



**Bharat Heavy Electricals Limited**  
**(A Government of India Undertaking)**  
**BOILER AUXILIARIES PLANT**  
**RANIPET – 632 406, INDIA**

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**WORKS CONTRACT MANAGEMENT**

<b>NOTICE INVITING e-TENDER</b>	
<b>Tender Notice No</b>	<b>975522042E, DT: 02.01.2023</b>
<b>Nature of work</b>	<b>Books stitching, binding and file movement contract</b>
<b>Type of tender</b>	<b>Open tender (Two part bid).</b>
<b>Period of contract</b>	<b>Two Years</b>
<b>Earnest Money Deposit (EMD) Amount</b>	<b>NIL</b>
<b>Last date &amp; Time for Receipt of the Tender</b>	<b>16/01/2023 at 14:30 Hrs.</b>
<b>Date of Technical bid Opening</b>	<b>16/01/2023 at 15:00 Hrs. onwards.</b>
<b>Place of submission of Tender</b>	<b>Tender Box placed in WCM Department (Engg. Building-Ground Floor (West side), BHEL –BAP- Ranipet – 632406</b>
<i>(Please obtain updated information from the BHEL website about the latest applicable dates &amp; other changes if any in the tender contents)</i>	
<b>Date of Price Bid Opening</b>	<b>Bidders whose technical bids are found acceptable will be intimated separately about the status of their offers and the date of opening of Price Bid.</b>
<b>Venue of the Tender Opening</b>	<b>WCM Department</b>
<b>Address on the Sealed Tender Cover to be</b>	<b>Deputy Manager/ WCM DEPARTMENT ENGG. BUILDING GROUND FLOOR (WEST SIDE), BHARAT HEAVY ELECTRICALS LIMITED RANIPET, RANIPET DISTRICT TAMIL NADU– 632 406.</b>
<b>Note:</b>	
<ol style="list-style-type: none"> <li>1. The Tender documents can be down loaded from BHEL website (<a href="https://www.bhel.com/tenders">https://www.bhel.com/tenders</a>).</li> <li>2. All corrigenda, addenda, amendments, clarifications etc. to tender specification will be hosted in the web pages <a href="https://www.bhel.com/tenders">https://www.bhel.com/tenders</a> only.</li> <li>3. <b>Bidders shall keep themselves updated with all such developments.</b></li> <li>4. BHEL Ranipet reserves the right to reject any tender on the basis of unsatisfactory performance of the bidder in any ongoing job or any similar job in the past.</li> <li>5. <b>Contract will be finalised through enveloped price bid only.</b></li> <li>6. <b>Contract to be awarded to single vendor only. Overall L1 value will be considered</b></li> </ol>	

**Note: - 1) Tenderer should sign and affix seal in all the pages of this tender document and all supporting documents.**

Yours faithfully,  
for and on behalf of BHEL.,  
Deputy Manager /WCM

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**SCOPE OF WORK**

**Detailed scope of work:**

BHEL will provide the various types of loose sheets for binding work. The contractor has to stitch and binding the papers in wrapper / cardboard binding as the case may be and the binding work details mentioned in estimation. All the materials cost used for stitching and binding will be reimbursed at actuals. BHEL will provide a place to perform his duty.

**Movement of Files: from/to Archives Room:**

Sorting, bundling, stocking of records and retrieving of records at archives / sections of accounts Department. Files to be moved systematically from/to Sections of Accounts Department and Archives.

**PRE-QUALIFICATION REQUIREMENTS (PQR):**

Sl. No.	DESCRIPTION	BHEL REQUIREMENT	BIDDER'S CONFIRMATION
1	Eligibility	<p>(1) The contractor should have minimum one-year experience in the relevant field i.e. successful execution of Books /Documents Binding and stitching works.</p> <p><b>Documents to be submitted by the bidders:</b> Experience certificate (minimum one year) in the relevant field i.e. successful execution of Books /Documents Binding and stitching works.</p> <p>(2) Only local bidders are being preferred in and around 30 KMS radius and this will be decided by documents submitted by the bidders (Business address)</p>	
<p>Note: 1. Those who are unable to comply the above points / unable to provide any of the above documents shall be technically rejected and the price bid of the rejected offers will not be opened.</p> <p>2. Bidder shall visit the Plant before submitting their offer to get to know the location for deploying suitable personnel for these works &amp; understanding the scope of work (if required).</p> <p>3. BHEL, Ranipet reserves its right to reject the tender on account of unsatisfactory past performance by the bidder in other projects awarded under different enquiry.</p> <p>4. The work executed in the own name of the bidder only will be considered for similar works executed for meeting the eligibility criteria.</p> <p>5. Offers of the Contractors/Suppliers, against whom, any unit of BHEL had initiated process for banning or already banned will summarily be rejected.</p> <p>6. Possession of PF registration number is not mandatory. However, the successful tenderer has to register with PF authorities and furnish the registration number before first Running Account Bill.</p>			

**CHECK LIST**

(to be filled by Bidder)

<b>S No</b>	<b>Description</b>	<b>To be filled by bidder</b>
1	Name of the Tenderer	
2	Address for Communication	
3	Email Cell Phone Fax	
4	Whether the firm is individual firm or Sole proprietorship firm or partnership firm or Hindu undivided Family or association of persons or Private Limited company or Public Limited company or any other please specify	
5	Has the Firm/ Proprietor or partners or directors been convicted of any criminal offence by any competent court. If so furnish particulars.	
6	Self-declaration for Confirmation on not hold/delist/banned by any of BHEL unit as on bid opening date.	
7	Whether the contractor has registered his workmen under employees State Insurance Act. If so, the Registration No./ Enrolment Number may be furnished. (Photo copy is to be enclosed)	
8	PAN no and documentary proof (Photo copy has to be enclosed)	
9	The GST heads under which the enlisting person registered with GST Authorities and copy of GST registration certificate has to be enclosed.	
10	Whether the contractor has registered his workmen under Employees Provident Fund and Miscellaneous Provisions Act. (Photo copy is to be enclosed)	
11	Applicable GST quoted Note: Please refer clause no.31 (page no. 31) of Special terms and conditions of this Tender regarding GST.	Central tax@ _____% State tax @ _____% Integrated tax@ _____% Union territory tax@ _____%
12	MSE Details (UDYAM Certificate) if applicable	

**Instructions to Bidder**

- 1) Tenders must be submitted in sealed covers and should be addressed to Deputy Manager / WCM, BHEL/BAP/RANIPET-632406, with full name and address of the tenderer and the name of the work being super scribed on the cover. Late offers & incomplete offers shall become liable for rejection.
- 2) The tender shall be submitted as given below.
  - Cover-1 shall contain the techno-commercial bid (Page 1 to 32) and all relevant documents.
  - Cover-2 shall contain only the price bid. (Part II Page 33-34)

Each of the above covers shall be super scribed with tender number, respective cover content detail as Technical bid, Price bid and with full name and address of the tenderer.

