

**HEAVY ENGINEERING CORPORATION LIMITED****PROJECT DIVISION****PURCHASE DEPTT****OPEN TENDER**Tender Enquiry No. : **HEC/ PROJ/ PUR/ MADHUBAND/131**

Date: 11.10.2021

Dear Sir,

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

ENQUIRY SCHEDULE:

Sl. No.	Description(Nature of Work)	Qty.	Remarks
1.	Procurement of Workmen's Compensation Policy for the work of "Planning, Design & Engineering, Selection of Necessary Equipment & Machinery , Procurement, Delivery, Erection / Installation, Testing, Succesful Commissioning of Coal Washing Plant including PGT with two years critical spares & all allied activities as well as its subsequent operation & maintenance for supply of washed coal & middlings of requisite quality at the designated delivery places and disposal of Washery rejects on BOM Concept.	As per BOQ	Bidders must be Any Nationalized Govt. Indian insurance company . Documentary evidence should be provided in this regard. Please refer "Specification of Insurance policy " for details.

Schedule of tender receipt : As mentioned in CPP portal**Schedule of tender opening : As mentioned in CPP portal****Price Bid opening date : Will be intimated later**Tender is available on our website in e-procurement section i.e. <https://etenders.gov.in/eprocure/app> .

Approved Bidders may go through the tender document.

Bidders are required to upload the bid along with all supporting documents including priced part (BoQ) only on the e-tendering website (<https://etenders.gov.in/eprocure/app>), on or before the due date and time for submission of bid.**Tender fee** to be submitted and sealed in separate envelop superscribed

Thanking you,

(Pradip Kumar)
Sr.Manager/ Purchase & CC/ Project Division
Heavy Engineering Corporation Limited
HMBP ADM BUILDING DHURWA RANCHI 834004

For **Technical query** please contact:

Mr. C S Prasad
DGM Project Madhuband



HEAVY ENGINEERING CORPORATION LIMITED

PROJECT DIVISION

Ph 06512401266

Mob No. 7547879023

E-mail: projectpurchase@hecltd.com

INSTRUCTIONS TO TENDERER (ITT)

1.0 Prospective Tenderers are advised to get register themselves only on at NIC e-tender portal i.e. <https://etenders.gov.in/eprocure/app>, obtain 'User ID' & 'Password' and go through the 'Self Help files' available in the Home Page after log in to the portal <http://etenders.gov.in>. They should also obtain Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. Detailed instructions for online bid submission are attached in **Annexure-3**. No registration fee would be charged from the bidders.

2.0 NOTE: HEC reserves the right to extend / change the schedule of any activity by intimating the bidders through a notification on the e-tender portal.

The Following two covers shall be submitted through online CPP - portal by the bidders. Last date and time of submission of bids (cover I, II) is as per given dates.

Cover – I: - Containing techno-commercial bid and containing Technical Performa (Enclosure-I)

- i. Scan copy of documents to be uploaded required as per Annex- 1 – Proof of Tender Fee submission document (DD/BG/NEFT/RTGS), SSI/NSIC/MSME certificate (for exemption of tender fee) and other relevant documentary evidence (PO copy, performance certificate etc.)

3.0 Cover - II: Price Bid (BoQ)

The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls

Bidders may please note, the schedule of quantities is attached in the portal. The same (BOQ) shall be downloaded and be filled in the editable (un protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.

4.0 **Bid Opening Process is as below:-**

Cover-I: Technical bid opening date will be as per given dates. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover-I, the bidder will be asked to provide it through Short fall documents folder in e-tendering portal. The bidder shall upload the requisite clarification / documents within time specified by HEC, failing which tender will be liable for rejection. Cover-II: The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be intimated through portal. (Depending on Cover-I evaluation any changes in the date shall be intimated through e-tendering portal).

5.0 **The original tender fee in form of DD /Receipt of NEFT/RTGS should be reached us though courier or in person before the opening date of tender in following address**

To, Sr. Manager /Purchase

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HMBP ADM. BUILDING (ANNEXE)
DHURWA, RANCHI- 834004
Ph. No. 0651-2401266

6.0 PERIOD OF VALIDITY OF TENDER

Unless otherwise specified, the Tenderer shall keep his tender valid initially for a period of 90 days from the due date of opening of the tender.

7.0 LANGUAGE

The Tender shall be submitted in English language.

8.0 NO CLAIM OR COMPENSATION FOR SUBMISSION OF TENDER

The Tenderer whose Tender is not accepted shall not be entitled to claim any costs, charges, expenses of and incidental to or incurred by him through or in connection with his submission of Tenders, even though HEC Ltd may decide to withdraw the Invitation of Tender.

9.0 INCOME TAX / SALES TAX CLEARANCE CERTIFICATE / PAN

The Tenderer shall furnish the Income Tax Clearance Certificate, Sales Tax Clearance Certificate and copy of PAN with the tender duly countersigned by the respective officer under the seal of the office. Failure to produce the requisite certificate with tender, their quotation is liable to be rejected.

