



**BHARAT HEAVY ELECTRICALS LIMITED**  
CORPORATE RESEARCH & DEVELOPMENT DIVISION  
VIKASNAGAR, HYDERABAD - 500 093, INDIA

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RD:DP:MPX-F-04

### ENQUIRY

Ref: 651950091

Date 22-05-2019

#### Enquiry for Job contract for 33 KV power station.


Enquiry No:651950091 Enquiry Date : 22-05-2019 Due Date: 13-06-2019 Indicative Delivery Date : 01-07-2021

Sl.No	Item Description	Unit	Qty
1	Job contract for manning, operation & Maintenance of 33 KV Main receiving station and its associated 6.6kV sub-stations (06 Nos.)in the BHEL R&D lab complex.[Hiring services of 08 unit (1 skilled manpower work for 1 day = 1 unit) of skilled manpower daily for 604 days].	UNIT	4832
2	Charges for providing above services.	NO	01

Please submit your quotation for the above material in sealed cover superscribed with enquiry no, enquiry date and due date subject to our enclosed terms and conditions. The quotations shall reach us on or before the due date by 12 noon. The tenders can also be dropped in the tender box kept at the security gate,BHEL R&D. In case you are not in position to submit the offer,please send reply suitably specifying the reasons.


Sl.No	Description	Document Ref.
01	Enquiry, PQC, General Terms & Conditions, Commercial Terms & Conditions etc.	Volume - 1
02	Technical specifications, Scope of Supply etc.	Volume - 2

Virendra Dixit  
AGM(CMC)  
virendradixit@bhel.in

	<b>ENQUIRY &amp; QUALIFYING CRITERIA</b>	Volume - 1 Enquiry No 651950091
Job contract for 33 KV power station.		

1	Tender inviting officer / Authority, Designation and Address	Additional General Manager(CWC) BHEL R & D, Vikas Nagar (Near Balanagar), Hyderabad -500093
2	Item Description - Qty	1) Job contract for manning, operation & Maintenance of 33 KV Main receiving station and its associated 6.6kV sub-stations (06 Nos.)in the BHEL R&D lab complex.[Hiring services of 08 unit (1 skilled manpower work for 1 day = 1 unit) of skilled manpower daily for 604 days]. - 4832 UNIT  2) Charges for providing above services. - 01 NO
3	Enquiry Reference no.	651950091
4	Indicative Delivery Date	01-07-2021
5	Due date, Time and place for submission of tender	13-06-2019 upto 12 noon. Sealed Quotations shall be addressed to Additional General Manager(MM), BHEL R & D Division, Vikas Nagar (Near Balanagar), Hyderabad AP,India Pin - 500 093 Quotations can also be deposited in the Tender box located at Security Gate of BHEL R & D BHEL shall not be responsible for any postal/courier delay.
6	Place, Date and time of Tech.Bid opening	Tender Opening Cell (Sangam) BHEL R & D Office. 13-06-2019, 2 PM
		Please submit your offer in one common sealed cover containing two parts in separate sealed covers as detailed below. 1) First Cover shall contain: a. Signed General Terms & Conditions (GTC) b. Filled and Signed Commercial Terms & Conditions (CTC) c. Filled and Signed Vendor Specifications against BHEL Specifications (Item wise) d. Signed commercial bid e. Copy of Price-bid with price(s) cells blank (un-priced price bid)as per annexure 2) Second cover shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total

7	Mode of Submission of Tender	<p>charges rather than quoting vaguely such as charges per man-day or charges per engineer per day etc as per annexure.</p> <p>If the price bid was found later to be different from the unpriced pricebid format in any way, the offer will be rejected summarily. The rates shall be quoted both in figures and in words.</p> <p>The offers can also be submitted through e-mail and have to be sent in PDF format (files with PDF extension only). Files having extensions other than PDF like RAR, EXE, JPEG etc. and with external links will not be considered. They have to be sent to e-mail id: 'rnd-eoffers@bhel.in' only. Copies should not be marked to anyone. If the offers are marked to anyone other than to eoffers, their offer will not be considered.</p> <p>The e-mail offers should have two attachments.</p> <ol style="list-style-type: none"> <li>1) One attachment shall contain       <ol style="list-style-type: none"> <li>a. Signed General Terms &amp; Conditions (GTC)</li> <li>b. Filled and Signed Commercial Terms &amp; Conditions (CTC)</li> <li>c. Filled and Signed Vendor Specifications against BHEL Specifications (Item wise)</li> <li>d. Signed commercial bid</li> <li>e. Copy of Price-bid with price(s) cells blank (un-priced price bid), as per annexure</li> </ol> </li> <li>2) Second attachment shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man-day or charges per engineer per day etc as per annexure.</li> </ol> <p>The subject of the e-mail should contain Enquiry No, Enquiry Date and Due date.</p>
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	<b>PRE QUALIFYING CRITERIA(PQC)</b>	Volume - 1 Enquiry No 651950091
Job contract for 33 KV power station.		

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS ACCEPTANCE / REMARKS
1	Pre qualification criteria	As per Annexure-1 of attached tender document.	
2			
3			
4			
	Relaxation of Norms for Startups	The condition of Prior Turnover and prior experience is relaxed for all startups whether Micro & Small Enterprises(MSEs) or otherwise subject to meeting of quality and technical specifications in accordance with the relevant provision of GFR,2005 and other DOE-PPD notifications for relaxation norms for startups issued from time to time.	

**Signature of the bidder with Seal & Date**

	<b>GENERAL TERMS &amp; CONDITIONS (GTC)</b>	Volume - 1 Enquiry No 651950091
Job contract for 33 KV power station.		

SL.No.	Clause	BHEL REQUIREMENT
1	Preference to Make in India	<p>For this procurement, Public Procurements (Preference to make in India), order 2017 dated 15.06.2017 &amp; 28.05.2018 and subsequent orders issued by the respective Nodal Ministry shall be applicable even if issued after issue of this NIT but before finalization of contract / PO/ WO against this NIT. In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and / or local content in respect of this procurement, same shall be applicable. Default margin of purchase preference shall be 20% to local suppliers with default minimum local content of 50%.</p>
2	General	<p>a. All offers must include name of the contact person, phone no/mobile no, Fax no, email-id. Unsigned offers are liable for rejection.</p> <p>b. We, BHEL R&amp;D, is registered with Department of Scientific and Industrial Research (DSIR) for the purpose of availing Customs Duty exemption in terms of Government Notification no.24/2007-Customs dated 01-Mar-2007 &amp; Central Excise Duty Exemption in terms of Government Notification No. 16/2007-Central Excise dated 01-Mar-2007 as amended from time to time. Hence suppliers are requested to submit their bids clearly stating applicable taxes/duties. All foreign quotes will be evaluated with custom duty @ 5.15% for cost comparison.</p> <p>c. Taxes &amp; Duties quoted will be taken for evaluation of landed cost &amp; order placement and no change will be entertained later except in the case of changes made by the government. However please note that we are availing cenvat credit for service tax and hence service tax will be excluded in calculation of landed cost to BHEL. In case any Taxes/ Duties exempted, a self declaration for the same may be attached to the offer. Changes in taxes and duties because of the changes in turn over etc will be to supplier's account.</p> <p>d. Where ever vendor registration form and EFT details have been submitted earlier, the same need not be submitted again unless there is a change.</p> <p>e. BHEL R&amp;D do not issue 'C' form .</p> <p>f. L1 status shall be decided on Cost to BHEL Basis.</p>
3	Late Tenders	<p>Tenders received after due date/time(12:00hrs) will not be considered</p>

4	Discrepancy in words and figures	<p>(a) If, in the price structure quoted for the required goods/ Services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.</p> <p>(b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>(c). If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.</p> <p>(d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.</p>
5	Two Part bid clarifications	In the case of Two-part bid, the vendor should furnish technical and commercial clarifications, if any, within stipulated time mentioned, failing which, it will be construed that the vendor is not interested in the tender and BHEL shall not consider the offer for further evaluation.
6	Price Impacts	In the event of any bidder, after finalizing the technical specifications and scope of supply, opting to revise their original bid, they have to submit the Price-Impact only. The Original price bid along with Price-Impact bid shall be opened during price bid opening. Unsolicited price impacts will not be considered.
7	Price bid evaluation	All offers in price bid opening or reverse auction shall be evaluated in Indian currency based on unit price, packing & forwarding, taxes/duties, freight charges if any, exchange rate.
8	Withdrawal	In case the supplier withdraws their offer before placement of order, BHEL reserves the right not to send next enquiry(ies). In case the supplier withdraws the quotation after its acceptance by BHEL or fails to supply the goods as per the terms and conditions of contract, or at any time repudiated the contract wholly or in part, BHEL shall be at liberty to cancel the Purchase Order and to recover from the supplier the extra cost and other loss, incidentals due to the breach of contract on the part of the supplier through risk purchase.


