



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:17:021

## Tender Notice

Dt. 27.09.2017

Sir,

Sub: Open Tender inviting Technical & Price Bids for “**Outsourcing of Canteen Services at PPPU BHEL Thirumayam for a period of 15 months**”

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	<b>Outsourcing of Canteen Services at PPPU BHEL Thirumayam</b>
Duration of Contract	<b>15 Months</b> 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	<b>14.00 hrs. on 14.10.2017</b>
Date / Time for opening of Technical Bid	<b>14.30 hrs. on 14.10.2017</b>
PRE BID MEETING Schedule	<b>10.00 AM at PPPU - Thirumayam 07.10.2017</b>
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.
<b>EMD: ₹ 6,74,000/-</b> (Rupees Six Lakhs Seventy Four Thousand Only)	
<b>Note:</b> Exempt from the payment of EMD along with Tender is allowed for the bidders who <ul style="list-style-type: none"><li>are Joint Venture companies of BHEL, State or Central PSUs / Government departments / Autonomous / Educational / Research Institutions</li><li>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).</li></ul> (Bidders should suitably apply for availing exemption from payment of EMD by submitting any of the above listed documents along with a request letter.)	
<b>MSME VENDORS:</b> MSME suppliers can avail the intended benefits only if they submit along with the offer, valid <b>attested copies</b> of either <b>EM II certificate</b> having deemed validity (Five years from the date of issue of acknowledgement in EM-II) or <b>NSIC certificate</b> or <b>EM II certificate along with attested copy of a CA certificate</b> (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  
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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.**

<b>SI no</b>	<b>Cover Title</b>	<b>Pages of Tender document</b>	<b>Other required documents</b>
<b>01</b>	<b>Technical Bid</b>	All - excluding Price bid pages	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)
<b>02</b>	<b>Price Bid</b>	36,37 & 38	Nil
<b>03</b>	<b>EMD</b>	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](mailto:nraja@bheltry.co.in)

### TENDER TERMS AND CONDITIONS

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### **I. Pre - Qualification Criteria:**

1. Payment of Earnest Money Deposit (EMD).
2. The bidder should have Income Tax PAN Number as follows
  - Proprietorship - PAN card on Proprietor's name
  - Public / Private Limited Company - PAN card on Company's name
  - Partnership Firm - PAN card on Firm's name.
3. The Bidder should have valid GST Registration Number / Application Reference Number.
4. The bidder could be a Proprietorship/ Partnership Firm/LLP/One person Company/Private Limited Company/Public Limited Company/Trust/Society in this line of service / business - documentary proof / Xerox copy to be enclosed.
5. The bidder shall hold valid Food Business Operator license under Food Safety and Standards Act 2006 (FSSAI).
6. The bidder should have experience in similar work "Performing Industrial / Institutional canteen services with not less than 500 users (by providing Labor, Material & Service) **as per Annexure A (SI NO. 6)**. One-year experience in Similar work in round the clock cooking and serving at client(s) premises is mandatory". The list of clients, present and past, should be enclosed and contract completion/performance certificate from past client(s) has to be furnished as documentary evidence. The said experience shall be within last seven years as on 30.04.2017.
7. The bidder should have a turnover for the last 3 Years (ending 31.03.2016 / 31.03.2017) in canteen services for the value not less than **(as specified in Annexure A)**. Documentary evidence - Audited financial statements (Balance Sheet and Profit/Loss Account) **(OR)** Certificate from a Chartered Accountant for the turnover during the last three financial years (2013-14, 2014-15 and 2015-16 / 2016-17) are to be submitted. Income Tax assessment order or acknowledgement of Income tax returns filed for the last three financial years are to be enclosed.
8. Only those bidders, who are meeting all the above qualifying criteria (as detailed in Annexure A), will be considered for further evaluation and others will be summarily rejected.
9. The eligibility Criteria details as per Annexure - A to be filled & submitted with supporting documents for BHEL reference and verification.

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

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

### **II. SCOPE OF CONTRACT:**

1. Procurement and storage of Standard Quality provisions, ingredients, vegetables etc. required for the preparation of food items as per Annexure B, Annexures C1, C2 & C3 and Annexure D at BHEL Canteen Stores.
2. Preparation of meals, breakfast, beverages (tea/coffee)/ snacks etc., at BHEL, THIRUMAYAM industrial kitchen and serving breakfast/lunch/dinner etc., to employees and Contract Workmen/Apprentice in hot condition at the Canteen Dining Halls/Admin Building Dining Hall and serving beverages / snacks at specified Shop/Office locations inside the Plant as per the Service Timing & Menu details in Annexure -B. It is to be noted that the food should be served in separate dining halls for employees and Contract workmen/Apprentice at the canteen and also separately in Admin Bldg. dining hall.
3. Supply of potable packaged drinking water (from a reputed supplier with BIS certification) in dining hall / Canteen.
4. Reputed Branded / standard quality (ISI or Agmark only) of raw materials (Ingredients) /provisions required for the preparation of the menu, as per the recipe (matrix will be provided by BHEL to the successful vendor at the time of execution) to be procured. Also, tissue papers are to be provided at the dining area.

