



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

Sir,

Sub: Open Tender inviting Technical & Price Bid for **“Availing Transport Service of 0.7 MT Capacity Mini Lorry (On Contract - Call basis) at PPPU, BHEL - Thirumayam”**

Interested Bidders shall submit their offer for the following scope of work as per the terms and conditions given in this Tender Notice.

Scope of work	“Availing Transport Service of 0.7 T Capacity Mini Lorry (On Contract - Call basis) at PPPU, BHEL - Thirumayam”
Duration of Contract	18 Months from the date of commencement of work
Commencement of Work	Within 15 Days from the date of Letter of Intent.
Due Date / Time for submission of tender	14.00 hrs. on 12.10.2017
Date / Time for opening of Technical Bid	14.30 hrs. on 12.10.2017
Date/Time of Price Bid Opening	The Bidders who are technically qualified will be called for Price Bid Opening / Reverse Action. The Date / Time for the same will be intimated to the all qualified bidders separately.
EMD: ₹ 10,000/- (Rupees Ten Thousand Only)	
Note: Exempt from the payment of EMD along with Tender is allowed for the bidders who <ul style="list-style-type: none">• are Joint Venture companies of BHEL, State or Central PSUs / Government departments / Autonomous / Educational / Research Institutions• Have produced valid attested copies of NSIC / MSME Certificate / Udyog Aadhar Memorandum (In case UA Memorandum the same shall be with CA Certificate dated within ONE year). (Bidders should suitably apply for availing exemption from payment of EMD by submitting any of the above listed documents along with a request letter.)	
MSME VENDORS: MSME suppliers can avail the intended benefits only if they submit along with the offer, valid attested copies of either EM II certificate having deemed validity (Five years from the date of issue of acknowledgement in EM-II) or NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format is provided where deemed validity of EM II certificate of five years has expired) or Udyog Aadhar Memorandum (with CA Certificate dated within ONE year) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. Documents should be notarized or attested by a Gazette officer.	

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



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INSTRUCTIONS

This Tender is subject to General terms & conditions, which is enclosed.

- The Technical Bid along with all Terms & Conditions shall be duly signed and stamped in all pages and placed in a cover duly superscripting as "TECHNICAL BID". Bids submitted with incomplete and incorrect technical details will be liable for rejection.
- RATE shall be furnished in the enclosed "PRICE BID", duly signed and sealed and placed in a separate cover duly superscripting as "PRICE BID".
- EMD should be submitted in a separate cover duly superscripting as "EMD".

Totally there will be 3 Separate covers.

SI no	Cover Title	Pages of Tender document	Other required documents
01	Technical Bid	1 to 24	Copy of Pre-qualification criteria supporting documents for SI no 01 to 08 listed in page 3 of tender document - All stapled together or Spiral bound. (signed and Stamped in bottom)
02	Price Bid	26	Nil
03	EMD	NA	Covering letter, Demand draft or copy of e-Receipt for State Bank Collect Payment / EMD Exemption proof requirements.

- All the above 3 covers shall be placed in a common sealed cover and shall be submitted before the said due date as given above superscripting the tender no. & date and Due Date.
- Tenderers should submit their bids before the said due date as given above in a sealed cover superscripting the Tender number, Tender date & Due Date and the tender will be opened in the presence of tenderers with due authorization.
- At the time of opening of Tender, the representatives should produce the authorization obtained from the authorized signatory of the tenderer specifying the purpose. Also the specimen signature of the representative should be authorized.
- Any deviation to the terms & conditions and schedules of this tender will lead to total rejection of the bid submitted.
- BELATED and incomplete bids will become liable for rejection.

Thanking you,
For Bharat Heavy Electricals Ltd.

N. Rajagopal
SM/ Contracts,
Power Plant Piping Unit
BHEL -Thirumayam - 622507
Contact No. 04333-279554
nraja@bheltry.co.in

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TENDER TERMS AND CONDITIONS

I. PRE - QUALIFICATION CRITERIA:

1. Earnest Money Deposit (**EMD**)
2. The contractor should have an Income Tax PAN Number as follows
 - Proprietorship - PAN card shall be on Proprietor's name
 - Public / Private Limited Company - PAN card on Company's name
 - Partnership Firm - PAN card on Firm's name.
3. All those who are having the mini lorry (either in the name of contractor or leased) of minimum capacity 0.7 MT, are eligible to participate in the tender. In case of lease vehicle, vehicle details as stated in sl no 4 and NOTARISED LEASE DEED (as proof) shall be submitted along with the offer.
4. The vehicle shall comply with all the statutory requirements such as R C (Registration Certificate), F C (Fitness certificate), Vehicle Insurance .etc, as per the government regulations, and the copy of these documents shall be submitted along with the offer.
5. Contractor shall have valid working e-mail id and Mobile No. (both) for communication. The same shall be provided along with the offer.
6. Average Annual financial turnover during the last three Financial years ending 31.03.2016 or 31.03.2017 shall be minimum Rs 1.00 lakh. Audited financial statements along with copies of IT returns (**OR**) Turnover certificate issued by a Chartered Accountant, for the last three financial years ending 31.03.2016 or 31.03.2017 shall be submitted along with the offer.
7. The bidder shall have an experience in the field of "providing vehicles on hire for transportation" for a minimum period of one year within last 5 years. Copies of WO/ Experience certificate / Performance certificate or any other proof shall be submitted for the same.
8. The bidder could be a proprietorship / Partnership firm / LLP / One person company / Private Ltd company / Public Ltd company / Trust / Society in this line of service or business Documentary proof shall be shall be enclosed for the status of business.
9. On award of contract, the successful bidder shall comply with all the statutory requirements of PF and ESI rules & regulations for their workmen deputed for this work.

