

**TENDER NO.: TRE-TE-1-01**

**BHARAT HEAVY ELECTRICALS LIMITED**  
(A GOVERNMENT OF INDIA UNDERTAKING)  
P.O.-BHEL, JHANSI - 284129

## Transformer Engineering Department

**ASSISTANCE IN DRAWING GENERATION, DATA**  
**PUNCHING, TYPING, PHOTOCOPY &**  
**MISCELLANEOUS SERVICES (FILING,**  
**CLEANING ETC) ON SERVICE CONTRACT**  
**BASIS AT TRANSFORMER ENGINEERING**  
**DEPARTMENT OF BHEL, JHANSI**

CONTACT

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1. BHEL JHANSI is in the process of finalizing the Service Contract for Assistance in Drawing generation, data punching, typing, photocopy & miscellaneous services at Transformer Engineering Department.
2. The tender document has been detailed as follows:
  - a) Notice Inviting Tender (Annexure A)
  - b) Work Specifications (Annexure B)
  - c) Qualifying Requirements (Annexure C)
  - d) Instruction to Tenderers (Annexure D)
  - e) Tender Evaluation Criteria (Annexure E)
  - f) Contractor's obligations (Annexure F)
  - g) Other General Terms and Conditions (Annexure G)
  - h) Criteria for measurement of work (Annexure H)
  - i) Technical Bid Application (Annexure I)
  - j) Price Bid ( Annexure J)

The duly filled in Technical and Price / Rate bids (Annexure I and J, separately) along with the instructions to the tenderers, Contractor's Obligations, General Terms and Conditions with the signature of the tenderer on all the pages and complete in all respects superscribed as "Quotation for Tender No. **TRE-TE-1-01** DATED 14.10.2011" should reach us in a sealed cover on or before 01.11.2011 (13.15 hours) through Registered / Speed post to AGM(TRE&FES) or the same may be dropped in the tender box available at the following address:

**CISF Control Room/Office  
Administrative Building  
Bharat Heavy Electricals Limited  
Jhansi-284 129**

**NOTE : TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES, IN CASE THE BIDS FOUNDS IN ONE SINGLE ENVELOPE THEN THE "BIDS" ARE LIABLE TO BE REJECTED.**

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**Annexure 'A'**

**NOTICE INVITING TENDER**

- |    |  |  |
|----|--|--|
| 1  | SCOPE OF WORK:                                 | <b>ASSISTANCE IN DRAWING GENERATION, DATA PUNCHING, TYPING, PHOTOCOPY &amp; MISCELLANEOUS SERVICES</b>   |
| 2  | Tender Evaluation Criteria:                    | As per Annexure – E  |
| 3  | Duration of the Contract:                      | One year from the date of the award of the contract.   |
| 4  | Other specific requirements:                   | As per Tender  |
| 5  | Last date of receipt of the Tender:            | up to 13:15 hours on 01.11.2011  |
| 6  | Date of opening of Techno Commercial Bid:      | 14:00 hours on 01.11.2011  |
| 7  | Address for receipt/issue of Tender Documents: | Bharat Heavy Electricals Limited Jhansi  |
| 8  | Earnest Money Deposit:                         | ₹1,00,000/- (Rs One Lakhs only)<br>Payable in the form of Demand Draft/Banker's Cheque in favour of BHEL, Jhansi and copy of receipt may be enclosed alongwith tender form<br><p style="text-align: center;">“or”</p> One time EMD of ₹ 2 Lacs can also be deposited in above form and copy of receipt may be enclosed alongwith tender form.<br>1. In case of successful tenderer EMD will be converted and adjusted against the security deposit.<br>2. In case of others the EMD shall be returned within 15 days of acceptance of award of work by the successful tenderer). |
| 9  | Cost of Tender Document:                       | ₹400/- + 13.5%VAT<br>= Total ₹454/-<br>(₹ Four Hundred Fifty Four only)<br>(payable through a Separate Demand Draft in favour of “BHEL, Jhansi” alongwith technical bid, in case the documents downloaded from website)  |
| 10 | Security Deposit:                              | Security deposit shall be as per our work policy Para-8 (refer website www.bhel.com) and shall be deposited before start of work. The EMD shall be adjusted with the actual amount of security deposit shall be given in work order.   |

**NOTE :**

1. THE CONTRACTORS MAY PHYSICALLY VISIT THE WORK PLACE BEFORE QUOTING THEIR RATES.
2. FOR RELEVANT DETAILS PLEASE VISIT OUR WEBSITE “[www.bhel.com](http://www.bhel.com)” & “[www.bheljhs.co.in](http://www.bheljhs.co.in)”