9	Risk Purchase	In case of default/late delivery,BHEL reserves the right to make alternate arrangement for procurement at suppliers risk and cost.
10	Banned List	The offers of the bidders who are in the banned list and the offers of the bidders who engage the services of the banned firms, shall be rejected.The list of banned firms is available on BHEL website www.bhel.com. Guidelines for suspension of business dealings with suppliers/contractors are available on www.bhel.com under supplier registration page
11	Over All L1	Order will be placed on overall L1 basis. Vendors should quote for all items, otherwise the offer will be rejected.
12	Additional Information	Suppliers are requested to visit our web site regularly for any updates and additional information, "All corrigenda, addenda, amendments, time extensions clarifications, etc. to the tender will be hosted on BHEL website only". The corrigendum will not be published in news paper.
13	Arbitration	Subject to the jurisdiction of Hyderabad/Secunderabad,Andhra Pradesh,India in respect of any suit or other legal proceedings relating this contract.
14	Micro Small Enterprises (MSEs)	<p>MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Two years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with CA certificate (Format as below)applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) Where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents.</p> <p style="text-align: center;">Certificate by chartered Accountant on letter head</p> <p>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).</p> <p>Further verified from the Books of Accounts that the investment of the company as on date..... as per MSMED Act 2006 is as follows :</p> <p>1. For manufacturing Enterprises : Investment in plant and</p>

		<p>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.</p> <p>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:</p> <p>Rs.....Lacs</p> <p>The above investment of Rs..... Lacs is within permissible limit of Rs..... Lacs for ..... Micro/Small (Strike off which is not applicable) Category under MSMED Act 2006.</p> <p>Date:</p> <p>(Signature)</p> <p>Name-</p> <p>Membership number --</p> <p>Seal of Chartered Accountant</p>
15	Fraud Prevention Policy	<p>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 <a href="http://www.bhel.com">http://www.bhel.com</a> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.</p>
16	Signing & Stamping	<p>Documents of BHEL's all Terms and conditions submitted with the offer shall be signed and stamped in each page of authorized representative of the bidder</p>

**Documents submitted with the offer shall be signed and stamped in each page of authorized representative of the bidder**

**Read and agreed for all the above general terms and conditions**

**Signature of the bidder with Seal & Date**

	<b>COMMERCIAL TERMS &amp; CONDITIONS (CTC)</b>	Volume - 1 Enquiry No 651950091
Job contract for 33 KV power station.		

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS ACCEPTANCE / REMARKS
1	Late Delivery Penalty Clause	Failure to supply the goods and/or Failure to carryout the services within the stipulated delivery date will attract a penalty of 0.5% per week or part thereof for the value of the undelivered portion of the purchase order subject to a maximum of 10% of the total order value. The Penalty amount determined based on the delay in supply/services along with applicacable GST thereon shall be recovered.	
2	Payment terms for Indian Offers	Vendor to indicate appropriate applicable HSN code for Goods as well as SAC for services based on Inter/Intra state.In case the bidder has opted for composite GST scheme,the same may be stated explicitly in both and techno-Commercial & Price bids. BHEL will pay only basic price to the vendor and release the GST payment only when the proof of remittance is given.	
		BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on <a href="http://www.bhel.com">www.bhel.com</a> ) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer	

3	Reverse Auction	<p>for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.</p> <p>Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non- submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder( s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on <a href="http://www.bhel.com">www.bhel.com</a>).</p> <p>The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price &amp; envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.</p> <p>If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on</p>
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		www.bhel.com).	
4	Two part	<p>Please submit your offer in one common sealed cover containing two parts in separate sealed covers as detailed below.</p> <p>1) First Cover shall contain:</p> <ol style="list-style-type: none"> <li>a. Signed General Terms &amp; Conditions (GTC)</li> <li>b. Filled and Signed Commercial Terms &amp; Conditions (CTC)</li> <li>c. Filled and Signed Vendor Specifications against BHEL Specifications (Item wise)</li> <li>d. Signed commercial bid</li> <li>e. Copy of Price-bid with price(s) cells blank (un-priced price bid) as per annexure</li> </ol> <p>2) Second cover shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man- day or charges per engineer per day etc as per annexure.</p> <p>If the price bid was found later to be different from the unpriced pricebid format in any way, the offer will be rejected summarily. The rates shall be quoted both in figures and in words.</p> <p>The offers can also be submitted through e-mail and have to be sent in PDF format (files with PDF extension only). Files having extensions other than PDF like RAR, EXE, JPEG etc. and with external links will not be considered. They have to be sent to e-mail id: 'rnd-eoffers@bhel.in' only. Copies should not be marked to anyone. If the offers are marked to anyone other than to eoffers, their offer will not be considered.</p> <p>The e-mail offers should have two attachments.</p>	

		<p>1) One attachment shall contain</p> <ol style="list-style-type: none"> <li>a. Signed General Terms &amp; Conditions (GTC)</li> <li>b. Filled and Signed Commercial Terms &amp; Conditions (CTC)</li> <li>c. Filled and Signed Vendor Specifications against BHEL Specifications (Item wise)</li> <li>d. Signed commercial bid</li> <li>e. Copy of Price-bid with price(s) cells blank (un-priced price bid), as per annexure</li> </ol> <p>2) Second attachment shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man- day or charges per engineer per day etc as per annexure.</p> <p>The subject of the e-mail should contain Enquiry No, Enquiry Date and Due date.</p>	
5	Validity of Offer	90 days from date of techno-commercial bid opening.	

**Note :** All the clauses of the above format should be filled and submitted with the Techno Commercial Bid (Part-1). The filled in BHEL Commercial terms & Conditions format submitted with technical bid, responding to all the clauses duly signed with seal **only shall be considered**. Any other Commercial terms & conditions of bidders entered else where in their offer shall not be considered and are liable for rejection.

**Read and understood the above commercial terms and conditions**

**Signature of the bidder with Seal & Date**

	<b>OTHER TERMS &amp; CONDITIONS</b>	Volume - 1 Enquiry No 651950091
Job contract for 33 KV power station.		

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS ACCEPTANCE / REMARKS
		<p>Preferences as mentioned in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 shall be given to Micro and Small enterprises. Main points which are mentioned in the above Policy are as follows: 1) In tender, if contract is divisible into two or more orders and adequate for the purpose , participating Micro and Small Enterprises quoting price within price band of L1+15 percent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply at least 25 percent of total tendered value provided that the tendered quantity is divisible into two or more orders and adequate for the purpose; all qualifying bidders have agreed for acceptance of part-order quantity and participating MSE matches the L1 rate. 2) In case that two or more MSEs are within the L1 +15% band, all such MSEs will be offered the opportunity to match the L1 rate and 25% of the order will be shared equally by them. 3) Where the MSE is SC/ST owned, they shall be exclusively awarded a share of 4% of the above 25% 4) In case of more than one SC/ST MSE matching the L1 price, they shall equally share 4% of the order , 4A) Special provision for Micro and Small Enterprise owned by women-</p>	

