

SCHEDULE OF RATES (UNPRICED PART)

BID DOCUMENT No.: BCPL/DIB/C&P/SER/20150168/AJD

Date: 31.08.2015

BIDDER MUST MENTION AS QUOTED IN UN-PRICED BID



BCPL, Lepetkata

SCHEDULE OF RATES [SOR]

RFQ FOR HIRING OF MATERIAL HANDLING CONTRACT FOR C&P-STORES AT BCPL-LEPETKATA AND DULIAJAN

SLNO.	Service Description	UOM	QTY(A)	Unit Rate(B)		Amount C=A X B	
				In figures(Rs.)	In words(Rs.)	In figures(Rs.)	In words(Rs.)
1.	Assistance in Safe unloading/loading & stacking of materials with safety precaution within the warehouse in the plant/inside the truck, Loading of consignment in vehicle from transporter godown, packaging of outgoing material from BCPL, condition monitoring of material etc., as per direction of EIC from time to time. Details elaborated in the scope of work.	Month	12				
2.	Assistance in collection of LR from BCPL and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Duliajan/Jorhat etc, follow up with transporter, documents submission to transporter, arranging of prompt gate entry of consignments, unpacking of consignment, its counting as per Challan/Invoice & its proper stacking, inspection of materials, tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, issuance of material to other deptt., etc. as per direction of EIC from time to time. Details elaborated in the scope of work	Month	12				

3.	Assistance in preparation and maintenance of documentation; physical verification of materials, scrap loading, preparation of various MIS and generation of various reports like inspection pending, material in transit, OSRD tracking etc, updating of records and registers, preparation of GRV & SIV, stores activities like material receipt, inspection, issue and safe & proper storage of materials, taking over of materials from EIL and any other jobs from time to time as per direction of EIC. Details elaborated in the scope of work.	Month	12				
4.	Preparation and maintenance of final documentation for compliance to standards like preparation of goods receive voucher, issue voucher, Over/Short/Reject/Damage report, delivery note etc; maintenance of data bank of warehouse; tally entry, generation of various reports like report on insurance declaration, insurance claim settlement, physical verification, OSRD settlement etc and any other data entry jobs from time to time, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract .Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC from time to time. Details elaborated in the scope of work.	Month	12				
5.	Assistance in rack cleaning, Housekeeping, Scrap segregation, dusting of bins, record collection and its delivery etc. as per direction of EIC from time to time. Details elaborated in the scope of work.	Month	12				

6.	Assistance in condition monitoring, Packing and Packaging for outgoing and Painting element as per direction of EIC. Details elaborated in the scope of work.	MAH	624				
7.	Assistance in Safe unloading/loading & stacking of materials with safety precaution within the warehouse in the plant/inside the truck, Loading of consignment in vehicle covered under MHC /material handling contractor arranged vehicle from transporter godown, etc., as per direction of EIC from time to time. Details elaborated in the scope of work.	MAH	1248				
8.	Assistance in collection of LR from BCPL and clearing of consignment from transporter godown at Dibrugarh/Tinsukia/Sivsagar/Jorhat etc, follow up with transporter, documents submission to transporter, arranging of prompt gate entry of consignments, unpacking of consignment, its counting as per Challan/Invoice & its proper stacking, inspection of materials, tagging, shifting and movement of materials to various locations within the warehouse or other warehouses, issuance of material to other deptt., etc. as per direction of EIC from time to time. Details elaborated in the scope of work.	MAH	936				

9.	Assistance in preparation and maintenance of documentation for compliance to standards; maintenance of data bank of warehouse; typing of report on physical verification, scrap loading, various MIS, updation of records and many other jobs through data entry, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract. Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC.	MAH	1248				
10.	Preparation and maintenance of final documentation for compliance to standards like preparation of goods receive voucher, issue voucher, Over/Short/Reject/Damage report, delivery note etc; maintenance of data bank of warehouse; tally entry, generation of various reports like report on insurance declaration, insurance claim settlement, physical verification, OSRD settlement etc and any other data entry jobs from time to time, help desk and full time supervision at warehouse through supervisor to provide supervisory services for smooth execution of any of the job(s) covered under the purview of contract .Activities covered under element above have to be supported by supervisory services. Both data entry jobs and supervisory are to be carried out as per directions of EIC from time to time. Details elaborated in the scope of work.	MAH	624				
11.	MHE to be provided by the contractor for carrying out all the jobs enumerated above						

11.1	Supply of one 12 MT Hydra Crane with Operator	Hour	400				
11.2	Supply of one TATA 207DI (Rate to be quoted at 11.2.1,11.2.2,11.2.3&11.2.4						
11.2.1	Monthly fixed charge with 2000km/month	LS/Month	12				
11.2.2	Running charge/km beyond 2000 km in a month	km	3000				
11.2.3	Overtime for driver beyond duty hours	Hr	500				
11.2.4	Nighthalt/Outstation	Ea	24				
12.	Miscellaneous warehouse activities	Man-Days	1500				
Total Amount:							
Total amount in Words							

Note :

1. Quoted rates should be as per Scope of Work.
Bidders are required to quote the rates strictly as per the above SOR and not to use any other format.
2. Rates should be quoted including all taxes & duties except Service tax. Service tax is payable extra on submission of proper cenvatable Invoice.
3. Quantities shown in the SOR is tentative which may increase or decrease.
4. Bidders are advised not to mention rebate/discount separately, either in the SOR format or anywhere else in the offer. In case bidder(s) intend to offer any rebate / discount, they should include the same in the item rate(s) itself under the "SCHEDULE OF RATES (SOR)" and indicate the discounted unit rate(s) only.
5. In case, it is observed that any of the bidder(s) has/have mentioned discount/rebate separately, the same shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest bidder, the discount/ rebate offered by the bidder shall be considered for award of work and the same will be conclusive and binding on the bidder.

Date:

Name of authorized person submitting the tender on behalf of the Bidder :

Designation of authorized person:

Name of firm / Contractor:

Address of firm / Contractor:

Date:

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Name of authorized person submitting the tender on behalf of the Bidder :

Designation of authorized person:

Name of firm / Contractor:

Address of firm / Contractor:

Date:
