

**BEML LIMITED**

(A Govt. of India Mini Ratna Company under Ministry of Defence)
DISTRICT OFFICE ASANSOL, BEML LIMITED, 3, Burnpur Road, Asansol,
WEST BENGAL - 713304.

MCA/MANPOWER/G-23/2020-22**03/06/2020****TENDER ENQUIRY (RFX No : 6300032856)**

Sub : **Contract for Supply of contract manpower at DISTRICT OFFICE ASANSOL, BEML LIMITED, 3, Burnpur Road, Asansol, WEST BENGAL - 713304.**

BEML Limited, a Company incorporated under the Indian Companies Act, 1956, is a Public Sector undertaking, under the Ministry of Defence, having it's DISTRICT OFFICE ASANSOL, BEML LIMITED, 3, Burnpur Road, Asansol, WEST BENGAL - 713304. intends to tender for providing Loading Unloading(Unskilled work), Skilled/Clerical & Security work at the Premises of BEML Limited, 3, Burnpur Road, Asansol, WEST BENGAL - 713304.

In this connection, BEML LIMITED invites offers in **two bid system** (through **e-mode**) for 02 years period as per the following man power requirement

SL. No.	Category	No. of Contract personnel
1	Unskilled Labours	07
2	Semi Skilled	01
3	Security Guards(5 No. Guard & 1 No. Gun-man)	06

Any additional requirement of the personnel at short notice, for a short period, should also be provided by the agency at the contract rates finalized.

Please quote your lowest charges in BEML SRM system to provide the services as above **as per the commercial format** as provided at SRM system (Item Data – Commercial bid) and your offer should be valid for 3 months from the date of closing of this tender.

To know the scope of the work, it is suggested to the interested / eligible bidders to visit our office by taking prior appointment by calling telephone No **0341-2252480** before closing date for submission of your offer. The closing date for this tender is **27/06/2020**.

The service providers have to submit their quotation in two parts. Viz. Part A- Technical Bid & Part B – Commercial Bid .

- 1) **Technical bid (Part A)** : In the technical bid, bidder shall upload the following documents in SRM Collaboration Folder in the system.

- a) Documents with respect to experience certificates, financial turnover, PF & ESI code Numbers, registration no. for Service tax (GSTN) etc. and all other relevant documents /details as specified in Pre-qualification bid at **Annexure A**.
- b) Filled in /signed document of **Annexure-B**.
- c) Scanned copies of Demand Drafts for **Rs 20,000/-** (Rupees Twenty Thousand only} towards EMD (No other mode of payment will be accepted). DD shall be in favor of “BEML Ltd” payable at **Asansol**.
- d) Any other general information relevant to above.

Bids submitted without DDs towards EMD will be rejected.

EMDs of unsuccessful agencies will be returned with out any interest, once the contract is finalized. In case of successful agency, the EMD will be adjusted against security deposit.

Please ensure that **No price details (Agency Charges) are entered in technical documents uploaded in the Collaboration Folder (or) in the envelop containing DDs towards EMD.**

- 2) **Commercial Bid** (Part B): Quote at SRM system should contain details of Service Charges only (**Agency commission**) on **per head per day basis** as below.

Description	Charges In Rupees
Service Charge Per Head Per Days Basis (Rs) (Excluding taxes if any)	

All statutory payments including Central Minimum Wages, Employer’s contribution towards PF, ESI, Annual Bonus, Gratuity, Service tax/GST etc. shall be made good by BEML. The service provider/contractor should also comply with all Terms & Conditions listed at Annex- C & D.

The agency commission shall remain **fixed** throughout the contract period irrespective of change in Central Minimum Wages which shall be made good by BEML on submission of copy of Government notification as proof.

Rate quoted shall be **exclusively** for the **Service Charges** for **Supply of each personnel per day**.

<i>SL. No.</i>	<i>Category</i>	<i>No. of Contract personnel</i>
1	<i>Unskilled Labours</i>	<i>07</i>
2	<i>Semi-Skilled</i>	<i>01</i>
3	<i>Security Guards</i>	<i>06</i>

NOTE: The contract personnel deployed by the contractor shall be paid minimum wages prescribed by the Central Government from time to time and ANY INCREASE OR DECREASE IN MINIMUM WAGES, EMPLOYER’S CONTRIBUTION TOWARDS ESI/PF/BONUS/LEAVE WITH WAGES ETC, SHALL BE MADE GOOD BY BEML Ltd. Whenever Management offers any rise in minimum wages as per Government notifications, bonus etc., during the contract period, the same has to be disbursed by the Contractor immediately on intimation by the Management and same shall be reimbursed by the Management after duly certified by the user dept and no separate service charges will be paid for such disbursements and for payment of Bonus, if any. **All the above payments will attract TDS and hence contractor should keep this in mind while quoting service charge per day per Contract Labourers.** The no. of persons indicated above may vary i.e. either

increase or decrease during the period of contract. **THE CONTRACTOR MAY QUOTE “SERVICE CHARGES” AS REQUIRED ABOVE WHICH WILL BE THE BASIS FOR FINALISING THE CONTRACT ON FULFILLING TENDER TERMS & CONDITIONS.**

After submission of quote through online/e-mode as above, original DDs towards EMD shall be sealed in a cover super scribing “**MCA/MANPOWER/G-23/2020-22 Dated 03/06/2020**” and shall be sent to reach the below mentioned address before closing date of this tender. i.e. on or before **2:00 pm of 27/06/2020**.. Envelopes received / offers submitted after the due date/time shall not be accepted and BEML reserves the right to accept or reject any bid without assigning any reason thereof.

BEML Limited,
DISTRICT OFFICE ASANSOL,
3, Bumpur Road, Asansol,
WEST BENGAL - 713304.

Technical Bids (Part A) will be opened on **3.00 PM of 27/06/2020** in presence of available/ eligible bidders who wish to be present **and** the Commercial bids (Part-B) of the Technically qualified offers will only be opened subsequently at a later date.

NOTE: Please note that as per the directives from Ministry of Defence, Class 3 Digital Signature is mandatory for submission of bid on our e-Procurement system. System will not accept Class 1 or Class 2 Digital Signatures.

Please note that activation of the Digital Signature Token in our system happens after 12.00 midnight from the Start Date of the validity, i.e. the next date after the Start Date of the validity. Hence in case you are getting a new Class 3 Digital Signature Token or arranging renewal of the existing Class 3 Digital Signature Token, it is advisable to get the same at least two days before the due-date of the tender.

In case of any queries on Digital Signature or submission of bid in the system, please contact **BEML SRM Team on 080-22963269, 080-22963141 or e-mail to admin.srm@beml.co.in.**

Thanking you,

Yours Faithfully,

For BEML LIMITED,
District Office Asansol
District Manager

Ph.: **0341-2252480**