



HEAVY ENGINEERING CORPORATION LIMITED  
(A Govt. of India Enterprises)  
FOUNDRY FORGE PLANT  
CONTRACT CELL  
Dhurwa, Ranchi- 834004, Jharkhand

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**OPEN TENDER NOTICE – E Tender**

No:- FF/CC/Rate contract – Hiring of JCB/25-212

Date:- 05.07.2025

Open Tender no (mentioned above) is for “**Selection of an agency to provide JCB for housekeeping work in FFP,HMBP, HMTP & TA Div.& TA Div. demolition work for a period of one year through rate contract**” is available on our website in e-procurement section i.e. <https://etenders.gov.in/eprocure/app>. Aspiring bidders may go through the tender document.

Interested bidders are requested to submit their most competitive offer through e- procurement mode only. Offer submitted through offline mode will not be considered. For more information please visit our website <https://etenders.gov.in/eprocure/app>.

1	Tender Reference no	FF/CC/ Rate contract – Hiring of JCB /25-212 dtd 05.07.2025
2	Description of work	“ <b>Selection of an agency to provide JCB for housekeeping work in FFP,HMBP, HMTP &amp; TA Div.&amp; TA Div. demolition work for a period of one year through rate contract</b> ”
3	Cost of Tender Document / Application Fee Non refundable	Rs 250.00 in form of DD in favor of Heavy Engineering Corporation Limited, Ranchi
4	Mode of tender	E tender with e price bid (at <a href="http://www.etenders.gov.in">www.etenders.gov.in</a> )
5	Type of tender	Two bid system- Techno-commercial Bid and Price Bid
6	Last date of submission of online tender	05.08.25 upto 1 PM
7	Due date of opening of part 1 (Technocommercial bid)	06.08.25 at 3 PM
8	Closing date of receipt of original copy of EMD and Tender document fee (Application fee)	Within 1 week from the date of opening of techno-commercial bid.
9	Earnest Money Deposit (to be submitted in the form of DD / BG	Rs 5000/- in favor of Heavy Engineering Corporation Limited, payable at Ranchi
10	Validity of Bid	6 months from opening of techno-commercial bid.
11	Validity of Contract Period	12 Months from the date of issue of work order to successful bidder.
12	Due date and time for the online opening of Price bid of techno-commercially suitable bidders	Will be intimated through e-tender Portal

Under unforeseen circumstances and if the due date falls on holiday, the tender will be opened on the next working day at same time

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-2**. No registration fee would be charged from the bidders.

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.

**NOTE: Any Future changes/notifications including extension of bid due date, pertaining to this tender will be published/hosted only on website & CPP Portal only.**



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### **Submission of tender**

*The Following 2 covers shall be submitted through online CPP - portal by the bidders. Last date and time of submission of bids (cover 1, 2) is as per given dates.*

#### **Cover – I: - Containing techno-commercial bid**

*Cover – I containing*

**Part-I: - Techno-commercial Bid (Eligibility Criteria):- The Techno-commercial bid (i.e. Part-I Bid) must consists of followings to qualify the eligibility Criteria:**

- i) **EITHER** proof of ownership of **at least one good running JCB** duly registered **either** on the bidder's name **or** in the name of the proprietor of the bidder as on **tender opening date or earlier OR** supporting documents for **hiring of JCB** in case of using of hired **JCB** by the bidder to get **technical suitability** of its offer.
- ii) Copy of **PAN Card**.
- iii) Copy of **GST registration** certificate.
- iv) **Demand Draft for Earnest Money of Rs. 5,000/- & Cost of Tender document of Rs. 250/- in favor of Heavy Engineering Corporation Limited Payable at Ranchi** (Scan copy of DD is to be uploaded in tender, however the original of DD is to be submitted to office of Contract Cell and Disposal within 7 days from opening of part 1 bid)
- v) Tender Paper duly signed by the bidder towards acceptance of **terms & conditions** stipulated therein.