Finally, all the above two covers shall be put in one single large cover and super scribed with the tender number, due date, name of the work and with full name and address of the tenderer.

- 3) **At the time of tender opening,**
  - Techno commercial bids of all tenderers will be opened first.
  - Price bids will be opened, after evaluation and suitability of technical bids.
  - If any of the tenders not fulfilling the Qualifying Requirements (QR) or non-submission of valid documents within the time limit prescribed by BHEL, their offer shall be rejected.

The date & time of opening of price bid will be intimated to those tenderers who are technically qualified.

- 4) The Tender documents shall be published in the BHEL Web sites / Govt. tenders web page / CPP Portal. Any clarifications/corrigendum in this regards will be given only through BHEL web-sites & CPP Portal and not in any other mode of communication. Bidders shall visit the web page periodically.
- 5) The bidder has to quote total lump sum amount (excluding GST) only in Price Bid. GST percentage to be mentioned separately. The quoted amount will be interpolated with respect to percentage allocation for arriving amount of individual rate schedules. Contractor shall quote the price in Rupees & Paisa only. In case of any difference in the rates quoted in figure and in words, the lower of the two rates will be taken as tendered rates.
- 6) All entries in the tender documents should be in one ink. Erasures and over-writings are not permitted. All correspondences and insertions should be duly signed by the tenderers concerned. Tenderer has to put sign and seal at the bottom right side in all the pages of tender documents.
- 7) In case the tenderer finds discrepancies or omissions in any of the tender documents or doubt as to their meaning, he shall at once address the authority inviting the tender, for clarification before tender opening.
- 8) Tenders shall be sealed and super scribed with tender number. Tenders submitted by post shall be sent by "REGISTERED POST WITH ACKNOWLEDGEMENT DUE" (or) 'SPEED POST'(or) 'COURIER'.. These shall be posted with due allowance for any delay in postal delivery. On no account, tenders received after the due date and time fixed for receipt of tenders, will be accepted.
- 9) Last date & time for the receipt of the tender in the office of the Deputy Manager / WCM is on **16.01.2023 up to 14:30 Hrs.**
- 10) The Techno commercial bid will be opened in the office of the Deputy Manager / WCM is on **16.01.2023 at 15:00 Hrs.** in the presence of such of those tenderers who choose to be present.
- 11) The Bharat Heavy Electricals Limited, reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason there for.

- 12) Should a tenderer or a contractor has a relative or in the case of a firm or company of contractors, any of its shareholders or shareholder's relative, employed in Bharat Heavy Electricals Limited, the authority inviting tenders shall be informed of this fact at the time of submission of the offer, failing which the offer may be disqualified or if such fact subsequently come to light, the contract may be cancelled.
- 13) BHEL employees and their dependents are NOT eligible to submit their offer against this contract. Even if they submit out of ignorance, the offer shall be disqualified.
- 14) If the contractor deliberately, gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, Bharat heavy Electricals Limited reserves the right to reject such tender at any stage.
- 15) Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
- 16) 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.
- 17) The tender schedule, and the tender shall be deemed to form an integral part of the contract to be entered into for this work.
- 18) Tender can be cancelled at any stage due to unavoidable circumstances.
- 19) The evaluation currency for this tender shall be INR.
- 20) Multiple Bids: -  
The bidder in his own interest shall submit only one id. If a bidder submits multiple bids, all the bids are liable for rejection. Bids shall be considered "Multiple" in the following circumstances:
  - a) Two bids by the same party
  - b) If one bidder is the affiliate of another bidder.For the purpose of this clause "Affiliate" shall mean with respect to any person, any other person that directly or indirectly, controls, is controlled by, or is under direct or indirect common control with, such person, or is a director/ member/ office/ employee of such person or of any person who would otherwise qualify as an affiliate of such person pursuant to this definition.  
"Person" for the purposes of this definition shall mean any natural person, individual, corporation, limited partnership, co-operative, general partnership, joint stock company, joint venture, association, company, trust bank, trust company, land trust, business trust, corporate body or other organization, whether or not a legal entity.
- 21) Offers of the Contractors/Suppliers, against whom, any unit of BHEL had initiated process for "Suspension of Business Dealings" or already done will summarily be rejected.
- 22) 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".
- 23) **Suspension of Business dealings with Suppliers:**  
Any supplier against whom action has been initiated under "suspension of business dealings with suppliers" are not qualified to participate in this tender. Before submitting offer, prospective bidders are advised to visit our web-site [www.bhel.com](http://www.bhel.com) / supplier registration to familiarize themselves with BHEL's policy and procedures of Suspension of Business Dealings with Suppliers. Submission of offer shall be deemed to be evidence of the Bidder to have read and understood the above said policy.

**24) Treatment of Banned / Under-performing Vendors:**

Any supplier who has been put on "Hold" or "Banned" from having business dealings with BHEL, Ranipet or any other unit of BHEL shall not submit their offer against this tender. If any such offers are received they would be summarily rejected and sent back. During the processing of tender, if any unit of BHEL puts a supplier on "Ban" then further processing of the offer will not be taken up and in case an order is placed, BHEL, Ranipet may resort at their discretion to cancel the PO either fully or partially.

