

REQUEST FOR QUOTATION

Ref: PR01/PM5/SERVICE-SPARES PACKING/2020-21

Dt. 08.09.2020

To:

Dear Sir,

Sub: Enquiry for "PACKING OF SPARES COMPONENTS" at BEML Limited, Palakkad Complex.

You are requested to submit your lowest offer for above service in two bid system (Technical bid & Commercial bid) in sealed covers addressed to the **DY. GEN MANAGER (MATERIALS), BEML Ltd, Palakkad Complex, KINFRA Park, Menonpara Road, Kanjikode, Palakkad – 678 621.**

- I. General information about the tender as follows: -
- II. Name of work: Packing of Spares Components
- III. Enquiry Ref: PR01/PM5/SERVICE-SPARES PACKING/2020-21 Dt. 08.09.2020
- IV. Last Date & Time of receipt of offers : **15.09.2020 at 14:00 hrs**

1. The tender form duly filled and signed (in all pages) shall be sent to the Dy. General Manager BEML Limited, through post or courier in separate sealed covers i.e. **Technical bid & Commercial bid**. Technical bid / Pre- qualification bid at (**Annexure – I**) should be duly filled and signed and submitted in separate cover with super scribing **#Technical Bid: PR01/PM5/ SERVICE-SPARES PACKING /2020-21 due on 15.09.2020 # & Commercial bid (Annexure – II) in separate sealed cover with super scribing # Commercial Bid: PR01/PM5/ SERVICE-SPARES PACKING /2020-21 due on 15.09.2020.**
2. Both these covers should be kept in a single cover (outer cover) super scribing **"Tender No: PR01/PM5/ SERVICE-SPARES PACKING /2020-21"**. The Name and address of the tenderer shall also be mentioned at the bottom left hand corner of the cover of pre-qualification bid & Commercial bid.
3. Sealed quotation addressed to **Deputy General Manager – Materials, BEML Limited, Palakkad Complex, Kinfra Park, Menonpara Road, Kanjikode, Palakkad-678 621** should be sent by registered post / courier so as to reach this office by due date and time. No responsibility will be taken for postal or non-delivery/non-receipt at tender documents. Quotations sent by fax will not be considered.

4. Please super-scribe our enquiry number and due date of tender on sealed cover.
5. The offer should be for Packing of Spare Components mentioned in the scope of work.
6. The break up rate for Packing of Spare Components and Tax may also be submitted as per attached '**Annexure – II**'. Service tax if any may be quoted extra.
7. The offer should be valid for 90 days from the date of opening of tender.
8. **Payment Terms:** 100% payment on 60th day / As per MSME act, from the date of completion of work at BEML Limited, Palakkad Complex & satisfactory report from User Dept.
9. **Delivery terms:** FOR BEML Limited, Palakkad Complex.
10. Right of BEML: BEML reserves to itself the right to accept or reject any quotes either in full or in part or to reject all the offers without assigning any reasons whatsoever.
11. The firm shall arrange ESI & PF coverage to their employees / labourers if any from their end and issue Photo identity cards with ESI/PF numbers.
12. The firm shall indicate ESI numbers of all the labourers hired or employees in advance in order to prepare work permit inside the factory.
13. The firm shall arrange general insurance to their equipment and tools wherever necessary.
14. The firm's personnel shall not carry any objectionable material like explosives, cell phones, battery-operated instruments, weapons etc., knowingly or unknowingly.
15. The employee of the firm shall follow general rules, regulations & disciplinary instructions of the company.

Technical bid

Scope of work for Packing of Spares Components

1. The firm shall arrange rubber wood of 1 inch thickness, engaging manpower for packing (minimum 3 persons per working day) the spares components. It also includes overtime duty if any to meet the monthly target and cost for the same to be included in unit rate.
2. The overall size (cu.ft) of the wooden box will be decided by BEML officials as per the monthly plan and accordingly the firm has to fabricate the wooden box with prescribed thickness.
3. The unit rate quoted by the firm shall include supply & fabrication of wooden box, manpower for packing spares components and loading the spares inside the wooden box and to be tight sealed as applicable.
4. The requirement of wooden box will be intimated by BEML one week in advance and firm shall make arrangements of required wooden box as per size prescribed by BEML within 10 days from the date of intimation.
5. There should not be any delay in deployment of manpower for spares packing.
6. The manpower should support for internal movement of materials inside hanger (only spares item).
7. The manpower should support for packing the spares item (each piece).
8. The manpower should support to meet the daily spares packing plan given by BEML Rep. Also support for completing the daily packing task.
9. The manpower should apply rust preventive oil, do cleaning, do part number punching, do engraving on parts, do rust removing, ensure fitment of protective plastic caps/covers on threaded parts/ gear teeth, part number tagging etc.
10. The manpower should handle the parts with care to avoid rejection due to handling fault.
11. Packing to be ensured on each item with EPE Sheet, bubble sheet, masking tape, cardboard sheets and packing related materials. These materials will be arranged by BEML.
12. Packing should be strong enough to avoid damage during transit.
13. The packing should avoid collision between parts.
14. The packing should avoid seepage of rain water.
15. The packing box should indicate the level of care recommended during transit with symbols.
16. Firm has to design the box dimension to withstand the spare part item weight and size.

