



Heavy Engineering Corporation Limited
(A Govt. of India Enterprise)
Heavy Machine Building Plant
WORKS CONTRACT (INSIDE PLANT)

HMB/ACD/WC/19/016/OPEN-5853

Dtd 03.10.19

TENDER DOCUMENTS

ENGAGEMENT OF CONTRACTOR FOR UTILIZATION OF MACHINES IN HMBP PLANT



HEAVY MACHINE BUILDING PLANT
HEAVY ENGINEERING CORPORATION LIMITED
PO – DHURWA, RANCHI



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Tender No. ACD/HMB/WC/19/016-5853

Dtd 03.10.19

We request you to submit your most competitive offer for the following services as per the given annexure.

Sl. No.	Name of work	Qty. (SMH Hrs.)
1	Machining Operation on Lathe & VTB	96600
2	Machining Operation on Milling, V.Milling P.Milling, Spical Beval cutting m/c & Horizontal Boring,	58800

Tender FEE non refundable

Rs. 5000/-

Schedule of Tender receipt

By 17/10/19 up to 1:00 PM

Opening of Tender

On 17/10/19 at 3:00 PM

The complete tender is to be submitted as per instructions of tender document by 1:00 PM of 17/10/19 in the tender box at the office of the SDGM/I/c/MM / HMBP, HMBP ADM Building, HEC Ltd, Ranchi 4.

CHAPTER – I

1.1 Tender is invited for engagement of contractor who can supply operators for utilization of 43 machines in HMBP work premises. Total projected annual SMH generation based on One shift/ two shifts working on all 43 nos. of machine tools issued in this tender is 155400 (One Lac fifty five Thousand four hundred Only).The details are given under Clause No- 1.18 .5

1.2 **Description of work**

The work involves receipt of input material from shops and hand over the same to the respective shops after completion of technical operations i.e.. Machining Operation on Lathe & VTB and Machining Operation on Milling, V.Milling P.Milling, Spical Beval cutting m/c & Horizontal Boring...etc

1.3 **Submission of Tender**

The offer is to be submitted in two parts. Part I and part II.

Part I of the tender will comprise of Techno Commercial offer which shall contain / cover all terms and conditions, Earnest money deposit, Information regarding Chapter IV (Schedule 1 & 2) and one copy of this tender document duly signed on each page. The part I of the tender shall also have the price format (Chapter IV, Schedule 3) with blocks duly filled as “Quoted” against each head. The taxes & duties should be clearly spelt out in the techno commercial offer (Part - I).

Part-II of the bid will comprise of price format (Chapter IV, Schedule 3) duly filled up by tenderer.

Both the bids as Part-I & Part-II shall be in separate sealed covers clearly super scribing tender reference no. with date and Part I & Part II respectively.

Both envelops i.e. Part I & II shall be enclosed in one envelop. This envelop shall also be super scribed on the top with tender reference no. and date of opening of enquiry indicating that both the parts (Part I And part II) are enclosed in the envelop.

The complete tender is to be submitted latest by 1:00 PM of 17/10/2019 in the office of the Sr. DGM /MM div / HMBP, HEC Ltd, **for Opening of Tender at 3.00 PM. of 17.10.19 (Part I & Part II along with required EMD & tender fees (separate DD) will mean complete tender.**

Tender without EMD and tender fees in the form of DD in favour of HEC Ltd., payable at Hatia) shall be summarily rejected.



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1.4 Eligibility / Required Information to be submitted along with offer:

- a) Experience of similar work executed.
- b) Labour license copy, Permanent Account Number (PAN) of Income Tax Department in the name of the firm, is to be submitted.
- c) GST registration number, ESIC registration no/certificate and EPF code number & compliance.
- d) Status of Constitution and legal status of the contractor (individual, partnership, co-operative, society, registered firm etc.); existence of joint-venture or other tie-ups for technology, equipment, financial backing and/or project management is to be submitted.
- e) Details of Registration with specified agencies/HEC if any to be furnished.
- f) Availability of key personnel for supervision & management of the work or project to be spelt out.
- g) Information regarding project in hand, current litigation, orders regarding execution / expulsion or black listing, if any.

