



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

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

Tender No: 9362000017

Tender Notice

Dt. 01-12-2020

NOTICE INVITING e-TENDER

Dear Sir/ Ma'am,

Ref: Tender No. 9362000017 dt. 01-12-2020.

Subject: Two-part e-Tender inviting techno-commercial and price bids for “Outsourcing of FMC Operations at PPPU, Thirumayam for a period of Twelve (12) months”.

Kindly submit your competitive offer for the above subject work as per the tender terms and conditions given in the tender document through e-procurement portal <https://bhel.abcpurchase.com> only.

Scope of work	Outsourcing of FMC Operations at PPPU, Thirumayam for a period of Twelve (12) months. (Scope of work and technical terms and conditions as per Techno-Commercial Part-I bid.)
Location of work	BHEL PPPU Thirumayam -622507 (Tamilnadu)
Duration of Contract	12 Months from the date of commencement of work as indicated in LOI.
Last date/ time for receipt of tender	14.00 Hrs on dt. 11.12.2020
Date / Time & place for opening of Technical Bid	14.30 hrs. on 11.12.2020. at (In case of any change in opening date, if any, will be intimated later.)
Date/Time of Price Bid Opening	The date/ time of price bid opening will be intimated to the techno-commercial qualified tenderer separately.
EMD AMOUNT	Rs. 87,600/- (Rupees Eighty Seven Thousand Six Hundred only)
Working Area Contact details	DGM/HR Power Plant Piping Unit, BHEL -Thirumayam – 622507, Contact No. 04333-279150/9442502817 casamy@bhel.in Vendors may visit the work area prior to submission of offer to understand the details of scope of work.

Place Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)



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INSTRUCTIONS

This two - part e - tender consists of the following:

Part – I (A): Pre - qualification Bid

1. Earnest Money Deposit (EMD)

Part – I (B): Techno - Commercial Bid

2. Qualifying criteria for the contract
3. Scope of work and Work specific terms & conditions
4. General terms & conditions of the contract
5. Annexures (X, Y, I-VI, A1-A4, G & H)

Part – II: Price Bid

Special Instructions to the bidders:

1. EMD should be submitted as per Part - I(A)/Prequalification Bid/EMD (including EMD waiver, if any). Techno - commercial bid will be considered only if the Part - I(A)/Prequalification Bid/EMD is valid. EMD in any other form and tender without EMD will be summarily rejected.
2. In case of offline payments, the hardcopies of Earnest Money Deposit (EMD) document/ DD submitted to BHEL PPPU Thirumayam and the soft - copies uploaded at the time of online bid submission should be the same, otherwise the tender will be summarily rejected.
3. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person in a sealed cover super scribing 'Tender number/date/Part - I(A)/EMD' to the Tender Inviting Authority, within the bid submission date and time for the tender.
4. Any deviation to this tender terms & conditions, and schedules of this tender will lead to total rejection of the offer submitted.
5. Tenderer who have been suspended or black listed or issued with "Show Cause Notice" by BHEL, Tiruchirappalli - 620014 or any other unit or GOI will not be allowed to participate in the tender, and bidder should declare the same in the tender. Even during the course of evaluation/ finalization of tender if it is found that some of the parties are black listed/ barred from business transaction/ under business hold, BHEL will not consider them for further participation in the tender.
6. Should a tenderer find discrepancies or omissions in the tender documents, or should there be any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. No extension of time shall be given for submission of the tender on any account.
7. Rates should be quoted as per the Work / Rate schedule (Price bid/Part –II). Rates quoted in any other form will not be accepted, and will be rejected.
8. The tender documents must be signed physically / digitally by Director / Partner of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly attested by a Notary Public must accompany the tender.
9. If a tenderer deliberately gives wrong information in his tender or creates conditions favourable for the acceptance of his tender, the BHEL will reject such tender at any stage.
10. Words imparting singular number shall be deemed to include plural number and vice - versa where the context so requires.
11. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
12. Should a Tenderer's or a Contractor's or in the case of a firm or company of contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the tenders shall be informed in writing of this fact at the time of submission of the tender, failing which the tender may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.

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13. The tender schedule, and the tender shall be deemed to form an integral part of the contract to be entered into for this work.
14. Tender can be cancelled at any stage due to unavoidable circumstances.
15. Kindly ensure that the total size of the scanned documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.
16. Bidder are advised not to wait till the last minutes or last few seconds w.r.t tender closing time to submit their offer to avoid complications related with internet connectivity / network problem/ power failure etc.
17. Bidders are advised take due care while quoting the technical and price bids forms in the e - procurement system. Bidders, those who tampers with tendering procedure affecting ordering process or misusing the technical information of the tender document or withdrawing their offer after price bid opening, will be penalized as per BHEL guidelines on suspension of business dealings with suppliers/ contractors. Abridged version of the guideline is available in www.bhel.com.
18. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
19. The bidder has to upload the scanned copy of all the mentioned original documents (in colour) during online bid - submission.
20. In case you are not in a position to submit the offer, please send letter suitably specifying the reasons thereof.
21. The evaluation currency for this tender shall be INR.

Thanking you,
For **Bharat Heavy Electricals Limited**

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

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PART – I (A)

PRE - QUALIFICATION / EMD

1 EARNEST MONEY DEPOSIT (EMD)

1.1 **EMD AMOUNT:** Refer page 1 of this tender document.

1.1.1 EMD given by all unsuccessful tenderers will be refunded after award of contract.

1.1.2 EMD shall not carry any interest.

1.1.3 EMD of successful tenderer will be retained as part of Security Deposit.

1.2 EMD WAIVER DOCUMENTS (documents shall be notarized / attested by gazetted officer)

1.2.1 EMD is waived off for MSE (Micro and Small Enterprises only) vendor by submitting UAM/ UDYAM along with CA Certificate (as per Annexure - II of this tender document) issued for latest financial year ending on 31st March 2019 or later. (or)

1.2.2 EM - II with deemed validity of five years from the date of issue of EM - II as on date of technical bid opening. (or)

1.2.3 EM - II along with latest CA certificate (as per Annexure - II of this tender document) issued for latest financial year ending on 31st March 2019 or later where deemed validity of five years is expired. (or)

1.2.4 Valid NSIC registration certificate as on date of technical bid opening. (or)

1.2.5 Valid Registration to any other body as specified by ministry of MSME, GOI. (or)

1.2.6 Joint Venture or subsidiary companies of BHEL, State or Central PSUs / Government departments / Autonomous / Educational / Research Institutions.

