



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

Sir,

**Sub: Open Tender inviting Technical & Price Bid for “Requirement of 4 Nos. of AC Cars for AC / Non-AC operation at PPPU, BHEL Thirumayam base (3 Nos. for Day Shift + 1 No. for Night shift) for a period of 14 Months on HIRE BASIS.”**

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

Tender Ref No	PPPU: WC:18:005 Date 19.06.2018		
Scope of work	<b>“Requirement of 4 Nos. of AC Cars for AC / Non-AC operation at PPPU, BHEL Thirumayam base (3 Nos. for Day Shift + 1 No. for Night shift) for a period of 14 Months on HIRE BASIS”.</b>		
Duration of Contract	<b>14 Months from commencement of work.</b>		
Commencement of Work	Within 7 Days from the date of Letter of Intent.		
Due Date / Time for submission of tender	<b>14.00 hrs. on 14.07.2018</b>		
Submission of Tender Document.	Tender Drop Box at Works Contracts Department, Admin Building, First Floor, BHEL, Power Plant Piping Unit, Thirumayam, Pudukkottai dist. – 622507.	(OR)	Sent through Post or courier to Sr. Manager/ Contracts Department, First Floor, Admin Block, BHEL, Power Plant Piping Unit, Thirumayam, Pudukkottai dist. – 622507.
Date / Time & place for opening of Technical Bid	<b>14.30 hrs. on 14.07.2018 at</b> Works Contracts Department Admin Building, First Floor, BHEL, Power Plant Piping Unit, Thirumayam, Pudukkottai dist. – 622507.		
Extension of Due Date for submission of tender & Date for Opening of Technical Bid, if any	Please check the Websites [ <a href="http://www.bhel.com">http://www.bhel.com</a> ( Tender Notification page) or <a href="http://www.eprocure.gov.in">http://www.eprocure.gov.in</a> ] for another one week , for the extension of Due Date for submission of tender and Date for Opening of Technical Bid, if any.		
Date/Time of Price Bid Opening	The Bidders who are technically qualified will be called for Price Bid Opening / Reverse Auction. The Date / Time for the same will be intimated to the all qualified bidders separately.		

**EMD: Rs. 10,000/- (Rupees TEN Thousand)**

**Note:** Exempt from the payment of EMD along with Tender is allowed for the bidders who

- are Joint Venture companies of BHEL, State or Central PSUs / Government departments / Autonomous / Educational / Research Institutions
- Have produced valid attested copies of NSIC / MSME Certificate / Udyog Aadhar Memorandum .

(Bidders should suitably apply for availing exemption from payment of EMD by submitting any of the above listed documents along with a request letter.)

**MSME VENDORS:**

MSME suppliers can avail the intended benefits only if they submit along with the offer, valid **attested copies** of either **EM II certificate** having deemed validity (Five years from the date of issue of acknowledgement in EM-II) or **NSIC certificate** or **EM II certificate along with attested copy of a CA certificate** (Format is provided where deemed validity of EM II certificate of five years has expired) or Udyog Aadhar Memorandum 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. Copies of NSIC/EM II/Udyog Aadhar Memorandum should be notarized or attested by a Gazette officer.

Place  
Date

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(NAME & ADDRESS WITH SEAL)



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### INSTRUCTIONS

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

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

**Totally there will be 3 Separate covers.**

Cover Title	Pages of Tender document	Other required documents
Technical Bid	All the pages except price bid	Copy of Pre-qualification criteria supporting documents for SI no 01 to 10 listed in page 30 to 31 of tender document - All stapled together or Spiral bound
Price Bid	33 to 35	Nil
EMD	NA	Covering letter, Demand draft or copy of e-Receipt for State Bank Collect Payment

- 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@bhel.in](mailto:nraja@bhel.in)

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Dt. 19.06.2018

### TENDER TERMS AND CONDITIONS

#### **I. PRE - QUALIFICATION CRITERIA:**

1. Earnest Money Deposit (EMD).
2. The contractor should have an Income Tax Registration (PAN). (Details of self- attested copy to be furnished)
3. Goods & Service Tax (GST) registration / Application Reference Number. (copy of registration details indicating GSTIN/ARN to be submitted along with offer. (If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer).
4. The bidder could be a Proprietorship / Partnership firm / LLP / One-person company / Private Ltd company / Public Ltd company / Trust / Society in this line of service or business Documentary proof shall be shall be enclosed for the status of business.
5. The bidder shall have minimum one No. of taxi with engine cylinder displacement capacity as 1200 CC or above with tourist permit in the Bidder's Firm name / Bidder's Individual Name. First Registration of the above taxi should be on or after 01.01.2016. Copies of Valid Taxi RC, Insurance, Permit, to be submitted along with the offer.
6. The bidder should have minimum experience of at least one year of running/executed contract in taxi services for State/Central Govt. or under takings or any private firms during last four years (as on 31-05-2018). Necessary work order copies/Work Completion Certificates has to be submitted along with the offer as proof for the above requirement. Work Orders/Work Completion Certificates of private firms are to be supported by TDS Certificate/Bank Statement as a proof of amount received from party.
7. The average annual financial turnover during last 3 consecutive financial years ending 31.03.2017 or 31.03.2018 should be minimum Rs. 6,00,000/-. (P&L account, Audited Balance sheet and Income Tax Returns copy to be attached.
8. On award of contract, the successful bidder shall comply with all the statutory requirements of PF and ESI rules & regulations and also other relevant statutory norms for their workmen deputed for this work.