NOTES: (1) Only those bidders, who are meeting all the above qualifying criteria, will be considered for further evaluation and others will be summarily rejected.

(2) All supporting documents shall be signed & stamped in each page by the bidder before submission.

II. SCOPE OF WORK:

A. WORK SPECIFIC TERMS:

1. **Placement of vehicle:** The date and venue for placement of vehicle will be intimated by BHEL through mail to the contractor. Vehicle placement along with the driver (with valid commercial driving license from RTO) and cleaner at BHEL/Trichy or at BHEL/Thirumayam within the 12 hrs as instructed by executive/MM/PPPU. The confirmation shall be given by the contractor along with the driver contact No and expected reporting time of the vehicle. If any requirement for vehicle on Sundays/ holidays, the same shall be provided by the contractor. No additional payments in any manner will be given by BHEL for this Sunday/ holiday operations.
2. **Material Loading:** Loading/helping for loading of materials at required locations and assisting to BHEL staff in documentation and during verification at BHEL Security point(s). The type of material includes consumables like Argon gas cylinders, DA gas cylinders, stationaries, various types of petroleum product,

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paints and thinners, nylon and rubber hoses, various piping components, semi-finished goods, tools, welding electrodes, OP&C documents, facility engineering items, NDTL items, M&S requirements-oil barrels, fasteners, safety equipment's (PPE) and HR items (liveries & welfare related items), Industrial tools, cables, industrial instruments, etc.

3. **Material movement and transportation:** For all the movements, the vendor shall maintain the trip sheets. BHEL will provide the trip sheet to vendor. Vendor shall ensure the completeness (date, place, time, kilometer readings, in-charge signature etc.) of the trip-sheets before start and end of the trip. In case of vehicle breakdown, contractor shall make alternate arrangement for safe and timely delivery of materials at their own cost. In case of break-down of vehicle while on operation, the vehicle should be replaced by an alternative vehicle within 2 hr from the time of breakdown. In case of non-replacement of vehicle in time as said above against breakdown vehicle BHEL reserves the right to get the same done at the contractor's risk and cost by engaging the same departmentally. The excess amount if any towards that may be deducted from the default contractor's running bill / security deposit.

a. Plant to plant movement - Safe transportation of the materials, to the destination point(s). During Night time, vendor may keep the loaded vehicle at their garage safely and deliver the material to next working day. The movement within the plant

b. Within plant movement - The vehicle may be called for the movement within the plant (within HPBP or PPPU).

4. **Material delivery and unloading:** Unloading/helping in unloading of material at different location(s) as required. The driver shall hand over all the material and documents to the destination area in-charge as instructed. Any late delivery of materials, will be treated as non-reporting and will not be paid. The penalty amount will be calculated as pro-rata basis of payment.

B. BHEL SCOPE:

1. Identification of items, required to move and intimation call to contractor.
2. Relevant documents (Delivery challan etc.)
3. Additional assistance will be provided by BHEL, where manual loading/unloading is not feasible.

C. CONTRACTOR SCOPE:

1. Vehicle placement, loading of material, security check for out, safely transport the material as per instruction, security check for material in and unloading the material at delivery location.
2. Life Insurance coverage for driver and cleaner shall be taken by the contractor and valid proof shall be submitted to BHEL on award of contract and before commencement of work apart from vehicle insurance.
3. The vehicle shall be in good working condition. Transporter shall submit Vehicle details like Regn.no., capacity, make, type and model year and Driver details like Name, age, experience, contact no., during offer stage itself, and shall be maintained throughout the contract period. In case of change, due to any unforeseen reasons, permission shall be obtained from PPPU MM Executive in advance. Also contractor shall do alternate arrangement for safe and timely delivery of materials at the cost and risk of the contractor.

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4. The contractor shall hand over all the materials safely to the consignee with all the relevant documents that are given at the loading points. In case of damage or loss of either materials or documents, the cost for rectifying the damage/ loss will be recovered from the contractors running bills/ security deposit.

5. Trips covered under this contract shall be exclusively for BHEL materials alone. Any other items/loads shall not be combined or clubbed along with BHEL loads.

6. Required hood, tarpaulin sheet etc., shall be used to protect the BHEL materials during rain etc., is the scope of the contractor.

7. The vehicle should have proper working distance measuring instrument(odometer) for correct measurement of distance, if required.

III. **COMMERCIAL TERMS & CONDITIONS:**

The rate shall be quoted separately for each service item. For S. No 1, The rate shall be quoted as, per day rent fixed cost and for SI No 02, the rate shall be quoted per km basis. There will not be any payment for running of empty vehicle or vehicle without BHEL material. Source station can be either BHEL Trichy or BHEL-Thirumayam. The rate quoted shall be inclusive of driver Bata, night halt if any, toll charges, entry charge, extra distance travel (due to road block, diversion of roads etc.), and all other incidentals. No extra charges will be paid other than the rate per trip. Hence all-inclusive charges per trip shall be quoted by the bidders. For reference / pro rata calculation purpose distance of 80Kms between BHEL Trichy and BHEL-PPPU will be taken.