1.3 MODES OF DEPOSIT OF EMD AMOUNT:

The EMD may be accepted only in the following forms:

1.3.1 Electronic Fund Transfer credited in BHEL account (before tender opening) - Online Payment procedure for EMD and SD amount attached (Annexure – I) for vendors' reference.

1.3.2 Demand draft, in favour of BHEL, Trichy - 14 payable at Trichy (along with offer).

1.3.3 Fixed Deposit Receipt (FDR) issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL).

1.3.4 In addition to above, the EMD amount in excess of ₹2 lakhs (TWO LAKHS) will also be accepted in form of Bank Guarantee from scheduled bank, provided the Bank Guarantee is valid for at least six months from the due date of tender submission. For instance, if EMD amount is ₹2,50,000/- , BG can be submitted for ₹50,000/- and rest ₹2,00,000/- to be submitted through other modes mentioned above.

1.4 FORFEITURE OF EMD:

EMD by the tenderer will be forfeited as per tender documents if:

1.4.1 After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.

1.4.2 The Contractor fails to deposit the required Security deposit or commence the work within 15 days of LOI/ WO/ Contract.

1.4.3 EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines. Abridged version of the guideline is available in www.bhel.com.

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PART – I (B) TECHNO-COMMERCIAL BID

2 QUALIFYING CRITERIA FOR THE CONTRACT

Sl. NO	CATEGORY	DETAILS
01	STATUS OF THE COMPANY a. Proprietorship: PAN card on owner name b. For partnership firms: PAN card and PARTNERSHIP DEED c. For others: PAN card in the name of company / firm / business and CERTIFICATE OF INCORPORATION / MOA(Memorandum of Association and AOA (Articles of association)).	Copy to be uploaded in EPS portal
02	Goods & Service Tax (GST) registration / Application Reference Number. [(copy of registration details indicating GSTIN/ARN to be submitted along with offer. (If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer).]	Copy to be uploaded in EPS portal
03	The Service Provider / Contractor should have minimum one-year experience, in “similar Scope of Work”, as on the date of tender’s technical bid opening. Similar scope of works means” in running a hospital (in house or outsourced services) with 10 beds or more with 24 X 7 Ambulance Facility. Self-Declaration in the bidder’s letterhead as in Annexure X for having performed similar scope of work to be furnished as proof along with supporting documents.	Proof to be uploaded in EPS portal
04	Ability to maintain an ambulance with a driver and an attendant by 24 x 7 (Round the clock) at the factory premises. The Service Provider/ Contractor has to arrange for a backup ambulance in case of breakdown /non-availability/additional requirement.	Proof (Annexure X) to be uploaded in EPS portal
05	Average Annual financial turnover during any 3 consecutive years in the last 5 years i.e., 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19 or 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 should be at least Rs 13.12 lakhs. (P&L account, balance sheet certified by the Chartered Accountant with CA membership number and relevant income tax return with self-attested (i.e. FY 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19 or 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20 to be attached.)	Proof to be uploaded in EPS
06	On award of contract, the successful bidder shall comply with all the statutory requirements of PF, ESI/GI rules & regulations for their workmen deputed for this work. An undertaking of acceptance has to be given in this regard.	To be agreed in EPS.
07	Duly signed certificate of compliance in bidder’s letter head shall be attached.	Duly signed and stamped to be uploaded in EPS

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Note:

- i. At any stage, BHEL may ask for original documents and contractor has to submit the same.
- ii. All the documents should be valid and to be renewed and kept valid throughout the contract period, if contract is awarded.
- iii. Apart from furnishing the above details, copies of relevant documents/ certificates must be uploaded with the Technical Bid.
- iv. If at any stage, the document(s) submitted by contractor is/are found incorrect/ false/ manipulated, the necessary action will be taken by BHEL against contractor as per the “Guidelines for suspension of Business dealings”.
- v. Digitally/ Physically signed copy of all the above documents to be uploaded in EPS portal.

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I. Scope of Work:

1. The contract shall be for a period of Twelve (12) months from the date of start of contract.
2. To meet the medical care, First Aid and Trauma care (24X7) at Factory Medical Centre (FMC) at PPPU, Thirumayam in case of any industrial accident or any medical emergencies within the factory premises.
3. To deploy a Hi-tech air-conditioned high-roof model ambulance with all requirements (as per TN Factories Rules 62P) for 24 hours (Round the clock) along with driver and attendant trained in First Aid, BLS- Basic Life Support and ACLS- Advanced Cardia Life Support).
4. To maintain all required documentation including Injury on Duty (IOD) register, Attendance for minor ailment, Medicine dispensed, tests carried out, individual employees' medical book, etc.
5. To stock and dispense the medicines, injections that are required for First Aid for Injury on Duty (IOD) and other emergencies.
6. To maintain a register stating the list of medicines and injections along with the Batch No. Mfg. Date, Expiry Date, etc.
7. To maintain all equipment and facilities in the at the Factory Medical Centre.
8. To ensure proper management and disposal of Bio-Medical Waste.

A. Bill of quantity

Sl No	Item Description	Unit of Measurement	Tentative quantity during the contract period of 12 Months (B)
1	Services of Doctor (General Shift)	Days	305
2	Services of Nurse (One Nurse in each shift-"A", "B", "C")	Days	1095
3	Services of Attendant (One Attendant in each shift-"A", "B", "C")	Days	1095
4	Ambulance, Driver and attendant charges	Days	365
5	Glucometer Charges	Number	400
6	ECG Charges	Number	100
7	Nebulizer Charges	Number	100

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B. Qualification criteria for manpower deployed:

1. The Doctor (Medical Officer) should possess a MBBS DEGREE with valid Medical Council of India registration, preferably with Certificate of Training in Industrial Health of minimum three months' duration recognized by the State Government.
2. The Doctor (Medical Officer) should have post qualification experience of at least 1 year, preferably in an industry/ factory setup.
3. The Nurses should have passed their Diploma in Nursing.
4. The Nurses should have experience in Trauma care and emergency medicine.
5. The Attendant should have training in First Aid.

c. Doctor (medical officer):