#### **Cover - II: Price Bid (BoQ)**

a) 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.*

#### **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, he will be asked to provide it through Short fall documents folder in e-tendering portal one time only or through mail. 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).



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**ANNEXURE-I**

**TERMS & CONDITIONS:-**

1. The bidders who are registered as a **SSI Units** having valid NSIC certificates or UDYAM Certificate are exempted from submission of **EM, Cost of Tender Document & Security Deposit** on fulfillment of the following conditions:
  - (i) Notarized copy of the **NSIC certificate** is to be submitted alongwith the **techno-commercial bid (Part-I)**.
  - (ii) The exemption from submission of **EM, Cost of Tender Document & Security Deposit** shall be granted only for the items for which it is registered.
  - (iii) In case of bid by consortium not having all the members as **SSI Units** are required to submit the stipulated **EM, Cost of Tender Document & Security Deposit**.

The bidders who are registered as **Micro/Small/Medium Enterprises** with the prescribed authority under **Micro, Small and Medium Enterprises development Act, 2006**, are required to submit copy of the registration certificate and indicate **twelve digits Entrepreneur Memorandum Number** alongwith the **techno-commercial bid (Part-I)**. In case such details are not provided by any bidder, it will be presumed that the bidder is not a **Micro, Small and Medium Enterprise** as per the provision of **Micro, Small and Medium Enterprises development Act, 2006** and consequently they are not eligible to the benefits admissible under the Act.
2. **EM of unsuccessful bidder will be refunded within a reasonable time on the basis of their written request.**
3. **The quoted price of the bidder must be technically feasible, workable, competitive and unconditional. The price should remain bidder throughout the period of the contract. No escalation will be entertained throughout the contract period.**
4. **The bidder is requested to quote their price inclusive of diesel, driver & khalasi.** It is deemed that the bidder is satisfied with their quoted rate for whole contract period and no complaint in this regard shall be entertained later.
5. Any offer which does not fulfill the condition laid down herein or is incomplete in any respect will be liable for rejection. Canvassing in connection with the offer is strictly prohibited and makes the offer liable to be rejected.
6. The **bidder** shall comply with the instructions which may be issued to him by HEC from time to time.
7. **HEC** reserves the right to issue amendment in respect of any clause stipulated in the tender documents at any stage of this contract. HEC also reserve the right to cancel this tender at any stage without assigning any reason.
8. **HEC** reserves the right to ask the bidder for submission of any document w.r.t. **evaluation/clarification/verification** of the **techno-commercial bid (Part-I)**.
9. **Evaluation of offer the bidder is subject to submission and validity of documents for fulfillment of eligibility criteria. HEC reserves the right to assess the bidder's capability and capacity to execute the job and decision of HEC will be final in this regard.**
10. **HEC do not bind to accept the lowest or any tender and reserves the right to accept or reject any or all offers in whole or in part without assigning any reason.**
11. Failure to comply with the instructions may result in rejection of the offer. In the event of any doubt regarding terms & conditions/formats, the bidder may seek clarifications from the authorized officer of **HEC**. If any **tampering/unauthorized** alteration is noticed in the bid submitted by the bidder from the issued tender document, the said offer shall be summarily rejected and **HEC** shall have no liability whatsoever in the matter. However, deviations, if any, proposed by the bidder may be separately indicated under a heading "**DEVIATIONS**", quoting the respective clause with justification. Such proposed deviations will not be treated as tampering for the purpose of application of the clause. Acceptance of such deviations shall be the sole discretion of **HEC**.
12. Any claim on account of extra expenses if any incurred by the **successful bidder** for any reasons whatsoever will not be entertained by **FFP/HEC**.