- 25) In quoting the rates, the tenderers are advised to take into account of all the factors including any fluctuations in the market rates etc. No claim shall be entertained on this account after acceptance of the tender or during the currency of the contract.
- 26) QUOTING: The tenderer should quote the total lumpsum price for the entire contract scope. Percentage allocation against each rate schedule is provided in price bid for your quoting purpose. Individual schedule rates so derived based on the total lumpsum price shall be deemed to be the contract rate for all purpose.
- 27) The rates quoted in the tender shall remain valid for a period of three months from the date of technical bid opening for acceptance by BHEL. No unsolicited revision in the tender offer shall be entertained after opening of tenders and till expiry of the validity period.
- 28) Any deviation to this tender terms & conditions and schedules of this tender will lead to total rejection of the offer submitted.
- 29) If a tenderer withdraws his offer after submission or after acceptance, fails to engage sufficient manpower in accordance with the instructions of the Manager/Production, the earnest money deposited by him will be forfeited and acceptance of his tender will be withdrawn.
- 30) The Tenders shall closely pursue all the clauses, specifications and drawings indicated in the tender documents before quoting. Should the bidder have any doubt the meanings of any portion of the tender specification or find discrepancies or omission in the drawings or the tender documents issued are in complete or shall require clarification on any of the technical aspect, scope of work etc., he shall at once contact the authority inviting the tender for clarification before the submission of the tender.
- 31) Before tendering, the bidders are advised to inspect the place of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour. No claim will be entertained later, on the ground of lack of knowledge.
- 32) In the event of expiry or in capacitance of a tenderer after submission of the tender, BHEL may at their discretion cancel their offer/quotation.
- 33) The tenderers can visit BHEL on working days during office working hours for any clarifications before submitting their offer.
- 34) **The price bid shall be evaluated as a package and not as line items. The contract will be finalized based on the overall LOWEST value and will be awarded to single bidder only.**
- 35) BHEL reserves the right to reject any tender on the basis of unsatisfactory performance of the bidder in any ongoing job or any similar job in the past.
- 36) The following points shall be taken note while quoting the rates:
- a) The rate quoted shall be firm throughout the period of contract and extended contract period also. No cost escalation is allowed on any account.
  - b) Sufficient manpower to be provided.
  - c) No work kept unfinished in shift.
  - d) Contractor should not claim for any variation in quantity.
  - e) At the end of completion, the contract may be extended on mutual agreement.
- 37) Vendor shall visit the Plant before submitting the offer to get to know the location for deploying adequate and suitable personnel for the works & also the equipment.

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- 38) Possession of PF registration number is not mandatory. However, the successful tenderer has to register with PF authorities and furnish the registration number before first Running Account Bill.
- 39) MSE CLAUSE: - MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of UDYAM Certificate. Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening.
- 40) Incomplete offers shall become liable for rejection.
- 41) The tenderer should fill and sign the "checklist of this Tender document" which forms part of the technical bid.
- 42) Conditional tenders, tender containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in acceptance with the tender conditions laid down by the Accepting Officer, are liable for rejection.
- 43) If a tenderer expires after submission of his offer, the Bharat Heavy Electricals Ltd, may be at their discretion to reject such offer.
- 44) BHEL reserves the right to negotiate with L1 bidder.
- 45) Tenderers shall not increase their quoted rates in case BHEL negotiate for reduction of rates, such negotiations shall not amount to cancellation or withdrawn of the original offer and the rates originally quoted shall be binding on the tenderers for a period of three months from the date of opening of tenders.
- 46) The tenderer should be present if called for negotiation. In case, the tenderer's authorized person is attending the negotiation such person should have the authorization letter and he should be capable of taking spot decisions.
- 47) Discrepancy in "words "& "Figures ":
  - 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.
  - 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
  - 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 up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- 48) The tenderers are requested to bear in mind the entire operations involved, and the conditions during currency of the contract, and request for rate revision of any kind will not be entertained.
- 49) BHEL will not be bound by any Power of Attorney granted by the tenderer or on their behalf or changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
- 50) The general and special conditions of contract are complementary to each other and where there is a conflict, the special conditions shall prevail. In regard to matters not covered by the General or Special Conditions of Contract, those contained in the specifications approved by BHEL shall apply.
- 51) The "GENERAL CONDITIONS AND INSTRUCTIONS TO TENDERERS AND SPECIAL CONDITIONS TO THE TENDERER" shall be deemed to form an integral part of contract for the work to be entered into.

- 52) Clause in case of Tie: "In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders. In case more than one bidder happens to occupy L-1 status even after soliciting discounts, L-1 bidder shall be decided by a toss / draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s) - If available, otherwise the same procedures will be carried out to arrive for L1 ranking) Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding."
- 53) If a ring formation is suspected, BHEL may reject all offers or retender or call new sources who have not been contacted or responded against this tender.
- 54) BHEL reserves the right to accept or reject the lowest or any other tender or accept or reject any part of such tender without assigning any reasons therefor. The contract may be awarded to one or more contractors, either in full or part.
- 55) All the information as called for in the various clauses and annexure of tender specification should be furnished. The details so furnished should be complete in all respects and as per the formats prescribed in the Tender specification (Statutory requirement of Contract). The bidder may have to produce original documents for verification, if so decided by BHEL.
- 56) Offers received with any deviation or without relevant information are liable to be rejected.
- 57) Price bids received in any form other than prescribed in PRICE BID are liable to be rejected.
- 58) AGREEMENT: The tenderer after award of work by BHEL through letter of Award, shall execute an agreement in the form and the manner as specified by BHEL on non-judicial stamp paper of value not less than Rs.100.00. The cost of stamp paper will be borne by contractor.
- 59) STAMPING THE AGREEMENT: The expenses of completing and stamping the agreement are borne by the contractor.
- 60) The price quoted for this tender must be inclusive of all taxes and duties and excluding GST.
- 61) For any tender related clarifications, please email to [deepeshverma@bhel.in](mailto:deepeshverma@bhel.in) & [gsugumar@bhel.in](mailto:gsugumar@bhel.in) (or) contact 0417228-4975/4035.
- 62) **Seeking clarification on Tender Specification:** Clarifications on tender specification if any may be sought by the bidders during the office hours only from the **Manager/Finance- Phone no- 04172-284078, e-mail id: [rmanoharan@bhel.in](mailto:rmanoharan@bhel.in).**
- 63) **WCM is arranging this contract as a nodal agency. Execution of work, Bill Certification, Bill passing, Payment, Penalty, Contract closing etc., is the responsibility of end user.**

**GENERAL CONDITIONS OF CONTRACT (APPLICABLE FOR ALL CONTRACTORS)**

**1. 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 AGM/WCM to supervise the work or part of the work.
- e) "Approved" and "Directed" means, the approval or direction of AGM/WCM or person deputed by them 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 AGM/WCM 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.

**2. HEADING TO THE CONTRACT CONDITIONS: -** The heading to these conditions shall not affect the interpretations thereof.

**3. 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.

**4. DEVIATIONS: -** The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of AGM/WCM. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.