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SP1

3 per cent from within the 25 per cent target shall be earmarked for procurement from Micro and Small Enterprises owned by women. and additionally share the balance with other non-SC/ST MSE bidders. 5) Failure to participate by any MSE owned by SC/ST's and women this quantity shall be procured from other MSEs. 6) Above preferences are for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit. 7) MSE bidders must submit registration certificates from bodies specified by the Ministry of MSME. 8) SC/ST owned enterprises ( i.e. SC/ST proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies) shall additionally submit relevant SC/ST certificates issued by any of the following: District/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 Chief Presidency magistrate /Additional Chief Presidency magistrate /Presidency magistrate Revenue Officer not below the rank of Tehsildar Sub-divisional Officer of the area where the individual and/or his family normally resides a. The registration shall be valid as on date of placement of order. A self- attested photocopy of the relevant certificate shall be submitted as a support document. b. The registration must be for the items/category of items /services relevant to the tendered items/category of

		items/services All these benefits are subject to production of all statutory documents as per General Terms & Conditions (GTC) of enquiry along with Udyog Aadhaar Number	
2	SP2	The Tender is not divisible	
3	SP3	Tenders received without EMD are liable for rejection. For Service Contract, bodies specified by Ministry of MSME including MSEs shall be exempted from paying minimum EMD.	
4	SP4	The EMD of <b>Rs.91950</b> for this work of estimated value approx. <b>45.97L</b> may be offered in the following forms: a) Payment at BHEL R&D cash counter with debit card using the POS machine b) NEFT, credited to below BHEL account (before Tender opening) in favour of Bharat Heavy Electricals Ltd Bank Name: State Bank of India Branch: BHEL R&D Complex; Vikas Nagar, Hyd. A/C No: 10202162640 IFSC Code: SBIN0010622 c) Pay Order / Demand Draft in favour of BHEL along with the offer Any corrigendum/ amendment / extension etc. will be communicated thru email only.	
5	SP5	Contractors engaged at BHEL R&D shall pay Earnest Money Deposit. EMD will neither be adjusted against their pending bills nor be transferred from one work to the other	
6	SP6	Tenders must be submitted in sealed covers (one for each bid) addressed to AGM (CWC), Bharat Heavy Electricals Ltd, Corporate R & D, Vikasnagar, Hyderabad-500 093. The name of the Tender and the name of the work shall be indicated the top of the cover/envelope.	
		If the Tender is made by an individual, it shall be signed with	

7	SP7	his full name and address. In case of a private firm/company, empowered officer/executive shall sign indicating his name, post and address. Documentary evidence shall be provided for his authority giving details of all the partners. If the tender is made by a corporation, it shall be signed by duly authorized Officer who shall produce satisfactory evidence of his authorization.	
8	SP8	The Earnest Money will be retained in the case of the successful tenderer and will be converted to part of security Deposit for the due performance of the contract. EMD and SD will not carry any interest. Deposits will be dealt with as provided in the conditions attached to the tender. The Earnest Money will be refunded to the unsuccessful/ technically rejected tenderer after the intimation of rejection.	
9	SP9	BHEL Reserves the right to carry out Independent verification of the documents submitted towards qualification of PQR. Contact details of the concerned persons are required to be submitted to enable the independent verification process. Non sharing of these details on account and/or no reply from the shared contacts may lead to disqualification on account of noncompliance of PQR terms.	
10	SP10	Only Indian Suppliers can participate in the tender. Also, the minimum local content shall be 50%. The vendor needs to submit the certificate for the same.	
11	SP11	The tenderer shall make himself or his representative available at the office of the AGM (CWC) for tender related clarifications as per written/oral intimation to him.	

12	SP12	The successful tenderer shall make himself available at the office of AGM (CWC) for preparation of contract documents like contract agreement on written/oral intimation. Failure to do so shall entail forfeiture of the EMD.	
13	SP13	EMD by the Tenderer will be forfeited as per Tender Document if:- a) After opening the tender, the Tenderer revokes his tender within the validity period or increases his quoted rates. b) The tenderer does not commence the work as per LOI/Contract schedule. In case the LOI/contract is silent in this regard then within 15 days after award of contract. EMD shall not carry any interest. EMD of the successful tender shall be converted and adjusted against the security deposit. Note: Acceptance of Security Deposit against Sl. No.(iv) and (vi) above will be adjusted to Hypothecation or endorsement on the documents in favour of BHEL R&D. However, BHEL R&D will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith	
14	SP14	EMD will be retained to keep the offer open for a period of 90 days from the date of opening of the tender; it being understood that the tender documents have been sold/issued to the tenderer and the tenderer is being permitted to Tender in consideration of the above stipulation on his part and that he shall not alter or modify the terms and conditions thereof in a manner not acceptable to AGM (CWC) Should the tenderer failed to observe or comply with the foregoing stipulation, the aforesaid amount of EMD shall be liable to be forfeited.	

15	SP15	<p>Tenderer shall pursue carefully the instructions provided in 'Direction to Parties Tendering' and the conditions of the agreement form and all other relevant documents before tendering rates for the work. The approximate quantity of work to be executed under each class is given in Schedule–A. The quantities are given with a view to enable the tenderer to quote his overall rate for each class of work in the tender form and for a uniform comparison of tenders. It shall be definitely understood that Bharat Heavy Electricals Limited does not accept any deviations (omissions, deductions, or additions) that may be made in the tender documents by the parties tendering.</p>	
16	SP16	<p>AGM (CWC) reserves the right to reject any tender or part thereof or all the tenders without assigning any reasons thereof.</p>	
17	SP17	<p>Tenders offering a percentage deduction or increase on the estimate amount and those not submitted in proper form or in due time will be rejected.</p>	
18	SP18	<p>The offer shall be valid for a minimum period of 90 days from the date of opening of the tender.</p>	
		<p>Security Deposit shall be collected from the successful tenderer. The rate of Security Deposit will be 5% of the agreement value. Security Deposit shall be refundable to the contractor in accordance with the terms of the contract mentioned below. The Security Deposit should be deposited before the start of the work by the contractor. Security Deposit may be furnished in any one of the following forms. a. BHEL R&amp;D cash counter with debit card using the POS machine b. Pay Order / Demand Draft in favour of BHEL R&amp;D. c. Security available</p>	

19	SP19	<p>from Post Office such as National savings Certificate, Kisan Vikas Patras etc.(held in the name of the contractor furnishing the security and duly endorsed/hypothecated/pledged as applicable, in favor of BHEL.) d. Bank Guarantee from schedules Banks/Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL R&amp;D. e. Fixed Deposit Receipt issued by scheduled Banks/Public Financial Institutions as defined in the companies Act. The FDR should be in the name of contractor, A/C BHEL R&amp;D, duly discharge on the back. f. Security Deposit can also be recovered at the rate 10% from the running bills. However in such cases at least 50% of the security deposit should be deposited before the start of the work and the balance 50% will be recovered from the running bills. g. EFT as per mode of payment at Sl.No.4</p>	
20	SP20	<p><b>RISK PURCHASE:</b> BHEL reserves to itself the following rights in respects of this Contract without entitling the bidder for any compensation. a) If at any time during the period of the contract, the bidder fails to tender all or any of the services required under the scope of work and the contract is unsatisfactorily in the opinion of BHEL, whose decision shall be final and binding on the bidder, BHEL reserves the right to get the work done by other parties or departmentally at the cost and risk of the bidder and also forfeit the security deposit. b) To recover the dues from the bidder, from any payments due to the bidder under this or any other contract or from the Security Deposit. c) To claim compensation for losses sustained including BHEL's supervision</p>	

		charges & overheads in case of termination of Contract	
21	SP21	<p>A. Civil Tender box is located at Security Control Room for submitting Tenders. B. Tenders would be received in two-bid system / Open tender 1. Technical bid (First sealed envelope / cover) should contain All pages of the tender duly signed (including unpriced bid in Schedule – A) along with EMD and supporting documents 2. Price bid (Second sealed envelope / cover) should contain only SCHEDULE –A with rates and prices. 3. Envelopes should be super-scribed with Tender Enquiry No and date C. Tender opening On the day of opening, only technical bids (first envelope) would be opened. The technical offers would be evaluated for compliance to technical requirements and terms and conditions of contract. Gaps if any would be clarified from the vendor during technical scrutiny. Un-acceptable offers would be rejected without any notice. On scrutiny and acceptance of the technical bids, price bids of accepted parties only, would be considered for opening. Date of opening of price- bids will be intimated to the qualified parties, separately. The technical-bid consists of technical schedules requiring documentary proof. In case the contractor/agency has not satisfied all the conditions along with documentary proof, the tender will be rejected. Technical and price bids must be in two separate covers, clearly marked as "Technical-bid" and "Price-Bid". The tender notice / item number for which offer is submitted shall also be clearly written on top of the covers. Common or mixed tenders (with both technical and price bids in one envelope technical-bid containing</p>	