1.5 Price

Price is to be quoted only as per schedule 3 of chapter-IV of this tender document. Price quoted should be firm without any deviation. The agreed price will remain firm through out the period of the contract i.e. 12 months from the date of issue of contract. In case of any discrepancy, the rate/ value given in words shall prevail.

L-1 Firm shall be decided on complete package value of all two types of work.

1.6 Acceptance of Tender

Tender may be accepted in full or part. Any incomplete tender in any respect is liable to be rejected. The company is having right to reject any tender without assigning any reason for which no question can be asked anywhere.

1.7 Earnest money & tender fees

EMD of Rs. 3,00,000/- (Rs. three Lakh rupee) in the form of D.D. in favour of HEC Ltd. Payable at Ranchi must accompany the tender.

The E.M.D of the unsuccessful tenderers will be refunded immediately after finalization of the contract on receiving a written request from the bidders.

For successful tenderer the earnest money will be converted to the security deposit.

Exemption of EMD shall be applicable on submission of valid SSI/NSIC/MSME Certificate in Techno Commercial Part 1.



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Tender fees of Rs. 5,000/- (Rs. five thousand rupee) in the form of D.D. in favour of HEC Ltd. Payable at Ranchi must accompany the tender. (Tender fees is non refundable)

1.8 Security Deposit

Security deposit shall be 10% of the contract value. The earnest money of the successful bidder will be converted to the security deposit. Balance remaining amount (as retention money) shall be deducted @ 10% from the running bills (or any other rate to be defined in the letter of Award). In the event of non execution of the contract or withdrawal before expiry of the validity period, the earnest money / security deposit will be forfeited.

1.9 Refund of Security Deposit

The security deposit will be refunded within reasonable time of issue of completion certificate against the request of the contractor and no claim certificate from the respective executing department.

1.10 Executing Authority

PPC Department of HMBP will be the executing authority of the contract and contractor after award of work has to take all necessary working instructions from them only.

1.11 Inspection

Inspection will be done by QCA/HMBP and representative of customer. QAP (Quality Assurance Programme) whenever required will be given to the contractor.

1.12 Paying Authority: DGM I/c / Finance / HMBP

1.13 Submission of Bills

Contractor has to submit his bills in triplicate along with following documents once in a month to Sr Mgr / ACD/ HMBP duly certified by PPC/ HMBP.

- a) Inspection certificate issued by QCA/HMBP for all the items machined during the month.
- b) Assessment of SMH for the total items machined per month to be issued by IED/HMBP.

- c) Receipted Challan for the jobs performed from the respective shop/planning Incharge during the month.
- d) Wage Bill for the month
- e) Measurement book submitted
- f) EPF payment compliance

1.14 Payments Terms

Contractor can claim payment for the value of work done at the end of every month. Advance payment will not be accepted.

1.15 Arbitration

In case of any dispute in executing of this contract the same to be settled by arbitrator appointed/nominated by Chairman-cum Managing Director of HEC Ltd as per the clause mentioned in the General Conditions of Contract for works Contracts of HEC Ltd. The decision given by such arbitrator shall be final and binding on both parties i.e. HEC Ltd. and the contractor.

1.16 Start of Work

The successful tenderer shall start the work within one week of issue of Letter of Award of the Work Order. The contractor will meet the executing authority for taking possession of working area in the shop.

1.17 Validity of the contract

This contract will be valid for one year from the date of issue of LOA/ Work Order, however the contract can be further extended on mutual agreement.

1.18 Contractor's Responsibility

- 1.18.1 Contractor will be provided necessary raw material for manufacturing of required items. He has to receive the input material from shops in separate list shop-wise.
- 1.18.2 The contractor will be responsible for the received materials till it is handed over to the concerned shop after machining is complete in accordance with drawing. They will have to make the monthly list of job performed/ rejected/reworked.
- 1.18.3 In normal conditions the contractor will ensure generation of 7 SMH/ Shift/ machine. He will be responsible for highest utilization of machine provided.
- 1.18.4 The contractor will avail all the inputs provided by the company. The coordination with concerned agency is the responsibility of the contractor.
- 1.18.5 The contractor will be responsible for keeping all the machine tools & surrounding areas clean from chips and the chips will be collected at one place specified for it.