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5. The man power required for performing this contract shall be minimum 48 (**Except for Sundays & Holidays, where in the manpower required will be informed by BHEL in advance**) as given elsewhere in this tender document. In case, the contractor requires any additional strength this shall be done to render satisfactory service to BHEL. In case, the minimum man power is not provided, the corresponding wages will be deducted from the bills of the contractor in line with prevailing minimum wages applicable in TamilNadu plus BHEL additional wages.
6. Catering supervisors shall have qualification in catering and experience in checking food raw material quality, hygienic food preparation with good taste. One Catering supervisor shall attend duty in first (A) shift 6 AM to 2 PM and other in second (B) shift 2 PM to 10 PM. Along with two Catering supervisors, one canteen manager shall also be available at canteen premises at least from 7 AM to 4 PM. On award of contract Catering qualification and experience certificate of Manager and Catering supervisors, deputed for this work shall be submitted to BHEL HR.
7. Operation and maintenance of all canteen equipments as per Annexure - G is under contractor's scope, except for S.I No 27 of Vessel Item and Sl. Nos: 03, 06 & 15 of Electrical items, for which BHEL will arrange for maintenance and repairs. The equipment are to be returned in good working condition at the end of the Contract. Periodical Stock verification will be done by BHEL and contractor is required to upkeep the equipment. Only competent persons to be engaged for maintaining / repairing the canteen equipment.
8. Housekeeping of the food preparation area and the dining halls: The house keeping scope includes employing competent persons for house-keeping, providing branded cleaning materials required for up keeping of Kitchen, Wash Trough and Service areas in a hygienic condition and branded hand wash liquid at the Dining halls and other required materials / gadgets for cleaning. Cleaning of the cob webs, oil stains on the walls and ceiling to be done on a regular basis to the satisfaction of BHEL.
9. Microbiological Test for food items as required by BHEL, and the report shall be enclosed along with the subsequent month bill, for processing. Bills will be processed only with the required reports.
10. The waste food / vegetables and other kitchen waste should be taken out of Factory Campus and disposed as per the applicable statutory norms and regulations.
11. Periodical Disinfestations/Pest control measures for the Stores/ Kitchen/ Dining area including cleaning of fly catchers etc. shall be ensured.
12. The caterer should obtain all necessary licenses of competent / statutory authorities for running canteen services within reasonable time.
13. Cleaning of vessels and dining area including Tables & chairs shall be done after every service. Cleaning powders/ Soap bar shall NOT be used for any cleaning/ washing purposes. Only branded liquid cleaners viz. Vim/ Pril/ Dettol shall be used for all washing/ cleaning purposes. For using any brand other than these, specific approval of BHEL Management is to be obtained.
14. Housekeeping of canteen including Cleaning of Canteen / Dining hall Floor, Ceilings, Footsteps / Staircase, Wash basins (chokes shall be removed immediately) shall be done by the Contractor.
15. Periodical Cleaning of fans, lights & fittings, exhaust fans, fly catchers, walls, windows, doors and removing of cobweb to be done by the contractor, both in the kitchen and the dining halls.
16. Good quality SS Spoons, kept in hot water basin, to be provided at the dining hall.
17. **The following facilities will be Provided by BHEL:**
  - (a) Free of rent fully equipped Industrial Kitchen & Dining Halls (equipment list as provided in Annexure - G) for preparation & serving of meals, breakfast, beverages (Tea/Coffee), snacks at PPPU/ BHEL, THIRUMAYAM Factory.
  - (b) Vessels, kitchen equipment and service items will be provided as per the list enclosed in ANNEXURE - G. If the Contractor requires any additional items for their effective functioning, he shall bring his own vessels, kitchen equipment or service items on returnable basis. The operation, maintenance, required repair works of such equipments will also be under the scope of Canteen Contractor. Kitchen

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equipments will be handed over by BHEL in good working condition. These kitchen equipments shall be used by the contractor and handed over back to BHEL in good working condition on expiry of the contract. The maintenance of the major canteen equipments: 1) Steam Generator 2) Cold Storage 3) Lift 4) Solar Water Heater 5) RO System will be attended by BHEL.

- (c) Provision of LP Gas and Electricity for food preparation on chargeable basis, on actual consumption. (The present rate applicable for LPG is Rs.41.60 /- per Kg & Electricity rate is Rs. 8.00/- per kWh/Unit will be firm throughout the contract period).
- (d) Storage facility for grocery & Vegetables.
- (e) Water for food preparation shall be taken from the RO system provided by BHEL.
- (f) Electricity will be provided free of cost for lighting, fans, fittings like fly catchers and Bain Marie in the Dining hall Areas only.
- (g) Bore well / Overhead Tank Water for RO system, hand wash, cleaning & housekeeping activities at free of cost will be provided.

### **III. WORK SPECIFIC TERMS & CONDITIONS:**

1. The food items are subject to audit check at BHEL discretion both at Kitchen and at Dining halls / Service premises by BHEL authorized Officials. The contractor should have program for monitoring the quality of raw material and food by their designated Officials with maintaining record for the same. The Quality Checking records will be made available to BHEL for review as and when required.
2. The caterer should have association with Govt. approved food testing laboratories for conducting Food test and the details are to be shared as and when required by BHEL. Microbiological food tests have to be conducted atleast once in six months.
3. Calculation of Utilization Numbers:
  - A) For Breakfast, Lunch, Dinner and Midnight Tiffin Services:
    - a) BHEL will communicate an **Indicated Quantity** to be served during the coming week for Breakfast, Lunch, Dinner and Mid night tiffin at the end of previous week. The service provider has to ensure uninterrupted supply for this indicated quantity and also for excess required quantity, if any.
    - b) BHEL may also modify the Indicative Quantity at any time in between and the same shall be followed for services from then onwards.
    - c) For the purpose of billing, the Indicative Quantity (or) the actual Consumption Quantity whichever is higher shall be considered.
  - B) For all Other Services:
    - a) The Indicative Quantity shall be the actual attendance during that service time.
    - b) For the purpose of billing, this Indicative Quantity shall be considered.
  - C) Documents to be submitted along with Contractor's Bills:
    - a) Monthly bills in triplicate.
    - b) Microbiological test reports as required by BHEL.
    - c) Health Checkup reports along with First, Seventh and 13<sup>th</sup> month bills.
    - d) Copies of the Indicative Quantity as per Clause No: III.3.A & III.3.B which will be maintained in the form of a ledger/ register. Indicative Quantity and actual Consumption Quantity shall be entered in the register on a daily basis and shall be signed by both the Contractor and BHEL representatives.
    - e) PF remittance challan along with wage and attendance register as per the applicable statutory norms.
    - f) Documentary Proof for payment towards group Insurance for the workers.
    - g) Copy of the tax challan of previous bill period, if any.