1. The Doctor (Medical Officer) shall attend duty on all days except on Sundays and National, Festival holidays. However, he/she shall report to duty in case of any emergency.
2. Contributing clinical expertise to patient care and providing guidance to nurses and attendants.
3. Write and sign prescriptions with findings/observations for employees who come to the FMC for treatment.
4. Preparation of shift roster for FMC staff.
5. Verification and signing of tablet/medicine register on a daily basis.
6. In charge of the overall administrative duties, discipline and risk management.
7. Ensuring the highest standards in patient care are maintained.
8. Verifying complex diagnoses and referring such cases to empanelled hospitals.
9. Reporting to BHEL Management, as well as liaising between the management and medical staff.
10. Ensuring consistent and accurate medical recordkeeping practices.
11. Be conversant with all the relevant acts, rules, regulations and government orders that may be in force, from time to time and must see that they are fully complied with.
12. Have strict control of all assets in the FMC like tools, plant and instruments etc., their proper accounting, maintenance etc.,

D. Nursing services:

1. Willing to work in any shift as per roster requirement and in emergency.
2. Taking over and handing over with full responsibility.
3. To assist the procedures done by the Doctor (Medical Officer) (Aspiration & Tapping etc.)
4. Administration of SC, IM, IV injection and medicines to patients.
5. Patients complaints to be intimated to the Doctor (Medical Officer) in time and getting the treatment instructions from the Doctor (Medical Officer) and implementation.
6. Writing the prescriptions and procedures in the Employee OP book.
7. To maintain oxygen cylinders, indent medicine, store medicine and move out expired medicines.
8. To maintain a register stating the list of medicines and injections along with the Batch No. Mfg. Date, Expiry Date, etc.
9. Ensuring the safe disposal of syringe, cotton waste, bio medical waste etc. As per biomedical waste disposal rules.
10. To check and maintain linen, articles, medicines and injections up to date and in the mandatorily required level.

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11. To maintain the required registers properly.

E. Attendant services:

1. Cleaning of Lockers, Windows, stools and arranging patient beds properly.
2. Wiping and dusting of all Equipment and oiling wheels of equipment.
3. Washing of syringe trays, sterilizer and other Equipment.
4. Removing the used linen and putting them in the soiled linen box.
5. To get orders from Doctor (Medical Officer) for reference.
6. To change oxygen cylinders.
7. Helping the Doctor (Medical Officer)/nurse for infusion, IV changing and administration of medicines.
8. To accompany the patient in the ambulance in case of an emergency situation.
9. Helping the nurse in sterilizing the articles.
10. Help the sanitary worker during ward washing.
11. Cleaning the washbasins in the Doctor (Medical Officer)'s room.

F. Ambulance:

1. BHEL require **One Number of Hi-Tech Air Conditioned Tata Winger/Force Traveller or Equivalent High Roof Model Ambulance (Diesel - Model – 2016 or Later)** with one Driver along with one Qualified Medical Technician (trained preferably in BLS- Basic Life Support and ACLS- Advanced Cardiac Life Support).
2. The rate contract is intended for deployment of 2016 or later model of ambulance only. The ambulance may be inspected by our representatives before deployment.
3. The bidder will have to provide two pairs of uniform to each driver and one pair of black shoes. The shirt should have a label showing the name of the Firm on the left and a name plate pinned on the right side of the shirt showing the name of the driver.
4. The Ambulance will be stationed at the FMC for 24 hrs service on all days including Sundays and Holidays.
5. The above ambulance should be equipped with the following equipment, medical kit and necessary fitments.

i. General:

- a) Hooks for intra-venous bottle
- b) Filled Oxygen cylinder
- c) Bracket for Oxygen cylinder with adjustable straps.
- d) Wailing horn and signaling equipment
- e) Wheeled stretcher with folding and adjusting devices, with the head side of the stretcher being capable of tilted upwards
- f) Medicine cabinet with emergency medicines
- g) Fixed suction unit, fixed oxygen supply
- h) Pillow, sheets, blanket, towel
- i) Emesis bags and urinal, bed pan
- j) Foldable wheel chair
- k) Window screens
- l) Fans for patients.

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ii. **Safety:**

Flash lights / warning lights with siren and Fire Extinguisher - Dry powder type

iii. **Emergency Kit:**

- a. O2 mask (Ventimask)
- b. Portable defibrillator with monitor - 1 no.
- c. Portable ventilator - 1no.
- d. Pulse oximeter - 1no.
- e. Ambu. bag, ETT
- f. Airways, tracheostomy adaptors
- g. Short Spine board
- h. IV Fluid with administration unit.
- i. Infusion pump – 1 no.

iv. **Immobilisation:**

- a. Long and short padded boards
- b. Wire ladder splints
- c. Triangular bandage
- d. Long and short spine boards

v. **Dressings:**

- a. Gauze pads 4x4, Universal dressing 10x36, Aluminum foil, soft roller bandage 6x5 yards, Adhesive tape in 3" roll, Safety pins.
- b. Emergency medicines in cupboard & First aid box as per requirement (on advice of Medical officer only)
- c. Drinking water
- d. The Hi-Tech ambulance should also be equipped with the following facilities.
- e. Thermal Insulation against heat.
 - f. Head end Doctor (Medical Officer)'s seat with comfortable attendant seats.
 - g. Direct and differed lighting provision for special examination light
 - h. High density vinyl anti-skid floor
 - i. Equipment panel/console
 - j. Integrated centralized medical oxygen supply system with more than two out let and supported by two Jumbo Oxygen Cylinders filled with oxygen.
 - k. Easily accessible storage cabinets. Infusion management system and other equipment like BP Monitor, Stethoscope
 - l. Electrical provision for AC/DC supply (220V/12V).
6. The above Ambulance operation should be throughout the year (24 hours' service in all 365 Days) including Sundays and Holidays.
7. Once the Contract is finalized, the Ambulance shall be at the operational disposal of FMC for the entire contract period and shall not leave place of Duty without prior permission of HR Department. Ambulance shall be available in full readiness and cleanliness for operation and willingness of the drivers/attendant on all days. The fuel tank should always be kept full and at any point of time the level should not be less than 50% of tank capacity.