		<p>prices offered as in one part bid), if received will be REJECTED. The technical-bid shall also include un-priced price-bid to indicate true style in which price-bid has been submitted. All pages of the price-bid document shall be signed and stamped by the tenderer at the bottom of the page.</p>	
22	SP22	<p>BHEL's General Conditions of Contract as enclosed shall apply for this work. Income Tax will be deducted as applicable. GST will be deducted as applicable. CESS or any other taxes at specified rates will be deducted as implemented by the State/Central Government from time to time. Discrepancy in words and figures (c) If, in the price structure quoted for the required goods/ Services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly. (d) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; (c). If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above. (d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does</p>	

		not agree to the decision of the purchaser, the bid is liable to be ignored	
23	SP23	The jurisdiction of courts for any claims is within in Hyderabad/Secunderabad	
24	SP24	The contractor will be responsible for complying with all the relevant statutory provisions under various Labour Laws viz., Contract Labour (Regulation & Abolition) Act 1970 Minimum Wage Act 1948, Employees Provident Funds and Misc. Provisions Act 1952, ESI Act 1948, Payment of Bonus Act, 1965, Workmen's Compensation Act 1923 and other relevant Acts. Further in case BHEL R&D as principal employer has to pay any amount to any agency for non-fulfillment of any of the provisions of the above referred Act, I/We authorize BHEL R&D to deduct the amount from my/our bills or I/We, will pay the amount of BHEL R&D. Force majeure, like natural calamities duration of period of delay of work shall be considered.	
		OTHER SPECIAL CONDITIONS OF CONTRACT 1 THAT the contractor shall undertake to maintain the following registers as per prescribed Proforma 1.1 Register of workmen (Form xiii) 1.2 Muster Roll (Form xvi) 1.3 Wages Register (Form xvii) 1.4 Leave Register 1.5 Register of Over time and deductions 2 THAT the company after proper checking of the bills submitted by the said contractor will pay to him during the progress of the said work, at the said contract rates and agreed terms of payment, a sum as determined by the company in respect of the work executed by the contractor. 3 THAT the contract shall come into force with retrospective effect from the	

25

SP25

date on which the letter accepting the tender (letter of Intent) has been communicated to the said contractor. 4 THAT whenever under this contract or otherwise any sum of money shall be recoverable from or payable by the contractor the same may be deducted in the manner as set out in the conditions of contract as aforesaid. 5 THAT all charges on account of Octroi, Terminal and Sales-Tax other duties on materials obtained for the works shall be borne by the said contractor. 5.1 It is also agreed between parties that the second party to the contract will ensure adherence to all statutory requirements under the State Rules in respect of service conditions for the employment of contract labour. The second party also hereby undertakes to get himself licensed from the appropriate authority as a contractor in accordance with A.P. Contract Labour (R&A) Rules, 1971. It is understood by the second party that for this agreement to be effective, the prime condition is his fulfilling the condition being licensed as a contractor under the state Legislation and the continuance of the agreement is subject to his sustained ensurance of the agreement is subject to his sustained endurance of fulfillment of all statutory requirements including those contained in Labour Commissioner's Notification No.8385/79 in respect of employment conditions for contract labour and payment of wages as specified by the State Government. Further as and when there are changes in the service Conditions/wages rates for contract labour, as notified by the State Labour Department, the same will be implemented even if the said modification is given at any time

		<p>after the conclusion of the Agreement. Any violation in respect of absorbance of statutory requirement under the contract Labour (Regulation and Abolition) Act 1970, will make the Agreement liable for immediate termination in regard to paid holidays, the contractor will observe BHEL list of holidays as notified from time to time. 5.2 The Contractor shall ensure abidance by all the labour laws especially including contract Labour (R&amp;A) Act, payment of wages, Workmen's Compensation Act, Minimum wages Act, as amended from time to time. 5.3 The contractor will obtain a separate provident fund code for his establishment and ensure implementation of provident fund Act in the case of all eligible employees and in the process shall conform to all the stipulated conditions under the PF Act and rules framed there under. 5.4 Notwithstanding clause (c) above in case of any financial loss incurred by the company on account of the contravention of the provident fund regulations or any regulation of rules touching the same by the contractor, the contractor shall undertake to indemnify the company to the extent of the loss incurred by the company.</p>	
26	SP26	The tender is Subject to the attached Compensation Clauses	

**Signature of the bidder with Seal & Date**

### **Compensation Clauses**

*“BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of life / permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below.*

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

	<b>ITEM SPECIFICATIONS</b>	Volume - 2 Enquiry NO 651950091
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Job contract for 33 KV power station.

SL.No.	Item						
1	<b>Job contract for manning, operation &amp; Maintenance of 33 KV Main receiving station and its associated 6.6kV sub-stations (06 Nos.)in the BHEL R&amp;D lab complex.[Hiring services of 08 unit (1 skilled manpower work for 1 day = 1 unit) of skilled manpower daily for 604 days].</b>						
	sl no	Descriptions	<table border="1"> <thead> <tr> <th data-bbox="708 646 1045 743">BHEL Specifications</th> <th data-bbox="1045 646 1442 743">Vendor Specifications/ Deviations</th> </tr> </thead> <tbody> <tr> <td data-bbox="708 743 1045 1276">           Job contract for manning, operation &amp; Maintenance contract of 33 KV Main receiving station and its associated 6.6kV sub-stations in the BHEL R&amp;D lab complex area for a period of two (02) years with the specifications as per tender document (Annexure1 to 10).         </td> <td data-bbox="1045 743 1442 1276"></td> </tr> </tbody> </table>	BHEL Specifications	Vendor Specifications/ Deviations	Job contract for manning, operation & Maintenance contract of 33 KV Main receiving station and its associated 6.6kV sub-stations in the BHEL R&D lab complex area for a period of two (02) years with the specifications as per tender document (Annexure1 to 10).	
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G	<b>General Specifications</b>						
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BHEL Specifications	Vendor Specifications/ Deviations						
As per Annexure-1 to 10 of attached tender document.							

\* Vendors are advised to write specifications in detail and not to write like 'Complied/ Yes / No ' etc. in specifications.

**Signature of the bidder with Seal & Date**

## Terms & Conditions of Reverse Auction

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

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit online sealed bid in the Reverse Auction. Non-submission of online sealed bid by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure IV) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g. EXCEL sheet) which will help to arrive at “Total Cost to BHEL” like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL standard practice.
12. Bidders shall be required to read the “Terms and Conditions” section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „Business Rules of Reverse Auction”, which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

**Annexure-A**  
**Scope of work**

<b>Scope of work for "Manning, operation &amp; Maintenance contract of 33 KV Main receiving station and its associated 6.6kV sub-stations in the BHEL R&amp;D lab complex area for a period of two (02) years".</b>	
<b>SL.</b>	<b>Description</b>
1	Operation of 33 KV Main Receiving Station and its associated 6.6kV Substations (06 nos.) at BHEL R&D lab complex, Hyderabad, continuously for 24 months on 24 hrs x 7days basis.
2	The basic objectives of the Maintenance Contract is: I. To minimize the power breakdowns. II. Continuous condition monitoring for all transformers, VCBs, ACBs, HT and LT switch gear etc. III. Maintaining housekeeping and safety of man & machinery.
3	The list of items to be operated and monitored which are located within BHEL R&D lab complex are furnished hereunder :
3.1	<b>Main Substation( 33kV/6.6KV) consisting of</b> <ul style="list-style-type: none"> <li>• 33KV 2 pole outdoor structure with equipment – 02 Nos.</li> <li>• Lighting Arrestor – 6 Nos.</li> <li>• AB switches (3 pole) – 4 Nos.</li> <li>• 33KV CTs &amp; PTs</li> <li>• 6.6KV CTs and PTs</li> <li>• 33kV outdoor VCBs – 4 Nos.</li> <li>• Isolator with Earth / grounding switch</li> <li>• 5MVA, 33kV/6.6KV Power Transformer – 02 Nos.</li> <li>• 6.6kV Incomer VCBs – 02 Nos.</li> <li>• 6.6KV Indoor Switchboard Panel consisting of 11 Nos. VCBs</li> <li>• 33KV HT XLPE cables between 33KV panel board and transformers.</li> <li>• 6.6KV HT XLPE cables between transformer and 6.6KV panel</li> <li>• Control Relay Panel consisting of different protection relays.</li> <li>• 110V Battery Bank and float cum boost charger panel.</li> <li>• 414V PDBs</li> <li>• Forced Ventilation Systems</li> </ul>
3.2	<b>06 numbers of LT Substations – 6.6KV/ 440V. Each LT substation consisting of</b> <ul style="list-style-type: none"> <li>• 1MVA, 6.6kV/440V distribution Transformer</li> <li>• 1600 amps ACB</li> <li>• Power distribution panel</li> <li>• 6.6KV XLPE HT cables from 6.6KV panel (at main substation) to 6.6KV VCB at LT substations.</li> <li>• LT bus duct from distribution Transformer to ACB and Power distribution panel</li> <li>• Forced Ventilation System.</li> <li>• 100kVAR APFC panel</li> </ul>
4	<b>Operations</b>
4.1	Switching ON and OFF of HT Breakers:- During the faults, Substation Breakers are to be switched ON & OFF to feed the supply to concerned departments.