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4. The service timing given in Annexure B is to be adhered to without fail and the food items must be neatly arranged and kept ready for service. Timely service is very important and the Contractor shall ensure fresh and hot preparations to all users within the stipulated timings, by all means.
5. The caterer should have enough reputed sources for procurement of good standard quality materials (ISI or Agmark only) and ensure proper storage of the same in the dry ration store, refrigerated stores, walk in cooler and hot holding equipment. The contractor shall keep raw material (Dry ration) in stock minimum for 10 days in the premises at all times for adequate supply of all food stuff. BHEL representative will conduct quality/quantity check whenever necessary.
6. Raw materials with stapler clipped packets, nailed wooden boxes or any such kind of packaging which could be hazardous would not be permitted inside the premises.
7. The food items supplied must be fresh and nutritious and acceptable to BHEL. The menu and roaster of menu given must be diligently followed (as per Annexure- B, C1, C2 & C3 and Annexure D) and if any changes are to be effected it should have BHEL approval.
8. The contractor on award of work shall arrange to issue Personal protective equipment to all his workmen for safe working as per Annexure-H.
9. All the items supplied by BHEL at its expense for the purpose of running Canteen services will be company's property for all intents and purposes. The losses due to breakage / theft / damage or loss of any such materials / equipment / fixtures / furniture or damage due to poor and reckless handling shall be recovered from the Contractor at full cost. With regard to natural wear and tear of any such item, the decision of BHEL shall be final and binding on the Contractor.
10. The contractor shall arrange for issue of uniform and gloves to all his workmen. All workmen shall be issued with Dark Maroon color shirt/pant and color cap and provided with name plates with clear indication of the contract agency's name & emblem on the shirt.
11. Vendor will have to adhere to the HYGIENE STANDARDS specified below:
  - a) The successful vendor shall produce medical fitness certificate of their workmen from certified medical practitioner (a certifying surgeon as per TamilNadu factories rules) during First, Seventh and 13<sup>th</sup> months of the execution of this contract. The Contractor should ensure the personal hygiene of all of their employees in this contract & ensure periodical medical checkup. It shall be noted that on induction of any new man power, the medical checkup shall be done to those new man power also.
  - b) The caterer shall ensure by himself that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record.
  - c) Disposal of canteen waste outside BHEL premises on regular basis and with the permission of local authorities. The left-over food and the plate wastes after cleaning of vessels should be taken back by the Contractor. Contractor has to declare the method of waste disposal outside the factory premises.
  - d) The caterer shall maintain and ensure high standards of hygienic conditions in kitchen and dining area.
  - e) It is preferred that the activities carried out are to be in line with ISO 9001, ISO 14001, OHSAS 18001& ISO 22000 requirements.
  - f) In case of any lapse in the service, quality standards or non-compliance of any standing instruction, BHEL reserves the right to impose appropriate penalty.
12. As a green initiative, the vendor will be required to supply snacks during Tea Service in paper covers/ bags only. Plastics/ Polythene covers are to be avoided completely.

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### IV. COMMERCIAL TERMS & CONDITIONS:

#### 01. RATE:

- a. Rate should be quoted in Rupees as numerals and in words in the attached price bid format.
- b. The rates quoted should **be inclusive of GST and 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.)
- c. 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.
- d. GST Payment will be reimbursed as per statutory provisions, subject to production of proof of payment / remittances only.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- 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.

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- 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.

### **02. CONTRACT PERIOD:**

- a) The contract execution period will be for a period of **15 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**

- a) The Contractor has to submit all the entry details of indicative quantity and consumption quantity on daily basis to BHEL for Verification. The consolidated statements and GST rule complaint tax invoice shall be prepared by the contractor during the first week of succeeding month and submitted concerned department and after due certification from concerned dept., the bills will be forwarded to Accounts Section. The payment will be made through RTGS / EFT to the contractor immediately after the receipt of the error free bill. It is to be noted that it will take at least ten days to process the bill at end user and Accounts section after submission.
- b) No advance will be paid for operational expenses.

#### **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.

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**Note:** Three copies of GST rule compliant tax invoice with original signature to be submitted every month on completion of work.

### **04. PENALTY CLAUSE**

1. If any served food item is found not suitable for consumption and on acceptance of the same by the Contractor, an amount of 125% of the contract value of such items shall be debited to the contractor. Ref clause II.5, also with respect to penalty.
2. GST @ 18% on Penalties & Recoveries wherever specified in the tender (as applicable) will also be deducted.

### **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.

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(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:17:021

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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. 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](http://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](http://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](http://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”.

### **v. CONDITIONS RELATED TO THE WELFARE OF LABOURS:**

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- 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.
- 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.

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- 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,
  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

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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.**

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### VI. 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.

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**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.

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- 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

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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

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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.

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**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

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<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 nin 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 measurers. Any violation thereof

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Date

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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)



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### **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)



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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 Contract,
3. Work Specific Terms & Conditions,
4. Commercial Terms & Conditions,
5. Conditions Related to The Welfare of Labors
6. General Terms and Conditions.
7. Technical Bid
8. PRICE BID Format
9. Annexures on Service timings, Menu details, PPEs.etc
10. 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)



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### 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

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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)



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### TECHNICAL BID

#### ELIGIBILITY CRITERIA DETAILS:

#### ANNEXURE - A

S NO	ELIGIBILITY CRITERIA	BIDDER'S RESPONSE
01	EMD PAYMENT (₹ 6,74,000 )	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	GSTIN Registration Number	GSTIN No. _____ PROOF ATTACHED / PROOF NOT ATTACHED
04	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
05	The bidder shall hold a valid food business operator license under food safety and standards Act 2006 (FSSAI).	(Proof attached / proof not attached)
06	Minimum Experience (by 30th April 2017) during last 7 years as prescribed below in either 07(a) or 07(b) or 07(c) in similar work "Performing Industrial / Institutional canteen services with not less than 500 users (by providing Labor, Material & Service), in which, experience in round the clock cooking and serving at client(s) premises is mandatory".	(Proof attached / proof not attached)
06(a)	Three similar completed work each costing not less than ₹ 1,34,79,000.00  <b>(OR)</b>	(Proof attached / proof not attached)