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8. This Hi-Tech Ambulance should be in ready condition to move the critically ill patients from FMC to our referral hospitals and to the BHEL Main Hospital at Trichy. In the event that the ambulance will be required to go beyond BHEL, PPPU, Thirumayam empanelled hospitals in Pudukkottai and Karaikudi, the fuel charges will be reimbursed as per the trip sheet.
9. In case of break-down/work shop service of the Ambulance while in operation, the Ambulance should be replaced by an alternative equivalent ambulance within 60 minutes from the time of breakdown. The alternate equivalent ambulance should be in good condition. The alternate ambulance provided should be accepted by BHEL Officials/ In-charge.
10. The breakdown / overhauling / preventive maintenance hours will not be counted in hours of operations. The contractor shall arrange alternate driver immediately in case the actual driver falls ill, is on leave or absconds from duty.
11. If any Break down during the emergency use, the driver should inform to HR Department or FMC for immediate action.
12. If the replacement vehicle is not received for break-down vehicle, BHEL will arrange the same type of ambulance on its own from the other suppliers and recover the differential expenditure from the contractor along with penalty as mentioned in the Penalty Clause.
13. The driver shall be in uniform (White Pant, White Shirt)
14. Fuel charges have to be borne by the contractor.

G. Medicines:

1. The service provider should stock and dispense the Medicines, Injections that are required for First Aid for Injury on Duty (IOD) and other emergencies. (List of Medicines to be kept as stock is attached as Clause VI)
2. Medicines for common ailments for employees and apprentices attending duty on that shift (for only one day and to be continued as per OP treatment)
3. Medicines dispensed to be recorded against the staff number of the Employee & Contract workmen who are on duty in case of IOD and to be billed accordingly to the actuals.
4. The Service provider shall stock medicines due to expire in more than Six months to avoid the wastages. Medicines / Consumables with expiry date lapsed should not be kept as stock at FMC.
5. O2 cylinder, Linen and other stationery shall be in the scope of the service provider. Refilling of O2 cylinders, calibration of the Pressure gauge and flow meter shall also be in the scope of the service provider. The linen should be changed once in three days or whenever soiled.
6. First aid boxes are also to be maintained by the Service provider according to TN FR 63 Class-C. The total numbers required shall be informed by the HR department. The refilling of the First Aid boxes shall also be done by the Service provider, without any extra charges.
7. The Doctor (Medical Officer) and patient have to sign in the medicine prescription slips provided by BHEL.
8. Equipment and Machines for Glucometer, ECG and Nebulizer are in the scope of the service provider.
9. If the contract is awarded to any of the BHEL PPPU, Thirumayam empanelled hospitals, then the supply of Pharmacy and consumables for FMC, should be provided at a 15 % discounted rate. This discounted rate will be for the entire FMC Contract period.

H. Consumables:

Consumables such as Bandages, Dressings, IV Sets, Needles, Syringes, Suturing materials, etc., that are required for First aid for IOD and other emergencies will be in the scope of the service provider. Actuals to be claimed.

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I. Record keeping:

Record of IODs, Disposal of the cases, Attendance for minor ailment, Referrals, Medicine dispensed, Test carried out, individual employees' medical book, etc., should be maintained and shown whenever required.

J. Statutory compliance:

1. The Service provider shall arrange to comply with all relevant statutory requirements such as Bio Medical Waste Disposal, etc.,
2. To carry out the above said works, qualified personnel have to be posted at BHEL-PPPU, Thirumayam. The shift wise requirement of manpower is given below.

SHIFT TIMING	MANPOWER REQUIRED
General Shift (8:00AM to 4:30PM)	One Doctor (Medical Officer)
A Shift (06.30 AM to 02.30 PM)	One nurse
	One attendant
	Ambulance Driver
	Ambulance Attendant
B Shift (02:30 PM to 10:30 PM)	One nurse
	One attendant
	Ambulance Driver
	Ambulance Attendant
C Shift (10.30 PM to 06.30 AM)	One nurse
	One attendant
	Ambulance Driver
	Ambulance Attendant

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II. Work specific terms & conditions:

1. The contractor should bring their manpower to BHEL premises at his/her own cost, risk and execute the work allotted to him inside BHEL premises.
2. The contractor should follow and comply with Minimum Wages (as per Tamil Nadu Government G.O.(2D) No.24, Dated 02.03.2018), ESI, PF, Bonus, Group Insurance and other statutory regulations as stipulated in Factory Act and other applicable State/Central Governments' rules and regulations.

Sl. No.	Class of Employee	Minimum Wages per month (Rs.) (as per Tamil Nadu Government G.O.(2D) No.24, Dated 02.03.2018), 1-25 bedded hospital in Zone-C	DA per month (Rs.) (as per communication from Office of Commissioner of Labour dated 17.03.2020)	Total
1	Nurse (Skilled)	13827.00	6630.00	20457.00
2	Driver (Skilled)	11471.00	6630.00	18101.00
3	Attendant (Semi-Skilled)	10857.00	6630.00	17487.00

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

3. Apart from the above, an additional monthly payment of Rs.3200/- for Unskilled worker, Rs.3700/- for Semiskilled worker and Rs.4100/- each for skilled worker & supervisor and Rs.4300/- each for highly skilled worker as applicable from time to time is to be ensured.
4. The additional amount will also attract statutory payments such as PF, ESI, etc.

III. Facilities provided by BHEL:

1. The following facilities/infrastructure shall be provided by BHEL, Free of Cost:
2. FMC building with space for ambulance facility, Doctor (Medical Officer)'s room, treatment room, Pharmacy room, Furniture, Observation room, Water, Electricity, etc., will be provided by BHEL, Free of Cost.

IV. COMMERCIAL TERMS & CONDITIONS:

01.TERMS FOR PRICE BID & RATE BASIS:

- a. Price bid is to be submitted in a separate price bid form provided in the portal.
- 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 forms in EPS.
- 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 **120 days** from the date of opening of Tender. After successful award of contract, the rates shall be firm throughout the contract period.
- f. **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**

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care of while quoting. No claim in respect to payment to workman will be entertained at a later stage. It will be responsibility of contractor to comply with statutory payments to workmen in this regard.

