



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

Tender No: PPPU: WC:19:039

Tender Notice

Dt. 28.01.2020

Sir,

M/s FIRST & BEST SERVICES (INDIA) PVT.LTD.
NO. 68, DR. ALAGAPPA ROAD,
TATABAD, COIMBATORE – 641012
0422-4212994/4212995, 9500946666

Sub: SINGLE Tender inviting Technical & Price Bids for “Entire Housekeeping Works for Shop floors, office buildings, roads, yards and Administrative Building at PPPU, BHEL Thirumayam”

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

Tender Ref No	PPPU: WC:19:039 Date 28.01.2020		
Scope of work	"Entire Housekeeping Works for Shop floors, office buildings, roads, yards and Administrative Building at PPPU, BHEL Thirumayam"		
Duration of Contract	2 Months from the date of award of work		
Commencement of Work	Within 7 Days from the date of Letter of Intent.		
Due Date / Time for submission of tender	On or before 14.00 hrs. on 05.02.2020		
Submission of Tender Document.	Tender Drop Box at Contracts Department First Floor, Admin Block, 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	14.30 hrs. on 05.02.2020 at 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 [http://www.bhel.com (Tender Notification page) or http://www.eprocure.gov.in] 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 : - EXEMPTED			

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Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



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INSTRUCTIONS

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

- All Terms & Conditions shall be duly signed and stamped in all pages.
- RATE shall be furnished in the enclosed "PRICE BID FORMAT", duly signed and sealed.
- All the above documents shall be placed in a common sealed cover or e-mail ID (svenkatesan@bhel.in), and shall be submitted before the said due date as given above superscripting the tender ref no. & date and Due Date.
- Tenderer should submit their bid before the said due date as given above in a sealed cover or e-mail (svenkatesan@bhel.in) superscripting the Tender number, Tender date & Due Date and the tender will be opened in the presence of tenderers with due authorization.
- The tender will be opened as and when received. 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.

S.Venkatesan
DGM/ Contracts,
Power Plant Piping Unit
BHEL -Thirumayam - 622507
Contact No. 04333-279551
svenkatesan@bhel.in

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TENDER TERMS AND CONDITIONS

I. COMPLIANCE CRITERIA: -

1. The contractor should have an Income Tax Registration (PAN). (Details of self-attested copy to be furnished)
 2. The Bidder should have valid GST Registration Number / Application Reference Number.
 3. The Applicable rate of GST is to be filled in the Compliance Criteria in Annexure – A.
 4. Duly signed certificate of compliance in bidder's letter head shall be attached.
 5. On award of contract, the successful bidder shall comply with all the statutory requirements of PF and ESI rules & regulations for their workmen deputed for this work.
 6. To be declared not Convicted by court of law, banned, blacklisted, suspended by any State / Central Govt. & PSUs on any grounds as on date. (To be declared as in "General Details" which is to be submitted in bidder's letterhead)
- NOTE: All supporting documents shall be signed & stamped in each page "as a token of acceptance of tender term and conditions" by the bidder before submission.

II. SCOPE OF WORK:

II.1. BHEL SCOPE: -

Compressed air, Water, power and storage room will be given by BHEL at free of cost.

II.2. CONTRACTORS SCOPE OF WORK IN SHOP FLOOR AND ALLIED BUILDINGS (PART-1): -

II.2.1 Cleaning-Water Closet:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labor, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.

II.2.2 Cleaning-Wash Basin:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all wash basins. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.

II.2.3 Cleaning-Urinal:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.

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II.2.4 Cleaning-Wash Troughs:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all Wash Troughs. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.

II.2.5 Cleaning-Wash Bath Room:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all Toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.

II.2.6 Sweeping –Office Area:

Sweeping, cleaning, washing and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. complete as per the frequency mentioned against each activity in Annexure-1. After sweeping, all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.

II.2.7 Sweeping –Shop Floor Area:

Sweeping, cleaning the shop floors areas but excluding areas covered by machineries, furnaces, etc., as per the frequency mentioned against each activity in Annexure-1. After sweeping all the waste, dust, garbage, etc. to be disposed of to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries (Heavy Duty Vacuum Cleaner), necessary chemicals, and acids and other cleaning materials, incidentals, etc. complete. Required quantity of power and storage room will be given by BHEL at free of cost.

II.2.8 Cob-Web Removal in Office Area:

Cob-web removal, sweeping and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. complete. After sweeping all the waste, dust, garbage, etc. to be disposed of to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, hire and running charges for tools plants, machineries, necessary chemicals, acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.

II.2.9 Cleaning of Oily Substance:

Scrubbing and cleaning of oily substances in the shop floors, shop buildings, offices, staircases, AC/PC rooms, conference halls, dining hall, etc. complete, as per instructions of Engineer-in-charge. Rate includes cost of labour, hire and running charges for tools and plants, machineries, etc., necessary chemicals, acids and other cleaning materials, incidentals, etc., complete.

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II.2.10 Sweeping-Roads, Platforms:

Sweeping roads, platforms, open spaces, surrounding areas of buildings, parks, gardens, sides & back spaces in between blocks, roof terrace of buildings and other areas as identified & instructed by Engineer in charge. Rate includes labour, tools, brooms, malard, baskets etc., sweeping, hand picking of debris, collecting & dumping the debris in the nearby dust bins/earmarked areas etc. Complete. Sweeping has to be done only as and when necessary. Payment will be made only for the areas where sweeping was done.

II.2.11 Erection of Flag Post:

Labour charges for erection of flag post and tying the flag. Rate includes digging hole, erection of post and removing the same after the function is over including refilling the hole and handing over the flag post, flag etc. to Stores after the programme. Necessary flag post and flag will be supplied by BHEL at Stores at free of charges. Rate does not include to and fro transportation.

