)

Accepting Authority

Annexure-2Price Bid Format

Bill of quantity-

Sl. No.	Item Description	Unit	Quantity (Years)	Quoted Rate by the party in Figures and words(for one year)
01	Annual Maintenance Contract of Small and Medium Machine tools of Block-1, 2, 3, 4, 5, 6, 8 & DFP, HEEP, BHEL, Ranipur, Haridwar	Years	01	Rs.

1. PF, ESI, Bonus, leave/ holiday will be paid extra on actual as applicable at the time of billing limited to maximum of Rs 987215.44annually.
2. Service tax will be paid extra on actual as per rule
3. Rates are to be mentioned in figure as well as in words. If overwriting / un-readable figure found in rates, the rates offered in words will be final.
4. Pro-rata payment will be made on monthly basis i.e. yearly rate/ 12

(Signature of Contractor/authorized signatory)

Phone no. , e-mail and postal address of the contact person

Party's Address

Contact No.

Email id.

(Signature of contractor/authorized signatory)

Accepting Authority