- g. Before tendering, the 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.**
- h. BHEL reserves the right to**
- i. Cancel the tender at any stage.**
 - ii. Negotiate or re-float the tender opened if L1 price is not the lowest acceptable price to BHEL inter alia other reasons.**
- i. All payments from BHEL in view of the execution of the contract are liable for IT (TDS), GST (TDS), PF & Group Insurance and all other statutory provisions as applicable. Hence, bidders shall confirm that they have suitable mechanism for effective compliance to the same.**

02. PROVISION FOR MSE (MICRO & SMALL ENTERPRISES) SUPPLIERS:

2.1 MSE suppliers can avail the intended benefits only if they submit along with the offer, attested (by Notary or Gazetted officer) copies of valid NSIC certificate or UAM or EM II certificate having deemed validity (Five years from the date of issue of acknowledgement in EM-II), along with CA certificate or UDAYAM Registration Certificate.

2.2 Definitions of MSEs owned by Women is under:

- 2.2.1 In case of proprietorship firm, proprietor must be woman.**
- 2.2.2 In case of partnership firm, the women partners must be holding at least 51% shares in the unit.**
- 2.2.3 In case of private limited companies, at least 51% share must be held by women promoters**

2.3 Definitions of MSEs owned by SC/ST is under:

- 2.3.1 In case of proprietorship firm, proprietor must be SC/ST.**
- 2.3.2 In case of partnership firm, the SC/ST partners must be holding at least 51% shares in the unit.**
- 2.3.3 In case of private limited companies, at least 51% share must be held by SC/ST promoters.**
- 2.4 Authorized Offices to Issue SC/ST certificate. The caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs can be considered.**
- 2.4.1 District Magistrate / Additional District Magistrate / Collector / Deputy commissioner / Additional Deputy commissioner / Deputy collector/ 1st class stipendiary magistrate/ Sub divisional Magistrate/ Taluka Magistrate/ Executive magistrate/ Extra Assistant commissioner.**
- 2.4.2 Chief Presidency magistrate/ Additional chief presidency magistrate/ Presidency magistrate.**
- 2.4.3 Revenue Officer not below the rank of tahsildar.**
- 2.4.4 Sub-Divisional officer of the area where the individual and/ or his family normally resides.**
- 2.4.5 To avail the benefits of MSE under SC/ST category, the related documents as stated above should be submitted along with tender documents.**

03. Benefits entitled to MSE Vendors

- a. In case NON-MSE vendor is L1 and MSE vendors offer rates are within L1 + 15 %, the L1 rate shall be counter offered to MSE Vendors as per Price ranking ascending order. As the work can not be split amongst two or more vendors, 100 % work shall be awarded to MSE vendor accepting the counter offered L1 rate of Non MSE L1 Vendor.**
- b. The preference to the MSEs will be given in order of their ranking L1, L2, L3 etc.**

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04. TAXES AND DUTIES:

1. GST portion of invoice will be released only upon:
 - 1.1 Vendor declaring such invoice in his GSTR-1 and
 - 1.2 Receipt of goods and tax invoice by BHEL and
 - 1.3 Confirmation of payment of GST thereon by vendor on GSTN portal
2. In case GST credit is delayed or denied to BHEL due to non /delayed receipt of goods/services and /or tax invoice or expiry of timeline prescribed in GST law for availing such ITC or any other reasons not attributable to BHEL, GST amount will be recovered from vendor along with interest levied or leviable on BHEL from payment due to vendors (bills, SD etc.) from BHEL.
3. In case vendor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law will be recovered from vendor /contractor along with interest levied/leviable on BHEL from payment due to vendors such as running bills or Security deposit etc. from BHEL.
4. *GST will be charged on the EMD/SD amount forfeited (in-case) from the bidder at the applicable rates. GST tax Invoice will be issued to the vendor on receipt/recovery of GST amount from the vendor.*

05. Contract Period: -

- a. The contract execution period will be for a period of Twelve (12) Months from the date of commencement of work as indicated in LOI.
- b. If required, BHEL reserves the right to extend this subject contract for a further period under same terms and conditions subject to mutual acceptance of both parties.
- c. The contract may be terminated by BHEL due to violations or non-performance of the Contract conditions by giving one-month notice.

06. PAYMENT TERMS:

- a. The consolidated statements and bills in triplicate shall be prepared by the service Provider/Contractor after the completion of work covered under scope of work of the previous month, during the first week of succeeding month and submitted to HRM Department. The payment will be made through RTGS/EFT to the Service Provider / Contractor (after 45 Days) after the receipt of the error free bill. It is to be noted that it will take around ten days to process the bill at User Department and Accounts Section after submission.
- b. Invoice shall indicate W.O and W.O Sl. No. in all invoices for processing payment.
- c. *Three copies of GST rule compliant tax INVOICE with original signature to be submitted every month on completion of work.*

07. PENALTY CLAUSE:

For Doctor (Medical Officer), Nurse and Attendant:

- a. Payment will not be made for the date of non-deployment of Manpower. In addition to the non-payment, 1.5 times wages (Applicable for the period) will be deducted as an amount of penalty for the date of non-deployment of Manpower.
- b. A penalty amount of Three (3) times the bill amount of the medicine will be recovered in case of insufficient medicine stock.
- c. GST @ 18% on Penalties & Recoveries wherever specified in the tender (as applicable) will also be deducted.

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For Ambulance Driver & Attendant:

- For non-supply of Ambulance on any day or for not providing alternate arrangement as stipulated in clause 12 of Ambulance in Scope of Work. Penalty equal to actual cost incurred by BHEL in hiring alternate ambulance plus Rs.500/- will be recovered.
- After resuming duty, if a service provider/contractor does not ply the rest of the day or driver remain absent or driver refuses to attend duty for any reason, penalty will be imposed which will be equal to Full day rent x 1.5 times.
- In the event of breakdown or taking out ambulance for service/repair etc., alternate ambulance shall be made available by the service provider/contractor immediately at his own cost failing which penalty as at (a) above shall be imposed.
- While on duty, if the driver of the Ambulance is found to be indulging in any case of disobedience / misbehaviour/malpractice/fraud or any act of misdemeanour, a penalty amounting to Rs.500/- will be imposed on the concerned service provider/contractor and the contractor shall not engage such driver any more for that purpose.
- The levy of the penalty as above may be at the discretion of BHEL and it could be levied for as many instances together and if it is found that the contractor has defaulted more than three occasions during the tenure of the contract, BHEL may at its discretion terminate the contract and forfeit Security Deposit.
- The penalty, if imposed shall be recovered from the running account bill. Once the penalty is imposed and amount deducted towards penalty, will neither be refunded nor the contractor shall make any claim. There will be no upper limit on total amount of the penalty. GST as applicable will be recovered along with penalty amount.