II.2.12 Movement & Arrangement of Chairs:

Carrying and laying PVC molded chairs at site of work and returning the same after the function is over. Rate does not include to and fro transportation etc. but includes labour, loading - unloading.

II.2.13 Disposal of Dead Animals:

Disposal of dead animals by shifting the carcass, digging pits and burying the animals at a location specified by Engineer In charge. Rate includes digging of pits, carrying and placing the dead animals in the pits, burying the dead animal and cleaning the area with disinfectants where the dead animal was lying all as per the instructions of Engineer In charge. Rate includes cost of Chemicals and all labour.

II.2.14 Labour for Fogging:

Labour charges for spraying chemicals for mosquito/ cockroach control inside factory and also for fogging operation in the entire area. All as directed by the department. All the required chemicals, fogging machine., will be provided by BHEL at free of charges. Spraying equipment under vendor scope. The payment will be made based on the duration of work done on hourly basis supported by log sheets maintained jointly.

II.3. CONTRACTORS SCOPE OF WORK IN ADMINISTRATIVE BUILDING (PART-2): -

II.3.1 Cleaning – Water Closet:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.

II.3.2 Cleaning – Wash Basin:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all wash basins. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost

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II.3.3 Cleaning – Urinal:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labor, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.

II.3.4 Cleaning – Wash Troughs:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all Wash Troughs. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labor, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost

II.3.5 Cleaning – Bath Room:

Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all Toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labor, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.

II.3.6 Sweeping – Office Area:

Sweeping, cleaning, washing and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. complete as per the frequency mentioned against each activity in Annexure-1. After sweeping all the waste, dust, garbage, etc. to be disposed of to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labor, tools plants, machineries (Heavy Duty Vacuum cleaner), necessary chemicals, and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost

II.3.7 Cob-Web Removal in Admin Building:

Cob-web removal, sweeping and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. complete. After sweeping all the waste, dust, garbage, etc. to be disposed of to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, hire and running charges for tools plants, machineries (Heavy Duty Vacuum Cleaner, necessary chemicals, acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost

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II.3.8 Sweeping – Car/Scooter Parking:

Sweeping, cleaning the Car / scooter parking areas as per the frequency mentioned against each activity in Annexure-1. After sweeping all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, and acids and other cleaning materials, incidentals, etc. complete. Required quantity of power and storage room will be given by BHEL at free of cost

ANNEXURE – I PERIODICITY OF CLEANING ACTIVITY

SHOP FLOOR & ALLIED BUILDINGS (PART - 1)		
SL.NO	ACTIVITY	FREQUENCY OF CLEANING
1	Cleaning of water closets	Daily Twice
2	Cleaning of wash basins	Daily Once
3	Cleaning of urinals	Daily Twice
4	Cleaning of wash-troughs	Daily Once
5	Cleaning of bath rooms	Daily Once
6	Sweeping the Shop floor	Daily Once
7	Sweeping/Swabbing Office Floor	Daily Once

ADMINISTRATIVE BUILDING (PART - 2)		
SL.NO	ACTIVITY	FREQUENCY OF CLEANING
1	Cleaning of water closets	Daily Twice
2	Cleaning of wash basins	Daily Once
3	Cleaning of urinals	Daily Twice
4	Cleaning of wash-troughs	Daily Once
5	Cleaning of bath rooms	Daily Once
6	Sweeping the Car/Scooter Parking	Daily Once
7	Sweeping/Swabbing Office Floor	Daily Once

Note:

- The frequency of cleaning indicated above may be increased depending upon the requirement.
- Swabbing Office Floor includes cleaning of tables and chairs inside Administrative Building
- Sweeping office area includes placement of disposable covers for dustbins.

III. WORK SPECIFIC TERMS AND CONDITIONS:

- 1) The Scope of works includes housekeeping and sanitation activities inside Power Plant Piping Unit (PPPU), BHEL, Thirumayam. The bidder may also be required to undertake housekeeping activities as and when necessary in guest houses of BHEL, over a radius of 25 kilometers from PPPU. Necessary transportation will be arranged by BHEL for such works.
- 2) Payment will be made based on the actual work done. Quoted rate shall include cost of labour, tools plants, machineries, necessary consumables like chemicals, acids, perfumed urinal cubes, deo cubes, perfumed moth balls, toilet air fresheners, hand wash solutions, scent and other cleaning materials, etc.