#### **NOTES:**

- (1) Only those bidders, who are meeting all the above qualifying criteria, will be considered for further evaluation and others will be summarily rejected.
- (2) All supporting documents are to be signed & stamped in each page by the bidder for further evaluation.

#### **II. Scope of work:**

Requirement of 4 Nos. of AC Cars for AC / Non-AC operation at PPPU, BHEL Thirumayam base (3 Nos. for Day Shift + 1 No. for Night shift) for a period of 14 MONTHS on HIRE BASIS.

The details are as below:

- a) BHEL wish to operate the Taxi contract at PPPU / Thirumayam with maximum of 2 independent Service providers.
- b) The distribution of quantity of taxis for each Service Provider is as below:
  - i) The L1 bidder's price will be counter offered to L2 bidder and then to L3 bidder and so on until BHEL gets the above required number of cars.
  - ii) Out of 4 Taxis, L1 Bidder will be awarded with minimum 3 Nos. of Taxis, Out of which one no. has to be deployed for Night Shift operation. The contractor can deploy one of the cars used in day shift for night shift operation also with different driver, provided either of the day shift cars is available without over-time requirement. In exceptional cases, when both

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Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

- the day shift cars are required for over-time, the contractor must supply an additional taxi for night shift.*
- iii) *L1 rate will be counter offered to L2 vendor. If L2 refuses to accept the counter offer rate then L3 will be considered for counter offer. In total there will be 2 vendors including L1 vendor for operating the rate contract.*
- iv) *Based on the above, the distribution of taxis that will be awarded to the successful bidders is as below:*  
L1 = 75% (Operation with 3 no of Taxis).  
2nd Party = 25% (Operation with 1 no of Taxis).
- v) *If none of the vendor is accepting the counter offer rate (of L1) or in case of single response, then all the 4 Nos. of taxis will be awarded to the L1 bidder. In this case, the L1 Bidder has to necessarily deploy all the 4 Taxis.*
- c) *The subject cars will be used in AC / Non-AC mode based on the need and payment will be made only as per the rate for actual km usage mode in AC / Non-AC.*
- d) *In general, the Taxis will be operated in Non-AC mode. However, based on the need, BHEL will operate the Taxis in AC mode with the applicable rate.*
- e) *Additional taxis with same Terms and conditions (1 or 2 in Nos apart from 4 cars as specified in SCOPE OF SUPPLY) may be required for deployment as needs of operation and vendor is required to provide this needs at same cost.*

### III. WORK SPECIFIC TERMS & CONDITIONS:

#### 1. TAXI:

*The Transport operator should fulfil the following requirements in respect of the Taxi during the execution of the contract.*

- a) *The engine cylinder displacement capacity of the vehicles should be 1200 CC or above. The contractor has to supply RTO PERMIT T-BOARD A/C cars having first registration on or after 01.01.2016. The Car type should be Hatchback / Sedan.*
- b) *Colour of the Taxi should be ARCTIC SILVER / WHITE only.*
- c) *Taxis will be used on all working days including Sundays & Holidays. Based on need, required Taxi will be booked on Sundays & holidays with prior intimation.*
- d) *The condition of the Taxi like functioning of air conditioner, condition of tyres, headlights/indicators, horn, seat belt etc., should be good, failing which the Taxi will be removed from operation till the defects are set right and in such case the operator should provide good alternate Taxi immediately.*
- e) *The Taxi should be very clean both internally and externally.*
- f) *Seat cover should be washed and changed every week.*
- g) *AC system and Audio system should function without any problem.*
- h) *Foot mat should be provided.*
- i) *Air freshener to be provided and replaced as and when required.*
- j) *Stepney tyre should be maintained in good condition.*
- k) *Fuel should be always above half tank level.*
- l) *Jack and hand tools should be made available with the Taxi.*
- m) *Spare fuses to be available with Taxi.*
- n) *Sun film stick in the window glass should not be dark and inner side of the car must be visible for the Security Personnel without lowering the window glass.*  
o) *Provision of quality audio player with FM radio facility is mandatory. But playing CD/tape recorder or radios in the taxi should be avoided within the factory premises.*

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Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

- p) *Supplying same set of Taxis for deployment is appreciable. Frequent change of taxis is to be avoided.*
- q) *Copies of Valid Taxi RC, Insurance, Permit, driver license, Pollution Under Control Certificate, Fitness Certificate and Badge to be submitted to M&S Transport In-charge onetime for every car & subsequently for validity period extension and one set to be kept with the Taxi itself. Vendor has to maintain the validity of the above documents throughout the contract.*
- r) *Original of the above documents shall also to be submitted for cross reference at once before award of contract by the successful bidder.*
- s) *Copies of valid periodical taxi maintenance service details for every 10,000 km from authorised service provider of the respective Taxi to be submitted for ensured healthiness / fitness for each taxi. Authorised service centre document alone is acceptable otherwise the subjected taxi is considered as not fit for run for PPPU-Thirumayam plant use.*
- t) *The service provider / cabs / travels agency should ensure that there should not be any advertisement on the car.*
- u) *Cars provided to BHEL on hire will be inspected by transport in-charge of BHEL in respect of*
- 1) *Appearance of the Taxi.*
  - 2) *running condition of the Taxi.*
  - 3) *Upholstery.*
  - 4) *physical fitness of the driver and then accepted for use.*
- v) *Each Taxi should be equipped with a First-Aid box containing the following items:*
1. *Small Sterilized Dressings*
  2. *Dettol*
  3. *Cotton Roll*
  4. *Bandage Roll*
  5. *Benzoin Tincture*
  6. *Scissors*
  7. *Antiseptic cream*
  8. *First aid tape roll*
  9. *Burnol*

