



TRANSFORMERS AND ELECTRICALS KERALA LTD
(A JOINT VENTURE OF GOVT. OF KERALA & NTPC LTD)
ANGAMALY SOUTH PO, ERANAKULAM DIST- 683 573

INVITATION FOR BIDS

BID DOCUMENT No. : TELK/C&M/FS/FORKLIFT/173/2018

We are pleased to invite competitive tenders in single cover system for the contract of providing 1 No. Operator for Forklift operation at TELK strictly as per the enclosed tender documents mentioned below.

Bid Synopsis

- | | |
|--|---|
| 1. Name and Address of Owner | : Transformers and Electricals Kerala Ltd
Angamaly South, Ernakulum Dist, PIN - 683573. |
| 2. Name of Project. | : Providing 1 No. Operator for forklift operation at TELK |
| 3. Location. | : TELK, Angamaly |
| 4. Nearest Airport. | : Cochin International Airport, Nedumbassery |
| 5. Accessibility. | : Site is accessible by road, Rail & Air. |
| 6. Contract Period | : One year initially |
| 7. Tender document issuing and receiving authority | : Deputy General Manger (C&M)
TELK, Angamaly South P.O.
PIN- 683573,Ernakulam Dist.
Kerala, India. |
| 8. Tender Fee | : Rs. 670.00 (Non refundable) |
| 9. Earnest Money Deposit | : Rs. 8400.00 |

Contd....2





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10. Last date and time for submission of Bids : 16/07/2018 Time up to 2.00 PM

11. Date and Time of Techno-Commercial Bid opening : 16/07/2018 Time at 2.30 PM

12. Bid Validity : 60 days from the opening date.

13. The following are the tender documents:

1. NIT to Bid Doc No. - 2 Pages
2. ANNEXURE A: SPECIAL CONDITIONS OF CONTRATC to Bid Doc. No. TELK/C&M/FS/FORKLIFT/173/2018 - 6 Pages
3. ANNEXURE B: Pre-Qualifying Requirements to Bid Doc. No. TELK/C&M/FS/FORKLIFT/173/2018 -1 Page
4. ANNEXURE C: Rate Schedule to Bid Doc No. TELK/C&M/FS/FORKLIFT/173/2018 - 1 Page

Thanking you,

Yours Faithfully,
For Transformers and Electricals Ltd Kerala

A handwritten signature in blue ink, appearing to read 'L. KALA', is written over a horizontal line.

L. KALA
DEPUTY GENERAL MANAGER (C&M)

Angamaly,
06/07/2018



ANNEXURE A

SPECIAL CONDITIONS OF CONTRACT

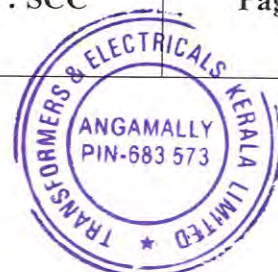
i) General Conditions:

1. The contractor has to provide **ONE Forklift operator** for operating Forklifts to carry out handling of materials like shifting, loading & unloading of finished products/raw materials and other services at TELK premises.
2. The operator should have valid Driving License for operating the forklift inside the company.
3. The contract period would be initially for ONE YEAR.
4. The contractor has to pay salaries to the operator directly. The successful bidder on award of contract shall ensure compliance with all relevant statutory provisions under the relevant Labour laws viz. Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, ESI (Employees State Insurance) Act, Workmen's Compensation Act, Employees Provident Fund and Miscellaneous Provisions Act (EPF & MP Act), and other applicable labour enactments as amended from time to time, in respect of personnel deployed by contractor in Company's premises.
5. There are no privities of contract between the workmen of the contractor and TELK. Issues whatsoever should be settled by the workmen with the contractor. No claims from the workmen of the contractor will be entertained by the company
6. The successful bidder shall submit a detailed list of the personnel deployed by them in the Company's premises, which shall include the name, address, date of birth, aadhar details and identity proof. The personnel shall be permitted entry into the Company's premises only after being duly verified and issue of entry passes.
7. The successful bidder shall be solely responsible for all matters, including safety, welfare and discipline, in respect of personnel deployed by them in the company's premises and shall keep the company indemnified thereof.
8. Payment of bill for services shall be processed only on submission of satisfactory proof of remittance (Challans) of statutory dues such as ESI, PF etc. in respect of the personnel deployed by them in the company's premises.
9. The contractor would be fully responsible to ensure safety of lives, materials, vehicles, property and other materials within TELK premises. Any damage to life and / or property inside our premises/yard due to negligence would be to the account of the contractor.
10. The forklift operators should under no circumstance demand or accept graft/gratuity from the company's customers. Should the operator be found accepting graft/gratuity from any customer, the company will immediately require the contractor to remove and replace such personnel forthwith.