08. RISK PURCHASE:

- 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. Additionally, 5% of the above expenditure will be recovered as overhead charges due to additional expenditure to BHEL.
- The decision of BHEL with regard to the actual losses / consequential expenditure incurred by BHEL shall be final and binding on the contractor.

v. General conditions:

- Bill to be submitted every month to the HR department, BHEL, Thirumayam, for certification and further forwarding to finance.
- All the records/happenings shall be maintained with at most confidentiality and under no circumstances should be disclosed to anyone without the concurrence of BHEL.
- Under any circumstances essential medical care services shall not be interrupted.
- The duty roster of all the staff posted by the service provider/ contractor shall be given to BHEL.
- All the credentials of the staff posted by the service provider/ contractor should be submitted to BHEL before their joining.
- The service provider shall ensure the statutory compliance to their workers at PPPU, like Minimum wages, PF, ESI and all other legal registers/documents relevant to the service provider as in vogue.

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7. All staff (including Doctor (Medical Officers)) in Factory Medical Centre shall be neatly dressed in uniform and shoes which shall be provided by the service provider. The nurses/attendant either female or male should be posted as per our requirement.
8. All transportation charges towards contractor's staff including driver, medicines, equipment etc., shall be borne by the service provider.
9. Any breakages or damages caused to BHEL property will be deducted from the running bill of the service provider.

VI. LIST OF MEDICINES REQUIRED TO BE KEPT AT PPPU FOR FMC:

a) Medicines: (All should be in branded names)

Tab.Salbutamol-2mg, Tab.Sorbitrate, Tab.Loperamide, Tab.Avil, Tab.B.Complex, Tab.Betnelan, Tab.Cosavil, Tab.Cyclopam, Tab.Deriphylin, Tab.Diovol, Tab.Ecosprin-75, Tab.Ethamsylate, Tab.Domperidone-10, Tab.Flagyl, Tab.Meftal, Tab.Paracetamol-500, Tab.Ruper (ibugesic+paracetamolStemetil), Tab.Ranitidine, Tab.Norflox-400mg u & Tab.Voveran-50mg

b) Medicines - Ointments:

O.Heparin 2.O.Diclofenac & O.Soframycin (topical antibiotic)

c) Medicines- Eye/Ear:

Otrivin drops, Genticyn drops, Norflox drops, All clear drops & Xylocaine 4%

d) IV Fluids:

Inj. Dextrose25%, Inj. Dextrose5%, Inj.DNS, Inj.RL & Inj.NS

e) Dressing Materials:

2 inch Bandages, 4 inch Bandages, Bandages Roll, Cotton 500gms, Cotton 50gms, Gauze Roll, Plaster 7.5x 5cms, Plaster 2.5x5cms, Plaster 20x1cms, Triangular Bandages, Dettol, Sterile Dress 7.5x7.5 cms, Sterile Dress 18x18cms & Sterile Eye Pads

f) Injections:

Inj. Adrenaline, Inj. Atropine, Inj. Avil, Inj. Efcorlin, Inj. Betnesol, Inj.Decadron, Inj.Cyclopam, Inj.Deriphylin, Inj.Ethamssylate, Inj.Epsoline, Inj.Fortwin, Inj.Lasix, Inj.Mol(Paracetamol), Inj. Phenargan, Inj. Perinom, Inj. Ranitidine, Inj.TT, Inj.Stemetil, Inj Voveran & Inj. Xylocaine2%

g) Anti-Venom (Anti Snake venom), Cyanide Antidote kit.

Medicines -Liquids:

Calamine Lotion, Citralka, Cough Syrup, Digene Gel, Glycerin, G.V.Paint, H2O2, I.G.Paint, Relasmine Liquid, Spirit, Sal.Nebu.Liquid, Savlon (Aseptic), Tr.Benzoin, Tr.Iodine, Povi.Iodine, Chloromycetin Applicaps, Silverex Cream, Electral powder & Mag.Sulph

VII. GENERAL INFORMATION:

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

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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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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 on 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 10th 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 10th of every month	Monthly	To be checked and cleared by HR Dept

***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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VIII. CONDITIONS RELATED TO THE WELFARE OF LABOURS:

1. The successful service provider/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 service provider/ contractor has to remit PF for his workers for the same amount which he paid as total wages to the employees on monthly basis. He has to remit 13% 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 service provider/contractor has to produce the PF Registration Code for his workers as per the Government rules while submitting the first bill. The first bill will be processed only on production of the above code. For subsequent bills, the PF remittance challan for the engaged labour 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 service provider/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 service provider/contractor at his cost from the first day of operation, towards medical treatment and compensation of any loss as per legal provisions.
5. The service provider/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 service provider/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 service provider/contractor shall conform to the statutory requirements and any additional cost involved shall be borne by the contractor only.
7. The service provider/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 HR department every month.
9. If the service provider/contractor employs more than twenty workmen, he has to obtain license to this effect from the Factory Inspectorate and renew the same periodically.
10. The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The contractor should also make his own arrangements to provide requisite safety devices to the workers, based

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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 canteen charges (the cost of the food) for the contractor employees will be charged if availed, at the rate fixed by BHEL from time to time as per the BHEL Policy.
13. The service provider/contractor has to disburse the salary/wages for their workmen only through Bank (RTGS). The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI and challans to Welfare Section every month.
14. Minimum Bonus of 8.33% as applicable shall be paid to the contract employees as per the Payment of Bonus Act ,1965.
15. The Contractor shall in respect of labour employed by him, comply with the following statutory provisions, rules & in regard to all matters provided therein.
 - a. The Workmen Compensation Act, 1923.
 - b. The Payment of Wages Act, 1936 and the related Tamil Nadu Rules.
 - c. The Industrial Disputes Act,1947.
 - d. The Factories Act, 1948 and the related Tamil Nadu Factories Rules, 1950.
 - e. The Minimum Wages Act ,1948 and the related Tamil Nadu Rules.
 - f. Employee's Provident Funds & Miscellaneous Provisions Act ,1952.
 - g. The Payment of Bonus Act, 1965.
 - h. The Contract Labour (Regulation & Abolition) Act ,1970 and the related Tamil Nadu Rules.

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IX. 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**
- 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.
 - 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.
 - All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
 - Invoices will be processed only upon completion of statutory requirement and further subject to following:
 - Vendor declaring such invoice in Form GST ANX-1
 - Receipt of Goods or Services and Tax invoice by BHEL
 - 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 despatch 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).
 - 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.
 - 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

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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.