I/We agree with the above  
Signature of Contractor with Seal

Executive Incharge

**Annexure'B'**

**WORK SPECIFICATION**

**DETAILS OF WORK**

Sr No		measurement criteria / units (B)	Expected no. of units per month (D)	Expected no. of units in one year
<b>1</b>	<b>Drawing Generation</b>			
1.a	Assistance in Generation of Drawing	No. of A4 equivalent drawing	1500	18000
1.b	Assistance in Editing of Drawing	No. of A4 equivalent drawing	1750	21000
<b>2</b>	<b>TYPING</b>			
2.a	Miscellaneous letters	Pages	2000	24000
2.b	GTP	Pages	600	7200
2.c	Test Certificates	Pages	250	3000
2.d	Operation Manual Data	Pages	1000	12000
<b>3</b>	<b>DATA PUNCHING &amp; CHECKING</b>			
3.a	Shipping list	per Items	6000	72000
3.b	Delinked BOM data	per Items	9000	108000
3.c	Indent	No	250	3000
3.d	DCA	No	150	1800
<b>4</b>	<b>Printing</b>			
4.a	A4 Photocopy	No	50000	600000
4.b	A3 & above Ammonia/ Photocopy	No	10000	120000
4.c	Scanning of drawings	No	40000	480000
4.d	Managing drawings from Master vault	No	60000	720000
<b>5</b>	<b>FILLING</b>			
5.a	Filling work	no. of papers filed	8000	96000
<b>6</b>	<b>CLEANING</b>			
6.a	Daily cleaning of Tables	no. of tables cleaned	3000	36000
6.b	Daily cleaning of chairs	no. of chair cleaned	5000	60000
6.c	Daily cleaning of PCs	no. of PC cleaned	2100	25200
6.d	Cleaning of Books / Manuals / Journals	no. of books cleaned	3000	36000

Note:

1. The parties are requested to visit the BHEL Jhansi to properly understand the requirement.

2. A4 Equivalent drawing:

Sr NO	Drawing Size	No of A4 equivalent drawings
1	A0	16
2	A1	8
3	A2	4
4	A3	2
5	A4	1

3. In Sr No 3.a 'Shipping list' per item means the punching the details of each row of the item in BHEL Oracle Shipping system (i.e. Item No, Description, Box No, Drawing No, Drawing Item No, Material Code, Quantity, remark etc).
4. In Sr No 3.b 'Delinked BOM Data' per item means punching the details of each BOM item in BHEL Oracle eBOM System (i.e. Item No, Description, Size, Drawing No, Drawing Item No, Drawing Variant No, Material Code, Material Specification, Quantity, remark etc).
5. In Sr No 3.c 'Indent' means punching the Indent detail and indent item details in BHEL Oracle Indent System.
6. In Sr No 3.d 'DCA' is Drawing Change Advice. It is for the inter-department intimation of the change in drawing. In this case the details of the drawings, revision number, reason of change and details of the changes are to be punched in BHEL Oracle System.
7. In Sr no 4.b 'A3 & above Ammonia/ Photocopy', after Ammonia/ Photocopy the copies of drawings will be folded to A4 size.
8. In Sr No 4.d 'Managing drawings from Master vault', the master drawing will be taken out from the vault for Ammonia/ photocopy/ scanning and then the master drawing will be placed again in same location.
9. The successful vendors shall have to sign a confidentiality agreement (Non Disclosure Agreement) with BHEL to maintain the confidentiality of the information passed by BHEL during the execution of the contract. The proforma of 'Non Disclosure Agreement' is attached as Annexure-B(a).

I/We agree with the above  
Signature of Contractor with Seal

Executive Incharge

Annexure'B(a)'

## BHARAT HEAVY ELECTRICALS LIMITED

UNIT NAME: BHEL JHANSI

### THIRD PARTY NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, on behalf of the  
(Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with BHEL on contract is confidential and that the nature of the business of the BHEL is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL all documents and property of BHEL, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer data/configuration, and all other materials and all copies thereof relating in any way to BHEL' s business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, and are reasonable given the nature of the business carried on by the BHEL. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NAME	SIGNATURE	DATE	SEAL OF COMPANY
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Annexure 'C'

**QUALIFYING REQUIREMENTS**

1. Should have independent ESI Code number
2. Should have PAN/TAN number
3. Should have Service Tax number (PAN based)
4. Self certificate that he is not blacklisted/banned/delisted on the date of tender.
5. Should have VAT/TIN No. if material is supplied/consumed
6. Declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL
7. Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.

Documentary proof in support of above eligibility criteria alongwith EMD shall be submitted alongwith Techno Commercial Bid at Annexure I.

I/We agree with the above  
Signature of Contractor with Seal

Executive Incharge

**Annexure'D'**

**INSTRUCTIONS TO TENDERERS**

- Above tender is in two Bid System (Techno Commercial Bid & Price/ Rate Bid)
- 1. The tender is to be processed in two parts viz. 1) Techno Commercial bid and 2) price/rate bid. The Technical Bid Application (Annexure - I) and its enclosures (along with the Contractor's Obligations, General Terms & Conditions and copies of qualifying requirements ) must be submitted in one sealed envelope superscribed as "TENDER FOR ASSISTANCE IN DRAWING GENERATION, DATA PUNCHING, TYPING, PHOTOCOPY & MISCELLANEOUS SERVICES AT TRANSFORMER ENGINEERING DEPARTMENT OF BHEL JHANSI. TECHNOCOMMERCIAL BID". EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed. The second envelope duly sealed should contain the price bid (Annexure-J) only super scribed as "ASSISTANCE IN DRAWING GENERATION, DATA PUNCHING, TYPING, PHOTOCOPY & MISCELLANEOUS SERVICES AT TRANSFORMER ENGINEERING DEPARTMENT OF BHEL JHANSI. - PRICE BID". Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format is liable to be rejected/ bypassed.
- 2. Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and superscribed as "TENDER FOR ASSISTANCE IN DRAWING GENERATION, DATA PUNCHING, TYPING, PHOTOCOPY & MISCELLANEOUS SERVICES AT TRANSFORMER ENGINEERING DEPARTMENT OF BHEL JHANSI. TENDER NO **TRE-TE-1-01** DUE DATE OF OPENING 01.11.2011" The same should be dropped in the tender box kept in the CISF gate of Administrative Building, BHEL, Khailar, Jhansi, within the specified date and time by the representative of the tenderer.
- 3. All tenderers can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the tenderer's / clients place by authorised officials, price bids of only those tenderers who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose technical bid has been accepted, in advance for witnessing the Price Bid opening.
- 4. All entries in the tender document should be in one ink. Corrections, over writing, cuttings, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the tenderer before submission.