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



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06(b)	Two similar completed works each costing not less than ₹ 1,68,48,000.00  <b>(OR)</b>	(Proof attached / proof not attached)
06(c)	one similar completed works each costing not less than ₹ 2,69,57,000.00	(Proof attached / proof not attached)
07	The bidder should have one year experience in similar work "Performing Industrial / Institutional canteen services with not less than 500 users (by providing Labor, Material & Service), in which, one-year experience in round the clock cooking and serving at client(s)' premises is mandatory". The list of clients, present and past, should be enclosed and contract completion/performance certificate from past client(s) has to be furnished as documentary evidence. The said experience shall be within last seven years as on 30.04.2017.	(Proof attached / proof not attached)
08	Average Annual Turnover for the last 3 years (2013-14, 2014-15 and 2015-16 / 16-17) ₹ 1,01,09,000.00 Audited financial statements (Balance Sheet and Profit/Loss Account) <b>(OR)</b> Certificate from a Chartered Accountant for the turnover during the last three financial years (2013-14, 2014-15 and 2015-16/16-17) are to be submitted.	(Proof attached / proof not attached)
09	Income Tax assessment order or acknowledgement of Income Tax Return for last 3 financial years (2013-2014, 2014-2015, 2015-2016/16-17) shall be attached.	(Proof attached / proof not attached)
10	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
11	Willingness to participate in Reverse Auction(RA)	Accepted / Not accepted

Place  
Date

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(NAME & ADDRESS WITH SEAL)



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### TECHNICAL DETAILS:

01	Name and full address of the company/ firm	
02	Name of contact person	
03	Contacts Numbers P& T Mobile No: Email ID:	NO: _____  Ph: _____  ID: _____
04	STAFF STRENGTH (available with the contractor)	Catering qualified: _____ For Administration / accounts: _____ Housekeeping / Cleaning workmen _____
05	Minimum Crew Strength required for this contracts (No of Persons)  Refer point II. 5 in Tender Terms and Conditions	General administration Manager : 01 Cantering supervisors : 02 Cook/ cook assistants : 3/6 Serving staff for top officials : 4 Housekeeping Staff : 14 Servicing Staff : 18  Housekeeping crew shall be in separate uniform.

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



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### **ANNEXURE - B SERVICE TIMINGS AND MENU DETAILS**

SI. NO.	1	2	3	4	5	6	7	8	9										
Days	Tea/Coffee	Breakfast	Qty	Tea/Coffee	Qty	Lunch	Tea/Coffee	Tea/Coffee	Qty	Dinner	Midnight Tea	Midnight Tiffin	Qty						
	05.00- 5.15 hrs	07.15- 07.45 hrs		09.50 - 10.00 hrs		12.15 - 12.45hrs	14.40 - 14.50 hrs	18.00-18.10 hrs		20 .15 to 20.45 hrs	23.15-23.25hrs	02.30-03.00 hrs							
Sunday	Tea/Coffee	White Rava Upma	100 gm.	Tea/Coffee	140 ml.	Meals	Tea/Coffee	Tea/Coffee	140 ml.	Meals	Milk/Tea #	Oothappam - 3Nos (1 Nos - 100gm)	300 gm						
		Oothappam - 2 Nos, Garlic chutney, Coconut Chutney & Sambar	200 gm.															Tea/Milk \$	
		Mysore Bonda - 2 Nos	50 gm.	Good Day - 3Nos	50 gm.								Kara Boondi	Good Day -3Nos	50 gm.				
		Tea/Coffee	140 ml.																
Monday	Tea/Coffee	Pongal	100 gm.	Tea/Coffee	140 ml.	Meals	Tea/Coffee	Tea/Coffee	140 ml.	Meals	Milk/Tea #	Idly - 6 Nos (2 Nos- 100gm)	300 gm						
		Idly - 4 Nos, Mint chutney, Coconut Chutney & Sambar	200 gm.															Tea/Milk \$	
		Medhu Vada - 2 Nos	50 gm.	Nutri Choic e- 3Nos	50 gm.								Patani	Nutri Choice- 3Nos	50 gm.				
		Tea/Coffee	140 ml.	Britania										Britania					
		Wheat Rava Upma	100 gm.	Tea/															

Place

Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



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Tuesday	Tea/Coffee	Oothappam - 2 Nos, Ginger Chutney, Coconut Chutney & Sambar	200 gm.	Coffee	140 ml.	Meals	Tea/Coffee	Tea/Coffee	140 ml.	Meals	Milk/Tea #	Oothappam - 3Nos (1 Nos - 100gm)	300 gm
		White Channa	50 gm.	Milk Bikis - 4Nos	50 gm.		Pea Nut - Boiled	Milk Bikis -4Nos	50 gm.			Tea/Milk \$	
		Tea/Coffee	140 ml.										
Wednesday	Tea/Coffee	Poori Kilangu masala	100 gm.	Tea/Coffee	140 ml.	Meals	Tea/Coffee	Tea/Coffee	140 ml.	Meals	Milk/Tea #	Idly - 6 Nos (2 Nos- 100gm)	300 gm
		Idly - 4 Nos, Coconut chutney & Sambar	200 gm.										
		Ukkara Sweet/ Kesari	50 gm.	Good Day - 3Nos	50 gm.		White Channa	Good Day -3Nos	50 gm.			Tea/Milk \$	
		Tea/Coffee	140 ml.										
Thursday	Tea/Coffee	Wheat Rava Upma	100 gm.	Tea/Coffee	140 ml.	Meals	Tea/Coffee	Tea/Coffee	140 ml.	Meals	Milk/Tea #	Oothappam - 3Nos (1 Nos - 100gm)	300 gm
		Oothappam - 2 Nos, Takali thokku, Coconut chutney & Sambar	200 gm.										
		Methu vada/Vada Curry	50 gm.	Marie Gold-4Nos	50 gm.		Kara Sev	Marie Gold-4Nos	50 gm.			Tea/Milk \$	
		Tea/Coffee	140 ml.										
		Pongal	100 gm.	Tea/Coffee	140 ml.		Tea/Coffee	Tea/Coffee	140 ml.			Idly - 6 Nos (2 Nos- 100gm)	300 gm
		Idly - 4 Nos, Kara chutney,	200 gm.										