## **2. DRIVER:**

*The Transport operator should fulfil the following requirements in respect of the driver during the execution of the contract.*

- a) *Driver should possess valid driving licence and Badge.*
- b) *The identified drivers should have minimum 3 years driving experience as on the date of commencement of work. Date of issue of Driving License shall be considered for calculating experience. Copies of Valid driver license and Badge to be submitted at the time of commencement of work to M&S/ Transport.*
- c) *Driver should wear neat white uniform and shoes during the duty hours.*
- d) *Driver should avoid casual dress and footwear.*
- e) *Driver should have mobile hand set in good working condition. Use of mobile phone while driving is not permitted. (Touch Smart phone not allowed)*
- f) *Driver should adhere to the instructions given by BHEL personnel-in-charge.*
- g) *Driver should first allow the passenger to get inside the car and then only driver should enter the car.*

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## Tender Notice

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- h) Driver should open and close the doors for all the passengers/customers while getting into or alighting the car.
- i) If there is a hand luggage brought by Officials, driver has to come forward and place the luggage in the car. Any hand carrying luggage / material that weigh up to 20 kg shall also be accommodated in the car.
- j) Driver should not exceed the speed limit of 20kmph within the company premises and township.
- k) Driver should follow the motor Taxi rules strictly.
- l) Driver should wear seat belt while driving.
- m) Driver should not demand any money from the user on any occasion.
- n) Driver shall not indulge in horseplay of any kind inside the plant and they should not act in a manner that would distract the attentions of other employees.

### **3. OPERATIONS:**

- a) 3 no of cars are required for Thirumayam base regular Day Shift operation and 4th one will be required for NIGHT Shift operation.
- b) No of days of operation, km run distance (both AC and Non-AC), detention hours and Night Halts given in the scope of supply are indicative only. In actual this quantity may vary.
- c) The Taxi should report at BHEL, Thirumayam at requested time, regularly to make entry and to get instructions.
- d) Trip sheet for taxi engaged by BHEL will be supplied by BHEL. It is the responsibility of the taxi Driver to get all the columns and each & every movement filled and get the entries signed by the user.
- e) In case of loss of original trip sheet BHEL reserves the right not to entertain the claim.
- f) The Taxi Driver should keep the relevant valid documents (driving License, Badge No., road tax token, registration certificate, insurance cover note, fitness certificate of the Taxi, Pollution Under Control certificate, permit etc.) with the taxi and produce as and when required by BHEL. In case of original document is not available immediately, copy of the same must be kept.
- g) Taxi shall be reported at the report point in full readiness and cleanliness for the entire day's operation in respect of fuel availability and willingness of the Driver.
- h) Taxi should operate only with the "BHEL" name board supplied by BHEL during the time of operation.
- i) Any damage to BHEL material due to rough and faulty handling by the contractor's men will have to be made good by the contractor to BHEL. Similarly, if any damage caused to BHEL equipment/installation/property of third party in the course of work by the contractors' men, the same shall be made good by the contractor.
- j) Transport operator must have spare driver.
- k) For outstation trips driver should be provided with enough money by the contractor for food, accommodation and diesel.
- l) The Transport operator should obtain all required road permits for outstation trips and the expenses related to that will be reimbursed by BHEL on producing the bills.
- m) The actual car parking charges incurred at Airport / Railway Stations, temples and TOLL CHARGES will be reimbursed on production of the original receipt without any corrections or over writings along with the monthly bill on arrear basis.
- n) The Transport operator should ensure that the Drivers are available at the Taxi all the time during operation.
- o) No driver should be engaged continuously for two shifts, but over time is allowed for a subjected shift. However, the same Taxi in Day shift operation may be permitted to continue for the Night shift operation also - subjected to prior intimation and approval from M&S official.

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Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

- p) *The contractor shall ensure prompt timely payment to drivers of taxis so that the operations / services of the contract are not affected.*
- q) *The starting and closing km readings will be from BHEL/Thirumayam to BHEL/Thirumayam and it will be certified by the Transport-in-charge of BHEL, Thirumayam.*
- r) *BHEL shall have the right to cancel the contract at any time if the provisions of the contract have not been adhered.*