4.2	Switching ON and OFF of LT Breakers: During the faults, Substation LT Breakers are to be switched ON & OFF to feed the supply to concerned departments.
4.3	Switching ON & OFF of capacitor banks to maintain the maximum P.F. Monitor and operate the equipment to suit the requirements.
4.4	Checking the Tripping units: Condition of the tripping units are to be checked once in every shift for effective operation of tripping relays and S/S relays.
4.5	Switching ON & OFF Transformers: Transformers are to be switched ON and OFF to feed the supply to concerned departments whenever breakdown/maintenance problems occurs.
4.6	LT substation operation : Above mentioned operation at 4.1 to 4.5 to be carried out for all the 06 Nos. of LT substations also.
5	<b>Maintenance of records</b>
5.1	The contractor shall maintain the log book and maintenance related activity register along with the statutory registers for manpower employed.
6	<b>Faults, Repairs and Replacement</b>
6.1	In case faults occur of such nature causing delay and becoming detrimental to the maintenance of services or any spare part of equipment not available with the BHEL in stock, contractor would be ordered in writing by GM, BHEL for procurement of the same from the market for rectification/completion of the job. The payment will be regularized in the following monthly bills.
6.2	The contractor shall provide the manpower required for repair of the equipment inside and outside of the BHEL complex.
6.3	On completion of replacement of spares but before energization / operation of the system, the replacement shall be physically checked and properly tested. These checks and tests shall be conducted by the tenderer under the supervision of BHEL.
7	<b>Specifications and Standards</b>
7.1	The operation and maintenance shall be in conformity with relevant Indian Standard specification, National Electrical codes including provisions of these specifications. In the event of any conflict between the provisions/clause for a particular item in the above mentioned rules and specifications the most suited clause based on requirement shall be applicable.
7.2	It must be understood that the number of people indicated here would in any way bind the tenderer for any contractual obligations or delay in schedule of work etc. This information would be used only for tenderer evaluation and later on to assess tenderer's progress with regard to adequacy of manpower.
7.3	It is the responsibility of the successful tenderer to hand over the entire system to the BHEL on completion of the contract period subject to normal wear and tear. Any damages/replacement etc. should be done at free of cost with the knowledge of the GM, BHEL. The final taking over will be done after detailed joint inspection by the GM, BHEL / or his authorized representative and the contractor on completion of the contract period.
8	<b>Work Schedule</b> (These works shall be carried out under the supervision of BHEL supervisor.)
8.1	<b>Daily Work Schedule</b>
	<ul style="list-style-type: none"> <li>a. Condition monitoring of all main substation and LT substation equipment.</li> <li>b. Monitoring and recording data in log book.</li> <li>c. Checking of oil leakage, if any, and take immediate action to stop leakage.</li> <li>d. Cleaning of HT and LT substation panels externally.</li> <li>e. Checking of auxiliary supply and control voltages.</li> </ul>

	<p>f. Checking of indication lamps provided on HT, LT panels.</p> <p>g. Checking of condition of control panel for each substation for proper working.</p> <p>h. Checking of batteries and battery chargers for proper functioning.</p> <p>i. Replacement of parts, components and assembly, sub-assemblies as and when necessary from BHEL's stock.</p> <p>Electrical and Mechanical repairs after any breakdown during the period of contract and keep all the equipment in working conditions.</p>
8.2	<b>Weekly Work Schedule</b>
	<p>a. Checking of earth pits and measurement of earth resistance for 33kV main station and LT substations and watering of the earth pits as and when required.</p> <p>b. Battery and battery charger preventive maintenance work.</p>
8.3	<b>Monthly Work Schedule</b>
	<p>a. Checking of cable end terminations and control panels.</p> <p>b. Checking of the discharge devices and fuses.</p> <p>c. Temperature measurement of various switchgears/equipment at specified points and take corrective actions in case of abnormality.</p>
9	<b>Working instructions to the contractor</b>
9.1	The work shall consist of operation and maintenance of 33 KV Main Receiving Station and 06 nos. of distribution substations of 6.6 KV/440 Volts in BHEL R&D lab complex area, Hyderabad.
9.2	The contractor shall be required to operate with minimum two electrical duty operators in all the three shifts where each shift consists of 08 hours, including Sundays & public holidays in the following shifts/timings:
a)	A Shift -- 06:00 AM to 02:00 PM
b)	B Shift -- 02:00 PM to 10:00 PM
c)	C Shift -- 10:00 PM to 06:00 AM
d)	One Day in a Week will be weekly off for duty operators.
9.3	All the activities in the above shift operations are being supervised and coordinated by BHEL staff. All the scheduled work as described in sl. No. 8 are also being supervised and coordinated by BHEL staff.
9.4	The above shift operators are required to be present in their respective shift till the next shift operator reports for duty or continue, if the operator does not turn up with an intimation to shift in charge Supervisor/Engineer.
9.5	The operators deployed in the shifts are required with qualification of ITI (Electrician) or equivalent. BHEL will interview and select the operators according to their suitability for the work.
9.6	BHEL reserves the right to change any operator during the contract period.
9.7	Though the operator is working under the control of contractor, they shall also obey the instructions of the BHEL officials for smooth performance of the above mentioned operations.
9.8	The operator shall be polite and obedient during their shift duties and the contractor shall be responsible for their conduct and behavior.
9.9	In the event of any loss cause to the equipment/men of the BHEL on account of operator, the contractor shall make good the loss either replacement or payment of adjustable compensation.
9.10	Month wise shift duty charts are to be prepared and displayed by the contractor after approval of Engineer in-charge.

9.11	Contractor shall provide all tools & tackles like minimum 2 Nos. of calibrated Multi-meters, 7 Nos. of Line testers, 1 No. of Clamp meter, 1 set of DE spanners, 1 set of ring spanners, one set of box spanners with handle, 2 cutting pliers and 2 screw drivers and 414volts Megger etc.
9.12	The operators are required to record and maintain the Log book and record handing over and taking over details of each shift with the supervision of BHEL staff.
9.13	Shift operators are responsible to co-operate with all inspections of the BHEL, CEA and TSTRANSCO/TSSPDCL officials.
9.14	The operators shall strictly follow the conduct rules & discipline of BHEL, Safety precautions, Environmental policies and IE rules etc., during their shift operations.
9.15	In case of failure of TSTRANSCO Power, Diesel Power has to be restored and distribute the power to all important loads in the lab complex as directed by supervisor/Engineer.
9.16	The operators are required to move from 33kV substation building to various Sub-stations during emergencies in the lab complex for switching-ON and switching-OFF of various HT & LT switch gear/relay settings etc., and monitoring of tripping units.
9.17	The Contractor has to provide suitable protective gears for internal movement of the operators and protection from rain during round the clock shifts.
9.18	The contractor is wholly responsible for any loss of life or partial disability of any of their Employee while on duty.
9.19	In case of occurrence of any accident/injury of contractor's staff, BHEL will not pay any compensation while they are on duty and contractor has to take care of same under statutory obligation.
9.20	Under any circumstances, the contractor's staff engaged for the purpose of BHEL's work should not be claimed as part of the BHEL employees.

**Annexure: 1**

**Quotations in sealed covers are invited for providing skilled manpower unit for manning, operation & maintenance of 33 kV main receiving station and its associated 6.6kV sub-stations for a period of two years” at Bharat Heavy Electricals Limited, Corporate R&D Division, Vikasnagar, Hyderabad 500093, as per specifications mentioned from Annexure-1**

to Annexure-10.

### **1. Pre-qualification criteria-**

**1.Experience-** Experience of having successfully completed similar works during last seven years ending previous day of last date of submission of application should be either of the following:

- a) Three similar completed works each of value not less than 40% of estimated cost put to tender  
OR
- b) Two similar completed works each of value not less than 50% estimated cost put to tender  
OR
- c) One similar completed works each of value not less than 80% estimated cost put to tender.
- d) Copy of completion/performance report from the organization where the work is executed is to be enclosed. Submission of Work Order copy alone is not adequate.

Contractor shall have experience in supply of suitable skilled manpower to execute the works given in Annexure-5.

Similar Work: Works described in Annexure-A (Scope of works).