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- 3) QUANTITIES shown in the price bid are only approximate and are liable to variation without entitling the contractors to any variation in the Quoted rates till the total value of the Contract does not vary by more than 20% (twenty per cent).
- 4) The indicative crew strength required to perform the daily routine activities is 20 labourers and 1 supervisor for shop floor works and allied buildings (Part - 1). However, the vendor shall assess the work and deploy additional manpower if required so that work can be completed satisfactorily.
- 5) The indicative crew strength required to perform the daily routine activities is 4 labourers for Administrative Building (Part - 2). House Keeping in Administrative Building will be carried out on need basis as and when required. However, the vendor shall assess the work and deploy additional manpower if required so that work can be completed satisfactorily
- 6) Sufficient nos of Both Male and female employees / labourers shall be engaged for all activities. Out of total manpower deployed at least 50% should be males.
- 7) For all items of cleaning, required quantity of consumables such as 1) Liquid soap, 2) Pine oil, 3) bleaching powder, 4) Vim / equivalent, 5) Perfumed Urinal Cubes, 6) Deo Cubes, 7) Perfumed moth balls, 8) Liquid scent, 9) Hand wash solutions, 10) Toilet air freshener, 11) Baking soda, 12) Washing Soda, 13) Vinegar, 14) Stain remover should be used/replenished for each and every activity & every time so that all areas are clean and neat always.
- 8) Perfumed Urinal Cubes should be provided for Urinals and deo cubes/ perfumed moth balls should be provided for Wash Basins and replenished regularly.
- 9) Hand wash solutions of reputed brand should be placed on the wash basins of office buildings and Administrative Block and periodically replenished.
- 10) Toilet Air freshener of reputed brand should be provided in all toilets and periodically replenished.
- 11) All the office floor swabbing should be done by mixing liquid scent which has to be got approved by Engineer in Charge.
- 12) Usually, working hours are limited to day time only. In emergency cases to carryout works during nights, it may be done so with the specific prior permission of BHEL. In such case, it is to be carried out in the presence of BHEL officials or their authorized persons.
- 13) The item rate offered shall provide for the complete cost towards labor, consumables, tools, plant & machinery, transport, supervision, overheads, profits & all other incidentals etc., complete. The rate quoted shall not include GST.
- 14) Adequate number of tools like soft hair brush brooms with cane handle, cob-web remover, bamboo basket, empty gunny bags, plastic mug, plastic bucket, nylon scrubber, double wheel barrows, Tricycle, push carts & safety items should be provided for the effective management and disposal of wastes from office and shop floor, and will be under the scope of the contractor.
- 15) Necessary PPEs like safety boots, gloves, goggles, mask/ respirator etc. shall be provided to the workmen by the contractor.
- 16) Required tools & Plants / equipment (Vacuum cleaners, mechanical scrubbers, floor cleaning machines etc.,) shall be made available always at site for the works.
- 17) All the consumables, Tools & Plants used in the work shall be of approved quality and will be subject to periodical inspection by BHEL officials.
- 18) Normally work will be carried out on all days except Sundays & public holidays. However, in case of urgency, the contractor has to work on Sundays and holidays also.
- 19) The work shall be carried out as per Civil Engineering Department Work & Safety procedure, and as per the instructions of Engineer-in-charge.
- 20) The contractor has to ensure that workmen are provided with uniform and identity card with an instruction to wear the uniform while on duty.

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- 21) Contractor/Authorized representative must be present at site to supervise the activities on day-to-day basis and for giving necessary instructions regarding the work to be carried out.
- 22) The contractor shall maintain registers for entering the details of cleaning done in each bay / building and obtain the signature from the concerned officials daily for the work carried out.
- 23) The working time for specific activities like cleaning of closets, wash basins, urinals, wash troughs & bath rooms etc. at Offices and shop floors should be adhered to as per the instruction of the Engineer-in-charge.
- 24) The contractor has to carry-out the work in production shops without affecting the day to-day production activities.
- 25) To maintain and submit the daily log sheet for the work done to ensure the works are carried out as per the instructions and for BHEL's approval.
- 26) To maintain and submit the daily logbook for the stock and consumption details of cleaning materials.
- 27) All the consumables should be got approved (for brand and quality) before effecting bulk supply / put into use and required quantity shall be supplied in advance.

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UNPRICED BILL OF QUANTITIES

SHOP FLOOR & ALLIED BUILDINGS (PART - 1)				
SL NO	DESCRIPTION OF WORK	UNIT	ESTIMATED QTY	PERCENTAGE ALLOCATION
1	Cleaning-Water Closet: Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labor, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost	EA (Each)	3050	0.784 %
2	Cleaning-Wash Basin: Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all wash basins. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	EA (Each)	2400	0.308 %
3	Cleaning-Urinal: Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	EA (Each)	3550	0.912 %

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4	<u>Cleaning-Wash Troughs:</u> Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all Wash Troughs. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	EA (Each)	400	0.051 %
5	<u>Cleaning-Bath Room:</u> Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all Toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	EA (Each)	950	0.122 %
6	<u>Sweeping –Office Area:</u> Sweeping, cleaning, washing and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. complete as per the frequency mentioned against each activity in Annexure-1. After sweeping, all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	M2 (Square Meter)	254300	15.030 %
7	<u>Sweeping –Shop Floor Area:</u> Sweeping, cleaning the shop floors areas but excluding areas covered by machineries, furnaces, etc., as per the frequency mentioned against each activity in Annexure-1. After sweeping all the waste, dust, garbage, etc. to be disposed of to the nearby	M2 (Square Meter)	1185872	70.087 %

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	dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries (Heavy Duty Vacuum Cleaner), necessary chemicals, and acids and other cleaning materials, incidentals, etc. complete. Required quantity of power and storage room will be given by BHEL at free of cost			
8	<u>Cob-Web Removal in Office Area:</u> Cob-web removal, sweeping and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. complete. After sweeping all the waste, dust, garbage, etc. to be disposed of to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, hire and running charges for tools plants, machineries, necessary chemicals, acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost	M2 (Square Meter)	10172	0.601 %
9	<u>Cleaning of Oily Substance:</u> Scrubbing and cleaning of oily substances in the shop floors, shop buildings, offices, staircases, AC/PC rooms, conference halls, dining hall, etc. complete, as per instructions of Engineer-in-charge. Rate includes cost of labour, hire and running charges for tools and plants, machineries, etc., necessary chemicals, acids and other cleaning materials, incidentals, etc., complete	M2 (Square Meter)	84	0.005 %
10	<u>Sweeping-Roads, Platforms:</u> Sweeping roads, platforms, open spaces, surrounding areas of buildings, parks, gardens, sides & back spaces in between blocks, roof terrace of buildings and other areas as identified & instructed by Engineer in charge. Rate includes labor, tools, brooms, malard, baskets etc., sweeping, hand picking of debris, collecting & dumping the debris in the nearby dust bins/earmarked areas etc. Complete. Sweeping has to be done only as and when necessary. Payment	M2 (Square Meter)	37344	2.207 %