#### 4. SPECIAL CONDITIONS:

- a) *Working days means including SUNDAYS and HOLIDAYS. Day Rent is calculated based on the Operated no of days only.*
- b) *The duration of Working in a day will be 12 Hours and the starting time will be stipulated as per the direction given by BHEL.*
- c) *Detention charges will be paid only when the Taxi is used beyond 12 hrs. in a day operation. Fractional hours will be ignored.*
- d) *Night Halt charges include Accommodation & food charges of Driver during night halt.*
- e) *For night stay between 22:00 hrs to 06:00 hrs during outstation trips(For Places other than base Thirumayam), night halt charges will be paid as per the rate schedule S. No. 3. Rental charges will not be allowed for the above duration.*
- f) *In case of night halts, detention charges for actual running hours beyond 12 hours of operation will be paid till the vehicle is halted and the subsequently, halting charges will be applicable for the continued utilisation.*
- g) *The Number of days, total run km (both AC and Non-AC), detention hours, Night halts etc., are INDICATIVE / TENTATIVE only. There is no usage guarantee for these values in operation.*
- h) *The number of Taxis required for deployment on specific days (including Sundays / holidays) may vary as per needs of operation. Transport in-charge will regulate the operations in such cases.*
- i) *The rates quoted should be exclusive of GST and inclusive of any other taxes & duties levied or to be levied both by Central and State Government authorities. Such levies should be borne by the Contractor.*
- j) *The rates agreed between BHEL and the bidders will remain firm during the currency of the contract.*
- k) *The taxi will be utilized by BHEL for local, out-station and ghat road section without any restriction.*
- l) *BHEL Security and Safety regulations should be observed by the tenderers when their Taxis are engaged in the work under this contract.*
- m) *In case BHEL be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operations done by the transport contractor, such loss, damage or compensation shall be paid by the contractor to BHEL together with the costs incurred by BHEL on any legal proceedings pertaining thereto.*
- n) *The contractor is directly responsible for injuries / death of any person employed by him as well as to the third party occupants or other users arising due to accident or otherwise during the contractual period. At any point of time, BHEL will not be responsible for any loss / damage either to the person or to the Taxi arising out of accident of the Taxi for performing the contractual obligations.*
- o) *Any addition or deletions or changes in the nature of vendor organisation should be informed to BHEL well in advance.*

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Tender No: PPPU: WC:18:005

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Dt. 19.06.2018

- p) Subject as aforesaid the provisions of the Motor Taxis Act or any Statutory modifications or amendments or re-enactment thereof and the rules made there under from time to time have to be followed by the Transport Contractors.
- q) The taxi allotted for BHEL use will be checked by BHEL security personnel as and when required.
- r) BHEL reserves its right to refuse to engage the Taxi even after arrival at the factory, if the driver and the Taxi do not conform to any of the regulation of MV act.
- s) Any mishap (i.e. fire, accident, etc.,) occurring en-route is the complete responsibility of the Contractor.
- t) Driver is responsible for the safe, comfortable and timely transportation of the passengers.
- u) At the time of reporting at work spot and during operation hours, driver should not be under any influence of alcohol. At the detection of any symptoms of alcohol, driver will be sent back immediately and vendor will levied a penalty of 500/- . Vendor will also have to arrange a new driver within 1 hour. Until vendor arranges a new driver, car will not be accepted for the day and day rent will not be paid.

### 5. PAYMENT TERMS:

- a) Hiring charges shall be paid on monthly basis on completion of work immediately and on production of necessary invoices/bills duly certified by M&S official and forward the bills to Accounts - PPPU and arrangements will be done by the Accounts Dept. for the payment by RTGS/NEFT.
- b) The price of diesel will be decided by BHEL based on the average of diesel prices during billing period (for every month) . The diesel price will be taken at Pudukottai and will be taken online. The average diesel price during billing period will be calculated by BHEL and will be informed to vendor. The vendor will prepare bills for billing period based on the diesel charges informed by BHEL. For Calculating diesel charges per km, following will be used :
- For AC operation diesel charges per km = Monthly average price of diesel/15
  - For Non-AC operation diesel charges per km = Monthly average price of diesel/16
- c) The invoices will be accepted on ensuring the following conditions:
- The bills shall confirm to the GST compliance and norms with SAC code of service.
  - The bill shall include the work order No, GST No, service period etc.
  - The bills shall be given in triplicate (in-original) and shall be error-free.
  - The current/previous month HR clearance shall be attached. The HR clearance shall be obtained by the contractor from HR-PPPU, which is to be submitted along with the bill.
  - The quantum of work details (copy of relevant log books) shall be attached in the annexure.
  - The proof of payment of taxes, if any, to be submitted along with each bill.
- e) No advance will be paid for operational expenses.
- f) Applicable GST is payable extra by BHEL at prevailing rates on submission of proof of payment of taxes with each bill of and corresponding TDS will be made as per Government norms.

### 6. PENALTY

Penalty for Delay / Non-Supply of Taxis will be levied as under:

- a) A penalty equivalent of day rent per day per taxi will be recovered for short supply of Taxis against the BHEL requirement/ contract T&C. In addition to this penalty, Day Rent also will not be paid for the number of short supplied cars.

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## Tender Notice

Dt. 19.06.2018

b) In addition to the above BHEL reserves the right to get the same done at the contractor's risk and cost by engaging the same departmentally. The excess amount if any towards that entire operation may be deducted from the default contractor's running bill / security deposit.

c) For delayed supply of taxis against regular shift timings, Rs 200/-per hour for a maximum of 4 hrs (fraction of delayed hours will be rounded off to full hour) will be deducted as penalty. For any such delay, contractor has to give advance / immediate intimation to PPPU-Transport official. If delay is more than 4 hours the subject Day Rent for the Taxi will not be given (as penalty) and payment will be given only for KM run.

d) In case of break-down of taxi while on operation, the taxi should be replaced by an alternative Taxi within 60 minutes from the time of breakdown. If it is not so, an amount of Rs 200/- per hour (fraction of breakdown hours will be rounded off to full hour) will be deducted from the particular bill for the break down hours for maximum of 4 hours only, if break down time exceeds 4 hrs., the subject Day Rent for the Taxi will not be given (as penalty) and payment will be given only for KM run.