Quotations shall be submitted latest by 12.00 Hrs. on or before the due date, in two parts as follows:

### **2. Part-I Technical Bid (Annexure: 4):** This part shall contain the following:

- a) Complete tender documents (except Price Bid (Annexure: 3)) duly signed and stamped by the Contractor.
  - b) All the documents enlisted from 1 to 7 of under Pre-Qualification Criteria. Non submission of these documents above will enable the Contractor for disqualification of their Quotation.
  - c) The Undertaking (Annexure: 10) on the Letter Head of the Contractor, on the following shall also form a part of Part-I bid, stating:
    - that the Contractor will abide by all the laws of land relating to employment of labor for which BHEL will not be responsible.
    - that the Contractor has submitted price bid in prescribed format given at Annexure: 3 (No deviation shall be permitted and if noted subsequently, it will be treated as “Non-responsive”).
- This part shall be submitted in a Sealed Cover with Contractor’s Seal, super scribed as “Part-I Technical Bid” with correct Enquiry number and date.

Signature of the Contractor

### **3. Part-II Price Bid (Annexure: 3)**

Part-II, Price Bid shall contain Prices only as per Price Format (Annexure: 3) and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details and / or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in Part-I only as indicated above.

This part shall be submitted in a Sealed Cover with Contractor’s Seal, super scribed ‘Part-II Price Bid’

with correct Enquiry No. and Date.

Both the Sealed Covers, Technical Bid & Price Bid shall be put in One Sealed Cover and super scribed as “**Quotations for providing** skilled manpower unit for manning, operation & maintenance of 33 kV main receiving station and its associated 6.6kV sub-stations for a period of two years” at Bharat Heavy Electricals Limited, Corporate R&D Division, Vikasnagar, Hyderabad 500093 and “**Enquiry No. and Date.**”

Signature of the Contractor

**Annexure: 2**

**TERMS & CONDITIONS**

**1. Scope of contract:**

Providing skilled manpower unit for manning, operation & maintenance of 33 kV main

receiving station and its associated 6.6kV sub-stations for a period of two years” at Bharat Heavy Electricals Limited, Corporate R&D Division, Vikasnagar, Hyderabad 500093, Lab Complex as per Schedule of Work (Annexure: 6).

**2. Specifications of contract labor to be provided:**

The Labor will be provided by the Contractor as per the Schedule of Work (Enclosed as Annexure-5) shall include the following:

- a. The Contract Labor shall be available round the clock (24 hours) and will be managed in 03 shift of 8 hours each with 02 Units of Skilled Personnel in each shift. Remaining 02 units of Skilled Personnel will be used as reliever.
- b. The Contractor shall ensure maintenance of daily Attendance and all other Registers/records as per the requirement of BHEL R&D.
- c. The contractor shall ensure that his employee will follow and comply with all BHEL discipline and safety rules, relevant provision of applicable law pertaining to the safety of workmen, plant and equipment as may be prescribed from time to time without any objection or contest or reservation. In case of any difference between statutory requirement and BHEL Safety Rules referred above, the latter shall be binding on the contractor unless the statutory provisions are more stringent.
- d. The contractor shall cover all of his employees with adequate life insurance cover and submit the proof of same to BHEL.

Signature of the Contractor

**3. Other conditions:**

- a. The Contractor must submit Bio-data of all the Contract Labor before commencement of the Contract
- b. The Contractor shall be responsible and ensure for the safety of his personnel deployed under this contract.
- c. The Contractor will maintain proper records / documents as required in connection with duties.

- d. Contractor to provide PF Pass Book to his employees and ensure payment of PF under EPF & Telangana state Govt.
- e. Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI Membership No./Card of each employee.
- f. The Contractor shall comply with all the guidelines, rules and regulations of statutory requirements under Labor Laws/ Rules/Regulations/Notifications in relation to the employment of its personnel from time to time.
- g. The Contractor will also keep watch on their labor and will be held liable for any pilferage/ Loss to the Company by their labor.
- h. In case of misconduct by any of the employee of the Contractor, the matter shall be reported to the Contractor in writing, who shall take immediate action under intimation to BHEL.
- i. In case of theft or loss of property due to negligence or carelessness of employee/labor, the Contractor will be responsible and shall make good the BHEL's loss.
- j. The Contractor shall ensure payment of statutory prescribed minimum wages as applicable from time to time as per the Gazette of Telangana Government on or before 7<sup>th</sup> of every month irrespective of bill payment by the Company.
- k. The Contractor shall positively make the payment of the wages to the Employees/supervisor by 10<sup>th</sup> of every month through direct transfer to their respective bank accounts (NEFT, etc.) as per statutory requirement under Labor Law/Payment of Wages Act.
- l. No price variations in the Rates as agreed upon will be allowed during the period of Contract except the increase/decrease of D.A/minimum wages due to revised wages as declared from time to time by the Telangana Government. Whenever the GST/or any other statutory payments are revised by the Government.

#### **4. Awarding of contract**

- a. Contract will be awarded on fulfilling the rules and regulations of the BHEL.
- b. Contract will be awarded in total to the L1, based on the Rates quoted in Price Bid.
- c. In the eventuality of more than One Contractor quoting the L1 rates the contract will be awarded in accordance with the guidelines of Date of incorporation of Contractor.

Signature of the Contractor

#### **5. Contract period:**

- a. The contract execution period will be for two years from the date of commencement of Contract.

#### **6. Payment terms**

- a. BHEL shall reimburse the Basic, VDA and other payments as per the Minimum Wage Structure of Telangana State Government prescribed and revised from time to time (Annexure: 3).
- b. Contractor shall submit the bills to BHEL latest by the 5<sup>th</sup> day of each month. BHEL shall release the payments, on calendar month basis, through NEFT within 30 days from the date of submission of bills. The Contractor shall positively make the payment of the wages to his employees on or before 10<sup>th</sup> of every month and should not depend on BHEL payment for this. However, no interest payment shall be made for delay in making payment.
- c. The Contractor shall submit the monthly bills along with following documents: **Proof of depositing the salary into the Bank Accounts of personnel deployed, GST Payment certificate, Employee' State Insurance Corporation (ESIC) Contribution, proof of depositing of amounts towards PF, etc. in respect of Labor deployed at BHEL offices only.**
- d. All payments shall be released by RTGS/EFT as per Contractor's bank details within 30 days of receipt of bills/ Invoices.
- e. No advance will be paid for the Contract.
- f. Over and above reimbursement of wages, BHEL shall also reimburse Contractor Service Charges as quoted by the Contractor and applicable GST, subject to documentary evidence.
- g. The monthly Contractor service charges shall remain firm during the contract period including the extended period, if any.
- h. BHEL will not be responsible for payments other than the mentioned in Annexure-3. Contractor shall be responsible for payment of gratuity and other statutory payments as per labor laws.
- i. The Contractor should also ensure that the Statutory Dues as per the existing provision of various Labor Laws, Rules and regulations, issued from time to time, (like ESI/PF, etc.) are deposited within the specified period to the concerned Government authorities. All payments of these statutory dues in respect of deployed in BHEL are to be settled by Contractor and BHEL shall in no manner be responsible for any dispute in this regard. Any statutory variation in the rates of said deposits shall also be admissible during the tenure of the contract. Further, the Contractor shall submit the evidence of deposit of EPF / ESI on monthly basis during the course of the contract.
- j. Gratuity-The contractor shall be liable for payment of gratuity under payment of gratuity act 1971 and the amendments/rules made there under.

**Note:** Two copies of INVOICE with original signature to be submitted every Month on completion of work.

Signature of the Contractor

## **7. Termination of contract**

- a) In case, the services rendered are found to be unsatisfactory, BHEL reserves the right to terminate the services of the Contractor at any point of time, without assigning any reason.

- b) The contract can be terminated by giving one months, notice in advance by any party. No Notice will, however, be required if the contract comes to end on the specified period and it will stand automatically terminated.
- c) The contract may be terminated by BHEL, in case the Contractor fails to fulfill the terms and conditions of contract agreement by giving one months' notice.