Providing one forklift operator at TELK
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11. Company will provide canteen facility to the operator on discount rate during working period of the operator.
12. Diesel for the forklift would be provided by TELK and operator himself has to fill the diesel in the forklifts.
13. Also refer Annexure – I attached.

ii) Payment Terms:

100% Payment including all statutory taxes & duties excluding deductions, if any, would be made within 45 days from the date of submission of monthly bills.

iii) Omission of Work:

If the contractor fails to engage the operator in the company to attend the work, double the charge will be deducted for one day from the contractor as penalty charges. This payment will be recovered from their monthly bills.

iv) Termination:

The contract can be terminated by either party giving One [1] month notice in writing. However, in case of serious breach of contract by the contractor, the Company reserves the right to terminate the contract without notice.

v) Extension of contract:

The contract may be extended to further period of 1(one) year if the performance of the contractor is found to be satisfactory under the same terms and conditions including rate.

vi) Right of Acceptance/Rejection:

TELK reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever.

vii) Addition and alteration of Tender Documents:

The company reserves the right to add / alter terms & conditions of tender documents including Cancellation of the tender any time without assigning any reason whatsoever.

viii) Qualifying requirements:

The following documents should be submitted by the bidder along with the bid.

- a) Proof of valid forklift license (for operator) issued by Govt. Authorities.

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- b) One year experience certificate issued from a reputed firm mentioning they have successfully engaged the contractor for the operation of forklift. Such contract should not be more than 5 years from the date of submission of tender.

ix) Non-conformance:

Tenders not conforming to the above mentioned requirements are liable to be rejected.

x) Acceptance of Tender:

The company reserves the right to accept or reject the offer without assigning any reasons, whatsoever. All the pages should be signed and sealed without fail as a token of acceptance of the terms and conditions mentioned in the tender documents.

xi) Earnest Money Deposit:

The bidder shall submit an Earnest money deposit of **Rs.8400/- (Rupees Eight Thousand and Four Hundred only)** by **Demand Draft** favouring Transformers and Electricals Kerala Ltd. payable at Angamaly, Kerala.

xii) Security Deposit:

The successful bidder on award of the contract shall submit a security deposit of **Rs. 10,000.00** towards the performance guarantee of the contract.

xiii) Validity of Offer:

Tenders shall keep their offer valid for a period of 2 months from the date of opening of bid.



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ANNEXURE A

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ANNEXURE-I

1. Offers are invited for carrying out material handling like shifting/transporting, loading and unloading of finished product/raw material, oil barrels etc. in TELK, Angamally, Kerala for the period of one year and extended to another one year based on performance.
2. The Contractor should provide one man power for operating one diesel Forklift to carry out the above operation.
3. The contractor should provide forklift operator possessing valid forklift License with minimum 2 years experience.
4. The contractor should meet the statutory requirements like coverage of his employees under PF, ESI, bonus & gratuity as per the respective enactments applicable. Should possess PAN & Service Tax registration number etc.,
5. Safety equipment [Personal Protective Equipments] for driver must be provided by the contractor.
6. Contractor should ensure medical check-up related to the trade to be undergone for his employees.
7. Value of Finished Product damaged/defects arising out of wrong operation of the Forklift by the operator/driver will be recovered from contractor's running bill.
8. Contractor should comply with Minimum Wage Act [Central]. The rate quoted in the price bid shall be firm during the contract period. The rate quoted should be in line with the minimum wages applicable at the time of offer.
9. If the contractor is not able to provide driver for the forklift, the company is free to engage drivers from the market and additional cost incurred by the company for engaging such additional manpower will be recovered from the contractor.
10. Before operating the forklift, operator should check the forklift trucks carefully and to ensure the truck is in running condition, suitable for carrying out the work. If any abnormality observed, the same has to be intimated to our Factory Services Department immediately so as to attend the complaint. Daily routine checkup & small maintenance work such as air checking, tightening of nuts & bolts, tyre /tube changing etc., has to be attended by the operator himself. For changing of tyres /tubes, company will provide one helper, if required.