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:

1. Remittance through online SBI-State Bank Collect.
2. Pay Order, Demand Draft in favour of **BHEL Trichy**.
3. Local cheques of scheduled banks, subject to realization.
4. 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).
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

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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 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.
- 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.
- 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.

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.

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- (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: -

1. 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
2. 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
3. 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,

- 1) being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors
OR
 - 2) being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,
OR
 - 3) Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL.
OR
 - 4) Fails to carry out the work and unauthorized absence for more than 3 days.
- 5) Whenever BHEL exercise the authority to cancel the contract under these conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by EXECUTIVE/CONTRACTS/PPPU which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under
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the contract, the Contractor shall either pay the excess amount ordered by HOD/Contracts Dept. or his authorized representative, or the same shall be recovered from the Contractor by other means.

- 6) In case the BHEL carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the HOD/Executing Dept. & Contracts Dept., whose decision shall be final and conclusive.

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

If the Contractor:

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

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.

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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, the local content to categorize a supplier as a Class I local supplier/ Class II local Supplier/ Non Local supplier and purchase preference to Class I local supplier, is as defined in Public Procurement (Preference to Make in India), Order 2017 dated 04.06.2020 issued by DPIIT. In case of subsequent orders issued by the nodal ministry, changing the definition of local content for the items of the NIT, the same shall be applicable even if issued after issue of this NIT, but before opening of Part-II bids against this NIT.

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 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.

1. The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.
2. 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.
3. The cost of arbitration shall be borne as per the award of the Arbitrator.
4. 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.
5. 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

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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 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.

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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.

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.

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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.
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

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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.
- 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 Contractor shall comply with the provisions of the Workmen's Compensation Act 1923. (This should be read in conjunction with the provisions of ESI Act)

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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:

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

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

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:

1. Victim: Any person who suffers permanent disablement or dies in an accident as defined below

Place Signature of the Bidder

Date (NAME & ADDRESS WITH SEAL)



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2. 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.
3. Compensation in respect of each of the victims:
 - a. In the event of death or permanent disability resulting from Loss of both limbs: Rs. 10,00,000/- (Rs. Ten Lakh)
 - b. In the event of other permanent disability: Rs. 7,00,000 (Rs. Seven Lakh)
4. 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

Place Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)



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RTGS/NEFT FORM

To
THE PURCHASE/CONTRACT EXECUTING AGENCY/BHEL

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

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

CERTIFICATE

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

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

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

PLACE:

(Manager / Officer's)

DATE:

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 Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)



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Annexure-A

PROFORMA OF BANK GUARANTEE (in lieu of SECURITY DEPOSIT)

In consideration of Bharat Heavy Electricals Limited (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at New Delhi ¹ through its Unit at Tiruchirappalli having agreed to exempt (Name of the Vendor / Contractor / Vendors) with its registered office at _____ ² (hereinafter called the said "Contractor" which term includes vendors), from demand under the terms and conditions of the Contract reference No. _____ dated _____ ³ valued at Rs. ⁴ (Rupees -----) ⁴ (hereinafter called the said Contract), of Security Deposit for the due fulfilment by the said Contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs. _____ ⁵ (Rupees _____ only),

we _____ (indicate the name and address of the Bank) having its Head Office at _____ (address of the head Office) (hereinafter referred to as the Bank), , at the request of _____ [Contractor(s)], being the Guarantor under this Guarantee, do hereby irrevocably and unconditionally undertake to forthwith and immediately pay to the Employer, , an amount not exceeding Rs. _____ without any demur, immediately on demand from the Employer and without any reservation, protest, and recourse and without the Employer needing to prove or demonstrate reasons for its such demand

Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator or any other authority, our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment hereunder and the Contractor(s) shall have no claim against us for making such payment.

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claims satisfied & the Employer certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said contractor(s) or acceptance of the final bill or discharge of this guarantee by the Employer, whichever is earlier. This guarantee shall initially remain in force upto and including _____ ⁶ and shall be extended from time to time for such period as may be desired by the Employer. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ ⁷, we shall be discharged from all the liability under this guarantee thereafter.

Place Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)



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We, _____ (indicate the name of the Bank) further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms thereof. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We,..... BANK lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

- i) The liability of the Bank under this Guarantee shall not exceed..... ⁵
- ii) This Guarantee shall be valid up to ⁶
- iii) Unless the Bank is served a written claim or demand on or before ⁷ all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.
- iv) **Any claim or dispute arising under the terms of this document shall be enforced or settled only in the courts in PUDUKKOTTAI located in TAMILNADU**

We, _____ Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.

Date _____ Day of _____

for _____ (indicate the name of the Bank)

(Signature of Authorised signatory)

i) ADDRESS OF THE EMPLOYER. I.e Bharat Heavy Electricals Limited

Place Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)



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- ii) ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.
- iii) DETAILS ABOUT THE NOTICE OF AWARD/CONTRACT REFERENCE
- iv) CONTRACT VALUE
- v) BG AMOUNT IN FIGURES AND WORDS
- vi) VALIDITY DATE
- vii) DATE OF EXPIRY OF CLAIM PERIOD

Note:

- i. The Bank Guarantee should have a minimum validity covering the contract period + 2 months & maintenance period if any.
- ii. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG was executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Vendor/Contractor/Supplier /Bank issuing the guarantee.

iii. In Case of Bank Guarantees submitted by Foreign Vendors-

1. **From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India)** can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.
2. **From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor Country's Bank)**
 - a. In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by **any of the Consortium Banks only** will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank's (BHEL's Consortium Bank) branch in India. It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
 - b. **In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank** (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at **sl.no. b.1** will required to be followed.

The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time). The BG Format provided to them should clearly specify the same.