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	will be made only for the areas where sweeping was done			
11	Erection of Flag Post: Labor charge 0.11s for erection of flag post and tying the flag. Rate includes digging hole, erection of post and removing the same after the function is over including refilling the hole and handing over the flag post, flag etc. to Stores after the programme. Necessary flag post and flag will be supplied by BHEL at Stores at free of charges. Rate does not include to and fro transportation.	EA (Each)	17	0.193 %
12	Movement & Arrangement of Chairs: Carrying and laying PVC molded chairs at site of work and returning the same after the function is over. Rate does not include to and fro transportation etc. but includes labor, loading - unloading.	EA (Each)	84	0.203 %
13	Disposal of Dead Animals: Disposal of dead animals by shifting the carcass, digging pits and burying the animals at a location specified by Engineer In charge. Rate includes digging of pits, carrying and placing the dead animals in the pits, burying the dead animal and cleaning the area with disinfectants where the dead animal was lying all as per the instructions of Engineer in charge. Rate includes cost of Chemicals and all labor.	EA (Each)	9	0.128 %
14	Labor for Fogging: Labour charges for spraying chemicals for mosquito/cockroach control inside factory and also for fogging operation in the entire area. All as directed by the department. All the required chemicals, fogging machine., will be provided by BHEL at free of charges. Spraying equipment under vendor scope. The payment will be made based on the duration of work done on hourly basis supported by log sheets maintained jointly.	HR (Hour)	4.17	0.107 %
SUB TOTAL OF PERCENTAGE ALLOCATION FOR PART-1				90.738 %

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ADMINISTRATIVE BUILDING (PART - 2)				
SL NO	DESCRIPTION OF WORK	UNIT	ESTIMATED QTY	PERCENTAGE ALLOCATION
1	<u>Cleaning-Water Closet:</u> Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	EA (Each)	750	0.193 %
2	<u>Cleaning-Wash Basin:</u> Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all wash basins. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labour, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost	EA (Each)	1650	0.212 %
3	<u>Cleaning-Urinal:</u> Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labor, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	EA (Each)	1763	0.453 %

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4	Cleaning-Wash Troughs: Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all Wash Troughs. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labor, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost	EA (Each)	150	0.019 %
5	Cleaning-Bath Room: Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all Toilets. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall Include cost of labor, tools plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	EA (Each)	400	0.051 %
6	Sweeping –Office Area: Sweeping, cleaning, washing and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. complete as per the frequency mentioned against each activity in Annexure-1. After sweeping all the waste, dust, garbage, etc. to be disposed of to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labor, tools plants, machineries (Heavy Duty Vacuum cleaner), necessary chemicals, and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost	M2 (Square Meter)	125000	7.388 %

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7	<u>Cob-Web Removal in Admin Building:</u> Cob-web removal, sweeping and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. complete. After sweeping all the waste, dust, garbage, etc. to be disposed of to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, hire and running charges for tools plants, machineries (Heavy Duty Vacuum Cleaner, necessary chemicals, acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost	M2 (Square Meter)	7000	0.414 %
8	<u>Sweeping-Car/Scooter Parking:</u> Sweeping, cleaning the Car / scooter parking areas as per the frequency mentioned against each activity in Annexure-1. After sweeping all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary chemicals, and acids and other cleaning materials, incidentals, etc. complete. Required quantity of power and storage room will be given by BHEL at free of cost	M2 (Square Meter)	9000	0.532 %
SUB TOTAL OF PERCENTAGE ALLOCATION OF PART - 2				9.262 %
TOTAL PERCENTAGE ALLOCATION				100%

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IV. COMMERCIAL TERMS & CONDITIONS:

01. RATE:

- a. Rate should be quoted in Rupees as numerals and in words in the attached price bid format.
- b. The rates quoted should be **Exclusive of GST (but inclusive of any other taxes & duties)** levied or to be levied both by Central and State Government Authorities. Such levies, if any, should be borne only by the Contractor.)
- c. The applicable rate of GST in % should be mentioned in the Technical bid format.
- d. GST Payment will be reimbursed as per statutory provisions, subject to production of proof of payment / remittances only.
- e. The rates quoted in the tender shall remain **valid** initially for a period of at least **30 days** from the date of opening of Tender. After successful award of contract, the rates shall be firm throughout the contract period.
- f. 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 endeavor 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.
- g. **Contractor has to ensure that all statutory payment as per Minimum wages act, 1948/ Payment of Wages act etc. along with BHEL additional payment component (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.**
- h. **Before tendering, the tenderers 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.**
- i. 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.
- j. 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.
- k. In the event of tender being submitted by the firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of attorney on behalf of the firm concerned. In the latter case, a copy of the power of attorney duly attested by a Gazetted Officer must accompany the tender.
- 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 re-float the tender opened if L1 price is not the lowest acceptable price to BHEL interalia other reasons.
- m. All payments from BHEL in view of the execution of the contract are liable for IT (TDS), GST (TDS), as applicable. Hence, bidders shall confirm that they have suitable mechanism for effective compliance to the same.

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02. CONTRACT PERIOD:-

1. The period of contract shall be **2 months** from the date of award of work.
2. 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.
3. The contract may be terminated by BHEL due to violations or non-performance of the Contract conditions by giving one-month notice.