5. The price / rate should be quoted in figures as well as in words. Price quoted in Price Bid shall be inclusive of all taxes & duties, all statutory requirements/liabilities like PF/ESI/Bonus/Min. wages etc. However service Tax shall be payable extra as applicable.
6. The rate quoted will be valid for the period of contract and no hike/ PVC will be admissible.
7. The contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutually agreed terms and conditions.

I/We agree with the above  
Signature of Contractor with Seal

Executive Incharge

**Annexure'E'**

**TENDER EVALUATION CRITERIA**

The evaluation of the Tender will be carried out as follows:

1. BHEL officials may visit the tenderer's office & their client's place to evaluate the capability and assess the performance.

Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, equipments in its possession, previous track record, experience in other organizations, etc.

2. Successful techno commercial qualified tenderers after the above process only will be invited for opening of the rate / price bid.
3. The contractor shall be awarded the work on over all L-1 basis if otherwise not specified in the tender.

I/We agree with the above  
Signature of Contractor with Seal

Executive Incharge

**Annexure'F'**

**CONTRACTOR'S OBLIGATIONS**

**A) CONTRACTUAL**

**Towards selection, control and supervision of employees**

- 1.1. Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- 1.2. Contractor shall supervise the work allotted to him and to be carried out by his employees.
- 1.3. Contractor shall deploy minimum ITI qualified person for the technical work like generation & editing of drawing. These persons shall have done similar work or draftsman apprentice from BHEL Jhansi, preferably from Transformer Engineering Department.
- 1.4. Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.
- 1.5. Contractor to maintain appropriate records of his employees deployed to carry out the job(s).
- 1.6. Contractor shall ensure Group Insurance Policy for his workers. The coverage shall be of minimum Rs 3 lakhs per individual.
- 1.7. Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- 1.8. Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- 1.9. The contractor has to provide to his workers uniform (lower dark blue & upper light blue) along with badges bearing logo of his establishment, which shall be affixed by the contract labour on the left side of his pocket.

- 1.10. Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- 1.11. In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues required.

**B) Towards supply of tools, tackles and materials**

- a) Contractor shall provide to *his employees all tools, tackles, material, equipments as specified in contract* and maintain the same to carry out the job under the contract at his cost and if necessary may take insurance policy of his worker, material, equipments & tools & tackles.
- b) Contractor shall provide shoe, helmet, personal protective equipment & maintain the same at his own cost which may be required.
- c) Contractor shall ensure that his workers wear uniform, shoes, helmet and other required safety appliances, apparels / equipments inside factory.

**C) Towards statutory liability**

- a) As mentioned in the terms and conditions enclosed as Annexure 'G' of this contract.
- b) Contractor shall indemnify BHEL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- c) Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period (wage period shall be from 1st day of the month to the last date of the month) and to ensure disbursement of wages in the presence of the authorities representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
- d) Contractor to obtain license under the provisions of CL(R&A) Act.

**D) Towards Finance**

*Contractor to arrange his own finance for carrying out the job including supply of tools, tackles and equipments, if required, to his employees, materials, payment of wages to his employees etc. Rates to be as per price bid.*

I/We agree with the above  
Signature of Contractor with Seal

Executive Incharge

**Annexure 'G'**

**GENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT OF CONTRACT LABOURS UNDER SERVICE / WORKS CONTRACT.**

**1. LABOUR LICENCE AND OTHER REQUIREMENTS:-**

- 1.1. Contractor should possess Labour license in case of contractors working in BHEL, Jhansi and deploying 20 or more labours on any day, from the Appropriate Government (Central Govt.) for carrying out the various activities mentioned in the contract document.
- 1.2. The contractor shall deploy such number of workers in the premises of BHEL, Jhansi, as required for completion of the contract. The workers such deployed shall be his own workers.
- 1.3. In case the number of labour deployed by the contractor in premises of BHEL Jhansi exceeds the number of labour allowed in the licence then the contractor shall immediately inform the HR and concerned department. The contractor shall also apply to the licensing officer in the region for amendment in the licence within 7 days of exceeding the number of labours mentioned in the licence.
- 1.4. Labour license and other requirement in case of contractors NOT working in BHEL, Jhansi or has less than 20 workers on his rolls.
  - (a). The contractor should possess valid labour licence issued by any licensing authority if he has deployed 20 or more workers in any organization.
  - (b). After being eligible to apply as above, if the contractor is awarded the contract then he should apply for Form-V from BHEL to obtain Labour Licence from Appropriate Government and submit the same within one month from the date of award of contract. Till then award will be treated as PROVISIONAL.
- 1.5. The contractor shall also have to submit copy of PAN card and latest IT return.
- 1.6. The contractor must possess Service Tax Registration number under relevant code head.
- 1.7. The contractor should possess VAT/TIN Number if material is supplied/ consumed. The contractor should not be disqualified from bidding in case the contractor does not have TIN No. However, he shall have to produce TIN No. before opening of Price bid.
- 1.8. Stamp Duty : Contractor should deposit stamp duty, **before start of the contract**, on security deposit as per Stamp Duty Act

