

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED, NAMRUP  
TENDER FORM

Sl. No.....

NOT TRANSFERABLE  
Date of issue.....

Tender Notice No.: Mech/U-II/18/Cont-212/3455

Date: - 25/04/2018

Last date of submission 10-05-2018 at 03:00 PM

Name of work: Hiring of a highly skilled experienced technician and additional manpower for maintenance/overhauling jobs of 4<sup>th</sup> stage cylinder of CO2 compressor "CA-1A" in Urea-II plant.

Issue to (Name &amp; Address of the party)

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No. of tender documents  
Issued.....

Signature of Issuing Officer  
Dept.....

TO BE FILLED IN BY THE TENDERER

I/ we hereby tender for the execution for the BVFCL, Namrup of the work scheduled in underwritten memorandum within the time specified in such memorandum and at the rates specified therein & in all respect in accordance with the specification, designs, drawing and instructions referred to in the NIT conditions "THE GENERAL DIRECTIONS AND CONDITIONS" of contract and in all other respects in accordance with such conditions and special; conditions so far as applicable.

MEMORANDUM

1. General Description of the work: Hiring of a highly skilled experienced technician and additional manpower for maintenance/ overhauling jobs of 4<sup>th</sup> stage cylinder of CO2 compressor "CA-1A" in Urea-II plant.
2. Earnest Money: - ` 4400.00 (Rupees four thousand four hundred) only.  
**Tenders received without EMD are likely to be rejected. NSIC/MSME registered companies must submit valid copy of registration certificate for exemption of EMD.**
3. Place of Receipt & Opening of Tenders : Office of the –  
Dy. Chief Engineer (Mech)  
Urea-II  
B.V.F.C. Ltd., Namrup  
P. O. – Parbatpur-786623  
Dist.- Dibrugarh(Assam)
4. Time allowed for the work: 15 (fifteen) days
5. Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions and conditions contained in NIT, GDCC and the special; conditions which have been read and understand by me/ us so far as applicable or in default thereof to forfeit and pay to the corporation or their successors or assignees, the sum of money mentioned in the said conditions.
6. The sum of ` ..... has been deposited vide..... dtd..... with the Finance Manager in favor BVFCL, Namrup as earnest money, the full value of which to be absolutely forfeited to the BVFCL, on their successors or assignees without prejudice to any other rights or remedies of the said Corporation or their successors or assignees should I/We fail to commence the work specified in the above memorandum.

Contd.....2/-

:2:

**ENCLOSURES:**

1. Earnest money through Payment Challan.
2. Scheduled of Quantity & Performa for Quoting Price (Annexure- III)
3. Scope of work duly read and signed on every page (Annexure- III A)
4. Special terms & conditions duly read and signed (Annexure- IV)
5. GST Registration Certificate.
6. PAN Card.

Dated.....

Signature of the contractor  
Name & Address of Contractor

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Witness i)

Signature 1.....  
& address.....  
of witness.....

ii)

2.....  
.....  
.....

NO. Mech/U-II/18/Cont-212/3455

Date: - 25/04/2018

Sub: Hiring of a highly skilled experienced technician and additional manpower for maintenance/ overhauling jobs of 4<sup>th</sup> stage cylinder of CO2 compressor “CA-1A” in Urea-II plant.

**SCHEDULE OF WORK, QUANTITY AND RATE**

Sl. No.	Description of work	Rate (₹)	Amount (₹)
1.	Hiring of highly skilled experienced technician and additional manpower for maintenance/ overhauling jobs of 4 <sup>th</sup> stage cylinder of CO2 compressor “CA-1A” in Urea-II plant.	L.S.	
Sub Total			
GST @ 18%			
Total Amount			

( ..... ) only

Signature.....

Name and Address of Contractor

.....

.....

Pan No.....

Date : .....

Place : .....

NO. Mech/U-II/18/Cont-212/3455

Date: - 25/04/2018

**SCOPE OF WORK**

Sub: Hiring of a highly skilled experienced technician and additional manpower for maintenance/ overhauling jobs of 4<sup>th</sup> stage cylinder of CO2 compressor “CA-1A” in Urea-II plant.