01. RATE:

- Rate should be quoted in Rupees as numerals and in words in the attached price bid format.
- The rates quoted should be **Exclusive of GST (but inclusive of any other taxes & duties** levied or to be levied both by Central and State Government Authorities in future. Such levies, if any, should be borne only by the Contractor.)
- The rates quoted in the tender shall remain **valid** initially for a period of at least **“THREE MONTHS”** from the date of opening of Price Bid. After successful award of contract, that rates shall be firm throughout the contract period.
- GST Payment will be reimbursed as per statutory provisions, subject to production of proof of payment / remittances only.
- Should a tenderer find discrepancies or omissions in the drawings or any of the tender documents should be in doubts as to their meaning; he should at once address the authority inviting the tender for clarifications. Every endeavour is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall be taken upon himself to provide for the risk or any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
- Contractor has to ensure that all statutory payment as per Minimum wages act/ Payment of Wages act etc. and BHEL additional payment (as indicated in welfare conditions) to be taken care of while quoting. No claim in respect to payment to workman will be entertained at a later stage. It will be responsibility of contractor to comply with statutory payments to workmen in this regard.
- Before tendering, the tenders are advised to inspect the site of work and its environments and be well acquainted with the actual working and other relevant conditions, position of materials and labour.
- Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions herein contained and the tenders not in original are liable to be rejected.

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- i. Canvassing in any form w.r.t. tenders is strictly prohibited and the tenders submitted by contractors who resort to canvassing are liable for rejection.
- j. In the event of tender being submitted by the firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of attorney on behalf of the firm concerned. In the latter case, a copy of the power of attorney duly attested by a Gazetted Officer must accompany the tender.
- k. Earnest Money Deposit will be refunded to the unsuccessful tenderers within 15 days on finalization of the award of work. In the case of successful tender, the earnest Money Deposit will be retained as part of the Security Deposits for satisfactory completion of the work. If the bidder withdraws his offer after submission of tender or after acceptance of tender or fails to start the work, the EMD shall be forfeited.
- l. BHEL reserves the right to
 - i) Cancel the tender at any stage.
 - ii) Finalize the contract through Reverse Auction / Price Bid Opening.
 - iii) Negotiate or refloat the tender opened if L1 price is not the lowest acceptable price to BHEL inter-alia other reasons.
 - iv) Decide on equally distributing and awarding the work to two or more vendors if same L1 rate is quoted by many vendors.
- m. BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders have to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
- n. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
- o. All payments from BHEL in view of the execution of the contract are liable for IT (TDS), GST, PF & Group Insurance and all other statutory provisions as applicable. Hence, bidders shall confirm that they have suitable mechanism for effective compliance to the same.
- p. GST and all other taxes shall be shown extra in the bid. Bharat Heavy Electricals Limited, Thirumayam will not entertain any claim what so ever in this respect after opening the tenders. Also GST Registration / GST application reference number have to be provided as applicable.

02. CONTRACT PERIOD:

- a) The contract execution period will be for a period of **18 Months** from the date of commencement of work.
- b) If required, BHEL reserves the right to extend this subject contract for a further period under same terms and conditions subject to mutual acceptance of both parties.
- c) The contract may be terminated by BHEL due to violations or non-performance of the Contract conditions by giving one month's notice

03. PAYMENT TERMS

1. Day rent - Fixed cost for one day will be of 12 Hrs(maximum), from the reporting time of the vehicle. If the time of operation extended beyond 12 Hrs, and if it is attributable to BHEL, additional payment will be made on pro rata basis. The additional payment shall be on hourly rate (Fractional hours less than 40 minutes, will

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be treated as zero and 40 minutes or more will be treated as full hr).

2. Bill - After getting the PPPU/BHEL-HR clearance, the error free GST compliance bills (as per rules 46 to 55 of GST Rules) may be submitted Monthly / Bi-Monthly to the executive in-charge. The bills shall be in triplicate, along with the trip sheets. It shall mention the quantum for day rent and running kilometer readings in separate lines. The proof of tax payment to be attached. Payment will be made after verification/processing of invoices within the 15 days from the date of acceptance of bill. Vendor is advised to have an acknowledgement copy of bills.

1) **Taxes and Duties:**

1. GST portion of invoice will be released only upon:

1.1 Vendor declaring such invoice in his GSTR-1 and

1.2 Receipt of goods and tax invoice by BHEL and

1.3 Confirmation of payment of GST thereon by vendor on GSTN portal

2. In case GST credit is delayed or denied to BHEL due to non /delayed receipt of goods/services and /or tax invoice or expiry of timeline prescribed in GST law for availing such ITC or any other reasons not attributable to BHEL, GST amount will be recovered from vendor along with interest levied or leviable on BHEL from payment due to vendors (bills, SD etc) from BHEL.

3. In case vendor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law will be recovered from vendor /contractor along with interest levied/leviable on BHEL from payment due to vendors such as running bills or Security deposit etc from BHEL.

Note: Three copies of INVOICE with original signature to be submitted every month on completion of work.

04. **PENALTY CLAUSE**

a) In case the contractor fails to deploy the vehicle within 12 hours on receipt of call, through telephone / e-mail, BHEL reserves the right to get the same done at the contractor's risk and cost by engaging another agency/departmentally with penalty of Rs500/- per day.

b) In case of break-down of vehicle while on operation, the vehicle should be replaced by an alternative vehicle within 120 minutes from the time of breakdown. If it is not so, an amount of Rs.150/- per hour (fraction of breakdown hours from 30 minutes and above will be rounded off to full hour and fraction hour less than 30 minutes will be rounded off as zero hr.) will be deducted from the particular bill for the break down hours for maximum of 4 hours only. If the break down time exceeds 4 hrs., the subject Day Rent for the vehicle will not be given (as penalty) and payment will be given only for KM run.

c) In case of non-replacement of vehicle in time as said above against breakdown vehicle, BHEL reserves the right to get the same done at the contractor's risk and cost by engaging the same departmentally. The excess amount if any towards that may be deducted from the default contractor's running bill / security deposit.

d) In case of delay in placement of vehicle as instructed by BHEL executive an amount of Rs.200/- per hour (fraction of breakdown hours from 30 minutes and above will be rounded off to full hour and fraction hour less than 30 minutes will be rounded off as zero hr.) will be deducted from the particular bill for the delayed hours.

e) Any penalties / recoveries specified in this NIT are exclusive of GST. On actual penalty recovery, GST @ 18 %

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in addition to penalty will be recovered from the vendor.