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

f) Any amount recoverable from Transport operator towards the loss /damage will be adjusted from the outstanding payments due from BHEL or from the security deposit.

**Note: - In addition to above penalties, relevant GST on penalties will also be recovered from Contractor's Bill.**

### 7. CONTRACT PERIOD:

a) The contract execution period will be for a period of **14 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 notice .

## IV. General

1. The contractor agrees to indemnify the company against all claims and losses arising as a liability under the Payment of Wages Act, Employees Provident Fund & Miscellaneous Provisions Act, Industrial Disputes Act, Employees State Insurance Act, Contract Labour (Regulation & Abolition) Act, Workmen's Compensation Act, Arbitration Act, Minimum Wages Act, Inter State Migration Act etc. or any civil or criminal law in force so far as they relate to security personnel employed by the contractor for the company.

2. The liability of any compensation for injury to their staff or others arising as a result of duties by the staff shall be that of the contractor.

3. Income Tax or any other statutory dues liable to be paid by the contractor shall be recovered from the bills of the contractor for which TDS certificate will be issued by BHEL.

4. With regard to the interpretation of the terms and conditions of this contract, the decision of the Head of the Unit / BHEL – PPPU Thirumayam shall be final.

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## Tender Notice

Dt. 19.06.2018

5. Any addition/deletion on the scope of work and terms & conditions under this contract shall be implemented based on mutual discussions between the “company” and the “contractor”.
6. Disputes or differences arising from this tender or in any manner connected therewith shall be subjected to the following disputes resolution mechanism:
  - i. Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their senior management within 10 days of a dispute arising.
  - ii. If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to sole arbitrator to be nominated by Head of the BHEL Unit/Region/Division issuing the Contract. The place of arbitration shall be at Trichy. All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
  - iii. The arbitration award shall be final and binding upon the parties and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal.
  - iv. All disputes shall be subject to the exclusive jurisdiction of the Courts at Pudukkottai.

## **V. 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 **Exclusive of GST but inclusive of any other taxes & duties** levied or to be levied both by Central and State Government Authorities in future. Such levies, if any, should be borne only by the Contractor.
- c. GST Payment will be reimbursed as per statutory provisions, subject to production of proof of payment / remittances only.
- d. 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, the rates shall be firm throughout the contract period.
- 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 strongly 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 under scope of work covered.**
- 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.

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

- 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 later 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.*
- m. *BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders have to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.*
- n. *In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.*
- o. *All payments from BHEL in view of the execution of the contract are liable for IT (TDS), GST, PF & Group Insurance and all other statutory provisions as applicable. Hence, bidders shall confirm that they have suitable mechanism for effective compliance to the same.*
- p. *GST and all other taxes shall be shown extra in the bid. Bharat Heavy Electricals Limited, Thirumayam will not entertain any claim what so ever in this respect after opening the tenders. Also GST Registration / GST application reference number have to be provided as applicable.*

## **02. 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.*

Place  
Date

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# Bharat Heavy Electricals Limited

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Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

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

### **03. 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 (RA)**

*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-LINE-BIDDING through internet, at NO extra cost to the Bidders.*
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, as provided on case-to-case basis to Service provider within two working days of Auction without fail.*
10. *In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.*

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

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) will not be allowed to participate in further RA process provided minimum three bidders are left after removal of H1 bidder.
15. In case of tie for H1 bid (Identical online sealed bids), 15 minutes additional time shall be provided and all the participating bidders shall be informed by mail/ message on bidding screen to enable bidders submit revised online sealed bids so as to break the tie.
16. Any variation between the ON-LINE Bid Value and the signed document will be considered as unethical the Tender process and will invite disqualification of Bidder, for further business dealings with BHEL as per the prevailing procedure.

“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 count 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 color) 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”.

Place  
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(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

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

- 1) The successful contractor has to have his own PF, ESI / Group Insurance registration and comply with the relevant Acts. If not available immediately / already applied / pending with PF authorities, then an undertaking to comply shall be submitted on award of contract.
- 2) The Contractor has to remit PF for his workers for the same amount which he paid as total wages to the employees on monthly basis. He has to remit 13.61% from his side and deduct 12% of Wages from the monthly wages of the employees and a total of 25.61% of monthly wages should be remitted as PF i.e. each employee.
- 3) The Contractor has to produce the PF Registration Code for his workers as per the Government rules while submitting the first bill. The first bill will be processed only on production of the above code. For subsequent bills, the PF remittance challan for the engaged labor has to be submitted for bill processing.
- 4) BHEL will not be liable for any medical attention, injury / loss of life of the persons engaged by the contractor during the work inside the factory premises as per the contract. A suitable insurance coverage (ESI / Group Insurance) for the employees shall be arranged by the Contractor at his cost from the first day of operation, towards medical treatment and compensation of any loss as per legal provisions.
- 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	258.50	163.00	421.50	7,755.00	4235.00	11,990.00
2	Semi-Skilled Worker	271.00	163.00	434.00	8,130.00	4235.00	12,365.00
3	Skilled Worker	278.50	163.00	441.50	8,355.00	4235.00	12,590.00
4	Supervisor	-	-	-	7,660.00	4235.00	11,895.00

(The above table is for illustrative purpose only. Govt circular 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

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

workers, based on the nature of work. Any accident/incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.