**2. APPOINTMENT AND ENTRY IN FACTORY PREMISES :**

- 2.1. The contractor shall submit the following to HR, contracting department and CISF
- (a) The details of the worker proposed to be deployed in Annexure-I.
  - (b) Character certificate issued by District Magistrate's Office or Proof of remittance of fees for character certificate at District Magistrate's Office. Further he should submit the character certificate within 60 days failing which he will be discontinued.
  - (c) Copy of employment card issued by contractor to his own worker. – Annexure II
- 2.2. After submission of documents as in para 2.3, the contractor shall issue photo identity card to the labour and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the labour to enter the factory premises initially for a period of one month.
- 2.3. The photo identity card shall have to be revalidated every three month on last working day of the month or any other date fixed to do so. In absence of such revalidation, duly forwarded by HR department, CISF shall not allow any labour to enter the premises of BHEL Jhansi.
- 2.4. The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of Contract Labour (R&A) Central Rules. A copy of this format is annexed as *annexure III*.

**3. BILLS PAYMENT , ATTENDANCE AND PAYMENT OF WAGES**

- 3.1. The contractor shall pay minimum wages as applicable of the Appropriate Government and in addition to minimum wage Rs. 76.92, Rs. 88.46, Rs. 96.15 (for USW, SSW, SW respectively) per day shall also paid to the contract workers. This additional amount will also attract all statutory deduction and payments.
- 3.2. The contractor shall submit bills to the contracting department on 8<sup>th</sup> of each month.
- 3.3. The contractors bills should be accompanied with the following.
- (a). Copy of Measurement Book entries/Statement of work done by the Contractor.
  - (b). Statement of Minimum Wages of labours deployed by him under the Service contract, PF/ESI no., statutory deductions etc., in the format as in Annexure IV annexed to these terms and conditions. (Form XVII of Contract Labour (R&A) Rules.
  - (c). PF and ESI challans for previous month - separate for concerned Service contract. Print of online challan alongwith list of contributing contract workers for ESI duly certified by the contractor.
  - (d). Wage payment sheet for the bill period as per annexure IV.
  - (e). Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.

- (f). Copy of Form 12A-regarding PF remittance
  - (g). List of CL covered under accident insurance policy
  - (h). Statement of material supplied by the contractor if any
  - (i). Copy of Labour Licence deployed if increase in no. of labours deployed against Work Order if applicable.
  - (j). Copy of Challan of previous service tax paid.
- 3.4. The executing department shall pass the bills of the contractor, by 9<sup>th</sup> of each month, after checking the documents as in para 3.3 above and send it to finance directly for payment
- 3.5. After checking the Labour Laws compliances with respect to the concerned service contract HR department and after retaining copies of PF and ESI Challans and wage payment sheet pertaining to current month, annexure IV etc. will forward the bill alongwith requisite documents (the bill in original and service tax challan) to finance department. Finance department shall on satisfactory compliances of stamp duty charges, service tax and security deposit amount, make payment as per contract.
- 3.6. Finance department shall, on satisfactory compliance, and after deduction on account of Security deposit amount and TDS will make payment to the contractor within 10 days of submission of clean bill by the contractor.
- 3.7. The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the Service contract, at least a day prior to disbursement of wages.
- 3.8. The contractor shall make payment to his own labours/contract workers before the expiry of the 7th day after the last day of the wage period in respect of which the wages are payable. The payment of wages to the workers shall not be subject to payment against the bills by BHEL.
- 3.9. The contractor shall remit the cheques favouring RPFC and ESI Kanpur with the appropriate banks with such period as stipulated under relevant provisions. Last date for remittance of PF is 15<sup>th</sup> and that in case of ESI is 21<sup>st</sup> of each month.
- 3.10. The contractor shall make payment of wages to his workers on due date in presence of an authorized representative of contracting department. The authorized representative shall retain a copy of wage payment sheet with him.
- 3.11. In cases where the payment to the contractor is due only after completion of work and the payment is not made monthly then the contractor shall have to produce documents as enumerated in para 3.3 above, in respect of all workers deployed by him against the contract, for each month separately, alongwith final bills.
4. Provident Fund
- 4.1. The contractor should get independent EPF code before deployment of his contract worker against work contract.

- 4.2. The Contractor should allot PF account number and get the nomination form, duly filled in, from each worker deployed by him at the time of joining.
- 4.3. In case the worker already has PF/pension account number, allotted to him, previously, then the contractor shall get the transfer form filled up at the time of joining and send to the office of concerned Regional Provident Fund Commissioner.
- 4.4. After termination of contract the contractor shall provide due assistance to the labour for withdrawal of PF/pension amount, when due.
- 4.5. The Contractor shall liaison with the PF officials to get the annual PF slips and distribute amongst his own workers. Security deposit shall be released only after submission of PF slips of workers.