05. RISK PURCHASE:

- I. In the event of any successful Tenderer's failure to fulfil any of the Tender / Contract Terms & Conditions / Obligations, explicitly expressed or implied, as per Tender / Contract, BHEL may entrust the job to alternate vendor and get it completed to meet the BHEL service requirements and additional expenditure if any including consequential cost shall be totally recovered from the contractor who failed to complete the job in line with the BHEL tender / contract.
- II. The decision of BHEL with regard to the actual losses / consequential expenditure incurred by BHEL shall be final and binding on the contractor.

Terms & Conditions of Reverse Auction

Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit „online sealed bid“ in the Reverse Auction. Non-submission of “online sealed bid” by the bidder for any of the eligible items for which techno-commercially qualified will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at “Total Cost to BHEL” like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, GST for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
10. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
11. Bidders shall be required to read the “Terms and Conditions” section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event.

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Bidders should acquaint themselves of the „Business Rules of Reverse Auction“, which will be communicated before the Reverse Auction.

12. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
13. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
14. In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

“BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on www.bhel.com) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer for the participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit “Process Compliance Form” (to the designated service provider) as well as “Online sealed bid” in the Reverse Auction. Non submission of “Process Compliance form” or “online sealed bid” by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/contractors (as available on www.bhel.com).

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specially agrees to this condition and undertakes to execute the contract on thus awarded rates.

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelop sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this account in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/contractors (as available on www.bhel.com).”

As a reminder to the bidders, system will flash following message (in RED colour) during the course of “online sealed bid”. “Bidders to submit online sealed bid less than or equal to their envelope sealed bid already submitted to BHEL”.

IV. CONDITIONS RELATED TO THE WELFARE OF LABOURS:

- 1) The successful contractor has to have his own PF, ESI / Group Insurance registration and comply with the relevant Acts. If not available immediately / already applied / pending with PF authorities, then an undertaking to comply shall be submitted on award of contract.
- 2) The Contractor has to remit PF for his workers for the same amount which he paid as total wages to the employees on monthly basis. He has to remit 13.61% from his side and deduct 12% of Wages from the monthly wages of the employees and a total of 25.61% of monthly wages should be remitted as PF i.e. each employee.
- 3) The Contractor has to produce the PF Registration Code for his workers as per the Government rules while submitting the first bill. The first bill will be processed only on production of the above code. For subsequent bills, the PF remittance challan for the engaged labor has to be submitted for bill processing.
- 4) BHEL will not be liable for any medical attention, injury / loss of life of the persons engaged by the contractor during the work inside the factory premises as per the contract. A suitable insurance coverage (ESI / Group Insurance) for the employees shall be arranged by the Contractor at his cost from the first day of operation, towards medical treatment and compensation of any loss as per legal provisions.

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- 5) The contractor shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- 6) In case, during the contract period if ESI scheme comes into effect, the contractor shall conform to the statutory requirements and any additional cost involved shall be borne by the contractor only.
- 7) The contractor shall employ such personnel who are medically fit and above the age of 18 only. The company has the right to direct the contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically found to be unfit.
- 8) The Minimum Wages as prescribed by the State Government from time to time should be paid to the contract Workers and the Wage and Attendance Registers should be produced to Welfare Section every month.

The minimum wages is given below for reference:

Sl. No	Category	Minimum Wages per day (Rs)			Minimum Wages per month (Rs)		
		Basic	DA	Total	Basic	DA	Total
1	Un Skilled Worker	123.00	209.00	332.00	3,690.00	5417.00	9107.00
2	Semi-Skilled Worker	133.00	209.00	342.00	3,990.00	5417.00	9407.00
4	Skilled Worker	139.00	209.00	348.00	4,170.00	5417.00	9587.00
5	Supervisor	-	-	-	3,956.00	5417.00	9373.00

(The above table is for illustrative purpose only. Latest Govt circulars shall be followed.)

Apart from the above, an additional monthly payment of 3200/- for Unskilled, 3700/- for Semi-Skilled worker and 4100/- each for skilled worker as applicable from time to time is to be ensured.

- 9) If the contractor employs more than twenty employees, he has to obtain license to this effect from the Factory Inspectorate and renew the same periodically.
- 10) The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The contractor should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident/incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.
- 11) A list containing the name of working persons' photo, address, age, designation, nature of work is to be furnished immediately on receipt of the contract/work order. This is required for our records and issuance of Identity Card for Gate entry.
- 12) Canteen facility will be provided to these contract workers at subsidized rates as per the provisions of The Contract labour (Regulation & Abolition) Act 1970 and the related Tamil Nadu Rules.
- 13) Minimum Bonus of 8.33% as applicable shall be paid to the contract employees as per the Payment of Bonus Act 1965.
- 14) The Contractor shall in respect of labour employed by him, comply with the following statutory provisions, rules & in regard to all matters provided therein.
 1. The Workmen Compensation Act 1923,
 2. The Payment of Wages Act 1936 and the related Tamil Nadu Rules,
 3. The Industrial Disputes Act 1947,
 4. The Factories Act 1948 and the related Tamil Nadu Rules,
 5. The Minimum Wages Act 1948 and the related Tamil Nadu Rules ,
 6. Employee's Provident Funds & Miscellaneous Provisions Act 1952,

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

7. The Payment of Bonus Act 1965.
8. The Contract labour (Regulation & Abolition) Act 1970 and the related Tamil Nadu Rules,
9. The Building and Other Construction Works (RE & CE) Act, 1996 and the related Tamil Nadu Rules.