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- 1.18.6 The Contractor will be also responsible for machine cleaning & up keeping and periodical lubrication of the same as specified by Maintenance Department or whenever required.
- 1.18.7 Arranging necessary consumables like Jute, K.Oil & cleaning materials etc.
- 1.18.8 Punching the drawing numbers on the completed jobs whenever required.
- 1.18.9 Statutory rules like PF deduction, group insurance etc. for the man power employed by contractor is to be followed.
- 1.18.10 Contractors who have been awarded works contracts should have EPF code number.
- 1.18.11 In case the contractor has his own EPF Code given by RPFC, then in that case he should deposit the contribution of his workmen against their UAN no every month and will submit a copy of the challan in this regards along with his bills to the concerned finance deptt.
- 1.18.12 Safety rules to be followed and safety appliances as suggested by HEC Safety department is to be provided by the contractor to their workmen.
- 1.18.13 Workers must be paid in accordance with minimum wages act Of the Government. Bank A/c of each and every persons working under the tenderer should have individual bank account.

1.19 FACILITIES TO BE PROVIDED BY HEC.

- 1.19.1 Supply necessary drawings for machining / manufacturing.
- 1.19.2 Free supply of power, compressed air and water, coolant etc. required to perform the specified work.
- 1.19.3 Providing necessary raw material required for machining of job i.e. necessary tools & tackles, instrument will be handed over to the contractor on returnable basis only. Old & worn out tools will have to be returned by the contractors before getting issue of fresh tools.
- 1.19.4 Space required for storage cum office will be provided at work site by HEC.
- 1.19.5 HEC will provide 43 nos. of machine which includes Lathe, VTB, Milling, V. Milling, P.Milling, Horisontal Boring, Spical Beval cutting machineetc

In addition to the above the contractor will also be allowed to use crane available in the shop for loading / unloading of jobs. Contractor has to arrange his own operators for operating the machines & cranes. If any damage to the machine /crane is caused due to wrong / negligent operation, the repair cost for such damage is to be borne by the contractor.

- 1.19.6 Break down of machine will be maintained by HEC maintenance wing of the shop.
- 1.19.7 HEC will allow the contractor and his men inside the work premises from 6:00 AM to 11:00 PM on working days. They can enter or leave work premises during



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gate opening/ closing time only. However they may be allowed to work on Sunday/ Holiday only after prior instructions of executing authority duly approved by COP/ HMBP.

- 1.19.8 For the work to continue without any load problem, load of about 400 SMH per machine will be made available at the beginning of the month based on two shifts working in the month.
- 1.19.9 Providing canteen facility of food and snacks at par with HEC employees.

1.20 Agreement

The Successful tenderers shall be required to enter into an agreement with the company on non-judicial stamp paper of requisite value. The General and special condition of contract along with this tender document will form part of agreement.

1.21 Termination of Contract.

- 1.21.1 The contract can be terminated if the contractor fails to deliver the goods in time and even after giving in writing to him, he does not improve his performance then contract can be terminated.
- 1.21.2 If the contractor does not follow statutory rules, safety rules and in spite of giving notice he does not improve.
- 1.21.3 Any other reason due to which company thinks it fit to terminate the contract.
- 1.21.4 In the event of the termination of the contract in part/ full the company can get the work completed from any other agency/ departmentally at the risk and cost of the contractor.

1.22 Reworking /rejection of job

- 1.22.1 Reworking if involved due to operational mistake/rejection the credit of additional SMH will not be given.
- 1.22.2 Reworking if involved due to material fault etc. the credit of additional SMH will be given to contractor.
- 1.22.3 If the item gets rejected due to machining fault credit of SMH will not be given and contractor has to compensate HEC suitably.
- 1.22.4 If the jobs gets rejected due to material and other fault, SMH credit will be limited to actual work done.

1.23 Break down of machines

- 1.23.1 All out efforts shall be made to limit the break down hours within 8-10 % of available hours.
- 1.23.2 If breakdowns hours exceed 10%, then alternate other machine may be provided.




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1.24 General Conditions of contract for work contract of HEC Ltd.

The contract will be governed by General conditions of contract for work contract of HEC Ltd., which is available in the website of the company for downloading by the interested tenderer.