4.6. PF CONTRIBUTION :

<u>Employee's Contribution</u>	<u>Employer's Contribution</u>
12% of Normal wages paid	PF Contribution 3.67%
	Insp/Admn Charages 1.10%
	Admn/Insp Charges 0.01%
	Pension Fund 8.33%
	EDLI Charges <u>0.5%</u>
	Total <u>13.61%</u>

- 4.7. The Contractor shall submit annual returns in Form-6A and Form 3A, prescribed under statutory EPF scheme, 1952, in respect of each worker deployed by him with a copy to HR.

5. Employees State Insurance

- 5.1. The Contractor should allot ESI account number and get the nomination form, duly filled in, from each labour deployed by him at the time of joining.
- 5.2. At the time of joining the contractor shall get the self/family registration form filled by the workers and submit to the local ESI office.
- 5.3. The contractor shall facilitate collection of issued ESI cards by his worker.

5.4. ESI CONTRIBUTION :-

<u>Employee's Contribution</u>	<u>Employer Contribution</u>
1.75% of gross wages	4.75% of gross wages

- 5.5. The Contractor shall submit annual returns in Form-6 prescribed under ESI Act, deployed by him with a copy to HR and finance department
- 5.6. The Contractor shall produce the following Registers and forms as per Contract Labour (R & A) Rules 1971 before commencement of work, for verification by the Executing Officer of the company :-
  - (a). Form XII - Register of contractors (Rule74)
  - (b). Form XIII - Register of Workmen employed by contractor (Rule 75)
  - (c). Form XIV - Employment Card issued by contractor (Rule 76)

- (d). Form XVI - Muster Roll 78(1) (a) (i)
- (e). Form XVII - Register of Wages (Rule 78) (1) (a) (i)
- (f). Form XVIII - Register of wages-cum Muster Roll (in case of weekly Payment)
- (g). Form XIX - Wage Slip (Rule 78) (1) (b)
- (h). Form XX - Register of deduction for damages of loss (Rule 78) (1) (a) (ii)
- (i). Form XXI - Register of fines (Rule 78) (1) (a) (ii)
- (j). Form XXII - Register of advance (Rule 78) (1) (a) (ii)
- (k). Form XXIII - Register of overtime (Rule 78) (1) (a) (iii)
- (l). Form XXIV - Return to be sent by the contractor to licensing officer (Rule 82)

#### 6. Bonus

The contractor shall be liable to pay statutory bonus under payment of Bonus Act, 1965. However, BHEL shall be liable to pay to the contractor only an amount equivalent to the minimum statutory rate existing for the period under consideration. This reimbursement shall be made by BHEL only after production of sufficient/satisfactory proof of payment of bonus. However, implication of bonus shall be considered in the price bid.

#### 7. Discipline

- 7.1. The Contractor shall be responsible for the discipline of his own labours deployed under the service contract. In case of any loss to the BHEL Jhansi on account of indiscipline of contract labour then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 7.2. The contractor shall not employ any person who has not completed his 18 years of age and person who has attained 60 years of age.
- 7.3. The contractor, on advice of authorized BHEL official, shall immediately remove any person employed by him, who may in the opinion of such authorized BHEL official is involved in misconduct. Such person shall not be re-employed by the contractor without prior permission.

#### 8. LEAVE WITH WAGES TO CONTRACT LABOUR

Guidelines as per UP factories Rules 1950 should be strictly observed with regard to crediting /a vailment of leave. Register as prescribed under the said rules should be maintained by the contractor.

#### 9. INDEMNITY BOND/COMPLIANCE OF LEGAL PROVISION

- 9.1. That BHEL-Jhansi will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against BHEL-Jhansi. If any such claim is made against BHEL-Jhansi by any worker or his heirs engaged/employed by the contractor, which BHEL-Jhansi is obliged to discharge by virtue of any statue or any provision of law and rules due to mere fact of the workers of the contractor working at BHEL- Jhansi premises or otherwise, the contractor will be liable to indemnify/reimburse BHEL-Jhansi all the money paid in addition to the

expenses incurred by him. The contractor must indemnify and keep indemnified BHEL- Jhansi against all losses and claims for injuries or damage to any person or property whatsoever which may arise of or in course of the operation of the contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.]

- 9.2. The Contractor has to make an agreement with BHEL in the format prescribed only on ₹ 100/- Non-Judicial Stamp Paper.

## 10. OTHER GENERAL TERMS AND CONDITIONS

### 10.1. Legal compliance

The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the contract Labour (Regulation & abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Government from time to time. For non-compliance of any provisions, statutory compliance under law, the contractor shall be responsible for penalties levied by the appropriate authority under the Act. The contractor shall also be liable to comply with all other Labour and Industrial Laws and such other acts and Statutes (including Factories Act, Payment of Bonus Act, minimum wages Act, etc.). Depositing of ESI, PF contribution as may be applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.

- 10.2. The work shall be supervised by the contractor or through the authorized representatives on day to day basis.

- 10.3. The Contractor shall give experience certificate "for the work specified in Annexure-B only" without any extra cost to his employees working in this contract.

- 10.4. The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representatives' negligence or otherwise during execution of work.

- 10.5. In the event of contractor abandoning the work or BHEL revoking the contract BHEL shall have a right to get incomplete work completed at contractor's risk and cost. BHEL shall have a right to terminate the contract at any time without assigning any reason thereof.