Place  
Date

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Friday	Tea/Coffee	Coconut chutney & Sambar																		
		Kesari	50 gm.	Rusk	50 gm.	Meals	Pea Nut-Boiled	Rusk	50 gm.	Meals	Milk/Tea #	Tea/Milk \$								
		Tea/Coffee	140 ml.																	
Saturday	Tea/Coffee	Upma	100 gm.	Tea/Coffee	140 ml.									Meals	Tea/Coffee	Tea/Coffee	140 ml.	Meals	Milk/Tea #	Oothappam - 3Nos (1 Nos - 100gm)
		Oothappam - 2 Nos, Onion chutney, Coconut chutney & Sambar	200 gm.																	
		Methu Vada - 2 Nos	50 gm.	Coco Biscuit-3Nos	50 gm.	Brown Channa	Coco Biscuit-3Nos	50 gm.	Meals	Milk/Tea #	Tea/Milk \$									
			140 ml.																	
		Tea/Coffee																		
	Milk	200 ml.	<p><b>Note: Sambar and Chutney (Variety) to be served along with the Tiffen items. SI.No.1 ,3, 5, 7 to be served at specified locations in PPPU. SI.No.2, 4, 6, 8 to be served at canteen Dining Halls.</b></p>																	
	Tea	140 ml.																		
	Coffee	140 ml.																		
	Bun	40 gm.																		
	Marie Biscuits	4 Nos																		

\* Tea and Coffee shall be served with a 60:40 Ratio, while considering the overall cash flow for the given number of persons.

# Milk and Tea shall be served with a 40:60 Ratio, while considering the overall cash flow for the given number of persons.

\$ Milk and tea shall be served with a 60:40 Ratio, while considering the overall cash flow for the given number of persons.

**Meals**

\*Boiled items to be packed 50Gms

\*Biscuits/ Rusk Britannia products'.

Place

Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)

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### ANNEXURE – “C1”

#### Menu for canteen service

#### ROSTER OF LUNCH / DINNER MENU for EMPLOYEE CANTEEN

DAY	LUNCH	DINNER
SUNDAY	RICE, BRINJAL & WHITE PUMPKIN SAMBAR, JEERA RASAM, CARROT PORIYAL, APPALAM, GARLIC PICKLE**, MASAL VADAI*, CURD, ROTI AND SUBJI ITEMS.	RICE, RADDISH SAMBAR, TOMATO RASAM, CABBAGE PORIYAL, APPALAM, GINGER PICKLE**, METHU VADAI*, CURD, ROTI AND SUBJI ITEMS.
MONDAY	RICE, CARROT BEANS DRUMSTIK SAMBAR, LEMON RASAM, AVARAKAI PORIYAL, APPALAM, PICKLE**, BANANA, CURD, ROTI AND SUBJI ITEMS.	RICE, PULI KULAMBU, MYSORE RASAM, CARROT PORIYAL, APPALAM, GINGER PICKLE**, BANANA, CURD, ROTI AND SUBJI ITEMS.
TUESDAY	RICE, RADDISH SAMBAR, CABBAGE PORIYAL, APPALAM, PEPPER RASAM LEMON PICKLE**, MEDHU VADAI*, CURD, ROTI AND SUBJI ITEMS.	RICE, BRINJAL & NUKAL SAMBAR, PINEAPPLE RASAM, BEANS PORIYAL APPALAM, LEMON PICKLE**, MASAL VADAI*, CURD, ROTI AND SUBJI ITEMS.
WEDNESDAY	VARIETY RICE***, SAMBAR SATHAM CURD RICE, WHITE RICE, POTATO CHIPS, PINEAPPLE RASAM, BEANS PORIYAL, MORE MELAGAI, THOVAIYAL, PICKLE**, ROTI AND SUBJI ITEMS.	WHITE RICE, CARROT AND BEANS SAMBAR, PEPPER RASAM, CURD, AVARAKAI PORIYAL, METHU VADAI*, APPALAM, MANGO PICKLE, ROTI AND SUBJI ITEMS.
THURSDAY	RICE, BITTER GOURD SAMBAR, MINT RASAM, GREEN LEAF KOOTU, BANANA, APPALAM, MANGO PICKLE**, CURD, ROTI AND SUBJI ITEMS.	VARIETY RICE***, SAMBAR SATHAM, CURD RICE, WHITE RICE, POTATO CHIPS, PINEAPPLE RASAM, BEANS PORIYAL, MORE MELAGAI, THOVAIYAL, PICKLE**, ROTI AND SUBJI ITEMS.
FRIDAY	RICE, CHOW CHOW/ WHITE PUMPKIN / LOKI SAMBAR, JEERA RASAM, CARROT PORIYAL, APPALAM, NORTANGAI PICKLE, METHU VADAI*, CURD, ROTI AND SUBJI ITEMS.	RICE, BITTER GOURD SAMBAR, MYSORE RASAM, BRINJAL POTATO PEANUT KARA CURRY, BANANA, APPALAM, NORTHANGAI PICKLE, CURD, ROTI AND SUBJI ITEMS.
SATURDAY	RICE, VATHA KULAMBU, PEPPER RASAM, BEETROOT PORIYAL, APPALAM, NELLIKAI PICKLE**, VEG SALAD, CURD, ROTI AND SUBJI ITEMS.	RICE, DRUMSTICK & BRINJAL SAMBAR, PINEAPPLE RASAM, BEANS PORIYAL, APPALAM, NELLIKAI PICKLE**, VEG SALAD, CURD ROTI AND SUBJI ITEMS.