Checklist for Documents to be submitted to HR/Welfare Section*

S.No	Document type	Scheduled Date	Periodicity	Remarks
1	PF Registration code	On Award of contract/ on production of First bill	One time/as and when required by BHEL	
2	ESI/Group Insurance Code	On award of Contract	One time/as and when required by BHEL	
3	Form VI-A & VI-B under Contract labour (R&A) Act	On commencement and Completion of the Contract	Twice (Once on commencement and once of completion of contract)	Form VI-A to be submitted to Labour authorities and a copy to submitted to Welfare section. Form VI-B (to be prepared and endorsed by User/executing Department) to be submitted to Welfare Section
4	Labour License	To be obtained immediately from Labour authorities in case of engagement of 20 or more contract workers	One time/ on renewal of License / as and when required by BHEL	
5	Bio Data form with proper ID proof	To be submitted for all employees immediately on award of contract and as and when new employees are engaged	One time / as and when required by BHEL	Required for providing ID cards to enable entry into Factory premises and for record purpose
6	Attendance Register	To be submitted on or before 5th of every month	Monthly	To be endorsed by the contractor and BHEL authorised executive/Line Executive
7	Wage Register	To be submitted on or before 5th of every month	Monthly	1. Should show PF deduction for each employee 2. to be endorsed by the contractor and BHEL authorised executive/Line Executive
8	PF remittance challan & PF - ECR	To be submitted on or before 5th of every month	Monthly	
9	Monthly Entry Format	To be submitted on or before 25th of each month	Monthly	
10	Canteen Usage Request format	To be submitted immediately on award of contract	One time / as and when there is a change in the number of contract workers	The Canteen timings as intimated by BHEL management are to be adhered to

* The checklist is indicative, the contractor is obliged to produce any other document required, in compliance with extant statutes and BHEL practice, as and when required.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

v. General Terms & Conditions

01. DEFINITION: In these General Conditions of Contract, the following terms shall have the meaning hereby assigned to them, except where the context otherwise requires:

- a) The "**Contract**" means, the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The "**work**" means, the work described in the tender documents in individual work-orders as may be issued from time to time to the contractor by the Officer In-charge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.
- c) The "**contractor**" means, the individual Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.
- d) The "**Officer-In charge**" means, the Officer deputed by the Head of Dept. /Executing Dept., to supervise the work or part of the work.
- e) "**Approved**" and "**Directed**" means, the approval or direction of Head of Unit/PPPU-THIRUMAYAM, or person deputed by him for the particular purposes.
- f) "BHARAT HEAVY ELECTRICALS LIMITED" (herein after referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or other Administrative Officer of the said Company including Executive/CONTRACTS/PPPU authorized to invite tenders and enter into contract for works on behalf of the Company.
- g) The "**Contract sum**" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.
- h) A "**week**" means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.
- i) A "**day**" means, the day of 24 hours (TWENTY FOUR) irrespective of the number of hours worked or not worked in that day.
- j) A "**working day**" means, any day other than that prescribed by the NEGOTIABLE INSTRUMENTS ACT as being a Holiday, and consists of the number of hours of labour as commonly recognized by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulations.

02. HEADING TO THE CONTRACT CONDITIONS: The heading to these conditions shall not affect the interpretations thereof.

03. ORDERS UNDER THE CONTRACT: All orders, notices etc. to be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.

04. DEVIATIONS: The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of HOD/Contracts Dept. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.

05. ASSIGNMENT OF TRANSFER OF CONTRACT: The Contractor shall not without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

06. SUB-CONTRACT: The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL.

07. COMPLIANCE TO REGULATIONS AND BY-LAWS: The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-Laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

08. SECURITY DEPOSIT

Amount of 5% of the contract value shall be deposited before start of the Work as Security Deposit. Failure to remit the Security Deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract and the bidder shall be liable to compensate BHEL for any loss. EMD in such cases shall be forfeited.

The Security Deposit may be furnished in any one of the following forms:

- i. Cash (as permissible under the Income Tax Act) – at present not applicable to BHEL/Thirumayam.
- ii. Pay Order, Demand Draft in favour of BHEL.
- iii. Local cheques of scheduled banks, subject to realization.
- iv. Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- v. Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL and with minimum validity covering the contract period + 2 months & maintenance period if any.
- vi. In order to ensure the genuineness of BG's, the BG's are to be sent directly by the concerned bank through registered post to CONTRACTS DEPT/PPPU, BHEL Thirumayam.
- vii. Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back and with minimum validity covering the contract period & maintenance period if any.
- viii. Security deposit can also be recovered at the rate of 10% from the running bills. However, in such cases at least 50% of the Security Deposit should be paid before commencement of work (any of the above form) and the balance 50% may be recovered from the running bills.

The security deposit shall not carry any interest.

The Earnest Money paid at the time of tender will be adjusted as part of the Security Deposit and the balance amount will be collected from the contractor as mentioned above.

Security Deposit shall not be refunded except in accordance with the terms of the Contract or Agreement.