- 10.6. Security deposit will be released on submission of following certificates from departments mentioned as under:-

- (a). Completion of work and certification of payment of minimum wages to contract labours from contracting department.
- (b). Certificate of compliance of labour laws from HR department.
- (c). Certificate of payment of Bonus by Contracting and HR Department.
- (d). No-dues certificate regarding service tax payment, and any other dues liable to be remitted by contractor under financial laws, to Finance department.

- (e). In case of non satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute decision of concerned Head of the Department will be final.

10.7. SETTLEMENT OF DISPUTE/JURISDICTION/ARBITRATION ETC.

BHEL Reserve the following rights:-

To evaluate the bid as per BHEL policy and Govt. guidelines including CVC / Vigilance guidelines by the tender committee duly constituted by BHEL Management. The decision of BHEL, Jhansi Management or Tender committee duly approved by competent authority shall be final and binding to bidder.

Accept / Reject any or all tender fully or partly without valid reasons.

10.8. CONFIDENTIALITY

The parties agree & acknowledge that in the course of their discussions and interaction, BHEL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the contractor. Such information shall be considered as confidential. The contract agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorised personnel's strictly on a need know basis, without the prior written permission of BHEL.

10.9. SUSPENSION

BHEL reserves the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of the suspension and the reasons therefore. The Contractor shall thereupon suspend performance of such obligations until ordered in writing to resume such performance by the same authority that ordered for suspension.

10.10. JURISDICTION

Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi Court only.

10.11. ARBITRATION

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with Arbitration and conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the unit.

The award of the arbitrator shall be final and binding on both the parties. The venue of the Arbitration shall be at Jhansi in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Jhansi court.

I/We agree with the above  
Signature of Contractor with Seal

Executive Incharge

(ठेकेदार के कर्मचारियों/आपूर्तिकर्ताओं/कोरियर सेवा कर्मों आदि के उपयोग हेतु)

1. ठेकेदार का नाम .....
2. कार्य का स्वरूप .....
3. कार्य आदेश सं./दिनांक .....
4. कार्य आदेश अवधि .....
5. कार्य स्थल (विभाग) .....
6. गेट का नाम जिससे प्रवेश/वर्हिगन होगा .....
7. कर्मचारी की ड्यूटी का समय .....

संविदा श्रमिक का व्यक्तिगत विवरण

(एक से अधिक संविदा श्रमिकों के आवेदन हेतु अलग से सूची संलग्न करें)

संविदा श्रमिक का नाम..... जन्म तिथि/आयु.....  
 पिता का नाम..... पहचान चिन्ह.....  
 स्थाई पता..... वर्तमान पता.....

संविदा श्रमिक का  
हस्ताक्षर युक्त फोटो  
(ठेकेदार द्वारा सत्यापित)

शैक्षिक योग्यता.....  
 भविष्य निधि खाता संख्या..... कर्मचारी रा बी निगम खाता सं.....

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

कारखाना प्रबन्धक/शॉप प्रभारी के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

ठेकेदार या उसके सुपरवाइजर के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

आवंटित गेट पास सं०..... दिनांक..... हस्ताक्षर आवंटनकर्ता.....

विभागाध्यक्ष -मा.सं./सं.श्र.प्र. प्रभारी के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

के० औ० सु० ब० द्वारा भरने के लिए

पासों के विचाराधीन रहने तक.....से.....तक श्री.....  
 नियोजक.....को कारखाने में प्रवेश हेतु अनुमति दी जाती है।  
 पास संख्या.....जारी होने की तिथि से दिनांक.....तक ही वैध होगी तथा प्रत्येक माह/  
 तीन के पश्चात 25 तारीख को के० औ० सु० ब० बल द्वारा नवीकृत किया जायेगा।

हस्ताक्षर उप कमान्डेन्ट के० औ० सु० ब० इकाई  
बी० एच० ई० एल० झाँसी (उ० प्र०)

ANNEXURE-II

FORM XIV

( See Rule 76 )  
Employment Card

Name and address of Contractor : .....

Nature of work and location of work : .....

Name and address of Establishment in/under which contract is carried on : .....

Name and address of Principal Employer : .....

1. Name of the workmen : .....

2. Serial No. in the register of workmen employed : .....

3. Nature of employment/designation : .....

4. Wage rate with particulars of unit, in case of piece-work. : .....

5. Wage period : .....

6. Tenure of employment : .....

Remarks. : .....

Signature of contractor.

ANNEXURE - III

FORM XIII

[ See Rule 75]

Register of workmen employed by contractor

Name and address of contractor : .....

Name and location of work : .....

Name and address of Establishment in/under which contract is carried on : .....

Name and address of Principal Employer : .....

Sl. No.	Name and surname of workman	Age and Sex	Father's/ Husband's name	Nature of employment/ designation	Permanent home address of workman (village and tehsil) and taluk and district	Local address	Date of commencement of employment	Signature or thump impression of workman	Date of termination of employment	Reasons for termination	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

**Tender Document  
Service Contract**

Tender No: TRE-TE-1-01 Rev: 01

Date: 14.10.2011



**ANNEXURE-IV**

**STATEMENT OF THE CONTRACTOR FOR THE MONTH OF \_\_\_\_\_ 20\_\_\_\_**

**WORK ORDER NO-----**  
**CONTRACTING DEPARTMENT-----**  
**CONTRACTOR NAME-----**

S.NO	NAME OF WORKER	CAT.	NORMAL DAYS	OT DAYS	GROSS WAGES	EMPLOYEES CONTRIBUTION DEDUCTION		OTHER DEDUCTION	TOTAL RECOVERY	NET PAYABLE	EMPLOYER'S CONTRIBUTION	
						PF 12%	ESI 1.75%				PF 13.61%	ESI 4.75%
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
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26.												
27.												
28.												
29.												
30.												
31.												

