

**BHARAT HEAVY ELECTRICALS LIMITED
TRANSMISSION BUSINESS GROUP
WEESTERN SECTOR
C-18, BHEL TOWNSHIP, GAYATRI NAGAR, VADODARA-
390021**



TENDER DOCUMENTS

FOR

**RATE CONTRACT FOR ASSISTANCE MANPOWER SERVICES FOR
VARIOUS SITES UNDER BHEL TBG-WESTERN SECTOR**

TENDER SPEC. NO.: TBWS/RATE/CONTRACT/MANPOWER/TENDER/17-18

DATED: 15.05.2017

TRANSMISSION BUSINESS GROUP
SUBCONTRACTS MANAGEMENT

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BHARAT HEAVY ELECTRICALS LIMITED

TRANSMISSION BUSINESS GROUP

C-18, TBG, BHEL TOWNSHIP, GAYATRI NAGAR, VADODARA - 390021

e-mail:- ratheen@bhel.in / rsarkar.bhel@gmail.com

NOTICE INVITING TENDER

REF.: TBWS/RATE CONTRACT/MANPOWER/TENDER

DATE: 15.05.2017

SUB RATE CONTRACT FOR SITE ASSISTANCE MANPOWER SERVICES FOR BHEL TBG-NORTHERN SECTOR

Dear Sirs,

1. Sealed tenders are invited for the following:

NAME OF WORK	EARNEST MONEY DEPOSIT (Rs.)	TENDER SUBMISSION DATE AND TIME	TENDER OPENING DATE & TIME
Rate contract for site assistance manpower services for various sites under BHEL TBG-Western Sector	Rs. 86,900/- (Please refer general conditions of contract for mode of submission and other detail)	05.06.2017 15.00 hrs.	05.06.2017 15.30 hrs. (Technical bid only) and Price bid opening/ RA date will be intimated later to Techno commercially acceptable parties

2. ADDRESS FOR SUBMISSION AND OPENING OF TENDER:

RATHEEN SARKAR,
SR. MANAGER / CONSTRUCTION (TBWS)
BHARAT HEAVY ELECTRICALS LIMITED,
TRANSMISSION BUSINESS GROUP,
C-18, BHEL TOWNSHIP, GAYATRI NAGAR,
GOTRI ROAD, VADODARA - 390021
PHONE NO. 0265-2371017 & 2370996, 8140714999

E-mail: rsarkar.bhel@gmail.com , ratheen@bhel.in

- BHEL desires to have a job contract for Office Assistant / Guest House Cook/ Manpower Services in the offices of BHEL TBG (Western Sector) Vadodara and various site(s) , as per detailed scope of services mentioned in **Annexure – E**
- The prospective bidders who have downloaded the tender documents from our website are requested to send their acknowledgement and willingness to participate in the tender to the undersigned, through fax or email.

5. In case an offer is not being submitted by the prospective bidders against this tender, they may send their "regret" letter to this office, for information.
6. In case any typographical error/ other clerical error is noticed by the bidder in the tender documents, the same must be pointed out and got clarified before submission of offer or else, BHEL's interpretation shall be final and binding on the bidder.
7. Clarifications, if any, can be obtained from the undersigned but such requests should be submitted well before the due date for submission of tenders. Due date for submission and opening of tenders will not be extended on such grounds. The onus of getting the reply to the query will be on the tenderer and BHEL shall be in no way responsible for any consequences financial or otherwise due to non-settlement of the same.
8. Offers should strictly be in accordance with the terms & conditions of the Tender enclosed herewith. Any deviations shall be listed out separately. The tenderer should accept all terms & conditions of the tender unconditionally.
9. Tenders with deviations from terms and conditions are likely to be rejected.
10. Tender Enquiry No. & due date must be legibly super scribed on all the envelopes.
11. **Price to be filled strictly as per "Price Format" enclosed. Change in Proforma is not allowed.**
12. No overwriting/ correction in the price bid by the bidder shall be allowed. However, if correction is unavoidable, the same must be dully signed by authorized signatory.
13. No revision of prices will be entertained after tenders are opened.
14. Quotation should be valid for at least four months from date of tender opening.
15. Tender should be submitted along with covering letter of the tenderer and duly signed on each & every page of the tender document, Techno-Commercial Bid and Price Bid etc. The tender covering should be proper to avoid any mutilation due to rains etc. BHEL will not be responsible for such tenders.
16. No information contained in any of our documents, in full or part, shall be shared with any third party under any circumstances.
17. The tenderer shall deemed to have studied the specifications and details of job / services to be done in the desired manner and to have acquainted themselves of the conditions prevailing as on date in the respective premises.
18. All corrigenda, addenda, amendments and clarifications to this Tender will be hosted in web page, www.bhel.com and not in the newspaper. Bidders shall keep themselves updated with all such amendments.
19. Tenders shall be received and opened on the due date and time as mentioned above in the presence of tenderers or their authorized representatives who may like to be present. (Respective representative/s must bring authorization letter with them from their agency)
20. BHEL will not be responsible for the postal delay / mutilated tenders under any circumstances for non-receipt of Tenders/submission of filled in tender documents by due date & time.