03. BILLING PROCESS AND PAYMENT TERMS:

- 1) Vendor may claim the bill/invoices monthly once to the area in-charge. The invoices will be accepted on ensuring the following conditions
 - i. The bills shall confirm to the GST compliance and norms with SAC code of service.
 - ii. The bill shall include the work order No, GST No, service period etc.
 - iii. The bills shall be given in triplicate (in-original) and shall be error-free.
 - iv. 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.
 - v. The quantum of work details (copy of relevant log books) shall be attached in the annexure.
 - vi. The proof of payment of taxes, if any, to be submitted along with each bill.
 - vii. The proof of payment (bank transaction copy) to workmen to be submitted along with each bill.
- 2) Only one bill will be accepted at once in a month. Vendor may club the months in the same bill.
- 3) The contractor has to disburse the salary / wages for their workmen only through bank (RTGS / NEFT). The relevant bank statement / proof for bank payment should be produced along with PF, ESI and challans to welfare section every month.
- 4) On submission of error free bill, the bill will be processed and payment will be made by BHEL after 45 days through RTGS/EFT to the contractor. Necessary GST returns have to be filed in due time for claiming of payment of invoice.

04. TAXES AND DUTIES:

- a. GST portion of invoice will be released only upon:
 - Vendor declaring such invoice in his GSTR-1 and
 - Receipt of goods and tax invoice by BHEL and
 - Confirmation of payment of GST thereon by vendor on GSTN portal
- b. 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 and/or SD etc) from BHEL.
- c. 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 and/or Security deposit etc from BHEL.

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

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05. PENALTY CLAUSE:

- 1) Recoveries shall be made for all pending works at "Double" the charges for the pending works for the pending period.
- 2) If any work is pending for more than 3 days, the same will be undertaken by alternative agency and the charges so incurred will be levied on the vendor (Risk Purchase).

NOTE: GST on Penalty will also be recovered in addition to penalty from running bills.

06. RISK PURCHASE:

- 1) 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.
- 2) The decision of BHEL with regard to the actual losses / consequential expenditure incurred by BHEL shall be final and binding on the contractor and also 5% overhead charges to be added in addition to extra expenditure to BHEL.

V. GENERAL:

1. The contractor agrees to indemnify BHEL 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, GST TDS 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.
5. 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 Thirumayam. All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
 - iii. All disputes shall be subject to the exclusive jurisdiction of the Courts at Pudukkottai.

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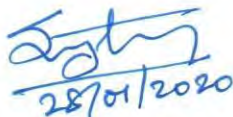
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Checklist for Documents to be submitted to HR/Welfare Section*				
S.No	Document type	Scheduled Date	Periodicity	Remarks
1	PF Registration code	On Award of contract/ on production of First bill	One time/as and when required by BHEL	
2	ESI/Group Insurance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

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

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VI. 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 (including BHEL additional wages) to the employees on monthly basis. He has to remit 13% from his side and deduct 12% of Wages from the monthly wages of the employees and a total of 25% of monthly wages should be remitted as PF i.e. each employee. The percentages mentioned are indicative in nature. The PF shall be remitted as per the existing Government guidelines.
- 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 billing period) 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)		
		Basic	DA	Total
1	Un Skilled Worker	258.50	176.00	434.50
2	Semi-Skilled Worker	271.00	176.00	447.00
3	Skilled Worker	278.50	176.00	454.50
4	Supervisor	295.00	176.00	471.00

(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, 4100/- for skilled worker & supervisor, 4300/- for highly 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.

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- 10) The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The contractor should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident/incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.
- 11) A list containing the name of working persons' photo, address, age, designation, nature of work is to be furnished immediately on receipt of the contract/work order. This is required for our records and issuance of Identity Card for Gate entry.
- 12) **The contractor has to disburse the salary/wages for their workmen only through Bank (RTGS)/NEFT. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI and challans to Welfare Section every month.**
- 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.
 - The Workmen Compensation Act 1923,
 - The Payment of Wages Act 1936 and the related Tamil Nadu Rules,
 - The Industrial Disputes Act 1947,
 - The Factories Act 1948 and the related Tamil Nadu Rules,
 - The Minimum Wages Act 1948 and the related Tamil Nadu Rules,
 - Employee's Provident Funds & Miscellaneous Provisions Act 1952,
 - The Payment of Bonus Act 1965.
 - The Contract labour (Regulation & Abolition) Act 1970 and the related Tamil Nadu Rules.
 - The Building and Other Construction Works (RE & CE) Act, 1996 and the related Tamil Nadu Rules.

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VII. 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:

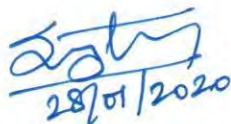
The Contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of the work. The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the 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.

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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.

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.

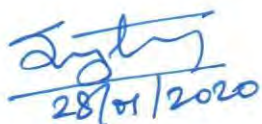
08. COMPLIANCE TO REGULATIONS AND BY-LAWS:

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) *Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GST registration No (GSTIN) which should be clearly mentioned in the offer. If the dealer is exempted from GST registration, a declaration with due supporting documents need to be furnished for considering the offer. Dealers under composition scheme should declare that he is a composition dealer supported by the screen shot taken from GST portal. The dealer has to submit necessary documents if there is any change in status under GST.*
- 2) *Supplier shall mention their GSTIN in all their invoices (incl. credit Notes, Debit Notes) 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), Billed to party (with GSTIN) & Shipped to party details, item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, Place of Supply etc.*
- 3) *All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).*
- 4) *Invoices will be processed only upon completion of statutory requirement and further subject to following:*
 - a. *Vendor declaring such invoice in Form GST ANX-1*
 - b. *Receipt of Goods or Services and Tax invoice by BHEL*
- 5) *As the continuous uploading of tax invoices in GSTN portal (in GST ANX-1) is available for all (i.e. both Small & Large) tax payers under proposed new GST Return System, all invoices raised on BHEL may be uploaded immediately in GST portal on dispatch of material /rendering of services. The supplier shall ensure availability of Invoice in GST portal before submission of invoice to BHEL. Invoices will be admitted by BHEL only if the invoices are available in GSTN portal (in BHEL's GST ANX-2).*
- 6) *In case of discrepancy in the data uploaded by the 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 or debit note (details also to be uploaded in GSTN portal) for the shortages or rejections in the supplies or additional claims, within the calendar month informed by BHEL.*