#### **8. Legal conditions:**

- a) The information gathered by outsource staff during course of their work shall not be divulged to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Contractor as well as the person concerned liable for penal action under IPC, Cr.PC or any other relevant provision besides, action for breach of contract.
- b) The Contractor will be responsible for compliance of all statutory provisions relating to Minimum Wages payable to all workers under the Minimum Wages Act, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it at BHEL premises.  
BHEL shall have no liability in this regard.
- c) The Contractor shall also be liable for depositing all statutory payments etc. on account of service rendered by it to BHEL, to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
- d) The Contractor shall maintain all statutory registers under the Law. The Contractor shall produce the same on demand, to the concerned authority of BHEL or any other authority under Law
- e) The Tax Deduction at Source (TDS) shall be done as per the provisions of income Tax Act Rules, as amended from time to time and certificate to this effect shall be provided to the Contractor by BHEL.
- f) The Contractor should arrange for all required permits, licenses, etc., at his own cost.
- g) In case, the Contractor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof BHEL is put to any loss / obligation, monetary or otherwise, BHEL will be entitled to get self-reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.
- h) BHEL reserves the right to withdraw / relax any of the terms and conditions mentioned, so as to overcome the problem encountered at a later stage.
- i) In case of the death of contractor (under proprietorship), without prejudice to any of the rights or remedies under the contract, BHEL shall have the option of terminating the contract without compensation to the contractor's legal heirs/ successors
- j) In case of violation of any legal and/or contract stipulations, BHEL reserves the right to terminate the contract and forfeit the Security Deposit under the contract in addition to recovery of the monetary impact due to such violation, if any, from any of the payable amount under the contract or any other contract with BHEL.

Signature of the Contractor

- k) All the statutory requirement under the
  - Minimum Wage Act 1948
  - Factories Act 1948
  - Payment of Wages Act 1936
  - EPF Act and MP Act 1952

- Payment of Gratuity Act 1972
- ESIC Act 1948
- Contract labor (R&A) Act 1970
- Payment of Bonus Act 1965
- Income Tax Act, GST Act, Industrial Dispute Act 1947 and the other applicable act and rule there under shall be complied by the contractor and notification issued in relation to the employment of his employees issued from time to time by the concerned authorities. Any penalty or demands by the statutory authorities for non-compliance of any of the applicable laws shall be the responsibility of the contractor.

12. The contractor will maintain all the Forms/Documents/Registers required for the compliance of various Acts and documents required by BHEL Management, including following registers which are to be maintained as per Contract Labor (R&A) Rules 1971

- (i) Register of Workmen Employed by Contractor: Form No. XIII (Rule 75)
- (ii) Employment Card Form No. XIV (Rule 76)
- (iii) Service Certificate Form No. XV (Rule 77)
- (iv) Wage Slip Form No. XIX (Rule 78) (1) (b)
- (v) Muster Roll Form No. XVI (Rule 78) (1) (a) (i)
- (vi) Register of Wage Form No. XVII (Rule78) (1) (a) (i)

13. The contractor will be liable to ensure that the contract labors arranged are physically and mentally fit and do not have any criminal record and such employees possess the requisite skill proficiency, qualification, etc.

14. The above guidelines are only suggestive and not exhaustive. The contractor will have to comply with all applicable statutory provisions, as applicable under extant legislations/ rules.

## **9. Arbitration**

In the event of any dispute or difference arising out of the execution of the Contract or the respective rights and liabilities of the parties in relation to Interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matter, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Company).

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 venue of arbitration shall be at Hyderabad.

Signature of the Contractor

In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Dept., the following clause shall be applicable: -

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the

arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Deptt. Of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such Secretary when so authorized 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 in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

#### **10.LAWS GOVERNING THE CONTRACT**

The Order/contract shall be exacted and governed by the laws of India and the Courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

#### **11. JURISDICTION OF COURT**

Courts at Hyderabad shall have jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

#### **12.DEFAULT /BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE**

If the Contractor fails to provide the required services as per the contract or fails to deliver the services within the period (s) fixed for such delivery or delivers services not of the contracted quality and failing to adhere to the contract specifications or services not of the contracted quality and failing to adhere to the contract specification or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide services covered by the Letter Order / Contract Agreement either in whole or in part or otherwise fails to perform the Order / Contract or commits any breach of the Order / Contract not herein specifically provided for or in the event, or commits any breach of the Order / Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors (Service Provider) being a company is wound up voluntarily or by order of Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manger, the purchases without prejudice to his right to recover any expenses, losses or damages

Signature of the Contractor

to which the purchaser may be put to incur or sustain by reason or the Seller/Contractor's default or breach or Order / Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/ Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, services exactly complying with particulars are not, in the opinion of the purchaser, which shall be final,

readily procurable, at the risk and cost of the Seller/Contractor (service Provider) and the Seller/contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

Cost of the purchases / Services made by the Purchaser at the risk and cost of the seller. Contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of Services so purchased / hired.

Signature of the Contractor

**PRICE BID FORMAT****Measurement of work and payment thereof:**

Unit cost for skilled worker		
SL.	Head	Value (Rs.)
1	Wages per day	<b>530.81</b>
2	PF,ESI and Statutory charges	<b>145.19</b>
3	Other Allowances & Miscellaneous Charges	<b>56.99</b>
4	ADD Contractor profit and overheads (Max. 10% of 1+2+3) (Rs. Lump sum/Per Unit/ Per day) (Excluding GST)	
5	Unit Rate (1+2+3+4)	
6	No. of units required	<b>4832</b>
7	TOTAL cost (Unit rate (5) x 4832)	
8	Total cost in words-	

(Sl. No. 4,5,7 &amp; 8 to be filled by contractor)

**Rates are variable subject to Telangana State Govt.Gazette.  
[P.F (@12%) + ESI (@4.75%) + 29 days paid leave + Bonus (@ 8.33%)]**

Work carried out by 01 skilled worker in 8hrs = 01 Unit.  
 No. of Units of work required per day = 08 Units.  
 No. of Units of Work required per Month = 08 x 26 days = 208 Units  
 No. of Units of Work required in 01 Year = 08 x 302 Days = 2416 Units  
**No. of Units of Work required in 02 Years = 2416 x 02 = 4832 Units**

Signature of the Contractor

**Annexure: 4****TECHNICAL BID FORMAT**

<b>SL</b>	<b>ELIGIBILITY CRITERIA</b>	<b>CONTRACTOR'S RESPONSE</b>	<b>COPY ATTACHED</b>
1	Labor License Issued by Labor department, Central/State Government.		
2	Income Tax PAN No. Proprietorship - PAN card on owner Name For others - PAN card on Company/ Firm/Business		
3	GSTIN No. (Proof to be Attached) (If not applicable, please furnish the details in the attached below format		
4	Form 26-AS of IT for the previous year (2015 – 16)		
5	PF Registration number		
6	ESI Registration number		
7	Hyderabad Office Address of the Contractor with name of the contact person and mobile no.		
8	Electrical License of Grade "A" (HT of 11kV or above).		

**NOTE:**

1. Self-attested Xerox of document/certificate are to be furnished in the technical Bid.

(Pl fill the above format in all respects)

Signature of the Contractor

**Annexure: 5****SCHEDULE OF WORK**

SL	Description of work	Qty.	Unit
1	Providing skilled manpower unit for manning, operation & maintenance of 33 kV main receiving station and its associated 6.6kV sub-stations(06 Nos.) for a period of two (02) years” at Bharat Heavy Electricals Limited, Corporate R&D Division, Vikasnagar, Hyderabad for the works as per attached <b>Annexure-A</b> (Scope of work).	<b>4832</b>	<b>Unit</b>

Signature of the Contractor

**ACCEPTANCE LETTER / NO DEVIATION CERTIFICATE**

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. We confirm that services offered by us are conforming to the specifications mentioned in Terms & Conditions (Annexure: 2)

We hereby accept all Terms & Conditions of the above tender except the following:  
(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

Note: Deviations may or may not be accepted by BHEL

Name, signature & Seal of the Contractor

**DECLARATION**

I/We hereby declare that I / We have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / Court against our firm / partner or the company.

Name, signature & Seal of the Contractor

**CONTRACTOR'S DETAILS**

Name of the Contractor / Party / Firm	
Address of the Registered Office in Hyderabad	
Name of Authorized Representative	
Phone Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address ( If Any)	

Signature &amp; seal of the Contractor

**NEFT FORMAT**

Beneficiary Name	
Beneficiary Bank Name	
Beneficiary Bank Address	
IFSC CODE of the bank	
Beneficiary Account Number	
Email ID	
PAN	

I hereby confirm that the above mentioned particulars are in order. To facilitate NEFT credits, I will inform BHEL in case of any changes in the Bank Particulars at a future date.

Enclosure: Photocopy/cancelled copy of one leaf from cheque book for the codes required above.

Thanking You,

Yours sincerely.