\*Medhuvadai / MasalVadai (1 Nos 50 grams)

\*\* PICKLE – Mango/Lemon/Ginger/Mixed Vegetable/Chilli/Carrot/fried more milagai to be served on alternate days.

\*\*\* Variety Rice (each 150 grams) (to be served only one day in a week (for lunch and dinner))

#### **Note:**

1. Good quality curd (100 ml) to be prepared in individual SS cups and served fresh for both Lunch and Dinner on ALL days.
2. VEG Salad shall consist of Onion, Carrot, and Tomato & Cucumber.
3. The above daily menus may be interchanged (i.e., required to be served) for other than the specified day for which prior intimation will be made by BHEL.

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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### ANNEXURE – “C2”

#### ROSTER FOR ROTI AND SABJI FOR LUNCH / DINNER MENU (for EMPLOYEE DINING HALL)

DAY	MAIN	SABJI**LUNCH/DINNER
SUNDAY	ROTI**	Dhal, PATANI MASALA SUBJI /BRINJAL POTATO PEANUT SUBJI, DHAL.
MONDAY	ROTI**	PANEER SUBJI & DHAL / VEG KURMA & DHAL.
TUESDAY	ROTI**	BRINJAL POTATO PEANUT SUBJI & DHAL./ PANEER MASALA & DHAL.
WEDNESDAY	ROTI**	VEG KURMA & DHAL/ MUSHROOM MASALA & DHAL.
THURSDAY	ROTI**	CHANNA MASALA SUBJI & DHAL/ CHANNA MASALA & DHAL.
FRIDAY	ROTI**	LADIES FINGER SUBJI & DHAL/ VEG KURMA & DHAL.
SATURDAY	ROTI**	MUSHROOM MASALA SUBJI & DHAL/ PANEER SUBJI & DHAL.

\*\* ROTI AND SUBJI -To be served for only employee canteen. In general, 2 Nos. roti's (50 Grams each) with corresponding subji to be served with Lunch/Dinner

**Note:**

1. Dry Mix veg curry shall consist Combination of beans and potato, carrot, cauliflower, capsicum (Any three items). Only branded wheat flour like Pillsbury, Aashirvaad, Annapoorna has to be used.

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### ANNEXURE - "C3"

### ROSTER OF LUNCH / DINNER MENU for CONTRACT WORKMEN/APPRENTICE CANTEEN

DAY	LUNCH	DINNER
SUNDAY	RICE, BRINJAL & WHITE PUMPKIN SAMBAR, JEERA RASAM, CARROT PORIYAL, APPALAM, GARLIC PICKLE**, MASAL VADAI* AND CURD.	RICE, RADDISH SAMBAR, TOMATO RASAM, CABBAGE PORIYAL, APPALAM, GINGER PICKLE**, METHU VADAI* AND CURD.
MONDAY	RICE, CARROT BEANS DRUMSTIK SAMBAR, LEMON RASAM, AVARAKAI PORIYAL, APPALAM, PICKLE**, BANANA, AND CURD.	RICE, PULI KULAMBU, MYSORE RASAM, CARROT PORIYAL, APPALAM, GINGER PICKLE**, BANANA AND CURD.
TUESDAY	RICE, RADDISH SAMBAR, CABBAGE PORIYAL, APPALAM, PEPPER RASAM, LEMON PICKLE**, MEDHU VADAI* AND CURD.	RICE, BRINJAL & NUKAL SAMBAR, PINEAPPLE RASAM, BEANS PORIYAL, APPALAM, LEMON PICKLE**, MASALA VADAI * AND CURD.
WEDNESDAY	VARIETY RICE***, SAMBAR SATHAM, CURD RICE, WHITE RICE, POTATO CHIPS, PINEAPPLE RASAM, BEANS PORIYAL, MORE MELAGAI, THOVAIYAL, AND PICKLE.	WHITE RICE, CARROT AND BEANS SAMBAR, PEPPER RASAM, CURD, AVARAKAI PORIYAL, METHU VADAI*, APPALAM, AND MANGO PICKLE.
THURSDAY	RICE, BITTER GOURD SAMBAR, MINT RASAM, GREEN LEAF KOOTU, BANANA, APPALAM, MANGO PICKLE**, AND CURD.	VARIETY RICE***, SAMBAR SATHAM CURD RICE, WHITE RICE, POTATO CHIPS, PINEAPPLE RASAM, BEANS PORIYAL, MORE MELAGAI, THOVAIYAL, AND PICKLE.
FRIDAY	RICE, CHOW CHOW/ WHITE PUMPKIN / LOKI SAMBAR, JEERA RASAM, CARROT PORIYAL, APPALAM, NORTANGAI PICKLE, METHU VADAI*, AND CURD.	RICE, BITTER GOURD SAMBAR, MYSORE RASAM, BRINJAL POTATO PEANUT KARA CURRY, BANANA, APPALAM, NORTHANGAI PICKLE, AND CURD.
SATURDAY	RICE, VATHA KULAMBU, PEPPER RASAM, BEETROOT PORIYAL, APPALAM, NELLIKAI PICKLE**, VEG SALAD AND CURD.	RICE, DRUMSTICK & BRINJAL SAMBAR, PINEAPPLE RASAM, BEANS PORIYAL, APPALAM, NELLIKAI PICKLE**, VEG SALAD AND CURD.

\*Medhuvadai / MasalVadai (1 Nos 50 grams)

\*\* PICKLE – Mango/Lemon/Ginger/Mixed Vegetable/Chilli/Carrot/fried more milagai to be served on alternate days.

\*\*\* Variety Rice (each 150 grams) (to be served only one day in a week (for lunch and dinner))

**Note:**

1. Good quality curd (100 ml) to be prepared in individual SS cups and served fresh for both Lunch and Dinner on ALL days.
2. VEG Salad shall consist of Onion, Carrot, and Tomato & Cucumber.
3. The above daily menus may be interchanged (i.e., required to be served) for other than the specified day for which prior intimation will be made by BHEL.