**Scope of work shall include but not limited to the following:-**

1. Supply of one highly skilled experienced technician and manpower category of skilled fitter, rigger, grinder, welder, helper etc. for 15 days time for the subject job.
2. Dismantling of 4<sup>th</sup> stage cylinder of CA-1A compressor.
3. Dismantling of stuffing box, piston, crosshead & connecting rod.
4. Checking of gudgeon pin & small end bearing for any crack.
5. Through checking of all dismantled parts for any irregularities.
6. Safe positioning of all dismantled parts.
7. Checking of all main bearing & big end bearing clearances & maintain according standard.
8. Positioning of reconditioned 4<sup>th</sup> stage cylinder with utmost care.
9. Packing of stuffing box & assemble the same.
10. Assemble of 4<sup>th</sup> stage piston with piston rings maintaining proper clearances.
11. Cylinder end clearance, crosshead shoe clearance, Run out of piston to check & adjust.
12. Checking of all valves of the 4<sup>th</sup> stage cylinder.
13. Boxing up the compressor after replacing the damaged parts and through checking of all parts.
14. Arrangement of all tools & tackles, welding m/c, grinding m/c, consumables, etc. required for the entire scope of work shall be arranged by the party at their own cost.
15. Proper scaffolding, whenever required for safe execution of the work shall be provided by the party at their own cost.
16. Site to be cleaned after completion of the job.
17. All standard engineering practices and safety procedures shall be followed till completion of the job.
18. Any other activities, not included above but required for successful completion of the jobs, shall be in the party's scope.
19. The above scope of work shall be carried out strictly as per guidance and directions of Engg.-In- Charge, BVFCL.

(T.Das)  
Dy.CE (M), U-II

NO. Mech/U-II/18/Cont-212/3455

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**SPECIAL CONDITION RELATED TO THE WORK**

Sub: Hiring of a highly skilled experienced technician and additional manpower for maintenance/ overhauling jobs of 4<sup>th</sup> stage cylinder of CO2 compressor "CA-1A" in Urea-II plant.

## A) Special Commercial Terms:

- 1) Tenderer must submit documentary evidence of PAN/TAN No.
- 2) Tenderer must furnish GST Registration Certificate with the tender.
- 3) Experience in execution of Mechanical work of similar nature of job from any Govt./Semi Govt. organization must be produced.
- 4) The tenderer must pay their workmen the minimum wages & facilities as per latest circular of central Govt.
- 5) The Tenderer shall have to make an exgratia payment of ` 1000.00 ( ` One Thousand) only to the dependents of labour in the event of the labour's death occurring while on duty. The payment will be made by BVFCL immediately & will be recovered from the Contractor's bill.
- 6) Validity of Tender:  
The tender should remain valid for a period of 180 (One Hundred Eighty) days from the date of opening of tender.

Above documents shall have to be submitted along with the application of Tender paper or with the tender. In absence of any of the above, the Tender is liable to be cancelled.

## B) Brief description of the scope of work and responsibilities:

- 1) Hiring of a highly skilled experienced technician and additional manpower for maintenance/ overhauling jobs of 4<sup>th</sup> stage cylinder of CO2 compressor "CA-1A" in Urea-II plant.
- 2) The tenderer shall be ready to engage his personnel on short information. Therefore, tenderer or his representative should be always in touch with the maintenance activities Engineer-In-Charge of BVFCL.
- 3) Before starting the work the tenderer has to obtain the necessary job clearance form the Engineer-In-Charge.
- 4) Necessary safety work permit shall be available from the Engineer-In-Charge and the same shall be got extended at every shift change regularly.
- 5) The job shall be started immediately (within a day) on LOI/written order. After completion of job the site shall be cleaned and remove all debris properly.
- 6) Before submission of the bid the tenderer shall visit the plant to understand the job thoroughly.