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13. 18. Placement of order will be done on the basis of **L-1 offer** and, if required, negotiations will be held only with **L-1 bidder**. However all the bidders may be required to **explain / justify** the basis of their quoted price as and when asked for.
14. The order will be given to technically suitable **L-1 bidder**. However merely by being **L-1** does not guarantees that the contract will be awarded to **L-1 bidder**.
15. Submission of any document by the bidder after opening of bids shall not be allowed unless asked for in writing to do so.
16. All the Statutory Rules & Regulations, Govt. Acts. Guidelines etc. issued by the corporation time to time in the matter shall be followed for this tender.
17. Successful bidder is required to submit documentary evidence towards insurance coverage of the vehicle(s), driving license of driver as per rule in Contract Cell/FFP.

**18. ADDRESS FOR CORRESPONDANCE:-**

To,  
 The Sr. Manager In-charge,  
 Contract Cell, 2<sup>nd</sup> Floor, Administrative Building  
 Room No.:- 174, Foundry Forge Plant, HEC Ltd.  
 Dhurwa, Ranchi-834004, Jharkhand  
 Phone No.:- 0651-2401584

**19. VALIDITY OF THE OFFER:-**

The offer shall remain valid for a period of **Six Months** from the date of opening of **Techno-commercial Bid (Part-I)** of the tender. If no period is mentioned in respect of validity of the tender in the offer submitted by the bidder, it will be presumed that the bidder has accepted the validity of their offer for **six months** period from the date of opening of **Techno-commercial Bid (Part-I)** of the tender.

**20. SPECIAL CONDITION OF THE CONTRACT:-**

- (i) Successful bidder will have to place **JCB** on requisition of **Contract Cell/FFP**.
- (ii) Successful bidder will have to instruct its **driver & kahyasi** of **JCB** to report in-charge of concerned shop/plant/dept. for which it is being hired for further action after entering the vehicle in FFP,HMBP, HMTP & TA Div./Hqrs.
- (iii) Placement of hired **JCB** at concerned shops of FFP, HMBP & HMTP alongwith TA Div./Hqrs. will be made after getting written requisition from that departments to Contract Cell/FFP.

**21. SCOPE OF WORK OF SUCCESSFUL BIDDER:-**

- (i) Placement of hired JCB on hourly basis as per the request of Contract Cell/FFP as and when required for housekeeping work in FFP, HMBP, HMTP & TA Div./Hqrs.
- (ii) Deployment of JCB during demolition drives and other work of housekeeping & maintenance work as & when requisitioned by TA Divn. The scope of work shall include deployment during demolition drive and other work of housekeeping & maintenance as and when requisitioned by T.A.Div.. In case of any damage of the JCB machine during demolition drives by unruly mob or if the driver sustains any injury during above such incident, HEC shall take care of that. The deployment of JCB for demolition work be done by TA Div./hqrs after informing the local administration properly as per rule.

Sl. No.	Description of Work	QTY (Total Hours)
1.	Placement of hired JCB on hourly basis as per the request of Contract Cell/FFP as and when required for housekeeping work in FFP, HMBP, HMTP & TA Div. & TA Div. demolition work for a period of one year.	500 Hours
	Placement of hired JCB on hourly basis as per the request of Contract Cell/FFP as and when required in TA Division for Demolition work for a period of one year.	180 Hours

**Note- Qty may vary based on the requirement by Plant/Shop/Dept.**



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22. **EXECUTING DEPARTMENT:-**

The place, where the hired vehicle (**i.e. JCB**) is engaged, will be the executing dept.

23. **RESPONSIBILITY OF EXECUTING DEPT.:-**

- (a) Supervision of the work for which the vehicle has been hired.
- (b) Issue of **work completion certificate** of the job for which the vehicle has been hired.

24. **WORKING TIME:-** As per sole discretion of **FFP, HMBP, HMTP & TA Div./HEC Ltd.**

25. **CONTRACT PERIOD:-** One Year.

26. **PAYING AUTHORITY:-** Finance Dept./FFP/HMBP/HMTP/HQRS.

27. **PAYMENT TERMS:-**

Payment will be made to **successful bidder** on submission of following documents in **Contract Cell/FFP:**

- (a) Invoice.
- (b) Certification of executing department towards using of **JCB** in that department.

28. **SECURITY DEPOSIT:-** Not applicable.