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5. **OCTROI AND OTHER DUTIES:** - All charges on account of Octroi terminal or Sales Tax and or other Duties on materials obtained for the work shall be borne by the Contractor.
6. **PLANT AND EQUIPMENT:** - The Contractor shall at his own expense, supply all tools, plant and equipment (Herein after referred to as T&P) required for the execution of the contract.
7. **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.
8. **SUB-CONTRACT:** - The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL.
9. **COMPLIANCE TO REGULATIONS AND BYE-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.
10. **SECURITY DEPOSIT:** NIL
11. 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.
12. 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 therefrom 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.
13. **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.
14. **CONTRACTOR'S SUPERVISION:** - The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the AGM/WCM to act on his behalf. Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself.  
The Contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the AGM/WCM or the OFFICER-INCHARGE, to receive instructions.
15. The AGM/WCM 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.
16. **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.

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17. **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.
18. **DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN:** -  
The Contractor shall at his own expense reinstate and make good to the satisfaction of the AGM/WCM 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.
19. **LAWS GOVERNING THE CONTRACT:** - The contract shall be governed by the Indian Laws for time being in force.
20. **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: -
- (a) 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
- (b) 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
- (c) 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.
21. **RISK PURCHASE CLAUSE AS PER BHEL SOP DT. 10.10.2017:**
- i) In case of any neglect or refusal on the part of the Contractor to:
- commence the Contract, or
  - provide sufficient employee for the Contract or
  - if in the opinion of BHEL, the Contract performed by the Contractor are not satisfactory, or
  - if the Contractor fails to carry out the Contract or as per instructions of the BHEL or officer authorized by it,
- BHEL shall have the right to have the Work done by any means, including by engaging a new contractor, at the Contractor's sole risk and expenses.
- ii) The above shall be without prejudice to any other remedy that may be available to BHEL whether as per law, contract, equity or otherwise.
- iii) In the event, the cost of the work so done (as certified by BHEL which is final and conclusive) is less than the Contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the Contract, the Contractor shall either pay the excess amount ordered by BHEL or the same shall be recovered from the Contractor by other means.

**22. 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,

- a) 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
- b) 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
- c) 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.
- d) Whenever BHEL exercise the authority to cancel the contract under this 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 authorized officials of Finance, which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by AGM/WCM or the same shall be recovered from the Contractor by other means.
- e) In case 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 AGM/WCM whose decision shall be final and conclusive.

**23. CANCELLATION OF CONTRACT IN PART OF 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 AGM/WCM or his authorized 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 AGM/WCM 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 AGM/WCM 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

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provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the AGM/WCM whose decision shall be final and conclusive.

### 24. **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.

### 25. **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 AGM/WCM 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.

“If any employee/labourer working in the contract is found involved in corruption activities, the contract will be terminated and the contractor will be banned for applying for any future contract for 3 years.”

### 26. **SUBMISSION OF BILLS BY CONTRACTOR:** - The Contractor at the end of each month shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to AGM/WCM, separately details of his claims for the work done by him up to and including the previous month which are not covered by his contract agreement in any of the following respects:

- a) Deviation from the items provided in the contract documents.
- b) Extra items / new items of work.
- c) Items in-respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done up to and including the period under report.

### 27. **PAYMENT OF BILLS:** - All payments to be made to the Contractor, under this contract shall be by NEFT / RTGS payment within a reasonable time after the certification of bills by authorized officials of Finance.

### 28. **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 from his **Security Deposit** or he shall pay the claim on demand.

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

### 30. **FORCE MEJEURE 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 AGM/WCM subject to prompt notification by the contractor.

However, Force Majeure shall not include the following circumstances:

- a) mechanical breakdown of equipment's of the Contractor of whatsoever kind not resulting itself from an event of Force Majeure;
- b) Financial distress of Contractor or its subcontractor, lack of funds or the inability of the Contractor to make payments in the manner specified herein;
- c) inclement weather;
- d) any event or circumstance that makes performance by the Contractor merely uneconomic or commercially impracticable including without limitation due to recession, depression, inflation, deflation, tax rate or law changes, exchange rate fluctuations, or changes in prices;
- e) any act or omission or default on the part of a subcontractor or a vendor that is not itself attributable to an event of Force Majeure (as defined herein); and
- f) the imposition of sanctions by any governmental authority due primarily to the failure of the Contractor to comply with any Applicable Laws.

31. **ARBITRATION:** - All disputes between the parties to the contract, arising out of or relating to the contract, other than those for which the decision of the AGM/WCM or Accepting Officer or any other person is by the contract expressed to be final and conclusive. All disputes between the parties to the Contract, arising out of or relation to the Contract shall after written notice by either party to the Contract to the other party be referred and resolved by an Arbitrator nominated by the Unit Head of BHEL, Ranipet. Unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the contract. The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract. Subject to the above, Courts at Ranipet alone shall have exclusive jurisdiction of any matter arising in connection with this Agreement.

**32. ARBITRATION AND JURISDICTION:**

- a) The jurisdiction for any arbitration/settlement of contractual/ legal issues between contractee and contractor, shall only be at the court of Ranipet. Any dispute between BHEL and the Contractor arising out of or in connection with this Contract, other than those for which BHEL decision is final, shall be referred to arbitration by a sole arbitrator to be appointed by BHEL, BAP Ranipet.
- b) The place of Arbitration shall be Ranipet, Tamil Nadu. The arbitrator may hold meetings for convenience at such places as per his discretion.
- c) The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract
- d) Subject to the above, the courts at Ranipet alone have the jurisdiction to decide any dispute arising out of or in respect of the Contract."

33. Time is the essence of contract and hence any delay in Execution of contract will attract penal action by BHEL by deduction of such amounts as may be fixed by BHEL as compensation for the delay of work. This is without prejudice to conditions of contract mentioned elsewhere regarding deduction for taking alternative action / cancellation of contract. Notwithstanding anything to the contrary, including, but not limited to, provisions relating to extension of time and compensation/or delay, time shall be the essence of the Contract.

34. **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.

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35. Where the Contractor (whether a proprietorship, partnership, company, Hindus Undivided Family or otherwise) commits a default or breaches the Contract and the proprietor/ partner/director/ member of such entity is also a proprietor/ partner/ director/ member of another entity that is registered with BHEL (in Ranipet or any other unit of BHEL), BHEL shall have the right to recover losses due to the default or breach, whether direct, indirect or consequential, either from the defaulting/ breaching entity or the other said entity or both. Such right shall also include the right to encase any security (in any form such as but not limited to bank guarantee, demand draft, FD, etc.) furnished by either or both entities. Without limiting the applicability of the foregoing, it shall not be a defense to the other said entity for enforcement of such a right that:

(a) both entities are legally distinct/ separate entities,

or

(b) the management of the entity/ partners/ directors/ members of such other entity were not aware that the proprietor/ partner/ director/ member of the defaulting/ breaching entity was also a proprietor/ partner/ director/member of the other said entity.