10.0 CONFIDENTIALITY

Tenderer shall note that all data/drawings/specifications enclosed with Tender document is confidential. Tenderer shall keep all data/drawings in strict confidence and shall not copy or pass on any of the Tender papers etc. to any third party. Tenderer shall return the Tender documents alongwith the Tender.

11.0 NOTICES ON BEHALF OF HEC LTD

Notice and Certificate on behalf of HEC LTD in connection with the Purchase Order may be given by duly authorised officers of HEC LTD. Any modification which may become necessary in the interim period will be intimated to you as soon as possible.

12.0 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

13.0 Tenderer to note that purchase order will be awarded to L-1 firm on Package basis and submission of detail calculation of premium amount.

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14.0 Pre Qualifying Criteria:

Firm to Upload in their offer the relevant scan copy of documents for Documentary evidence required such as

- a. Bidders must be any **Nationalized Govt. Indian insurance company** .Documentary evidence should be provided in this regard.

15.0 Extension of WC Policy : The extension of WC policy at same rate, terms and conditions (If required by Employer) shall be acceptable by successful bidder.

16.0 Billing address And GST No. of HEC: will be intimated later before issue of purchase order.

17.0 One Bid Per Bidder: Each Bidder shall submit only one Bid. A Bidder who submits or Participate in more than one Bid (other than a subcontractor or in cases of alternatives that have been Permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.



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Annexure – 1

PART – I

Quotation No.....

	Requisite		Remark
1	Submit the offer with signed and stamped commercial terms along with annexure-A & specification enclosed with NIT	Upload the relevant documents	
2	Whether SSI/NSIC/MSME	Yes/ No (In case yes, then upload certificate)	
3	Tender fee (Rs. 200/-)/EMD(Rs.5000.00)	Yes/ No (In case yes, then upload scan copy of DD/BG/Online receipt)	
4	Validity Ninety (90) days from the due date of opening of the tender.	Yes/ No	
5	Whether Terms & Condition/ Note etc. mentioned in the tender enquiry is acceptable to the tenderer	Yes/ No	
6	Period of Policy: The above WC policy will be valid for 12 months Starting fom 28.11.2021 to 27.11.2022	Yes/ No	
7	Nationalized Govt. Indian insurance company	Yes/ No	
8	Deviation if any	Yes/ No	

(Signature of Tenderer with seal)

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Annexure - 2

PART-II (Price Bid)

1. The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls
2. Bidders may please note, the schedule of quantities is attached in the portal. The same (BOQ) shall be downloaded and to be filled in the editable (un protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.
3. Bidders to note that the price as per the offer is strictly to be mentioned under Part-II of Price bid and not to be disclosed in any manner under techno-commercial bid Part-I ,In case price of the bidder is disclosed under techno-commercial bid Part-I , the offer of the firm will be summarily rejected.



Annexure 3

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- (ii) In case of any clarification please contact M/s NIC, before the schedule time of the submission of bid.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (v) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to
ensure that they do not lend their DSC's to others which may lead to misuse.
- (vii) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- ii) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.



PREPARATION OF BIDS

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ XLS/ RAR formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered/ given in person to the concerned official, latest by as specified in the tender documents. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as



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name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- vi) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 **CPP Portal** Helpdesk.

Note: For any query related to registration and processing on the Portal please visit FAQ available at <https://etenders.gov.in/e procure/app?page=FAQFrontEnd&service=page>

You may call the Helpdesk. The 24 x 7 Help Desk Numbers are
0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787

E-Mail: support-eproc@nic.in

Or

You may call to our service provider, : 0651 2401266

E-Mail: : projectpurchase@hecltd.com



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Annexure-A

FORMS OF TENDER

Sub : TENDER for the Work _____

To,

Dear Sir,

We offer to execute the Works/ Services described above in accordance with the Conditions of Contract accompanying the Tender Document issued to us.

This tender and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any tender you received.

We hereby confirm that this tender complies with the tender validity and tender security required by the tender documents.

Yours faithfully

Authorised Signature :

Name and Title of the Signatory :

Name of Tenderer :

Address :

Date :

(To be filled by the tenderer)