- 11) A list containing the name of working persons' photo, address, age, designation, nature of work is to be furnished immediately on receipt of the contract/work order. This is required for our records and issuance of Identity Card for Gate entry.
- 12) Canteen facility will be provided to these contract workers at subsidized rates as per the provisions of The Contract labour (Regulation & Abolition) Act 1970 and the related Tamil Nadu Rules.
- 13) Minimum Bonus of 8.33% as applicable shall be paid to the contract employees as per the Payment of Bonus Act 1965.
- 14) The Contractor shall in respect of labour employed by him, comply with the following statutory provisions, rules & in regard to all matters provided therein.
  1. The Workmen Compensation Act 1923,
  2. The Payment of Wages Act 1936 and the related Tamil Nadu Rules,
  3. The Industrial Disputes Act 1947,
  4. The Factories Act 1948 and the related Tamil Nadu Rules,
  5. The Minimum Wages Act 1948 and the related Tamil Nadu Rules ,
  6. Employee's Provident Funds & Miscellaneous Provisions Act 1952,
  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.

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

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

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

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Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

### 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. WORK TO BE CARRIED OUT:** *The Contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of the work. The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the work. No extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.*
- 04. 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.*
- 05. 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.*

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(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

**06. 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.*

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

**08. 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.*

**09. GOODS & SERVICE TAX (GST) REGISTRATION & COMPLIANCE**

1. *Supplier shall mention their GSTN registration number in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.*

2. *All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).*

3. *A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.*

4. *In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the suppliers, within the calendar month notified by BHEL.*

*For any such delay in availing of tax credit for reasons attributable to supplier (as mentioned above), interest (calculated @ SBI Base Rate + 6%) along with penalty if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.*

**10. SECURITY DEPOSIT**

*Amount of 2% 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. Remittance through online SBI-State Bank Collect.*
- ii. Cash (as permissible under the Income Tax Act) – at present not applicable to BHEL/Thirumayam.*
- iii. Pay Order, Demand Draft in favour of BHEL.*
- iv. Local cheques of scheduled banks, subject to realization.*
- v. 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).*

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

- vi. 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.
- vii. 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.
- viii. 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.
- ix. 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.
- x. For contract value less than Rs 20 lakh, work may be started after issue of LOI without remittance of SD. From the first bill, 50% of SD will be collected, and the balance will be recovered from the running bills at the minimum rate of 10% of gross SD.

**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.

**11. 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.

**12. 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.

**13. CONTRACTOR'S SUPERVISION:**

- a) 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.
- b) 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.
- c) 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.

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

d) 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.

### 14. 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.

15. 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.

16. 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.

### 17. 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.

18. 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 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 extend 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

Place  
Date

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# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

- 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.

**19. 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,*

- 1) 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

- 2) 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

- 3) 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

- 4) Fails to carry out the work and unauthorized absence for more than 3 days.

- 5) 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.

- 6) 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 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.

**20. CANCELLATION OF CONTRACT IN PART OR FULL FOR CONTRACATOR'S DEFAULT:**

**If the Contractor:**

- 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;
- 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;
- 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

Place

Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

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.

**21. 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.

**22. 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.

**23. 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.

**24. POST TECHNICAL AUDIT OF WORK AND BILLS:** - BHEL reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. However, no such recovery shall be enforced after three years of passing the final bill.

**25. 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.

**26. 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.

**27. 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

Place  
Date

Signature of the Bidder  
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# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

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.

### **28. 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.

**29. REGISTERS & RECORDS:** - The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor.

**30. 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.

**31. 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.

**32. 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 <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.

### **33. COMMON TERMS AND CONDITIONS FOR WORKS CONTRACT RELEVANT TO SAFETY**

1. All the Contract employees should be trained on Safety and certified by Safety/BHEL. New employees should undergo Safety Training before take up the work, without Safety Training no contract person is allowed to do any work.

2. Use of cell phones and other mobile electronic devices (including hands-free devices) in the work spot and during the operation of a vehicle in the BHEL premises is prohibited.

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

3. Contract employees working on BHEL premises must wear appropriate personal protective equipment. Strict adherence to all required Personal Protective Equipment (Helmet, Safety Shoes and Goggles) are mandatory, specific PPE requirements will be based on job type or tasks performed.
4. Excessively loose-clothing, dhoti/Lungi is prohibited especially around rotating or moving equipment.
5. The contractors' work area should be kept clean and orderly, free of clutter and trash, so that work may proceed in a safe and orderly manner. Tools should be safely positioned during use and promptly put away when no longer required.
6. Fire-fighting, emergency shutdown devices, and life-saving equipment, should not be blocked by the contractor/employees and access to the path to this equipment should be maintained at all times.
7. Only approved equipment should be used in locations where flammable mixtures are present. A Hot Work Permit is required when open flames, or electric arcs are in the work area and while handling flammable materials.
8. Smoking is not allowed in work area.
9. BHEL operate under a comprehensive Emergency Response Plan. Contractors should be aware of the site Emergency Response Plan and communicate that plan to all their employees.
10. It is recommended that the contractor should know & display the emergency phone numbers like Fire, Ambulance, Safety, Security etc. at their work area.
11. It is the responsibility of the contractor to understand and use the appropriate Work Permits and to verify any permit requirements at the location. Contractor must make necessary arrangements with their Representative to acquire appropriate authorization to perform those operations at the site.