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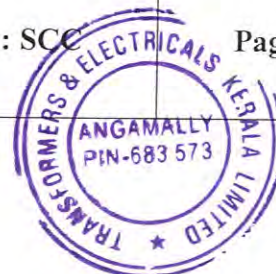
ANNEXURE A

SPECIAL CONDITIONS OF CONTRACT

11. Forklift operator will be engaged for shifting of goods or rendering services as per the log book kept at forklift parking area. Some of the standard works in the company are as follows.
- Load/unload the oil barrels in/from truck for which the loading crew of casual labour will assist.
 - Unloading the raw materials/finished products from trucks.
 - Shifting of scrap materials to scrap yard from various shops.
 - Loading of finished goods in closed containers.
 - Transporting porcelains and other parts of transformers from one shop to another shop.
 - Lifting & shifting the heavy equipment for maintenance purpose as and when need arise.
 - Pulling/pushing of transformer tanks/trolleys inside the shop or from one shop to another shop.
 - Repair of street lights or changing of bulbs in the street lights with the help of special ladders.
 - Any other work as per the instructions of officers in various shops/departments.
12. Company will provide any one of three Forklift trucks in good running condition, with 3MT capacity.
13. All major maintenance work in the forklifts will be done by TELK.
14. Weekly off will be on Sunday only. Forklift work will not require during company holidays. However, any requirement of forklift during Sundays/holidays will be intimated to the contractor in advance and the contractor has to arrange the forklift in such cases without any failure.
15. **Working Hour:** Normal working hours for the forklift shall be 8.00am to 6.00pm including half an hour lunch break between 12.30pm to 1.00pm. Quotation should include Consolidated Amount per day [inclusive of all charges] for 10 hours shift per Forklift operator [including half an hour lunch break time].
16. Extra hour rate beyond 10 hours on normal working days (Monday to Saturday) and working on Sunday & Holiday for forklift operator should be mentioned separately in the Price Bid.

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17. **Bill submission:** For the work carried out from 1st of the month to last working day consolidated bill with day wise details to be submitted before 5th of the following month.
18. **Payment:** within 15 days after submission of bill which is duly certified by our official concerned.

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PREQUALIFYING REQUIREMENTS TO BID.DOC.NO TELK/C&M/FS/FORKLIFT/173/2018

Sl. No.	Particulars	Status by the Bidder
1	Name of proposed operators	List of proposed operators shall be furnished
2	Qualification	Operators shall have valid forklift license issued by Govt. Authorities. Licence should have been issued two years back, minimum. (Furnish copy of licences)
3	Experience	Operator should have experience certificate (minimum one year experience) issued by a reputed firm mentioning that, they have successfully engaged the operator for the operation of forklift. Such contract should not be older than 5 years from the date of submission of tender. Yes/No (Furnish supporting documents)
4	ESI	Contractor should have valid ESI account with its administration. Yes/No (Furnish supporting documents)
5	PF	Contractor should have valid PF account with its administration. Yes/No (Furnish supporting documents)
6	Contact details	Details of contact person of the company like Name, telephone No., address, email, etc shall be furnished
Notes :		
1	Commercial Terms & Conditions shall be furnished along with the quotation	

Authorized Signatory



ANNEXURE C

Rate Schedule to Bid Doc No. TELK/C&M/FS/FORKLIFT/173/2018
for providing one manpower for forklift operator at TELK

Sl.No.	Description	Rate (Rs)	GST (%)
<i>TYPE - 1</i>			
1	Rate per day		
2	Extra rate per hour on normal working day		
3	Extra rate per hour on Sunday/holiday		
<i>TYPE - 2</i>			
4	Rate per month		
5	Extra rate per hour on normal working day		
6	Extra rate per hour on Sunday/Holiday		

Authorized Signatory