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ENCLOSURE-I

GENERAL TERMS & CONDITIONS

- a) The insurance shall be in the joint name of (i) **Bharat Coking Coal Limited, Koyla Bhawan(L-VI), Koyla Nagar, Dhanbad-826005** (Owner/Employer) and (ii) **M/s HEAVY ENGINEERING CORPORATION LIMITED (HEC), RANCHI-834 004 (JHARKHAND)** (Client).
- b) The firm should consider minimum wage as per Labour department of Jharkhand Government and should take **Normal Excess** in their offer for deriving the premium.
- c) Premium shall be subject to adjustment on completion of the Project.
- d) Over Declaration: No extra premium will be given in respect of declaration in excess of amount insured by this policy or subsequent endorsement.
- e) The Client HEC may from time to time, during the pendency of the contract, ask Insurer to limit the insurance coverage risks.
- f) The premium will be paid annually. The Firm will submit Premium Schedule along with Price Bid and a copy of the same blanking the Premium amount along with offer.
- g) No claims will be entertained by the client other than the premiums.
- h) Refund : In the event of cancellation refund of premium will be as per All India Tariff.
- i) Insurance claims, payable by the insurers, may have to be paid directly to the Owner M/s Central Coalfield Limited/ HEC's Sub-contractor & Vendors as the case may be on the advice of Heavy Engineering Corporation Limited within a month after giving notice thereof.
- j) Subletting and assignment:
The Insurer shall not, have without the previous consent in writing by Client HEC, sublet, transfer or assign the Insurance Policy or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. Provided nevertheless that any such consent shall not relieve the Insurance Company from any obligation, duty or responsibility under the Insurance Policy.
- k) Change in a Firm:
Where the Insurer is a partnership firm, a new partner shall not be introduced in the firm except with the previous consent in writing by HEC (which may be granted only as an exception) of a written undertaking by the new partner to perform the Insurance Policy and accept all liabilities incurred by the firm under the Insurance Policy prior to the date of such undertaking.
On the death or retirement of any partner of the Insurance firm before complete performance of the Insurance Policy, HEC may at this option cancel the Insurance Policy. In such case the Insurer shall have no claim whatsoever to compensation against HEC.
If the Insurance Policy is not determined as provided above notwithstanding the retirement of a partner from the firm he shall continue to be liable under Section 32 of



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the Partnership Act has been sent by him to the Client HEC by registered post acknowledgement due.

l) Consequence of Breach :

Should the Insurer or a partner in the Insurer's firm commit breach of either of the clauses (j) and (k) of this commercial terms and conditions, it shall be lawful for HEC to cancel the Insurance Policy.

The decision of Heavy Engineering Corporation Limited as to any matter or thing concerning or arising out of this clause or any question whether the supplier or any partner of the Insurer firm has committed a breach of any of the conditions in this clause contained shall be final and binding on the Insurer.

m) Arbitration :

i) In the event, the Parties fail to resolve the disputes or differences arising out of or in connection with the Insurance through amicable settlement, the same shall be referred to the Chairman-cum-Managing Director/Managing Director of HEC Ltd. for adjudication of the same by a Sole Arbitrator to be appointed by him (Chairman-cum-Managing Director/Managing Director of HEC Ltd.). Such Arbitration shall proceed in accordance with the Arbitration & Conciliation Act 1996 or as per law amended from time to time being in force. In the event the Sole Arbitrator ceases to function for any reason what so ever the Chairman-cum-Managing Director/Managing Director of HEC Ltd. shall substitute the Sole Arbitrator by appointing another Sole Arbitrator on reference by either party.

ii) The arbitration shall be governed by and in accordance with the Arbitration & conciliation Act, 1996, for adjudication of the disputes and differences including claims and counter-claims of the Parties. The award rendered shall be final and binding upon both the Parties. The costs of the arbitration proceedings shall be borne by the bid Insurance Company.

iii) The venue of the arbitration shall be normally at Ranchi only, unless and until agreed otherwise by the parties.

iv) The Jharkhand High Court, Ranchi shall have the exclusive jurisdiction in respect of this Policy.

n) Other Terms and Conditions :

Other terms and conditions which are not mentioned above shall be as per General Conditions of Contract of the Corporation which can be downloaded from our website (www.hecltd.com).

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SPECIFICATION FOR INSURANCE POLICY

NAME OF SERVICE	Workmen's Compensation Policy
NAME OF PROJECT	Madhuband Coal Washery
Employer	Bharat Coking Coal Limited , Koyla Bhawan (L- VI) , Koyla Nagar , Dhanbad-826005
Contractor	Heavy Engineering Corporation Limited -Ranchi
CONTRACT NO. :	02/2012 Dt 12.11.2012
Total Contract Price	262.99 Cr
Indent & TS	Enclosed
No. of Workers (Under or Over Ground)	Unskilled Workers- 50 Semiskilled Workers- 25 Skilled Workers- 25
Nature of Work	Planning , Design & Engineering , Selection Of Necessary Equipment & Machinery , Procurement , Delivery , Erection /Installation , Testing , Successful commissioning of Coal Washing Plant including PGT with two years critical spares & all allied activities as well as its subsequent operation & maintenance for supply of washed coal and middlings of requisite quality at the designated delivery places and disposal of Washery Rejects on BOM concept.
Period for Insurance	One Year i.e. from 28.11.2021 to 27.11.2022
Medical Expenses Cover	The Policy shall cover Medical Expenses of the Workmen @ Rs. 25000 per person as maximum limit
Name of the Insurance Company	Any Nationalized Government Indian Insurance Company
Annual wages chart of Magadh(Jharkhand)	Enclosed
Workmen Compensation Policy	The insurance shall protect the contractor against all claims applicable under the workmen's compensation Act 1948(Govt. of India). This Policy shall also cover the contractor against claims for injury, disability, decease or death of his /his sub-contractor's employees which for any

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reasons are not covered under the
**Workmen's Compensation Act 1948 . The
Liability shall not be less than**

**-Workmen's Compensation – As per
Statutory Provisions**

**-Employer's liability -as per statutory
Provisions**

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