

# REQUEST FOR QUOTATION

Ref: PR01/PM5/TFR OIL-FILTRATION/2019-20

Dt: 19.11.2019

To:  
M/s.

Dear Sir,

Sub: Enquiry for "Transformer oil Filtration & servicing" at BEML Limited, Palakkad Complex.

You are requested to submit your lowest offer in a sealed cover super scribing the enquiry reference "PR01/PM5/TFR OIL-FILTRATION/2019-20 Dt: 19.11.2019" due on "29.11.2019" for Transformer oil Filtration & servicing at BEML Limited, Palakkad Complex.

1. General information about the tender as follows: -

Name of work: Transformer oil Filtration & servicing – As per given format

Enquiry Ref: PR01/PM5/TFR OIL-FILTRATION/2019-20 Dt: 19.11.2019

Last Date & Time of receipt of offers : **29.11.2019 at 14:00 hrs**

2. 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.
3. The firm should duly sign and affix seal of RFQ and submit along with your offer.
4. Please super-scribe our enquiry number and due date of tender on sealed cover.
5. The offer should be "Transformer oil Filtration & servicing" mentioned in the scope of work. The break up rate for servicing and Tax may also be submitted. Service tax if any may be quoted extra.
6. The offer should be valid for 90 days from the date of opening of tender.
7. **Payment Terms:** 100% payment on 60<sup>th</sup> day from the date of completion of work at BEML Limited, Palakkad Complex & satisfactory report from User Dept.
8. 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.
9. 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.
10. The firm shall arrange general insurance to their equipment and tools wherever necessary.
11. The firm's personnel shall not carry any objectionable material like explosives, cell phones, battery-operated instruments, weapons etc., knowingly or unknowingly.
12. The employee of the firm shall follow general rules, regulations & disciplinary instructions of the company.

## **Scope of work**

1. The firm shall visit the site before submission of quotation for assessing the work.
2. The firm has to carry out transformer oil filtration work as per the standard IS: 1866/2000.
3. The firm has to carry out oil filtration work on 3 Nos. of 2.5MVA, 22kV/0.433V transformers. The approximate oil quantity to be filtered for 3 Nos. of transformers is 6438 litres including OLTC.
4. The firm has to submit valid test certificate for the filtering unit from competent authority along with quotation.
5. The firm has to test BDV (Breakdown Voltage) of the transformer oil after the filtration work as per following for each transformer.
  - a. For transformer main tank top and bottom samples to be tested
  - b. For OLTC only bottom sample to be testedThe minimum BDV required is 40kV / min as per the standard IS : 1866/2000. The firm has to submit test certificates in hard copy after testing.
6. The firm has to carry out cleaning of 3 Nos. of OLTC to remove the carbon deposit inside the contacts of OLTC. The firm has to open OLTC, inspect for any residue / carbon deposit, remove the oil from OLTC in a suitable can / barrel, clean it with suitable cleaning solution, and refill the oil. The firm has to ensure the satisfactory working of OLTC after carrying out the work.
7. The firm has to carry out spray painting of cooling fins of 3 Nos. of transformers to prevent it from rusting by doing proper cleaning / surface preparation. The paint used shall be of same colour of existing transformer. Paint, compressor for spray painting etc is under the scope of firm. Precautions to be taken during painting to cover exposed areas of transformers.

## **Terms & Conditions**

1. The firm shall carry out the as per the convenience and as per the rules of BEML Ltd, Palakkad.
2. The firm has to engage sufficient man power for the oil filtration work.
3. The firm shall take permission for carrying out the work from Maintenance Department before starting the work.
4. The firm shall produce all the materials brought by the firm at security gate of BEML Ltd, Palakkad while coming for work.
5. The firm should bring all the tool, equipment's necessary to carry out the work.
6. The contractor has to ensure the safety of their personnel working inside the BEML Ltd, Palakkad complex. BEML is not responsible for the damage caused to the contractor's equipment's due to mishandling.
7. All safety measures required to execute works at height shall be followed by the firm as per the Factory Act. All the safety aspects such as wearing of safety belts, wearing helmet, gloves etc shall be the scope of the firm.
8. The employees of the firm can avail the canteen facility if required during the working hours on actual chargeable basis as per the BEML rules.
9. All the workmen and staff deployed for the above works shall be covered with ESI / PF and other statutory rules.
10. Electricals work to be carried out by competent persons only. Before carrying out any electrical works necessary safety precautions has to be taken care by the firm.

11. Electricity and power required for the work will be provided at a nearest available point by BEML on request based on availability at free of cost. However the firm has to make his own arrangement to tap the utilities from the available point for their work.
12. Firm shall be sole responsible for any type of accident occurs while executing the work. BEML shall not hold any responsibility for such accidents.
13. Any minor items such as screws, bolts, clamping, terminals etc. required for transformer oil filtration work shall be arranged by the firm.
14. Boarding and lodging for the firm's employees shall be arranged by the firm
15. From commencement to completion of the work the firm shall take full responsibility, taking precautions to prevent loss or damage to BEML property. The firm shall be liable for any damage or loss that may occur during the progress of work. In addition, the firm shall also be responsible against any loss and damages to the labourers engaged.
16. Payment Terms: Payment will be made at actuals after completion work duly certified by Maintenance Dept.
17. Firm shall quote in the format shown below.

**Quotation format**

<b>Repair of Transformer oil filtration and servicing</b>					
Sl. No	Description of the material	Qty	Unit is Measurement	Basic Price (Rs)	Amount (Rs)
1	Transformer oil filtration charges	6438.00	Ltr		
2	Transformer oil Testing Charges	3.00	Set		
3	Transformer OLTC service charges	3.00	No		
4	Painting of Transformer cooling fans	3.00	Set		

- Note:**
1. Tax: GST rate for line item should be mentioned with their HSN/SAC Code
  2. L1: Selection of L1 firm will be based on the Total value of the TENDER.

Thanking You,

For BEML Limited  
Palakkad Complex

Authorized Signatory

(Signature with company seal)  
for and on behalf of the company  
Name & Designation of the signatory