36. The Successful Tenderer shall agree to the following conditions:

Contractor shall indemnify and keep indemnified BHEL, its other contractors and/or sub-contractors and its/their employees from all actions, proceedings, suits, claims, demands, liabilities, damages, losses, costs, charges, expenses judgments and fines arising out of or in the course of, or caused by the execution of work under the Contract or other obligations hereunder directly or indirectly associated herewith which may arise due to:

1. Breach of law by the Contractor, or any of its sub-contractor, or any of their respective employees.
2. Negligence or willful default by the Contractor, or any of its sub-contractor, or any of their respective employees.
3. Failure by Contractor to proceed with Project in accordance with the determinations, instructions and clarifications of Company pending disagreement, dispute, protest, request for arbitration/ court proceedings.
4. Loss of property or death of any employee of BHEL or of its other contractors/ sub-contractors.

The above shall be without prejudice to any other remedy that may be available to BHEL whether as per law, contract, equity or otherwise.

37. 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 (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, GST Act and all other applicable Acts shall be complied with by the Contractor.

38. "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/officers/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 (I) of the Employee's Compensation Act, 1923."

**39. 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.

**40. Set off Clause:**

"BHEL shall have the right to recover any money which in the sole opinion of BHEL is due from the Contractor from any money due to the Contractor under this Contract or any other contract or from the Security Deposit furnished by the Contractor under this Contract or any other contract. "

- 41. **BHEL reserves the right to reduce the contract period (pre-close the contract), with 30 days' notice period depends on the requirement / without assigning any reason. Security Deposit will be refunded, if the contract is pre-closed for non-requirement by BHEL.**
  - 42. 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.
  - 43. 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.
  - 44. Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provides a copy of the same to BHEL.
  - 45. Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
  - 46. No interest shall be payable by BHEL on Earnest Money/ Security Deposit/ or any money due to the Contractor by BHEL.
  - 47. Terms not forming a part of the Contract but of the Tender shall deemed to be incorporated into the Contract.
  - 48. BHEL shall have the right to recover any money due from the contractor from any money due to the contractor under this contract or any other contract or from the security deposit.
  - 49. In case of breach of any or whole of the above terms and conditions by the contractor BHEL will have the liberty to cancel the registration and contract either in part or in full and entrust in part or in full of the work to any other contractor and the contractor shall be liable to pay extra cost involved in the execution of cancelled part of the contract.
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**SAFETY PRECAUTIONS TO BE TAKEN BY THE CONTRACTORS**

1. The Contractor must inspect the area of work to decide the safety precautions necessary for executing this contract.
2. Whenever people work at height more than six feet, platform shall be provided or the workers shall wear safety belt to avoid fall from the height.
3. Wherever any area declared as dangerous, the workers shall not be allowed to work till a written clearance is obtained from appropriate authorities.
4. No material of any kind shall be dropped or allowed to be dropped from any height.
5. Defective ladders shall not be used at all.
6. Inflammable materials shall not be stored near places where the sparks are likely to occur.
7. The necessary safety equipment's such as gloves, boots, helmets etc. must be issued to the workmen and strictly to be used while carrying out the work.
8. If the contractor's workmen are found to be violating the safety precautions, punitive action will be taken by withholding a sum of Rs.500/- to Rs.1000/- from the contractor's bill for each violation.
9. The working area shall be kept clean and free from all obstructions.
10. All temporary electrical connections shall be properly earthed, insulated and periodically checked.
11. The contractor should arrange WORKMEN COMPENSATION/ INSURANCE POLICY covered for all his/her workmen. A copy of the policy has to be submitted before commencement of work.
12. All safety precautions are to be taken by the contractor at his cost.
13. These safety measures shall be deemed to form an integral part of the Work Order/ Agreement.

**SPECIAL CONDITIONS OF CONTRACT**

1. The contract will be finalized based on the overall LOWEST value and to be awarded to single party only.
2. The minimum safety equipment's to be provided for the contractor's workmen under this contract. It is responsibility of the contractor not only to provide the work force with such safety equipment as may be considered necessary for the execution of the work but also to ensure their wearing while working.
3. The work covered by this contract should be done under the contractor's direct supervision and should not be sub-contracted. The contractor should also depute an able literate supervisor in the absence of the contractor, for proper supervision and for receiving instruction etc.,
4. Contractor shall deploy adequate manpower to carry out every day work wherever required.
5. Work instructions to be obtained from respective Concerned Officials in written/oral. Log Sheets/Log Register/Measurement Book to be maintained (Already certified by the executing authority as and when the works are carried out) and it shall form the part of the payment documents. However everyday work assigned to the contractor to be completed within the day.
6. The contractor should carry out the work at the place identified by the authority concerned with in the premises of BHEL.
7. Inspection shall be carried out by contract executing in charges after completion of work.
8. BHEL reserves the right to increase or decrease the tendered quantity.
9. This work shall be in force for 24 Months from the date of commencement of work. The period of the contract may be renewed or extended on mutual understanding.
10. The quantities mentioned in the tender are only tentative and approximate with variation upto 10%. No compensation will be paid in case of deviations in the mentioned quantities.
11. Should any error or ambiguity be discovered in the specification or information, the contractor shall forthwith bring the same to the notice of Bharat Heavy Electricals Limited before commencement of work. The BHEL's interpretation in such cases shall be final and binding on the contractor.
12. Bharat Heavy Electricals Limited reserves the right to decide the suitability of the workers and other personnel who may be employed by the contractor.
13. In case of any loss to Bharat Heavy Electricals Limited, caused due to stoppage of work without sufficient reason or damage to any equipment or components or any property thereof, due to the negligence and carelessness of the contractor's men, the responsibility shall rest with the contractor. The actual cost of the loss or damage together with the overhead will be recovered from the contractor's bill. The decision of BHEL regarding the cost of loss as well as the extent of cost of damage shall be final and conclusive.
14. Any damage to BHEL materials due to rough and faulty handling by the contractor's men will have to be made good by the contractor to BHEL. Similarly, if any damage caused to BHEL equipment/ installation, property of third party in the course of work by the contractor's men, the same shall be made good by the contractor.
15. "The Contractor shall be liable for the loss or damage to such property from whatever cause, including but not limited to theft, fire, destruction or damage of property due to reasons beyond the control of the Contractor, happening while such property is in the possession or under the control of the Contractor, their employees, workmen or agents or any other person connected with the Contractor."