**SIGNATURE OF THE CONTRACTOR**

**Annexure'H'**

**MEASUREMENT OF WORK AND PAYMENTS THEREOF**

1. The designated officer of the Unit will periodically inspect the Work being provided by the contractor and find out deficiencies. The contractor shall rectify the same immediately to the satisfaction of the designated officer.
2. Payment towards work satisfactorily executed will be made to the contractor on the basis of following: -

SI.No	JOB/ACTIVITY	UNIT OF MEASUREMENT CRITERIA	QUANTUM OF WORK ANNUAL
<b>1</b>	<b>Drawing Generation</b>		
1.a	Generation of Drawing	No. of A4 equivalent drawing	18000
1.b	Editing of Drawing	No. of A4 equivalent drawing	21000
<b>2</b>	<b>TYPING</b>		
2.a	Miscellaneous letters	Pages	24000
2.b	GTP	Pages	7200
2.c	Test Certificates	Pages	3000
2.d	Operation Manual Data	Pages	12000
<b>3</b>	<b>DATA PUNCHING &amp; CHECKING</b>		
3.a	Shipping list	per Items	72000
3.b	Delinked BOM data	per Items	108000
3.c	Indent	No	3000
3.d	DCA	No	1800
<b>4</b>	<b>Printing</b>		
4.a	A4 Photocopy	No	600000
4.b	A3 & above Ammonia/ Photocopy	No	120000
4.c	Scanning of drawings	No	480000
4.d	Managing drawings from Master vault	No	720000
<b>5</b>	<b>FILLING</b>		
5.a	Filling work	no. of papers filed	96000
<b>6</b>	<b>CLEANING</b>		
6.a	Daily cleaning of Tables	no. of tables cleaned	36000
6.b	Daily cleaning of chairs	no. of chair cleaned	60000
6.c	Daily cleaning of PCs	no. of PC cleaned	25200
6.d	Cleaning of Books / Manuals / Journals	no. of books cleaned	36000

- 3) Payments will be made to the contractor on the basis of work carried out by him on a monthly basis.
- 4) All payments will be subject to deduction of income tax at source as per Income Tax as per the applicable Rules.

- 5) Measurement Book to be maintained for the work carried out daily / weekly / monthly by the contractor & the same shall be verified by BHEL official, nominated for the same.

**I/We agree with the above  
Signature of Contractor with Seal**

**Executive Incharge**

**Annexure'I'**

Ref: Your Enquiry No. \_\_\_\_\_ DATE: \_\_\_\_\_

**PROFORMA FOR SUBMITTING TECHNICAL BID FOR -----**

1. Name of the firm : \_\_\_\_\_
2. Name of the Proprietor : \_\_\_\_\_
3. Address : \_\_\_\_\_
4. Contact Number : \_\_\_\_\_
5. Registration Number : \_\_\_\_\_  
Copy of the Certificate : Enclosed / Not Enclosed
6. Labour Licence Number : \_\_\_\_\_  
Copy of the Licence : Enclosed / Not Enclosed
7. PF Code Number : \_\_\_\_\_  
Copy of the Certificate : Enclosed / Not Enclosed
8. ESI Code Number : \_\_\_\_\_  
Copy of the Certificate : Enclosed / Not Enclosed
9. (1) PAN/TAN Number : \_\_\_\_\_  
(2) Income Tax return last 3 yrs. : Enclosed / Not Enclosed
10. Service Tax Number(PAN Based) : \_\_\_\_\_
11. No.of Workers including Supervisors : \_\_\_\_\_  
on the rolls of the firm

Contd...(2)

:: 2 :

12. Earnest Money Deposit : ₹ \_\_\_\_\_  
a) D.D. Number & Date : \_\_\_\_\_ Date \_\_\_\_\_  
b) Drawn on (Bank) : \_\_\_\_\_
13. Any other relevant information : \_\_\_\_\_
14. Tender Cost : ₹ \_\_\_\_\_  
D.D.No. : \_\_\_\_\_
15. Validity of offer : 90 days from the date of  
tender Opening.
16. Blank Price bid format : Enclosed/Not Enclosed

We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.

**Signature with Name  
& Office Seal**

**Date:**

**NOTE : TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPS. IN CASE THE BIDS ARE FOUND IN ONE SINGAL ENVELOPE THEN THE "BIDS" ARE LIABLE TO BE REJECTED.**

I/We agree with the above  
Signature of Contractor with Seal

Executive Incharge

**Annexure "J"(a)**

**PRICE BID**

TENDER NO \_\_\_\_\_

DATE: \_\_\_\_\_

- a. Name of the firm :  
 b. Name of the proprietor/partners :  
 c. Address and contact nos :  
 d. Price offer on work measurement basis :