### **34. 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.

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

14. The speed restrictions within the factory premises must be strictly adhered to.
15. The gas cylinders must be always handled on trolleys or kept tied down not in use. They should never be rolled as Roller for conveying.
16. Cylinders should not be used without regulators.
17. All excavations must be barricaded and red lamps must be provided.
18. All electrical connections must be properly earthed.
19. No work should be taken up for execution inside shop floor, without obtaining necessary work permit.
20. Providing helmet, safety belt, etc., for high level work and sufficient number of Industrial Safety nets at appropriate level to safeguard the persons working at high level particularly in trusses, girders, roofing etc., of industrial and high roof buildings.
21. The contractor should maintain a register regarding the driver license particulars.
22. All personal protective equipment conform with standard specification as per the details given in the code of conduct.
23. Contractor including their sub-contractors, agents and labour engaged on the work are required to scrupulously adhere to the safety regulations, safety precautions and measures. Any violation thereof 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.

### **35. 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.

### **36. SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS / CONTRACTORS:**

Penal action can be initiated on the suppliers / Contractors in line with extant 'Guidelines for Suspension of Business Dealings with Suppliers/ Contractors. The abridged version of extant 'Guidelines for suspension of

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

*business dealings with suppliers/ contractors' has been uploaded on <http://www.bhel.com> on "supplier registration page"*

### **37. 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.*

### **38. 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)*

**39. Government Law's Covering Under This Contract:** *The Contractor shall in respect of Personnel employed by him either directly or through sub-Contractors, comply with or cause to be complied with following statutory provisions and rules and in regard to all matters provided therein.*

#### **The Contract Labour (Regulation & Abolition) Act 1970 and the related Rules.**

- a. The minimum wages Act 1948 and the related rules*
  - b. The payment of wages Act 1936 and the related rules.*
  - c. The Factories Act 1948 and related Tamil Nadu Rules.*
  - d. The Employees' Provident Fund & Miscellaneous provisions Act 1952.*
  - e. The Employees State Insurance Act 1948.*
  - f. Workmen Compensation Act 1923*
  - g. Payment of Bonus Act 1965*
  - h. Maternity Benefit Act, 1961*
  - i. Payment of Gratuity Act, 1972*
  - j. Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979*
  - k. Equal Remuneration Act, 1976*
  - l. Industrial Employment (Standing Order) Act, 1960 (In case of engaging 100 or more personnel)*
  - m. The Industrial Disputes Act 1947*
- And any other law, or modifications to the above or to the rules made there under from time to time.*

Place  
Date

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(NAME & ADDRESS WITH SEAL)



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

### Certificate by Chartered Accountant on letter head

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

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

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

₹ \_\_\_\_\_ Lacs

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

₹ \_\_\_\_\_ Lacs

**(Strike off whichever is not applicable)**

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

Or

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

Date:

(Signature)

Name:

Membership number:

Seal of Chartered Accountant

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

### CERTIFICATE OF COMPLIANCE

To

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

Sir,

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

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

We agree to carry out the contract tendered at the rates as offered by us in the Price Bid (Rate Schedules) submitted by us and in accordance to the terms and conditions of the subject tender.

#### **Declaration:**

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

- 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

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# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

### GENERAL DETAILS:

01	<i>Name and full address of the Company / Firm</i>	
02	<i>Name of contact Person with Designation</i>	
03	<i>Contact Details:</i>	
	<i>Landline No.</i>	
	<i>Mobile No.</i>	
	<i>email ID:</i>	
04	<i>Local Office Address with Contact person, Phone No., Mobile No., email ID, Fax No. (If any)</i>	
05	<i>Vendor code allotted by BHEL if any</i>	

***i) I/We hereby declare that there is no case or charge under investigation, enquiry or trial, or any conviction in a court of law.***

***ii) I/We are not suspended, blacklisted or banned by any organizations /Govt. on any grounds as on date.***

Place  
Date

Signature of the Bidder  
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# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

### TECHNICAL BID

#### ELIGIBILITY CRITERIA DETAILS:

#### ANNEXURE - 1

Sl. NO	ELIGIBILITY CRITERIA	BIDDER'S RESPONSE
01	EMD PAYMENT (Rs. 10,000/- )	DD No/SBI Collect Ref no. _____ Date _____ Drawn from _____ (Bank) for Rs. _____ / only)
02	The contractor should have an Income Tax Registration (PAN). (Details of self- attested copy to be furnished)	PAN No. _____  (Proof attached / proof not attached)
03	Goods & Service Tax (GST) registration / Application Reference Number. (copy of registration details indicating GSTIN/ARN to be submitted along with offer. (If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer).	Regn. 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 have minimum one No. of taxi with engine cylinder displacement capacity as 1200 CC or above with tourist permit in the Bidder's Firm name / Bidder's Individual Name. First Registration of the above taxi should be on or after 01.01.2016. Copies of Valid Taxi RC, Insurance, Permit, to be submitted along with the offer.	          (Proof attached / proof not attached)