No interest shall be allowed on Security Deposits. BHEL shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.

All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising there from or from any sums which may be due or may become due to the contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

- 09. REFUND OF SECURITY DEPOSIT:** Security Deposit will be refunded on completion of the work and after the expiry of the maintenance period, if any, provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE". In case no maintenance period is applicable, then 100% of security Deposit will be refunded after providing "No Demand" certificate by the contractor as per the "Refund of Security Deposit" format.
- 10. ORDERS UNDER THE CONTRACT:** All orders, notices etc. to be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.
- 11. CONTRACTOR'S SUPERVISION:** The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the HOD/Executing Dept., to act in his stead.
- Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself.
 - The Contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the Executive/CONTRACTS or the OFFICER-INCHARGE, to receive instructions.
 - BHEL-PPPU, THIRUMAYAM shall have full powers and without assigning any reason, require the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.
- 12. LABOUR:** The Contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, there under from time to time.
- 13. PRECAUTIONS AGAINST RISK:** The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.
- 14. DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN :** The Contractor shall at his own expense reinstate and make good to the satisfaction of the HOD/Executing Dept., and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.
- 15. LAWS GOVERNING THE CONTRACT:**
- The contract shall be governed by the Indian Laws for time being in force.
- (i) Should a tenderer or a contractor has a dependent/relative or in the case of a partnership firm, any of its partners or dependents of partners employed in BHEL, the authority inviting tenders should be informed of this fact at the time of submission of the tender failing which tender may be disqualified or if such fact subsequently come to light, the contract may be cancelled.
 - (ii) No BHEL employee and their dependents are eligible to submit their offer against this tender.
- 16. CANCELLATION OF CONTRACT FOR CORRUPT ACTS:** BHEL, whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default.

If the Contractor shall: -

- Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,
OR
- Enter in to a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL.
OR
- Obtain a contract with BHEL as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

17. CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT :

BHEL, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases:

If the Contractor,

- being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors
OR
- being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,
OR
- Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL.
OR
- Fails to carry out the work and unauthorized absence for more than 3 days.

Whenever BHEL exercise the authority to cancel the contract under these conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by EXECUTIVE/CONTRACTS/PPPU which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by HOD/Contracts Dept. or his authorized representative, or the same shall be recovered from the Contractor by other means.

In case the BHEL carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the BHEL with an addition of such

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

percentage to cover superintendence and establishment charges as may be decided by the HOD/Executing Dept. & Contracts Dept., whose decision shall be final and conclusive.

18. CANCELLATION OF CONTRACT IN PART OR FULL FOR CONTRACTOR'S DEFAULT:

If the Contractor:

- o makes default in carrying out the work as directed and continues in that state after a reasonable notice from HOD/Executing Dept., or his authorised representative;
- o fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued there under;
- o BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by HOD/Executing Dept., which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by HOD/Contracts Dept. or his authorized representative or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the HOD/Executing Dept. & Contracts Dept., whose decision shall be final and conclusive.

19. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR:

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated, BHEL shall have the option of terminating the contract without compensation to the Contractor.

20. SPECIAL POWER TO TERMINATION: If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out, the HOD/Contracts Dept. or his authorized representative, shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

21. RECOVERY FROM CONTRACTOR: Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or he shall pay the claim on demand.

22. FORCE MAJEURE CLAUSE: If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefore neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the Executive/Contracts/PPPU subject to prompt notification by the contractor.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

23. ARBITRATION: All disputes between the parties to the contract, arising out-of or relating to the contract, other than those for which the decision of the HOD/Executing Dept. / Contracts Dept., or Accepting Officer of the contract expressed to be final and conclusive shall be after written notice by either parties to the contract be referred to the sole Arbitration of Head of Unit / PPPU-BHEL, or other Officers of BHEL appointed as Arbitrator, by the Head of Unit of PPPU-BHEL in his sole discretion. Unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the contract.

The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract.

24. SIGNING OF CONTRACT: Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the persons so signing. Contracts by a Company shall be signed with the name of the Company by a person authorised in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

25. STATUTORY REQUIREMENTS:

(a) All statutory requirements under Minimum Wages Act, 1948, Factories Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Provisions Act, 1952, Payment of Gratuity Act 1972, Employee State Insurance Act 1948, Contract Labour (Regulation and Abolition) Act 1970, Payment of Bonus Act 1965, Income Tax Act, GST / SGST / IGST / UTGST Act and all other applicable Acts shall be complied with by the Contractor.

(b) Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.

(c) Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.

(d) Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provide a copy of the same to BHEL.

(e) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

26. REMOTE TRANSACTIONS: The Contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, teleservice operations (whether voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done.

27. CHANGE IN CONSTITUTION OF FIRM: Changes in constitution of firm whenever it is made after submission of application or during currency of the contract, the existing firm has to duly inform the proposed changes to contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc.) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL may reserve its rights for suspending or terminating the contract.

28. FRAUD PREVENTION POLICY: The Bidder along with its associate / collaborators / sub-contractors / sub-vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

<http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

29. SAFETY CONDITIONS: Tamil Nadu Factories Rules, 1950

- Rule 61F: Methods of Work: No process or work shall be carried on in any factory in such a manner as to cause risk of bodily injury.
- Rule 61G: Stacking and storing of materials etc.: No materials or Equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.
- Rule 61-N and Rule 61- O: Workers to be provided with Personal Protective equipment suitable for the hazards and should be of good quality / have certification by Indian Standard Institute.
- Rule 96: Notification of Accidents: Shall be complied with as required in the Factories Act (Section 88 and Section 88A) and Tamil Nadu Factories Rules.