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- 7) In cases where invoice details have been uploaded by the vendor but failed to remit the GST amount to GST Department (Form PMT-08 or Form GST RET-01 to be submitted) within stipulated time, then GST paid on the invoices pertaining to the month for which GST return not filed by the vendor will be recovered from the vendor along with the applicable interest (currently 24% p.a) and all subsequent bills of the vendor will not be processed till filing of the GST return by the vendor
- 8) In case GST credit is denied to BHEL due to non-receipt or delayed receipt of goods 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 claimed in the invoice shall be disallowed to the vendor.
- 9) Where any GST liability arising on BHEL under Reverse Charge (RCM), the vendor has to submit the invoices to BHEL well within the timeline prescribed in GST Law, to enable BHEL to discharge the GST liability. If there is a delay in submission of invoice by the vendor resulting in delayed payment of GST by BHEL along with Interest, then such Interest payable or paid shall be recovered from the vendor.
- 10) Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers/contracts. Hence applicable GST shall also be recoverable from suppliers/contractors on LD amount. For this Tax Invoice will be issued by BHEL indicating the respective supply invoice number.
- 11) GST TDS will be deducted as per Section 51 of CGST Act 2017 and in line with Notification 50/2018 – Central Tax dated 13.09.2018. GST TDS certificate which will be generated in GST portal subsequent to vendor accepting the TDS deduction in the GST portal, will be issued to the vendor.

10. SECURITY DEPOSIT :

Amount of 5% of the contract value (Excluding GST) 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. Pay Order, Demand Draft in favour of BHEL.
- iii. Local cheques of scheduled banks, subject to realization.
- iv. Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- v. Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL and with minimum validity covering the contract period + 2 months & maintenance period if any.
- vi. In order to ensure the genuineness of BG's, the BG's are to be sent directly by the concerned bank through registered post to CONTRACTS DEPT/PPPU, BHEL Thirumayam.
- vii. Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back and with minimum validity covering the contract period & maintenance period if any.
- viii. Security deposit can also be recovered at the rate of 10% from the running bills. However, in such cases at least 50% of the Security Deposit should be paid before commencement of work (any of the above form) and the balance 50% may be recovered from the running bills.

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- ix. 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. CONTRACTOR'S SUPERVISION:

- The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the HOD/Executing Dept., to act in his stead.
- Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself.
- The Contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the Executive/CONTRACTS or the OFFICER-INCHARGE, to receive instructions.
- BHEL-PPPU, THIRUMAYAM shall have full powers and without assigning any reason, require the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.

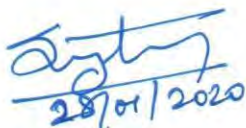
13. LABOUR:

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.

14. 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.

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15. 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.

16. 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.

17. 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
- 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.

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

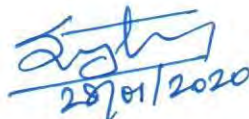
BHEL, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases:

If the Contractor,

- being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors

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OR

- being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,

OR

- Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL.

OR

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

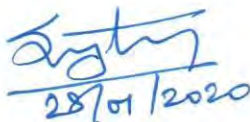
- 1) Whenever BHEL exercise the authority to cancel the contract under these conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by EXECUTIVE/CONTRACTS/PPPU which is final and conclusive) 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.
- 2) 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.

19. CANCELLATION OF CONTRACT IN PART OR FULL FOR CONTRACTOR'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 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.

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20. 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.

21. 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.

22. 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.

23. 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. However, no such recovery shall be enforced after three years of passing the final bill.

24. PREFERENCE TO MAKE IN INDIA: For this procurement, Public Procurement (Preference to Make in India), Order 2017 dated 15.06.2017 & 28.05.2018 and subsequent Orders issued by the respective Nodal Ministry shall be applicable even if it is issued after this NIT but before finalization of contract / PO / WO against this NIT. In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and / or local content in respect of this procurement, same shall be applicable.

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 & CONCILIATION:

Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the

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other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Unit/Region/Division issuing the Contract.

- The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.
- Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Pudukkottai.
- The cost of arbitration shall be borne as per the award of the Arbitrator.
- Subject to the arbitration in terms of Clause above, the Courts at Pudukkottai shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.
- Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable: In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contract, such dispute or difference shall be referred by either Party for arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the Parties to the dispute, provided, however, any Party aggrieved by such award may make further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties hereto finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

27. JURISDICTION:

In case of any suit or other legal proceedings arising under or relating to this Contract, the courts at Pudukkottai, Tamil Nadu only shall have the Jurisdiction and is only after exhausting the, Arbitration, Clause 26.

28. SIGNING OF CONTRACT:

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

29. SECRECY OF CONFIDENTIAL INFORMATION:

The Contractor undertakes and agrees that he/it will not disclose or reveal in part or full the proprietary/confidential information, which terms shall mean and include patents, trademarks, service marks, registered designs, copyright, design rights, know-how, confidential information, trade and business names and any other similar protected information of BHEL received during negotiation or currency of the contract to any

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third party or governmental authorities without written permission from BHEL. In the event of termination or expiry of the contract, the contractor shall return all proprietary/confidential information to BHEL. This clause shall survive termination or expiry of the contract.

BHEL reserves the right to initiate appropriate action including legal proceeds / termination of contract, recovery of damages, penalties etc., if the contractor is found guilty / wrong usage of the documents given by BHEL for any unauthorized activity.

30. 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.

31. 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.

32. 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.

33. 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.

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34. 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.