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: PPPU: WC:18:005

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06	<i>The bidder should have minimum experience of at least one year of running/executed contract in taxi services for State/Central Govt. or under takings or any private firms during last four years (as on 31-05-2018). Necessary work order copies/Work Completion Certificates has to be submitted along with the offer as proof for the above requirement. Work Orders/Work Completion Certificates of private firms are to be supported by TDS Certificate/Bank Statement as a proof of amount received from party.</i>	<i>(Proof attached / proof not attached)</i>
07	<i>The average annual financial turnover during last 3 consecutive financial years ending 31.03.2017 or 31.03.2018 should be minimum Rs. 6,00,000/-. (income tax return, P&amp;L account and balance sheet certified by auditor for 3 consecutive financial years to be attached).</i>	<i>(Proof attached / proof not attached)</i>
08	<i>There should be no case or charge under investigation, enquiry or trial against the bidder or any conviction in a court of law nor should be the bidder has been suspended, blacklisted or banned by any organizations /Govt. on any grounds. Self-declaration of the above effect should be submitted.</i>	<i>(Declared/ Not Declared) ( As per General Details)</i>
09	<i>On award of contract, the successful bidder shall comply with all the statutory requirements of PF and ESI rules &amp; regulations for their workmen deputed for this work.</i>	<i>Accepted / Not accepted</i>
10	<i>Willingness to participate in Reverse Auction(RA)</i>	<i>Accepted / Not accepted</i>

**NOTE:** All supporting documents are to be signed & stamped in each page by the bidder for further evaluation.

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	
<i>Details of Bank Account:</i>		
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	BENEFICIERY'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 cancelled cheque leaf is sent herewith (or) Scanned copy of cancelled cheque leaf sent through e-mail of the above account.**

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:  
Name Seal

with Membership No :  
(Telephone / Mobile No)

(Manager / Officer's)  
Signature Under Bank stamp and

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)



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### PRICE BID FORMAT

### ANNEXURE - 2

#### RATE SCHEDULE

#### *Fixed Rate offered by BHEL (Vendor need not quote)*

S.No.	DESCRIPTION OF WORK	UNIT	Rate in Figures & Words
1	<i>Fuel Charges per km (Plain road) (Diesel price as on date shall be reckoned at Pudukottai)</i>	<i>Rs. Per km</i>	<i>Monthly Average Market Price of Diesel per litre / 15(AC) Monthly Average Market Price of Diesel per litre / 16(Non-AC)</i>
2	<i>Detention charges, if any beyond 12 hours per day operation. Fraction hours will be rounded off.</i>	<i>Rs. Per Hour</i>	<i>1/12th of S.No.4</i>
3	<i>Night halt charges</i>	<i>Rs. Per Night</i>	<i>350</i>

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)  
Page 33 of 35



# Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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Tender No: PPPU: WC:18:005

## Tender Notice

Dt. 19.06.2018

<b>Vendor to quote</b>			
<b>S.No.</b>	<b>DESCRIPTION OF WORK</b>	<b>UNIT</b>	<b>Rate in Figures &amp; Words (Excluding GST)</b>
4	Day Rent-Rate for full day operation of A/C T-Board Diesel cars for minimum 12 hours per day.	Fixed rate Per Day	Rs. -----/- (In figure)  In words  Rupees -----/- only
Applicable GST (in %)			
<b>Note:</b>			
1) <b>Bidder should quote the rate for Day rent operation (Rate schedule S.No: 4) only.</b>			
2) For knowing fuel prices at Pudukkottai and calculating fuel charges per K.M, website ( <a href="http://www.petroldieselprice.com/">http://www.petroldieselprice.com/</a> ) may be referred.			

### NOTE

01. Amount should be quoted in both figures and words and are to be identical. If not, the prices in the words will be considered as final and the same shall be valid and binding on the contractor.

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)  
Page 34 of 35



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Tender No: PPPU: WC:18:005

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*(a) If there is such discrepancy in an offer, the same will be conveyed to the bidder with target date up-to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.*

*02. The amount should be quoted inclusive of any taxes and duties levied or to be levied both by Central and State Government authorities from time to time, except GST. GST will be paid extra on production of documentary evidence.*

*03. Quotation should be valid for a period of Three months from the date of Tender opening.*

*04. In Price bid opening, L1 will be decided based on the minimum of "Grand Total" . if there is a tie in quoted L1 amount, then ranking will be decided based on Lot system.*

*05. The amount quoted shall remain firm and valid during the entire period of contract (including extended period if any) and no extra payment will be reimbursed to the contractor by BHEL. Any increase of DA/ wages to the contract labor shall be absorbed by the contractor themselves during the period of contract.*

*06. The signature at the bottom of the rate schedule confirms that the Tenderer had read and accepted all the Terms and conditions in Tender Schedule, also amount quoted with inclusive of any taxes and duties levied etc. and excluding GST, has been considered by the tenderer for the total contract period (including extended period if any) while quoting the above rates.*

*07. No other pre conditions along with your offer will be entertained by BHEL*

*08. The bidder shall quote only the lowest possible total amount that can be offered for the intended quantity.*

*09. The contractor while quoting shall take care of units specified against item in bill of quantities.*

Place  
Date

Signature of the Bidder  
(NAME & ADDRESS WITH SEAL)  
Page 35 of 35