**1.00 BVFCL SCOPE:**

- (i) Water, Air & Electricity required shall be supplied by BVFCL as free of cost.
- (ii) Gate Pass facility shall be extended to contractor's personnel and himself/supervisor after receiving application from the contractor in standard format.
- (iii) Necessary work permit, if required, for the execution of job shall be arranged.

**2.00 COMPLETION TIME:**

The subject job shall be completed within 15 (fifteen) days after getting site clearance and safety work permit.

Contd.....2/-

**3.00 CLEANING OF SITE:**

The tenderer shall clean the site by removing all the debris/ dismantled items by transporting the same to the dumping yard within factory premises at his own cost and risk.

**4.00 PAYMENT TERMS:**

Subject to deduction as admissible as per rule payment will be released as follows:

- 4.01 100% payment shall be made to contractor after completion of job as the job is purely labour oriented.
- 4.03 No Security Deposit shall be deducted from the bill as the job is purely labour oriented.
- 4.03 All other statutory deductions will be made as per BVFCL rules.

**5.00 MEASUREMENT:**

Payment to be released as per joint measurement taken by contractor and BVFCL engineer and duly certified for actual quantity of work executed and at the rates quoted by you and accepted by BVFCL.

**6.00 TAXES:**

- 6.01 Income Tax at the prevailing rate shall be deducted from the party's bill.
- 6.02 Statutory deductions, if applicable as per BVFCL rules will also be recovered from the contractor's bill.

**7.00 MEDICAL FACILITY:**

Medical facilities to the extent available in BVFCL Hospital, Namrup shall be provided to the crew of contractor on chargeable basis, however, the "FIRST AID" facilities shall be provided free of cost.

**8.00 COMPENSATION FOR DELAY IN COMPLETION OF JOB:**

Time shall be regarded as the essence of contract and the failure on the part of the contractor to complete the contract on dates stipulated in the tender and the work order for completion of respective works shall entitle BVFCL, Namrup to recover damages from the contractor by way of mutually agreed damages a sum equivalent to one half of one percent (subject to a maximum of ten percent) of the contract value of the work for each week or part of the week for which the contractor is in default. All terms & conditions of BVFCL GDCC shall be applicable to this contract.

**9.00 AGREEMENT:**

All the terms & conditions mentioned herein shall form the part of contract and be incorporated in the Agreement form which shall furnish non-judicial stamp paper of the State of Assam denomination or ` 10/- ( Ten) only along with 7 (Seven) sheets of water mark papers and executed the Agreement in prescribed Performa within 7 (seven) days from the date of receipt of the work order.

**10.00 LAST DATE OF SUBMISSION OF TENDERS AND OPENING DATE:**

- 10.01 Tenders completed in all respect shall be mailed to Dy.CE (M), Urea-II, Brahmaputra Valley Fertilizer Corporation Limited, Namrup, P.O. Parbatpur, Dist.: Dibrugarh, Assam Pin- 786623 (Telephone- 0374-2507084) so as to reach him on or before 10-05-2018 at 03:00 PM. The tender shall be opened on 10-05-2018 at 03:30 PM.
- 10.02 If closing date of sale of tender papers/ last date of submission of tender papers/ scheduled opening date of tender happen to fall on Bandh Day/ Strike Day/ Holiday at Namrup, then the next working day shall be counted.

**11.00 TENDER LIABLE TO REJECTION:**

In addition to clause number 16 of GDCC tenders are liable to be rejected on following grounds:

- 11.01 Tenders submitted by tenderer who resort to canvassing.
- 11.02 Tenders which do not fulfill all or any of the conditions laid down in the tender documents or are incomplete in any respect.
- 11.03 Tenders, which contain uncalled for remarks or any alternative/additional conditions.
- 11.04 "BVFCL is committed to a corruption free work environment. All the works/purchase/service contracts and commitments of BVFCL will be honored without the citizen having to pay any bribe. In case any person demands any bribe, it is the duty of the responsible citizen to inform the matter to Vigilance Officer, BVFCL, Namrup, PO Parbatpur, Dist. Dibrugarh ,Assam,PIN 786623 ( Tel no. 0374-2507092/0374-2507176)".

(T.Das)  
Dy.CE (M), U-II