Signature:

Name:

Designation:

Company Seal:

Date:

(To be submitted on the Contractor's Letter Head)

**UNDERTAKING**

In connection with the submission of Quotation for providing Labor to BHEL Corp R&D, Hyderabad, against Enquiry No.----- and Date ----- we hereby Undertake to adhere to the following conditions:

- a) The Contractor will abide by all the laws of land relating to employment of labor for which BHEL will not be responsible.
- b) The Contractor has submitted price bid in prescribed format given at Annexure: 3 (No deviation shall be permitted and if noted subsequently, it will be treated as "Nonresponsive").

Signature:

Name:

Designation:

Company Seal:

Date:

**GUIDE LINES FOR STATUTORY PAYMENTS (2019-20)**

<b>Designation of Work category</b>	<b>Number of Work category</b>	<b>Rate of Wage/day (Rs.)</b>	<b>No of wage days</b>
Skilled	08 Nos	@ 512.50/day	313

1. The contractor shall remit PF @ 13.00 % (12% PF + 0.5% Admin charges+ 0.5% EDLI charges), ESI @ 4.75% contribution (paid by BHEL to the contractor) along with employee's contributions.
2. The PF at 12% & ESI at 1.75% respectively on the daily wages are to be deducted as employee's contribution.
3. The contractor shall remit the employer's contribution (as mentioned at #1) along with employee's contribution (mentioned at #2) to PF & ESI department and file monthly returns by 15<sup>th</sup> of every following month.
4. Bonus @ 8.33% (on Basic + DA as per Telangana Gazette)) to be paid by the contractor to the employees (paid by BHEL to the contractor).
5. **Gratuity: The contractor shall be liable for payment of gratuity under payment of gratuity act, 1972, and the amendments / rules made there under.**
6. Paid leaves of 18 days per year to be provided to the employees (paid by BHEL to the contractor).

*Any future increase in the cost of living allowance/wages & PF, ESI on that amount shall be paid by the contractor separately and will be reimbursed by BHEL R&D.*

**Other facilities to be provided to all the 8 workers**

1. Protective cloth [twice a year] ‘*’ not less than	Rs. 1400.00	(700.00 x 2 Times)
2. Stitching charges [twice a year] ..	Rs. 560.00	(280.00 x 2 Times)
3. New year gift ‘*’ [once a year] ..	Rs. 950.00	
4. Safety shoes ‘*’ [once a year] ..	Rs. 350.00	
5. Duster cloth [4 times a year] ‘*’ ..	Rs. 140.00	(35.00 x 4 Times)
6. Soaps every month ‘*’ [100 gms] ..	Rs. 320.00	(26.50 x 12Times)
7. Summer caps ‘*’ [once a year] ..	Rs. 100.00	

‘\*’ Quality should be approved by Engineer-in charge.

**CONTRACTOR  
OFFICER**

**ACCEPTING**

**AUTHORISATION LETTER FOR E-PAYMENT/ NEFT / RTGS**  
(PLEASE FILL UP THE FORM COMPLETELY IN CAPITAL LETTERS ON YOUR COMPANY LETTERHEAD ONLY)

Vendor Code (to be filled by BHEL)	
------------------------------------	--

Type of Request (Tick one)	NEW	CHANGE
1 Company Name		
2 Address		
3 City with PIN Code		
4 State		
5 PAN Number		
6 TIN/ VAT No.		
7 CST No.		
8 Service Tax No.		
9 Name of Contact Person		
10 Mobile number		
11 Ph. no. with STD Code		
12 Fax No. with STD Code		
13 Email ID		
14 Website (URL)		

**BANK DETAILS FOR EFT / RTGS**

1	Bank Name	
2	Branch	
3	Branch Code	
4	Branch Address	
5	Branch Phone No	
6	Account No.	
7	Account Type: SB/ Current/ other (Specify)	
8	MICR Code	
9	IFSC Code	

I, as an authorized representative / owner of the above named company, hereby state as under:

1. Enclosed here with a cancelled cheque in support of our company's bank details.
2. Authorize BHEL R&D Hyderabad, to electronically make payments to the designated bank account with bank charges, if any, to our account.
3. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.
4. I hereby certify that the particulars given above are true, complete and correct.
5. This authority remains in full force until BHEL receives and acknowledge written notification requesting change or cancellation.

Date :  
Company  
Seal

Authorised Signatory  
Designation :

# Bharat Heavy Electricals Limited



RD:MPX:F-13

Corp. R&D DIVISION  
VIKAS NAGAR,  
HYDERABAD- 500 093 (INDIA)

## VENDOR REGISTRATION FORM

(Indigenous supplier)

[FORM TO BE SUBMITTED\* BY THE BIDDER ALONG WITH TECHNICAL-BID]

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Before filling, please refer to instructions on page-4

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### 1.0 VENDOR PROFILE:

#### 1.1 Name and address of the vendor:

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Phone Nos.:Fax No.:Email: 1.

2.

#### 1.2 Local representative name & address in Hyderabad/Secundrabad :

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Phone Nos.:Fax No.:Email:Contact Person:Mobile No:

### 2.0 TYPE OF ORGANISATION:

PROPRIETORSHIP	Company:	Sister Concern ( mention vendor registration number of main organization)	
Partnership	CORPORATION	Small Scale Industry	ANY OTHER (Please specify)

In case of SSI unit, copy of registration to be enclosed. It is requested that MSME registration certificate to be enclosed and tick the following:

Type of Major Activity: Manufacturing / Service

Category of Enterprise: Micro / Small / Medium

Social Category : GENERAL / SC / ST / OBC

Udyog Adhaar Number (UAN): \_\_\_\_\_

### **3.0 ANNUAL TURN OVER:**

#	Year	Turn-Over, Rs.
1	Current Year(budgeted)	
2	Previous year ( 200 - 0 )	
3	Prior Year ( 200 - 0 )	

### **4.0 NAME AND ADDRESS OF THE BANKER:**

4.1 Bank Name

4.2 Branch name

4.3 Account number

4.4 Account Type

4.5 MICR Code:

4.6 IFSC Code(RTGS/NEFT):

4.7 Bank Phone number(s),

Blank cheque, duly cancelled, to be enclosed.

Please note that all payments shall be made through Electronic clearance services to your above account against the orders executed, if any.

### **5.0 REGISTRATION PARTICULARS**(relevant copies to be enclosed)

5.1 IT Permanent Account No.(PAN):

5.2 State Sales Tax/VAT Registration No:

5.3 Central Sales Tax Registration No:

5.4 ED Registration No:

5.5 Service Tax Registration No:

5.6 PF Account No:

5.7 Labour Licence No:

5.8 ESI Account No:

### **6.0 CONTACT PERSON:** S/Sri:

Designation:

Phone / Mobile No:

**7.0 TOTAL NUMBER OF EMPLOYEES:**

Graduates (Engr/Scientists/Mgmt/Fin.)	Consultants	Workers		
		Sup./Skilled	Semiskilled	Unskilled

**8.0 LIST OF PRODUCTS/ SERVICES OFFERED:**

#	Products/ Services	Capacity
1		
2		
3		
4		
5		

**9.0 REFERENCE LIST :**

(Only recognized public and private sector companies, attach if printed copy available)

#	Customer	Volume / Year
1		
2		
3		
4		
5		

**10.0 INFRASTRUCTURE / FACILITIES:**

#	Facility (with specifications)	Age/ Year procured
1		
2		
3		
4		
5		

**11.0 REGISTRATION WITH OTHER BHEL UNIT/UNITS:**

#	Unit	Registration No	Year
1			
2			
3			
4			

**12.0 ANY OTHER INFORMATION :**

**DECLARATION:**

The information furnished above is true and authentic.

**(CEO / PROPRIETOR)**

**SEAL:**

**DATE:**

---

**Note:**

1. Registered bidders, having BHEL (R&D) registration no. or have submitted this format for registration, need not furnish this information again.
2. The competent authority reserves the right to accept or reject the registration.
3. Vendors approved for registration will be informed by mail / email, as convenient. A separate communication will be sent in case of non-registration also, citing reasons thereof.
4. BHEL reserves the right to take penal action as deemed fit if any of the information provided by the vendor(s) is found to be incorrect.
5. AGM, Head (MM) may be contacted for clarification/additional information on registration.

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**Instructions**

1. Fill all items. Please mention "N.A." for items/ clauses not applicable.
2. Use A4 sheets for this document and the enclosures. Use of additional sheets is permitted if space provided is not adequate.
3. Attach copies of latest documents in respect of items 5.0 (Registration no.s)
4. Photographs of registered office and the chief executive/proprietor shall be furnished.