29. **INCOME TAX DEDUCTIONS:-** It will be deducted if applicable as per the prevailing rule.

30. **GOODS & SERVICE TAX (GST):-**

Price of all bidders must be exclusive of **GST** and they are required to indicate **GST in percentage (%) or value** separately in their **techno-commercial bid (Part-I)**. Applicable **GST** is payable to the firm extra. Payment of **GST** will be made to successful bidder on the basis of timely submission of **GST invoice** as per **GST rule** and submission of all documents as per payment terms. The payment of **GST** will be regularized against submission of documentary evidence i.e. deposit challan. Also, successful bidder has to file **GST return** as per **GST rule** so that **ITC (Input Tax Credit)** shall pass on to **HEC account**. If loss occurs in taking credit of **GST** by **HEC** due to the fault or error of successful bidder, the same will be recovered from next bill of successful bidder. Any increase in **GST** after expiry of the specified completion period of the contract will not be entertained by **FFP/HEC**.

31. **ARBITRATION:-**

Normally all disputes should be settled by negotiations between the company and the concerned parties. In case any dispute/difference is not settled through negotiations, successful bidder can seek remedy by arbitration by invoking the same within **120 days** of dispute.

- (a) The Arbitrator (s) will be appointed to resolve the disputes between the parties. The CMD of HEC Ltd. is having absolute power to appoint a single Arbitrator or more than one Arbitrator or to refer the dispute to the Institutional Arbitration at his discretion and his decision is final and binding on successful bidder. The appointed Arbitrator(s) / Institutional Arbitration should pass a reasoned award and the parties should bear the costs of the Arbitration equally.
- (b) If any of the Arbitrators appointed by the CMD of HEC Ltd. is unable to continue as an Arbitrator for any reasons whatsoever or if the CMD of HEC Ltd. for the reasons to be recorded in writing thinks fit for appointment of a new Arbitrator in the place of existing Arbitrator, he is having a power to do so. If such a new Arbitrator is appointed, he can either continue the arbitration proceedings from the stage where the earlier Arbitrator discontinued his proceedings or alternatively the new Arbitrator may start proceedings *de novo* if the circumstances warrant him to do so.

Failing to invoke Arbitration clause within **120 days** of dispute, the matter is to be decided by **Civil Courts at Ranchi, Jharkhand** state alone and not at any other place.

32. **TERMINATION OF THE CONTRACT:-**

The contract can be terminated in **part/full** under the following conditions in consultation of **Legal Dept:-**

- a) If **successful bidder** fails to supply **JCB** (inclusive of diesel, driver & khalasi) to **FFP, HMBP, HMTP & TA Div./Hqrs.** within **3 days** from the date of requisition of **Contract Cell/FFP** for the same without assigning any reason.



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- b) If any act of malpractices likes pilferage, corruption, harming/misusing company's property, ill- treating company's employee or any one related to the company by **successful bidder** himself or its **driver & khalasi** at any stage of the contract period is detected.
- c) Any other reasons for which company thinks it fit to terminate the contract will be terminated with assigning the proper reason. The determination and termination of the contract at any stage is the sole discretion of the employer and binding on the **successful bidder**.

33. **RISK & COST FACTOR:-**

In the event of termination of the contract in part/full due to successful bidder's fault, **HEC** reserves the right to hire JCB by any agency at **successful bidder's** risk & cost.

34. All other terms & conditions shall be applicable as per GCC of HEC Works & Service Manual.

**Signature of the bidder with rubber stamp with name, full address, mobile No., P&T No. etc.**

For & on behalf of HEC Ltd.

(Sr.Mgr //c/ CC & D/FFP)



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**Annexure - 1**

**PART-II (Price Bid)**

*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.*



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## **Annexure-2**

### **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) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) 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.
- (iv) 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.
- (v) 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.*
- (vi) 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.



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## 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 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



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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

- i) 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.
- ii) 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/eprocure/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](mailto:support-eproc@nic.in)

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