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- 16."In case of any internal dispute of the Contractor, such as but not limited to disputes between partners of the Contractor, dispute between Contractor and its employees, the same shall be intimated to BHEL within one (1) month from the date of dispute. Notwithstanding anything to the contrary, BHEL shall not be made a party any suit or legal proceeding in respect of such internal dispute. In case BHEL is made a party to the same, the Contractor and other party(ies) to the dispute, if signatories to this Agreement, shall indemnify BHEL for (a) all direct and indirect costs expended towards such legal proceedings immediately on the issue of a claim notice to that effect from BHEL and (b) any liability that may be imposed in such legal proceedings against BHEL."
- 17.Work carried out by BHEL on overlapping areas shall not be included in the claim and any deviations to this will be viewed seriously and treated as a violation to the contract.
- 18.BHEL will not be responsible for any consequences arising out of any violation of rules or acts by the contractor. If BHEL is liable to pay any such amount due to violation of the relevant laws by the contractor the amount so paid would be recovered from the contractor or adjusted from his pending bills.
- 19.The contractor should possess necessary licenses, Permanent PF A/c No, and should take Insurance for his workers and produce them before commencement of work.
- 20.COMPLIANCE TO REGULATIONS AND BY-LAWS:**  
The Contractor shall conform to the provisions of any statute relating to the work and regulations and By-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.
- 21.PAYMENT TERMS:**
- The claim shall be made to the Authorized Officer in triplicate on a monthly basis with details of the work completed duly signed by each section in-charges and summary report to be submitted to Authorized Officer of BHEL. The rate is exclusive of applicable GST and other taxes if any and the reimbursement of the same is subject to the submission of service tax invoice as per rules. The proof of remittance of GST is to be submitted along with subsequent bill. Finance Act and GST rules applicable mutatis mutandis in line with Man power agency and consultancy services.
  - The payment will be made by electronic transfer to the account of the consultant.
  - The payment will be cleared only after entering in to an agreement in a non-judicial stamp paper of Rs.100/-
  - No other compensation including out of pocket expenditure of whatsoever in nature including and arising out any statutory obligations etc. will be payable by BHEL and the same is to the account of Consultant only.
  - Bills as per statute shall be raised by the contractors once in a month and submitted in triplicate in the format given by BHEL. Duly verifying the work completed certificate, payment will be made to MSE vendors within 45 days and other vendors within 90 days or as per BHEL norms from time to time. Payment will be made through E mode for which the contractor has to agree and submit the required information. No advance in any form is payable by BHEL.
- 22.LD/Penalty clause:**  
If the contractor delays the work and to impose the penalty/LD for delay in completion of the work at the rate of ½% of the contract value per week of delay or part thereof subject to a ceiling of 10% of contract value.
- 23.The contractor shall follow all statutory requirements enforced by State Government like PF, ESI, Insurance cover for their employees etc., While quoting rates, the above factors shall be taken into consideration.
- 24.The Contractor has to pay minimum wage as fixed by the State Government and additional payment as insisted by BHEL.

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- 25.The contractor's quoted rate shall inclusive of the Minimum wage plus all statutory payments like PF, ESI and Bonus for the same.
- 26.Statutory deductions like IT etc. will be deducted from contractor's payment as required by law.
- 27.The contractor has to follow the below mentioned without fail.
- Minimum wages as announced by the government from time to time to be paid as applicable to the labor's engaged along with adhoc amount as prescribed by BHEL Rs.4100/- for skilled worker, Rs.3700/- for semi-skilled worker and Rs.3200/- for unskilled worker.
  - Bonus shall be paid as per Bonus act.
  - Paid weekly off shall be given for every six days of continuous work.
  - One day Earned Leave for every 20 days' work shall be given.
  - P.F., (For Rs.15000/- only) and E.S.I contributions to be made at the prescribed rates on wages paid inclusive of adhoc amount as mentioned above.
  - Shall arrange to provide E.S.I medical cards.
  - Every month wage slip to the labour's
  - Annual slip for the P.F. contribution to be issued
  - Annual returns for the P.F. and E.S.I payments to be filed
  - Safety and Personal Protective Equipment's are to be provided
  - Maintain Attendance register
  - Maintain Wage register
- 28.For every month, the contractor shall prepare & submit bill in the succeeding month within one week from the date of certification of quantity by user dept.
- 29.Any billing related query, clarification, document requirement, etc. shall be resolved in one go by the Contractor within one week from the date of intimation.

### 30.**GST Registration:**

The tenderers should register themselves with GST authorities of Govt. of India / Tamil Nadu as per statutory regulations. They should produce the copies of registration certificate and GST registration numbers along with their offer.

GST shall be paid extra and reimbursed by BHEL as applicable against the submission of documentary evidence and invoice as per GST act.

#### **The following documents shall be submitted.**

- Copy of GST registration certificate
- Copies of challans for deposit of GST
- Original GST invoice

A certificate showing that GST collected from BHEL has been remitted to tax authorities.

The Bidder shall not include GST in their quoted rates; but the bidder has to separately indicate the GST, amount and workings thereof in the Price bid schedule included in the bid documents.

If GST amount is not indicated separately in the price bid schedule included in the Bid documents, it will be presumed that the quoted rate is inclusive of applicable GST and bids will be evaluated accordingly.

**In case any changes in taxes and duties as per Gov. Notification (including GST), the same shall be applicable from time to time.**

If the Contractor is not registered for any statutory obligation and not liable there to, then a declaration shall be submitted along with offer that they are within the threshold limit.

**TENDER NOTICE NO. 975522042E****The following details to be furnished by the bidder:**

Sl. No.	Details	To be filled by the bidder
1	GSTIN No. (Copy to be enclosed)	
2	PAN No (Copy to be enclosed)	
3	HSN Code/ SAC Code (Copy to be enclosed)	

If any change in GST (statutory variation) will be to the account of BHEL. But if the variation is effective during the delayed/extended period of execution for reasons attributable to the Contractor/vendor, the same shall be borne by the Contractor/vendor only. The required compliance under relevant statute shall be carried out.