17. Use cardboard boxes whenever the part weight is less than 5 kg and try to avoid wooden boxes cost.
18. Should ensure discipline and good conduct of manpower inside factory premises.
19. Should maintain a good cleanliness in spare area.

II. Special terms & conditions (BEML Scope)

1. BEML will initiate monthly spares plan. The updated plan should be shared within 1st week of every month to the firm.
2. The required packing materials like EPA Sheet, bubble sheet, masking tape, cardboard sheets and packing related materials will be provided by BEML except for arranging wooden boxes.
3. Rust preventive oil, nails, hammer, thick plastic sheet cutter, metal punch-2nos, engraving machine -2nos, working table, oil spray bottles, cotton wastes, gloves & PPEs, Emery sheets, plastic caps/covers for critical components and other tools for packing will be provided by BEML.
4. BEML will provide specific spare packing working area and ensure availability of packing materials.
5. Cafeteria facilities will be provided by BEML for 03 work men at free of cost.
6. Material handling equipments like crane and fork lift will be provided by BEML for completing daily spare target.

III. General terms & conditions

1. The employees of the firm shall obtain necessary pass from User/ Security department by following BEML rules before commencement of work.
2. The item supplied/ brought by the firm shall be entered in BEML main security gate by producing proper delivery challans/ documents as per the rules of BEML.
3. The items shall be kept inside the factory in a place identified by BEML only during the course of work. The firm shall make his own arrangement for safe custody of his items and the firm will be the custodian of items brought by him. BEML is not responsible for any loss/damage to firm's items.
4. The firm has to abide all the safety instructions given by BEML from commencement of work to end of work without fail.
5. Firm shall be sole responsible for any type of accident occurs while executing the work. BEML shall not hold any responsibility for such accidents.
6. The firm has to carry out the work in concurrence with BEML and complete the work to the satisfaction of BEML. Work has to be carried out without disturbing the working atmosphere. No inconvenience should be caused to BEML in all respect.

7. From commencement to completion of the work, the firm shall take full responsibility, taking precautions to prevent loss or damage to BEML property at related work site. The firm shall be liable for any damage or loss that may occur during the progress of work. It is the responsibility of the firm to make correction/ rectification/ providing new one of damaged property etc whichever is required as per the site condition, failing which the BEML will withhold the equivalent amount incurred for correction/ rectification/ providing new one from the bill of firm.
8. The firm shall make its own arrangement for boarding & lodging for their employees.
9. The firm shall make his own arrangement for all the amenities for the workmen of the firm.
10. The firm's employees shall be ready to work on Sundays/ Holidays if required as per the plan.
11. All the Workmen and staff deployed for the above works shall be covered with ESI & PF.
12. The firm shall take necessary work/ safety permits before commencement of work.
13. The firm's personnel shall not carry any objectionable material like explosives, cell phones, battery-operated instruments, weapons etc. knowingly or unknowingly inside the factory premises.
14. The employee of the firm shall follow general rules, regulations and disciplinary instructions of BEML.

Thanking You,

For BEML Limited
Palakkad Complex

Authorized Signatory

Seal & Signature of the firm

Commercial bid

FORMAT FOR SUBMISSION OF QUOTATION

Note: The quotation should be enclosed in a separate sealed cover and should not be submitted in the technical bid.

Sl. no	Material Description	Qty	AU	Rate/ Cu.ft in Rs.	Total Amount in Rs.
1	Engaging manpower for packing of spares components, incl supply & fabrication of rubber wood.	500	Cu.ft		
Total					
GST					
Grand Total					

Seal & Signature of the firm