1.25 Splitting of SMH amongst more than one successful bidders-

Based on requirement of HEC, in order to ensure security of job from more than one sources, the total SMH in any of the two categories may be distributed amongst more than one successful bidders at L-1 Landed Rate leading to placement of Work Orders on more than one successful bidders.


3.10.19

(Sunil Kumrar Singh)
DGM/ ACD/ HMBP



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CHAPTER – II

2.1 Location of the Company

In the tender wherever the word “COMPANY” has been used means Heavy Engineering Corporation Limited” (HEC Ltd.). HEC is situated at Ranchi in the state of Jharkhand

2.2 Address for Correspondence

Any Correspondence on this tender should be addressed to:

DGM/ ACD/ HMBP
Ground Floor, MM Department, HMBP
HEC LTD. RANCHI- 834004

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CHAPTER – III

BRIEF DESCRIPTION OF WORK

(For Guideline only)

- 3.1 This tender has for work of turning /machining operations of job inside HMBP work premises. Total 43 nos. of machine tools with brief description is listed at clause no.1.19.5 of this tender document. Total projected annual SMH generations based on One Shift/ Two shifts working of the above ref machine tools is 155400 (One Lac fifty five Thousand four hundred Only).
- 3.2 The sequence of completion of job will be :-
- 3.2.A Receive the input unit material along with drawings from shops in separate list shop wise as per the priority decided by the executing authority.
 - 3.2.B Arranging inspection of the completed job.
 - 3.2.C Punching of drawing nos. on the completed/inspected jobs.
 - 3.2.D Delivery of the same to the respective shops after inspection.



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CHAPTER-IV
Schedule - 1

HMB/ACD/WC/19/016/OPEN-5853

Dtd 03.10.19

To,
The DGM / ACD
HMBP, Ranchi- 834 004

Dear Sir,

I have gone through the Tender Document and I submit my offer for doing the work as specified in the tender. I give following technical details to carry out the work:-

1. Number of persons proposed to be engaged.
(With details like trade, experience, qualification etc.)
3. Details of D.D. submitted as E.M.D. :.....
4. Details of DD Non refundable towards the cost of Tender Document/
application Fee :.....

5. Details of other documents enclosed with the offer are as below:

Sl.No.	Description	Remark
1	Documentary proof of similar kind of work execution	(Yes / No)
2	Labour License copy	(Yes / No)
3	PAN No. of IT deptt. in the name of the firm	(Yes / No)
4	GST Registration No./ Certificate	(Yes / No)
5	ESIC Registration No./Certificate	(Yes / No)
6	EPF Code Number / Certificate	(Yes / No)
7	Documents regarding Legal status of the contractor as per NIT	(Yes / No)
8	Details of Registration with specified agencies/HEC	(Yes / No)
9.	Validity of offer 90 days	(Yes / No)

Date:

(Signature of Tenderer)
With official Seal



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CHAPTER-IV
Schedule - 2

HMB/ACD/WC/19/016/OPEN-5853

Dtd 03.10.19

To,
The DGM/ ACD/ HMBP
HMBP, Ranchi- 834 004

Dear Sir,

I have gone through the contents of the Tender Document and the following clause of the document are not acceptable to me and needs to be amended as below :-

Sl.No.	Clause No.	Amendment proposed
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(Signature of Tenderer)
With official Seal

Note:

If any new clause is to be incorporated then that may be mentioned in this schedule. If no amendment is proposed or new clause be incorporated then the tenderer should write NIL



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CHAPTER –IV
(Schedule – 3)

HMB/ACD/WC/19/016/OPEN-5853

Dtd 03.10.19

To,

The DGM/ ACD/ HMBP
HMBP, Ranchi- 834 004

Dear Sir,

I am pleased to submit my best offer without any deviation or rebate which is as follows:-

Sl. No.	Name of work	Qty. (SMH Hrs.)	SMH Rate (Rs.)	Total (Rs.)
1	Machining Operation on Lathe & VTB	96600		
2	Machining Operation on Milling, V.Milling P.Milling, Spical Beval cutting m/c & Horizontal Boring,	58800		
Total				

GST Rate-(.....)

Total price in words: _____

(Signature of Tenderer)
With official Seal

Note:

1. The total price is to be given in figures and words as well. In case of any discrepancy the value given in words shall prevail.
2. L-1 Firm shall be decided on complete package basis