Place  
Date

Signature of the Bidder  
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### **ANNEXURE "D"** **LUNCH / DINNER PACKAGE DETAILS**

S NO	ITEMS FOR LUNCH / DINNER ( PACKAGE )
1	Karnataka Ponni Boiled rice/Deluxe Ponni - old and super-fine variety (Minimum of 400 gms cooked rice for each plate) as per Annexure C1 *
2	Karnataka Ponni Boiled rice/Deluxe Ponni - old and super-fine variety (Minimum of 500 gms cooked rice for each plate) as per Annexure C3 *
3	Sambar OR More Kulambu OR VathalKulambu / PuliKulambu (100 ml) as per Annexure - C1&C3
4	Rasam (100 ml.) as per Annexure - C1&C3
5	Kootu or Poriyal (100 gms.) as per Annexure - C1&C3
6	Good quality fresh curd (100 MI)
7	Big size UradHallAppalam ( Dia 100 mm before frying)
8	Pickle - Mango / Lemon / mixed vegetable / ginger / fried more milagai / kidarangai (One on each day)
9	Variety Rice to be served only one day in a week as per Annexure C1&C3
<b>FOR EMPLOYEES CANTEEN ONLY</b> <b>( Rate to be quoted in Annexure – C1 )</b>	
1	Roti Dia 150 mm - 2 Pcs (100gm) (Without Oil)
2	**Red masoor dhal / Chanadhal / Tarka thoor dhal/ MoongDhal / Uraddhal (50 ml Each) Brinjal Potato peanut Subji, Dhal/ Paneer Subji/Mushroom Masala /Veg Kurma (75 Gm Each)-As Per Annexure C2

#### **INGREDIENTS MATRIX FOR EACH PLATE OF MEALS:**

Rice	:	Karnataka Ponni/Deluxe Ponni Boiled Rice Old fine variety
Roti	:	Properly baked (without oil) 2 Pcs each of 50 gms of Whole Wheat flour only without maida (only for Employee Canteen Annexure C1)
Sambar	:	For 100 ml. Sambar a minimum of 20 gms of Thoor dhal and 20 gms of vegetable Should be used.
Poriyal	:	For one meals min. 100 Gms. of cooked vegetable should be issued.
Rasam	:	For 100 ml. minimum 5 grams of Thoor dhal & 7 gms of Pepper, Jeeragam and Garlic should be used.

\*In order to make available uniform quantity of food items the rice quantity has been revised.

\*\*In line with canteen Chappathi consumption pattern, the quantity of Dhal and subji items are being maintained at 50 ml & 75 gm respectively.

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### ANNEXURE - "E"

#### PRICE BID FORMAT FOR SERVICE MENU (In line with ANNEXURE - B)

SI. NO	1	2	3 **	4	5	6	7	8
Service Timings	5.00-5.15Hrs	07.15-07.45Hrs	09.50-10.00, 14.40-14.50, and 18.00-18.10Hrs	12.15-12.45 Hrs & 20.15-20.45	12.15-12.45Hrs & 20.15-20.45	23.15-23.25Hrs	02.30-03.00Hrs	12.15-12.45Hrs & 20.15-20.45
Service Items	Morning Tea/Coffee	Morning Tiffin	Tea/ Coffee with snacks (at 3 tea breaks AN, FN & Eve)	Lunch & Dinner (as per C1) for Employee Canteen	Lunch & Dinner (as per C3) for Contract workman/ Apprentices canteen	Night Tea/Milk	Late night Tiffin	Sweet Item *
RATE PER SERVE IN ₹ - (A)	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-
Number of SERVES for 15 months - (B)	50850	256920	5,90,280	210405	139890	68880	8895	7500
TOTAL COST of SERVE ITEMS for 15 months (A X B) in ₹	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-	₹ _____/-
TOTAL COST (A X B) OF ALL SERVE ITEMS for 15 months IN FIGURES in ₹ (1+2+3+4+5+6+7+8)	₹ _____/-							
TOTAL COST (A X B) OF ALL SERVE ITEMS for 15 months IN WORDS ₹ (1+2+3+4+5+6+7+8)	₹ _____/-							

- NOTES:**
- \* Sweet item to be served only on salary day (50 Grams).
  - The Quoted rate should be INCLUSIVE OF ALL TAXES INCLUDING GST AND ALL OTHER APPLICABLE TAXES if any. On implementation of any other taxes, the quoted rates to BHEL shall remain same throughout the contracts period.
  - \*\* Shall be served during 3 tea breaks. The approximate consumption pattern quantity may be 3 : 3 : 1 respectively.

Place  
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### **ANNEXURE - "F"** **PRICE BID FORMAT FOR OPTIONAL ITEMS**

Sl.No	Name of the Food	Quantity	Each or Total Weight (gms)/ Vol (ml)	No. Of Servings For 15 months (A)	Rate for each ₹ (B)	Total Cost (A x B)
1	KEERAI VADAI	2 nos	50 gms ( Total)	2500	₹ _____/-	₹ _____/-
2	MYSORE BONDA	2 nos	50 gms (Total)	2000	₹ _____/-	₹ _____/-
3	CURD BATH	1 plate	150 gms	650	₹ _____/-	₹ _____/-
4	SAMBAR BATH	1 plate	150 gms	650	₹ _____/-	₹ _____/-
5	LEMON BATH	1 plate	150 gms	650	₹ _____/-	₹ _____/-
6	COCONUT BATH	1 plate	150 gms	650	₹ _____/-	₹ _____/-
7	TOMATO BATH	1 plate	100 gms	650	₹ _____/-	₹ _____/-
8	VEG.BIRIYANI+ONION PACHADI	1 plate	150 gms	650	₹ _____/-	₹ _____/-
9	ICE BUTTER MILK (SUMMER)	1 cup	150 ml	45000	₹ _____/-	₹ _____/-
10	Soft Drinks(Frotti etc) in tetra packs	1 packet	200 ml	1250	₹ _____/-	₹ _____/-
11	Special Meals*	1 Plate	-	1500	₹ _____/-	₹ _____/-
12	Fried Cashew nuts	1 packet	30 gms	1200	₹ _____/-	₹ _____/-
13	Tea\$	1 Cup	140 ml	5000	₹ _____/-	₹ _____/-
14	Special Sweet #	1 Packet	50 gms	3000	₹ _____/-	₹ _____/-
15	Boiled Egg	1 no	-	71323	₹ _____/-	₹ _____/-
16	Tender Coconut	1 cup	150 ml	250	₹ _____/-	₹ _____/-
<b>Total Cost(A*B) of All serve ITEMS for 15 months In Figures in ₹</b> (1+2+3+4+5+6+7+8+9+10+11+12+13+14+15 +16)				₹ _____/-		