Sl.No	JOB/ACTIVITY	UNIT OF MEASURE-MENT (Nos./ Kgs./Mtr./ words etc.	QUANTUM OF WORK ANNUAL	RATE QUOTED/UNIT	TOTAL VALUE (E=C*D)
	A	B	C	D	E
<b>1</b>	<b>Drawing Generation</b>				
1.a	Assistance in Generation of Drawing	No. of A4 equivalent drawing	18000		
1.b	Assistance in Editing of Drawing	No. of A4 equivalent drawing	21000		
<b>2</b>	<b>TYPING</b>				
2.a	Miscellaneous letters	Pages	24000		
2.b	GTP	Pages	7200		
2.c	Test Certificates	Pages	3000		
2.d	Operation Manual Data	Pages	12000		
<b>3</b>	<b>DATA PUNCHING &amp; CHECKING</b>				
3.a	Shipping list	per Items	72000		
3.b	Delinked BOM data	per Items	108000		
3.c	Indent	No	3000		
3.d	DCA	No	1800		
<b>4</b>	<b>Printing</b>				
4.a	A4 Photocopy	No	600000		
4.b	A3 & above Ammonia/ Photocopy	No	120000		
4.c	Scanning of drawings	No	480000		
4.d	Managing drawings from Master vault	No	720000		
<b>5</b>	<b>FILLING</b>				
5.a	Filling work	no. of papers filed	96000		
<b>6</b>	<b>CLEANING</b>				
6.a	Daily cleaning of Tables	no. of tables cleaned	36000		
6.b	Daily cleaning of chairs	no. of chair cleaned	60000		
6.c	Daily cleaning of PCs	no. of PC cleaned	25200		
6.d	Cleaning of Books / Manuals / Journals	no. of books cleaned	36000		
7				Total	

- Service Tax will be paid extra

**Signature & Name of contractor**

Annexure "J"(b)

**BASIS OF OFFER**

		SW	SSW	USW
1	Technological Man Hours required	14880	74400	4960
2	Technological Man Hours required (Figure of Sl no. 1 divided by 8)	1860	9300	620
3(i)	Minimum wage/day of Appropriate Government as applicable at present	241	221	201
3(ii)	Additional Amount /day	96.15	88.46	76.92
4	Total wages per day Sl no 3(i) & 3(ii)	337.15	309.46	277.92
5	<b>Total Wages (Sl.no. 2*4)</b>	627099	2877978	172310.4
6	Sum of Total wages (sum of Sr no 5)	3677387		
7	Provision for extra wages @ 5% of Sl. No. 5	183869		
8	Contingency @ 6% of Sl.No.6 due to revision of DA Rates and increase in minimum wages accordingly.	220643		
9	Contingency @ 6% of Sl.No.7 due to revision of DA Rates and increase in minimum wages accordingly.	11032		
10	Total Contingency (Sl No 8+9)	231675		
11	PF/EDLI/Pension Employer's contribution @ 13.61% (Calculated on Amt.of sl.no. 6&8)	530522		
12	ESI Employer's Contribution @ 4.75% (Calculated on Amt.of sl.no.6,7&10)	194414		
13	Provision for Helmet, other safety Items, uniforms, shoes, group insurance@ of 5% of sl.no. 6	183869		
14	<b>Total (Sl.no.5+6+9+10+11+12)</b>	5001736		
15	Contractors Commission for fulfillment of work escribed above and to meet incidental charges including supervision, financing cost,stamp duty charges, wages for leave period as per UP Factories Rules,etc. (% of total of sl.no.14)			
16	Statutory minimum Bonus @ 3500/- (Per labour) (i.e.(3500*Total Mandays at Sl. No.2)/310) for one year	133000		
17	<b>Total Value of the Contract payable to the bidder/price bid (excluding Service Tax and including Statutory bonus amount) i.e. amount at sl.no (14+15+16)</b>			

Signature & Name of contractor

**NOTE / CONDITIONS FOR PRICE BID ANNEXURE "J"**

1. TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THE "BIDS" ARE LIABLE TO BE REJECTED.
2. ALL THE BLANK SPACES IN PRICE BID (ANNEXURE J (a)) AT SL.NO. D & SL.NO.17 OF THE BASIS OF OFFER (ANNEXURE J (b)) OF THE PRICE BID FORMAT SHOULD BE FILLED BY THE CONTRACTOR. IF ANY FIXED FIGURE IN THE PRICE BID FORMAT IS CHANGED THEN THE BID SHALL BE SUMMARRIRILY BY-PASSED.
3. THE TOTAL VALUE OF PRICE BID THAT IS THE TOTAL OF COLUMN E OF PRICE BID (ANNEXURE J (a)) SHOULD MATCH/TALLY WITH FIGURE AT SL.NO. 17 OF THE BASIS OF OFFER (ANNEXURE J (b)) OF THE PRICE BID. IF THESE TWO VALUES ARE DIFFERENT THEN THE OFFER SHALL BE BY-PASSED.
4. IF ANY OTHER ADDITION IS MADE OR ANY CONDITION IS ADDED BY THE BIDDER IN THE PRICE BID FORMAT THEN THE OFFER SHALL BE BY-PASSED.
5. CONTRACTOR HAS TO COMPLY WITH PAYMENT OF MINIMUM WAGES AND OTHER STATUTORY LEVIES AS PER PROVISION OF THE RESPECTIVE ACTS.

I/We agree with above and all other terms & conditions of the contract.

Date: \_\_\_\_\_

**Signature & Name of contractor with Seal**

**Executive Incharge**