**Taxes and Duties- Incl GST clauses to be applicable for the tender:**

- I. The bidder shall arrange to send to BHEL, Ranipet along with all the required documents as in contract, Tax Invoice (Original for Recipient) along with his bills.
- II. IGST/CGST/SGST/UTGST: Rate of Tax to be quoted as extra in %
- III. Bidders to ensure correct applicability of IGST/CGST/SGST/UTGST based on the Inter / Intra state movement Supply of goods and services or both. Taxes and duties prevalent on the contractual delivery date or the actual delivery date (in case of delay) whichever is lower shall be applicable paid. Composition Scheme to be addressed.
- IV. Payment to the vendor is contingent upon Vendor complying with GST provisions and availment of Input Tax Credit by BHEL before the date of payment. The taxes and duties that are reimbursed would be the ones applicable as on the contractual service delivery date or the amount actually paid whichever is less. In case GST credit is delayed/ denied to BHEL, due to non/delayed receipt of goods and/or services and/or tax invoice or expiry of timeline prescribed in GST Law for availing such ITC, or any other reason not attributable to BHEL, GST amount shall be recoverable from Vendor along with interest levied/ leviable on BHEL.
- V. Invoice should mention BHEL-BAP-RANIPET GSTIN: 33AAACB4146P2ZL or GSTIN of BHEL Nodal Agency as mentioned in PO.
- VI. In case of any short supply of goods or service Vendor has to raise a credit note for short supplied quantity as per GST provisions.
- VII. The agency should quote the applicable taxes and duties in the technical bid as well as in price bid.
- VIII. 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 shall be recoverable from vendor/contractor along with interest levied/leviable on BHEL.
- IX. Any GST liability arising on BHEL under reverse charge before actual receipt of goods and or services and/or invoice thereof would be subject to recovery of interest leviable for the period between the date of such liability and actual date of eligibility of ITC based on receipt of goods, receipt of invoices and other conditions specified in GST law, as applicable.
- X. All the terms & conditions of the contract with respect to Taxes & Duties are subject to the new taxation laws introduced from time to time (e.g., GST). The terms & conditions will be modified in accordance with the provisions of new laws (e.g., GST).
- XI. The Prices quoted above must be inclusive of all taxes and duties and **exclusive of GST**, which will be payable extra as per applicable rules and subject to Submission of documentary evidence.
- XII. Vendor shall note that the Invoice has to be raised quoting HSN Code of Goods or Accounting Code of Services or both wherever applicable.

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If any change in GST (statutory variation) will be to the account of BHEL. But if the variation is effective during the delayed/extended period of execution for reasons attributable to the vendor, the same shall be borne by the vendor only. The required compliance under relevant statute shall be carried out.

In case any changes in Taxes and Duties as per Government Notification (including GST), the same shall be applicable from time to time.

31. The quoted rates shall also include expenditures towards complying statutory payments like Provident fund, ESI payments, bonus etc. for the labourer & staff deployed in the work.
32. The contractor will have to submit the GST Registration certificate to BHEL and claim the GST from BHEL by submitting Tax invoice as per Rules & Regulations of GST and the documentary evidence will have to be submitted along with the next bill. If for any reason, the contractor has to pay penalty, interest on GST, the contractor has to bear such additional payment. BHEL will pay only the GST at actual. **The Bharat Heavy Electricals Limited will not entertain any claim in this regard.**
33. "BHEL does not guarantee ordering of any minimum quantity on any contractor,"
34. BHEL reserves the right to suspend the work or part thereof put a hold on further loading to the Contractor at any time for any reason at its discretion and no claim whatsoever on this account will be entertained.
35. Notwithstanding anything to the contrary, BHEL shall have the full rights to exclude the Contractor or any of its employees/ vendors, etc. from the BHEL premises.
36. The Contractor hereby understands and agrees that BHEL BAP Ranipet is a prohibited place under the Official Secrets Act and undertakes to comply with all legal and other provisions, and directions as may be issued from time to time by the concerned authorities including the Security Department of BHEL.
37. The contractor shall take Comprehensive Insurance Cover for all the Man power engaged.
38. Notwithstanding anything to the contrary, including, but not limited to, provisions relating to extension of time and compensation/ or delay, time shall be the essence of the contract.
39. **The contractor should have to arrange police verification certificate of concern workers (whom they are going to be engaged for these works) for obtaining entry pass.**

**LABOUR LAWS**

**TERMS AND CONDITIONS WITH REGARD TO COMPLIANCE OF VARIOUS LABOUR LAWS BY THE CONTRACTORS FOR BHEL.**

- 01 The contractor shall not employ in connection with the work any person who has not completed 18 years of age.
- 02 The contractor shall in respect of labour employed by him either directly or through sub-contractors, comply with or cause to be complied with the following statutory provisions and rules and in regard to all matters provided therein.
- (a) The contract labour (Regulation and abolition Act 1970) and the related Central Rules 1971.
  - (b) The minimum wages Act 1948 and the related Tamilnadu Rules.
  - (c) The payment of wages act 1936 and the related Tamilnadu Rules.
  - (d) The Factories Act 1948 and the related Tamilnadu Rules.
  - (e) The Employees Provident Fund and Miscellaneous Provisions Act 1952.
  - (f) The Employees State Insurance Act 1948.
  - (g) The workmen's Compensation Act 1923.
  - (h) The Industrial Dispute Act 1947, and any other law, or modifications to the above or to the rules made there under from time to time.
- 03 **REGISTRATION AND LICENSING:**  
Every contractor shall register his/her name with the welfare section of BHEL before taking up the work awarded to him/her by giving the following information and getting a code number:
- (a) The name of the contractor.
  - (b) Nature of contract work.
  - (c) Period of work.
  - (d) Number of maximum labour employed by him on any one day.
  - (e) License No. and date (applicable in case of contractors employing 20 or more worker)
  - (f) Whether enrolled for PF, ESI etc., and enrolment No. (contractor shall obtain their own PF code)
- This information is called for the purpose of informing the inspector of Factories wherever they call for information regarding contracts.
- 04 The contractor employing 20 or more workmen is required to obtain license from the authorities (The Deputy Chief Labour Commissioner(Central) Chennai. This license shall be amended and/or renewed wherever there is an increase in the workmen employed by him/her or in the event of contract being extended or renewed. The contractor shall inform the license number to the BHEL management before taking up the work.
- 05 The contractor (Licensed or unlicensed) shall promptly furnish every information and document required by BHEL authorities for the purpose of fulfilling their obligations as principal employer and/or occupier of the factory and shall render all necessary assistance for the same.
- 06 The contractor shall get the contract labourers engaged by him/her insured under workmen's compensation policy from General Insurance Corporation of India.
- 07 The contractor shall ensure that all his workmen are covered under the Employees State Insurance Act and produce the registration number/enrolment number to the welfare section before executing the contract.