35. COMMON TERMS AND CONDITIONS FOR WORKS CONTRACT RELEVANT TO SAFETY

1. 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.
2. 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.
3. Excessively loose-clothing, dhoti/Lungi is prohibited especially around rotating or moving equipment.
4. 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.
5. 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.
6. 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.
7. Smoking is not allowed in work area.
8. It is recommended that the contractor should know & display the emergency phone numbers like Fire, Ambulance, Safety, Security etc. at their work area.
9. 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.

36. 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 (whichever is applicable) 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.

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Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



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

37. 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.

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- 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.

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

39. 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.

40. 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)

41. 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.

42. THE CONTRACT LABOUR (REGULATION & ABOLITION) ACT 1970 AND THE RELATED RULES:

- The minimum wages Act 1948 and the related rules
- The payment of wages Act 1936 and the related rules.
- The Factories Act 1948 and related Tamil Nadu Rules.
- The Employees' Provident Fund & Miscellaneous provisions Act 1952.
- The Employees State Insurance Act 1948.
- Workmen Compensation Act 1923
- Payment of Bonus Act 1965
- Maternity Benefit Act, 1961
- Payment of Gratuity Act, 1972
- Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979
- Equal Remuneration Act, 1976
- Industrial Employment (Standing Order) Act, 1960 (In case of engaging 100 or more personnel)
- The Industrial Disputes Act 1947

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And any other law, or modifications to the above or to the rules made there under from time to time.

43. BIOMETRIC ENTRY/EXIT SYSTEM FOR CONTRACTOR'S WORKMEN:

1. The Entry/Exit of the employees engaged by contractor is to be regulated only through Biometric system.
2. The Contractor initially will be issued with a temporary gang pass for his/ her employees for a period of ten days.
3. The contractor should arrange photo coverage for all his/her employees within the above stipulated time.
4. The contractor has to submit FORM-I for all his/her contract employees. All the particulars required in FORM-I are to be provided by the contractor without fail.
5. Every employee of the Contractor shall be provided with Employment Card as per Form XIV (as per Rule 76 of the Contract Labour (Central) Rules, 1971 and the contractor shall instruct its employees to carry the Employment Card as well as Entry Card without fail, while entering/exiting factory.
6. The contractor should educate his employees in registering the attendance through the system.
7. Whenever a contract employee migrates or leaves service of the contractor, the contractor has to surrender the biometric card of the particular employee to Contract Cell with immediate effect, without fail.
8. On completion of the work, the contractor has to surrender all the biometric entry cards issued to its employees immediately to the contract cell. Otherwise, an amount of Rs.100/- per card will be deducted from the final bill/security deposit of the contractor.
9. If any contract employee lose his/her entry card, the contractor shall arrange a duplicate entry card for the employee by paying an amount of Rs.100/-.
10. The Contractor is totally responsible for the biometric cards issued to his/ her employee.
11. The Contractor has to indemnify BHEL for all the damages and losses caused by his/her employees.

44. BHEL SHALL RECOVER THE AMOUNT OF COMPENSATION PAID TO VICTIM(S) BY BHEL TOWARDS LOSS OF LIFE / PERMANENT DISABILITY DUE TO AN ACCIDENT WHICH IS ATTRIBUTABLE TO THE NEGLIGENCE OF CONTRACTOR, AGENCY OR FIRM OR ANY OF ITS EMPLOYEES AS DETAILED BELOW:

- a) Victim: Any person who suffers permanent disablement or dies in an accident as defined below
- b) Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during manufacturing / operation and works incidental thereto at BHEL factories / offices and precincts thereof, project execution, erection and commissioning services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works / during working at BHEL Units / offices / townships and premises / Project Sites.
- c) Compensation in respect of each of the victims:
 - i) In the event of death or permanent disability resulting from Loss of both limbs: Rs. 10,00,000/- (Rs. Ten Lakh)
 - ii) In the event of other permanent disability: Rs. 7,00,000 (Rs. Seven Lakh)
- d) Permanent Disablement: A disablement that is classified as a permanent total disablement under provision to Section 2(I) of the Employee's Compensation Act, 1923

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Signature of the Bidder
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CERTIFICATE OF COMPLIANCE

(To be submitted in bidder's letter head)

Tender No : PPPU:WC:19:039

Date : 28.01.2020

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. General Terms
4. Commercial Terms & Conditions,
5. Conditions Related to The Welfare of Labors
6. General Terms and Conditions.
7. Terms and Conditions of RA (Reverse Auction)
8. Technical Bid
9. RTGS/NEFT Format
10. 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:

- i. *If the contract is awarded to us the prices shall be kept firm till the completion of contract.*
- ii. *I/We (including all partners) certify that I/We have read the Terms and conditions and shall abide by them.*
- iii. *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.*
- iv. *I/We certify that I/We will not get myself / ourselves registered as contractor(s) in BHEL under more than one name.*
- v. *I/We declare that we don't have any deviations to the tender terms and conditions.*

Place
Date


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Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
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Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

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Dt. 28.01.2020

RTGS/NEFT FORM

To
THE PURCHASE/CONTRACT EXECUTING AGENCY/BHEL

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

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

CERTIFICATE

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

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

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

PLACE:
DATE:

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

Forwarded to Accounts Dept.

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

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

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)

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GENERAL DETAILS:

(To be submitted in Bidder's letterhead)

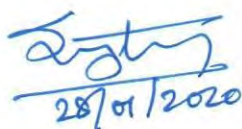
Tender No : PPPU:WC:19:039

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

- I. I/We are not convicted by court of law, suspended, blacklisted or banned by any State / Central Govt. & PSUs on any grounds as on date.
- II. On award of contract, I/We accept that "I/We shall comply with all the statutory requirements of PF and ESI/GI Rules and Regulations for the workmen deputed for this work."

Place
Date


28/01/2020

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



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CERTIFICATE FORMAT FOR MSE VENDOR TO OBTAIN FROM CHARTERED ACCOUNTANT:

(To be submitted in Chartered Accountant 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)) _____ dtd. _____, Category: _____ (Micro/Small). (Copy enclosed).