Place  
Date

Signature of the Bidder  
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<b>Total Cost(A*B) of All serve ITEMS for 15 months In WORDS (1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16)</b>	₹ _____/-
The quantities shown above are only approximate. The consumption/requirement of these items/quantities are need based.	
The requirement may go both on the higher and lower side. The requirement may go as low as 10% of the indicated quantity. Certain items may not be used throughout the contract period.	
<b>* Special Meals:</b> Special Meals to be prepared as and when directed by BHEL and should be Served in Buffet System. <b>Special meal menu will comprise of One Veg soup, One Kootu, One Poriyal, One Chappathi, One Sweet, one vadai, one appalam, Veg pulav, Plain Rice, Sambhar, Rasam, Curd, One Banana, and One ice cream (80 ml).</b>	
<b># Special Sweet (50 grams): Kesari/ Carrot Halwa/ Akkara vadasel (any one item)</b> to be served on special functions and any other special Occasion as per BHEL requirements.	
<b>\$ Tea - To be served for departmental review meetings.</b>	
<b>Note:</b> <b>1. The L1 bidder will be decided based on the lowest total cost of ALL serve ITEMS as per "ANNEXURE-E" and ALL OPTIONAL ITEMS as per "ANNEXURE-F" sum together on a SINGLE VENDOR.</b> <b>2. The Quoted rate should be INCLUSIVE OF ALL TAXES INCLUDING GST AND ALL OTHER APPLICABLE TAXES if any. On implementation of any other taxes, the quoted rates to BHEL shall remain same throughout the contracts period.</b>	

Place  
Date

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### ANNEXURE - "G"

#### List of Canteen Equipments:

SI.No	VESSEL ITEMS	Qty (Nos.)	SI.No	ELECTRICAL ITEMS	Qty (Nos.)
1	SS Dining Table	186	1	Insect killing machine (Fly catcher)	10
2	SS Dining Stool	472	2	Mixie (Preethi)	2
3	SS Water Jug	146	3	RO Systems (3 Units)*	1
4	SS Meals Plate	899	4	Refrigerator (220 ltr)	1
5	SS Ladle (A4)	40	5	Floor Cleaning machine	1
6	SS Ladle (A5)	40	6	Walk in Cooler - SS tier racks (4 Nos.) *	1
7	SS Tea can (5 ltr)	5	7	SS Bain marie	3
8	SS Tea can (10 ltr)	25	8	Rice Boiler (Electrical)	1
9	SS Tea can (15 ltr)	10	9	SS Sigree with SS frying fan	4
10	SS Vessel with lid (700*550 OD)	15	10	SS milk warming vessel	1
11	SS Jarani	5	11	Dosai plate (Electrical)	2
12	SS Thuduppu	5	12	Chappathi dough kneading machine	1
13	SS Vessel with lid (700*520 OD)	5	13	Wet Grinder	3
14	SS Basin	15	14	Vegetables cutting machine	1
15	SS Rice Vessel (Large - 4 Nos.)	13	15	1000 ltr solar water heating systems *	1
16	SS Rice Vessel (Small Size)	10	16	Wall Clock (Digital)	2
17	SS Lid - Small	15			36
18	SS Lid - Big (4+2)	20			
19	SS Anna karandi	19			
20	SS Pickle Spoon	11			
21	SS Water Tumbler ( 200 ml)	735			
22	SS Tea Tumbler (150 ml)	52			
23	SS Khotories	3394			
24	SS Bucket	20			
25	SS Working table	4			
26	Low flatform trolley	5			
27	Steam Generator (Gas - 3Nos.)*	3			
28	SS Steam Rice Boiler	4			
29	SS Steam Milk Boiler	1			
30	SS Service trolley	5			
31	SS Round Plate	193			
32	SS Coffee Kettle	2			
		6374			

The above canteen equipment items are available at BHEL/ Thirumayam premises that can be used by the contractor.

\* The maintenance for these items will be done by BHEL.

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### ANNEXURE - "H"

PPE'S MATRIX FOR CANTEEN ACTIVITES															
Sl.No	ACTIVITES	Head Cover	Plastic Gloves	Safety Shoes	Sandex Chappell	Poly Gloves	Kevlar Apron	Thermal Gloves	Respirator	Goggles	Rubber Gloves	Gum Boot	Kelvar Gloves	Helmet	Total
1	Vegetables Storing, cleaning and cutting	2	2		2										6
2	Vegetables Storing At Cool Room	2	2		2										6
3	Cooking	6			6		2		6						20
4	Boiler Operations			1				1		1					3
5	Packing	4			4	2									10
6	Serving	13			17	13									43
7	Washing/Cleaning Of Vessels										4	4			8
8	Movement of Hot Vessels			1	2								2		5
9	Miscellaneous Work (Serving Of Tea At Inside Shop floor)			5	4									6	15
	Quantity of PPE	27	4	7	37	15	2	1	6	1	4	4	2	6	116
	Monthly Requirement	351	16			390		6	24						

Place  
Date

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