21. The offers received after the specified time of their submission shall be treated as 'Late Tenders' and shall not be considered under any circumstances.
22. "BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on www.bhel.com) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer 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.

Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com).

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. **The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.**

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com).

23. BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept, reject any tender in part or full without assigning any reason whatsoever.
24. Offers will be scrutinized based on the qualifying requirements and only those who are technically and financially capable to execute the Job and who fulfil the Pre-Qualifying Requirements (PQR) are eligible to quote against the above NIT. Decision of BHEL shall be final and binding on the Vendor.
25. Details of qualifying work(s) executed by the bidder will be forwarded to the principal employer for verification of the work with respect to completion, commencement & completion date and value of the work executed. Performance feedback of the bidder may also be sought from the principal employer.
26. In case any adverse information is received concerning performance, capability or conduct of the bidder after issue of tender enquiry, BHEL reserves the right to reject the offer at any stage as deemed fit.
27. In case the Proprietor, Partner or Director of the Company / Firm submitting the Tender, has any relative or relation employed in BHEL, the authority inviting the Tender shall be informed of the fact as per specified format, along with the Offer. Failing to do so, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money / Security Deposit.

28. Tenderers must note that any false information / data or any suppression of facts will disqualify them even at a later stage also. The Tenderers will have to deploy trained and efficient work force for the above job contract. In this connection, the tenderer has to maintain a register for their record etc. and made available to BHEL / Statutory authorities as & when needed.
29. The Contractor shall confirm that he shall abide by and is willing to execute the above mentioned services on Job Contract basis strictly in accordance with the terms and conditions of this tender document and the BHEL in turn also agrees to engage the Tenderer accordingly with effect from the date of award by entering into an Agreement. Successful tenderer shall have to execute Contract Agreement on a non- Judicial Stamp Paper of ₹100/- at Noida.
30. BHEL reserves the right to accept or reject any of the tender / all tenders with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
31. The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site www.bhel.com.
- 1.0 Integrity commitment, performance of the contract and punitive action thereof:
- 1.1. Commitment by BHEL:
- BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.
- 1.2. Commitment by Bidder/ Supplier/ Contractor:
- 1.2.1. The bidder/ supplier/ contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.
- 1.2.2. The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.
- 1.2.3. The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.
- If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extant guidelines of the company available on [www. bhel.com](http://www.bhel.com) and/or under applicable legal provisions”.

32. Also, offer of the bidders who are suspended (under hold/ delist) for business dealings by BHEL, TBG shall not be considered. Please note that lifting/ restoration of suspension (Ban/Hold/ De-list) of business dealing is not automatic after expiry of specified suspension period. Hence, vendor shall be considered as suspended for business till suspension is lifted by BHEL in writing on specific request of the vendor as per extant guidelines.
33. BHEL Fraud Prevention Policy, "The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice."

Thanking you,

Yours faithfully,
For and on behalf of BHEL,

(Ratheen Sarkar)
Sr. Manager- Const /TBWS

TO BE FILLED BY TENDERER

Certified that General Instructions and Information for tenderer have been read/ complied/ agreed to and each page of tender offer has been initialled and stamped.

(Signature of Tenderer)

Name and Designation of Authorised person (s)

Signing the tender on behalf of the tenderer.

Authorization of representative who will participate in the on line Reverse Auction Process:

1	NAME & DESIGNATION OF OFFICIAL	
2	POSTAL ADDRESS (COMPLETE)	
3	TELEPHONE NOS. (LAND LINE & MOBILE BOTH)	
4	FAX NO.	
5	E-MAIL ADDRESS	
6	NAME OF PLACE / STATE / COUNTRY, WHEREFROM S/HE WILL PARTICIPATE IN THE REVERSE AUCTION	