Place Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)



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LIST OF CONSORTIUM BANKS IN INDIA

List of Consortium Bank			
	Nationalised Bank		Nationalised Bank
1	Allahabad bank	19	Vijaya Bank
2	Andhra bank		Public Sector Banks
3	Bank of Baroda	20	IDBI
4	Canara Bank		Foreign bank
5	Corporation bank	21	CITI Bank N.A
6	Central bank	22	Deutsche Bank AG
7	Indian Bank	23	The Hongkong and Shanghai Banking Corporation Limited
8	Indian Oversea Bank	24	Standard Chartered Bank
9	Oriental bank of Commerce	25	J P Morgan
10	Punjab National Bank		Private banks
11	Punjab & Sindh Bank	26	Axis Bank
12	State Bank of India	27	The Federal Bank Limited
13	State Bank of Hyderabad	28	HDFC
14	Syndicate Bank	29	Kotak Mahindra Bank
15	State Bank of Travancore	30	ICICI
16	UCO Bank	31	Indusind Bank
17	Union Bank of India	32	Yes Bank
18	United Bank of India		

- (1) It should be typed in the Rs. 100 value of stamp paper.
- (2) It should be signed by TWO bank officials with Rubber stamp containing names & employee numbers of bank officials.
- (3) It should be submitted with bank covering letter with sign and seal of the bank official.
- (4) Bank Guarantee issued by any of the Consortium Banks only will be accepted by BHEL.

Place Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)



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ANNEXURE – I

E - PAYMENTS

- This annexure to the techno - commercial bid explains how to make e - payments to BHEL - Tiruchirappalli through SBI e - collect.
- Vendors (EMD and SD Payments payable by others) can utilise this facility.
- Payments can be made using Internet Banking, Debit Cards/Credit Cards etc.
- SBI Charges a minimum amount (Service Charge) for every transaction. This may vary according to the MODE selected.

STEP BY STEP PROCEDURE:

Login to <https://www.onlinesbi.com>

1. Select State Bank Collect available on the top (pre login page)
2. Accept the terms and conditions and click “PROCEED”
3. Select State “TAMILNADU “and Institution type “INDUSTRY “.
4. Select “BHEL TRICHY under “INDUSTRY”.
5. In the next page, Select APPROPRIATE category, fill details correctly & click “SUBMIT”.
6. If all details entered are correctly populated, click “CONFIRM “to proceed.
7. Make payment as per your convenience. (Options available are payment of fees through SBI Net Banking, State Bank ATM cum Debit Cards / Other Bank Debit / Credit Cards and through SBI Branches).
8. SAVE & Keep the copy of receipt for future reference.

HOW TO TAKE RECEIPT FOR A PAYMENT MADE, EVEN ON A LATER DATE: (PLEASE CHECK THE STATUS BEFORE MAKING PAYMENT SECOND TIME)

1. Login to www.onlinesbi.com
2. Select State Bank Collect available on the top (pre login page)
3. Accept the terms and conditions and click “PROCEED”
4. Select “PAYMENT HISTORY “option available on the left side of screen.
5. Using two options as mentioned below, you can get the receipt:
 - a. Type the same Date of Birth, Mobile Number which you have entered at the time of making payment through SB collect. Select the date range and submit.
 - b. If you know the payment reference number, then enter the Reference number (DU...) along with anyone information (Date of Birth / Mobile number, which you have entered at the time of making payment). Select the date range and submit.
6. In the next page, take print out of receipt.

Place Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)



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Annexure II

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 Signature of the Bidder

Date (NAME & ADDRESS WITH SEAL)



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ANNEXURE III (Local Content)

(TO BE SUBMITTED ON BIDDER'S LETTER HEAD)

Tender No.: 9362000017

Dt.01.12.2020

Self Declaration

Enquiry No.	
Enquiry Date	

In line with Government public procurement order Number P 45021/2/2017 B.E II dated 15.06.2017, and further modified order dt. 28.05.2018 & 04.06.2020.

I/ We hereby declare that I/ We are a “Local Supplier” meeting the requirement of minimum local content (.....%) defined in the above government notification for the goods/Services against above mentioned enquiry Number.

Details of location at which local value addition/ Service will be made is as follows:

Address	
District	
State	
Country	
PIN Code	

We also understand that the false declarations will be considered as breach of Integrity and liable for action.

For Company Name:

Seal:

Signature:

Place Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)



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Annexure IV -CERTIFICATE OF COMPLIANCE

(To be submitted in bidder's letter head)

Tender Ref : 9362000017

Date : 01.12.2020

To

DGM / Contracts

Power Plant Piping Unit,

BHEL - Thirumayam-622 507.

Sir,

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

1. Pre-Qualification criteria
2. Scope of work
3. Commercial Terms & Conditions
4. Conditions Related to The Welfare of Labors
5. General Terms and Conditions.
6. Technical Bid
7. RTGS/NEFT Format
8. PRICE BID Format
9. Local content declaration (Annexure -III)

I/We M/s.

have read and clearly understood all the Terms and conditions in Tender Schedule of and accordingly accept the same without any deviation what so ever.

- I/ We unconditionally agree to all the tender conditions and no new conditions are imposed by us in the technical / price bid. I understand in the event of imposing any condition in the technical / price bid, such condition would be ignored by BHEL and only the prices will be considered for the purpose of evaluation”
- I/ We confirm that none of our group concern or affiliates etc., appears on the list of banned firms / companies by BHEL (list available on www.bhel.com) nor any of the Director / Partner / proprietor of bidder / such group concern or affiliate etc. are involved with such company.
- I/ We also declare that, we have not been suspended or black listed or issued with Show Cause Notice by BHEL - Trichy or any other BHEL Unit or any PSU/ Government organization.
- I/ We confirm that other than us, none of our group concerns or affiliates etc. are participating in the tender either directly or indirectly through any other agency under same proprietor / common director(s) / common partner(s).
- I/ We confirm that if any of the above statement / information furnished by us in this tender is found to be false/ fake at any stage of tender evaluation or during execution of contract, BHEL will have the right to initiate appropriate action including legal proceeds / termination of contract, recovery of damages, penalties etc. as deemed fit.
- If the contract is awarded to us the prices shall be kept firm till the completion of contract.

Place Signature of the Bidder

Date (NAME & ADDRESS WITH SEAL)



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Annexure: X

Tender Ref : 9362000017

Date : 01.12.2020

Letter of Undertaking

(To be submitted in bidder's letterhead)

This is to certify that M/s (Hospital Name with address) has been under operation for the past (No. of years) since (date of establishment of hospital) with (No. of beds) capacity. We have (Nos.) of ambulance under our control and also have the experience of running the same for 24 X 7.

BHEL may inspect our facilities for verification.

Signature of Authorized Representative
(Hospital Seal)

Place Signature of the Bidder
Date (NAME & ADDRESS WITH SEAL)