The following safety measures should be strictly adhered to during execution of works at sites.

1. Providing the working platform with toe board and handrail for continuous working at heights.
2. Providing safety belt and life line at all times for men working at heights.
3. Providing dust or fume respirator in places where dust and fume concentration exists.
4. Providing goggles and welding screens.
5. Providing acid and alkali proof rubber gloves for handling acid and alkali and chemical which are corrosive.
6. Providing rubber gloves for working on electrical works.
7. Ensuring proper lashing of the components while being transported in vehicles.
8. The vehicles must have side supports or have body to support the materials conveyed.
9. The materials should not be allowed to extend or overflow the sides of the vehicles.
10. Materials should not be allowed to overhang from the rear edge of the body of the vehicle.
11. Driver of the vehicle must possess license.
12. Vehicle must not be overloaded prescribed limits.
13. Red flags and lights for parts projecting from the body of vehicle must be provided.
14. The speed restrictions within the factory premises must be strictly adhered to.
15. The gas cylinders must be always handled on trolleys or kept tied down not in use. They should never be rolled as Roller for conveying.
16. Cylinders should not be used without regulators.
17. All excavations must be barricaded and red lamps must be provided.
18. All electrical connections must be properly earthed.
19. No work should be taken up for execution inside shop floor, without obtaining necessary work permit.
20. Providing helmet, safety belt, etc., for high level work and sufficient number of Industrial Safety nets at appropriate level to safeguard the persons working at high level particularly in trusses, girders, roofing etc., of industrial and high roof buildings.
21. The contractor should maintain a register regarding the driver license particulars.
22. All personal protective equipment conform with standard specification as per the details given in the code of conduct.
23. Contractor including their sub-contractors, agents and labour engaged on the work are required to scrupulously adhere to the safety regulations, safety precautions and measures. Any violation thereof

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

will invite punitive action being taken against them. Also contractors with frequent violations of safety regulations will not be entrusted with further work in this organization.

30. Safety precautions to be observed while transporting materials: -

A) VEHICLE :

- 1) Vehicles carrying material should have proper registration documents and must be produced on demand by our Security Staff.
- 2) The light on right side, i.e over the driver's cabin shall be in working condition.
- 3) Both the head lights as well as park lamps must be in working conditions.

B) MOVEMENT OF VEHICLE:

- 1) The vehicle should not travel at more than 20 kmph in our premises.
- 2) The Driver of the vehicle must possess heavy duty license and produce on demand by the Security Staff.
- 3) Vehicles carrying inflammable liquid in the tank containers should have grounding chain or the tank should be coated with insulating material also to avoid static electricity.
- 4) In road junctions, speed breakers and railway crossing, the speed should be lowered and vehicle should proceed cautiously.
- 5) The driving should "KEEP TO THE LEFT" at all places.
- 6) The vehicle should not be parked in road which could obstruct the vehicular traffic.
- 7) No person other than driver should be allowed to sit or stand on the prime mover or trailer.
- 8) The vehicle should pass only through the approved routes. Short cuts should be forbidden.
- 9) There must be a safe distance behind another moving truck.
- 10) The driver should avoid making quick starts, jerky stops or quick turns at excessive speed.

31. GENERAL

The vehicles should not be moved directly inside the production building in case the materials are to be unloaded there. But the vehicle should be parked outside the building and the driver should ascertain the passage as well as the unloading points with the help of shop officials. This will avoid the congestion of blocking of traffic in the gangway.

32. NOTICE OF ACCIDENTS:

- 1) Notwithstanding anything contrary to this, in the event of accident the contractor shall be required to fill injury report and submit the Engineer in charge immediately and ensure the compliances of ESI / Workmen's compensation Act, Factories Act and Rules made thereunder. He shall also maintain a register of accident as per the Act.
- 2) The Contractor shall get the contract labour engaged by him insured under Workmen's Compensation policy from General Insurance Corporation of India before actually starting the work of contract. The insurance coverage should be for the entire period of Contract. The Contract shall comply with the provisions of the Workmen's Compensation Act 1923. (This should be read in conjunction with the provisions of ESI Act)

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

Certificate by Chartered Accountant on letter head

This is to certify that M/s. _____ (hereinafter referred to as 'company') having its registered office at _____ is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part II) / Udyog Aadhar Memorandum _____ dtd. _____, Category: _____ (Micro/Small). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year _____ as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722(E) dated October 5, 2006):

₹ _____ Lacs

2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act 2006):

₹ _____ Lacs

(Strike off whichever is not applicable)

The above investment of ₹ _____ Lacs is within permissible limit of ₹ _____ Lacs for _____ Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name:

Membership number:

Seal of Chartered Accountant

Place

Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

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Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

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CERTIFICATE OF COMPLIANCE

To

Senior Manager / Contracts
Power Plant Piping Unit,
BHEL - Thirumayam-622 507.

Sir,

We have carefully read the tender specifications of the above tender and have understood the technical requirements, terms and conditions to the above tender which consists of

1. Pre-Qualification criteria,
2. Scope of work,
3. Commercial Terms & Conditions,
4. Conditions Related to The Welfare of Labors
5. General Terms and Conditions.
6. Technical Bid
7. PRICE BID Format
8. RTGS/NEFT Format

We agree to carry out the contract works tendered at the rates as offered by us in the Price Bid format submitted by us and in accordance to the terms and conditions of the BHEL tender.