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

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

₹ _____ Lacs

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

₹ _____ Lacs

(Strike off whichever is not applicable)

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

Or

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

Date:

(Signature)

Name:

Membership number:

Seal of Chartered Accountant

Place

Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



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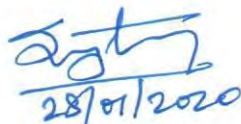
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ANNEXURE A

COMPLIANCE CRITERIA		
S NO	COMPLIANCE CRITERIA	BIDDER'S RESPONSE
1.	The contractor should have an Income Tax Registration (PAN). (Details of self- attested copy to be furnished)	PAN No. _____ (PROOF TO BE ATTACHED)
2.	The Bidder should have valid GST Registration Number / Application Reference Number.	GST No. _____ (PROOF TO BE ATTACHED)
3.	Applicable GST rate in %	_____ %
4.	Duly signed certificate of compliance in bidder's letter head shall be attached.	Submitted /Not submitted
5.	On award of contract, the successful bidder shall comply with all the statutory requirements of PF and ESI rules & regulations for their workmen deputed for this work.	(To be accepted as in "General Details" which is to be submitted in bidder's letterhead)
6.	Convicted by court of law, banned, blacklisted, suspended by any State / Central Govt. & PSUs on any grounds as on date.	(To be declared as in "General Details" which is to be submitted in bidder's letterhead)

Place
Date


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Signature of the Bidder
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ANNEXURE – 'X'

ILLUSTRATION FOR ARRIVING THE RATES FOR INDIVIDUAL ITEMS OF UNPRICED BOQ BY BHEL FOR THE TOTAL AMOUNT QUOTED BY THE VENDOR

Contractor shall only quote the total amount for the work and not the individual rates for every item of BOQ. The amount quoted shall include all taxes except GST. Applicable GST would be paid extra.

The rates for the individual items of BOQ would be arrived by BHEL as follows,

In this illustration, assume there are 5 items in the BOQ. The respective quantity and Percentage allocation is specified as below.

Assuming the amount quoted by a vendor is 10,00,000/- (Ten lakhs) for the entire package for the given quantity below,

SLNO	ITEM	QUANTITY	% ALLOCATION
1	1	50	15%
2	2	33	20%
3	3	27	25%
4	4	21	30%
5	5	18	10%

Then, For item no 1,

Amount allocated for item 1 would be = $15\% \times 10,00,000$ (since % allocation is 15% for this item)
= Rs 1,50,000 /-

Hence the rate for item 1 would be = $1,50,000 / 50 = \text{Rs } 3,000/-$

In the same manner the rates for all other items would be arrived as follows,

Item 2= Rs 6,060.60

Item 3 =Rs 9,259.26

Item 4 =Rs 14,285.71

Item 5=Rs 5,555.55

The rates will be rounded off to nearest two decimal places only, so as to match the total amount or closest to the total amount, quoted by the vendor. Rates so arrived by BHEL shall be final and binding on the contractor.

Place
Date

Signature of the Bidder
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ANNEXURE – B

PRICE BID FORMAT

SL.NO	ITEM DESCRIPTION (A)	TENTATIVE VALUE OF WORK EXCLUDING GST (RS) (B)	BELOW (100-X) % (OR) AT PAR (100%) (OR) ABOVE (100+X) % FOR THE TENTATIVE VALUE	
			% IN FIGURES (C)	IN WORDS (D)
1.	Entire Housekeeping Works for Shop floors, office buildings, roads, yards and Administrative Building at PPPU, BHEL Thirumayam	Rs. 3,55,290.92/-		

The tenderer has to quote most competitive rate in Percentage Below (100-X) % (or) At par (100%) (or) Above (100+X) % for the tentative value in Price bid and the bidder with the lowest quoted percentage will be considered L1.

Eg:

Case 1: Below the Tentative Value

If the tenderer wishes to quote 1.35% below the estimate value, then 98.65% should be written under Column (C) and “Ninety-eight point six five percent only” in column (D)

Case 2: At Par to the Tentative Value

If the tenderer wishes to quote at par to the estimate value, then “100.00%” should be written under Column (C) and “Hundred percent only” in column (D)

Case 3: Above the Tentative Value

If the tenderer wishes to quote 1.25% above the estimate value, then “101.25%” should be written under Column (C) and “One Hundred and one point two five percent only” in column (D)

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Signature of the Bidder
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NOTE:

01. Percentage should be quoted in both figures and words and are to be identical. If not, the percentage in the words will be considered as final and the same shall be valid and binding on the contractor.
 - 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.
 - b) Percentage up to a maximum of 2 decimal points only is allowed. If the contractor quotes beyond this, then rounding off to the lower of the second digit after decimal will be followed and the value thus arrived is binding on the contractor. i.e. 100.119% will be taken as 100.11% and 100.111% will also be taken as 100.11%
02. The percentage (%) should be quoted **excluding GST**, but inclusive of any taxes and duties levied or to be levied both by Central and State Government authorities from time to time. GST will be paid extra on production of documentary evidence.
03. Quotation should be valid for a period of **30** days from the date of Tender opening.
04. In Price bid opening, L1 will be decided based on the minimum of "Landed Cost" to BHEL, [i.e. Total Value and applicable GST amount] on single vendor basis. if there is a tie in quoted L1 amount (Landed Cost), revised reduced price will be obtained from the L1 vendors. Even after receipt of revised price, if tie still persists, 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 labour 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 and **excluding GST** etc. 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 unit rate 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.

Note: Estimated qty indicated above will be used for arriving at total cost for evaluation of tender but should not be taken as firm commitment.

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Signature of the Bidder
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