Declaration:

If the contract is awarded to us the prices shall be kept firm till the completion of the contract.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

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GENERAL DETAILS:

01	Name and full address of the Company / Firm	
02	Name of contact Person with Designation	
03	Contact Details:	
	Landline No.	
	Mobile No.	
	email ID:	
04	Local Office Address with Contact person, Phone No., Mobile No., email ID, Fax No. (If any)	

- (i) I/We (including all partners) certify that I/We have read the Terms and conditions and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We am/are liable to be debarred.
- (iii) I/We certify that I/We will not get myself / ourselves registered as contractor(s) in BHEL under more than one name.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

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Tender Notice

Dt. 19.09.2017

TECHNICAL BID

ELIGIBILITY CRITERIA DETAILS:

ANNEXURE - 1

S NO	ELIGIBILITY CRITERIA	BIDDER'S RESPONSE
01	EMD PAYMENT (₹ 10,000)	DD No/SBI Collect Ref no. _____ Date _____ Drawn from _____ (Bank) for Rs. _____ / (Rupees _____ only)
02	Income Tax PAN No. Proprietorship - PAN card on owner Name For others - PAN card on company/Firm/Business	PAN No. _____ PROOF ATTACHED / PROOF NOT ATTACHED
03	All those who are having the mini lorry (either in the name of bidder or leased) of minimum capacity 0.7 MT, are eligible to participate in the tender. In case of leased vehicle, NOTARISED LEASE DEED (as proof) shall be submitted along with the offer.	OWN / LEASED NOTARISED LEASE DEED ATTACHED / Not attached (In case of LEASED)
04	The vehicle shall comply with all the statutory requirements such as R C (Registration Certificate), F C (Fitness certificate), Vehicle Insurance .etc, as per the government regulations, and the copy of these documents shall be submitted along with the offer.	Copies of RC, FC, Insurance Attached / Not Attached
05	Contractor shall have mobile number and valid working e-mail id for communication.	Mobile no: _____ e-mail id: _____
06	Average Annual Financial turnover for the last three financial years ending 31.03.2016 (or) 31.03.2017 shall be minimum Rs 1.00 Lakh. Audited financial statements along with the copies of IT returns (OR) Turnover Certificate issued by a Chartered Accountant for the cited period shall be submitted as proof along with the BID.	(Proof attached / proof not attached)

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



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Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

07	The bidder shall have an experience in the field of "providing vehicles on hire for transportation" for a minimum period of one year within last 5 years. Copies of WO/ Experience certificate / Performance certificate or any other proof shall be submitted for the same.	Proof Attached / Proof Not Attached
08	Company Status (Proprietorship/ Partnership Firm/LLP/One-person Company/Private Limited Company/Public Limited Company/Trust/Society) (Proof to be attached)	Company status: Proof attached / proof not attached
09	On award of contract, the successful bidder shall comply with all the statutory requirements of PF and ESI rules & regulations for their workmen deputed for this work	Accepted / Not accepted
10	Willingness to participate in Reverse Auction(RA)	Accepted / Not accepted
11	GSTIN Registration Number (or) Application Reference Number (optional and NOT mandatory)	GSTIN No. _____ PROOF ATTACHED / PROOF NOT ATTACHED

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

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Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:17:017

Tender Notice

Dt. 19.09.2017

RTGS/NEFT FORM

To
THE PURCHASE/CONTRACT EXECUTING AGENCY/BHEL

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

01	Name & Address of the Supplier / Sub-contractor	
02	VENDOR CODE assigned by BHEL	
Details of Bank Account:		
03	NAME & ADDRESS OF THE BANK	
04	NAME OF THE BRANCH	
05	BRANCH CODE	
06	MICR CODE	
07	ACCOUNT NUMBER	
08	TYPE OF ACCOUNT	CURRENT A/C / OD / CASH CREDIT
09	BENEFICIARY'S NAME	
10	IFSC CODE OF THE BRANCH	
11	EMAIL ID	
12	TELEPHONE/MOBILE NO.	

CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED by the National Electronic Funds Transfer and / or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited. I / We also agree to bear the applicable Bank Charges for the above mode of transfer. **Original cheque leaf/cancelled cheque leaf of the above account is sent herewith.**

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

DATE:

(Manager / Officer's)

Signature Under Bank stamp and Name Seal
with Membership No :
(Telephone / Mobile No)

Forwarded to **Accounts Dept.**

We confirm the above details are verified with the records available with us.

Signature of the BHEL Executive with Name Seal (Operating the Contract/Services)

Place

Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

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Tender Notice

Dt. 19.09.2017

PRICE BID FORMAT

ANNEXURE - 2

SI NO	Description	UNIT	Quantity (A)	PER UNIT RATE (₹) (B) (Exclusive of GST)	TOTAL AMOUNT for Tender Quantity (₹) (A x B) (Exclusive of GST)
1	DAY RENT for 0.7 MT mini lorry (12 hrs maximum) as per tender scope, terms and conditions	Day	500	₹ _____ /- PER DAY (Rupees _____ _____ only) PER DAY	₹ _____ / (Rupees _____ _____ only)
2	Fuel and Other operational charges PER KM RATE as per tender scope, terms and conditions	KM	40,000	₹ _____ /- PER KM (Rupee _____ only) PER KM	₹ _____ / (Rupee _____ only)

NOTE: L1 will be decided based on the MINIMUM OVERALL TOTAL VALUE OF (A x B) covering both SL. NOs 1 & 2 on Single Vendor

Other GST informations (only for reference)

(please tick the appropriate box)

GST Liability to be discharged by vendor : Forward charge (or) Reverse Charge

If forward charge, rate of GST : 5% (or) 12%

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)