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08 The contractor shall also ensure that all his/her workmen are covered under Employees Provident Fund and Misc. Provisions Act 1952.

**09 Minimum wages to be paid per day by the contractor (in INR).**

Description	For Unskilled Worker	For Semi Skilled Worker (Fresh ITI)	Skilled Worker (ITI Holder with 3 years' experience/Diploma Holder/ BE holder)
Basic Pay as on 01.04.2022	255.00	265.00	273.50
Dearness allowance as on 01.04.2022	236.19	236.19	236.19
BHEL Adhoc per day	106.77	126.00	141.38
Total wage per day	597.96	627.19	651.08
PF contribution@13% on total wages by employer*	77.74	81.54	84.64
ESI contribution@3.25% on total wages by employer	19.43	20.38	21.16
Bonus @8.33% on (Basic + DA)	40.92	41.75	42.46
EL Portion per day	29.90	31.36	32.55
Total amount	765.94	802.22	831.89

\*PF contribution from employer to be restricted to 13% on Rs. 15,000/-

During contract period, Adhoc amount for contract workmen will be subsumed with any increase in Dearness Allowance / Basic wages. After subsuming of BHEL Adhoc fully, any further increase in minimum wages declared by State Govt. will be reimbursed by BHEL on production of proper evidence for the actual workers deployed.

The statutory requirements like PF, ESI will be applicable for the actual total wage per month inclusive of BHEL adhoc. Bonus amount will be as per bonus act. Contractor quoted rate shall be inclusive of all the above payments including statutory payments thereon.

**10 The contractor has to pay the wages to their workers through worker's Bank account only. No hand payment will be acceptable.**

11 The contractor shall ensure payment of wages to the contract labour employed by him/her within three days from the end of wage period in case the wage period is one week or a fortnight & in all other cases before 10<sup>th</sup> day of the following month.

12 All payment of wages shall be made on working days at the work site and during the working time and on dates notified in advance. In case the work is completed before the expiry of the wage period final payment shall be made within 48 hours of the last working day.

13 Where the employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.

14 Wages due to every worker shall be paid to him direct or to the person authorized by him in this behalf. All wages shall be paid in current coin or currency or in both.

15 A certificate of payment shall be furnished in duplicate by the contractor to the BHEL competent authority each month.

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- 16 The contractor shall inform the BHEL management every month the details of contract labour engaged for each contract in the following form.
- Serial Number
  - Location
  - Period of work
  - No. of contract labour engaged during the month
  - No. of days worked
  - No. of man-days worked
  - Wages paid to his/her workers

The above statement shall be furnished to BHEL management at the end of every month.

### 17 REGISTERS RECORDS AND COLLECTION OF STATISTICS.

The following documents/formats under Contract Labour (Regulation and Abolition) Act 1970 and related Central Rules 1971 shall be maintained by each contractor.

- Form A – Employee Register
  - Form B – Wage Register
  - Form C – Register of Loan / Advance / Fine / Damage / Loss.
  - Form D – Register of Attendance.
  - Form E – Register of Leave / Rest / Compensatory off.
  - Employment Card
  - One-month notice of all the contract workmen before completion of work.
- 18 The contractor shall display the abstract of the contract labour (Regulation and application) Act and the rules there under both English and Tamil.
- 19 Annual Return to be submitted through Shram Suvidha Portal.
- 20 Half yearly return shall be sent by the contractor in duplicate to the licensing officer.
- 21 The contractor shall submit the returns required under the Contract Labour (Regulation and Abolition) Act 1970 periodically to BHEL management.
- 22 The contractor shall without fail give up to date information in writing of the attendance of the workers employed by him/her.
- 23 The contractor shall ensure that his/her workers keep and produce their employment card when coming to duty and take them back when leaving duty.
- 24 All the above registers and records shall be preserved in original for a period of three years. All the registers, records and notice maintained under the Act and Rules shall be produced on demand by Inspector or any Authority under the Act.

### WORKING HOURS AND WORKING CONDITIONS:

- 25 No workers shall be required or allowed to work on Sunday unless he has or will have a Holiday or any one of the three days before or after the said day.
- 26 The contractor shall inform BHEL Management in the prescribed form details of the contract workers scheduled to work on Sunday, the day of rest and also indicate the substituted holiday in lieu thereof. This shall be intimated two days in advance before his/her workmen are booked for work on Sunday.

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- 27 The contract labour working for more than nine hours in any day or for more than 48 hours in any week shall be paid wages at the rate of twice the ordinary rates of wages in accordance with the provisions of section 59 of the Factories Act 1948 and any amendment thereof.
- 28 The contractor shall provide all safety devices and personal protective equipment to his workmen at his/her own cost and shall ensure that his workmen wear/use such devices or equipment provided to them while doing the work and there should not be any relaxation on this.
- 29 The Contract Labours shall abide by all the safety rules inside factory premises.
- 30 The contractor shall ensure that his workmen vacate the premises after the shift is over.
- 31 The contractor shall give leave with wages to his/her workmen who have worked for a period of 240 days or more in the factory premises during a calendar year. This leave shall be allowed during the subsequent calendar year at the rate of one day for every 20 days or work performed by the worker during the previous calendar year. The worker whose service commences on a day other than the first of January shall be entitled to leave with wages at the above rate (one day for every 20 days or work) only if he had worked for a minimum of 2/3 of the total number of days in the remainder of the calendar year. This leave will be admissible only during the subsequent calendar year.
- 32 The contractor shall comply with the provisions relating to welfare and health facilities as provided to the Contract Labour (Regulation and Abolition) Act 1970 read with the Tamilnadu contract labour Rules.

### NOTICE OF ACCIDENT:

- 33 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 compliance of ESI/Workmen's Compensation Act, Factories Act and Rules made there under. He shall also maintain a register of accident as per the Act.
- 34 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 connection with the provisions of ESI Act).
- 35 The contractor shall ensure that all his workmen are covered under the Employees State Insurance Act and produce to BHEL such Registration number/Enrolment number before executing the contract work.
- 36 The contractor shall regularly pay the amount of contribution i.e., employer's contribution as well as employees' contribution in pursuance of the above scheme as fixed from time to time. The contribution payable presently is **0.75%** of wages to be recovered from his/her workmen and **3.25%** of wages to be contributed by the contractor. Contribution recovered from employee and contribution made by the contractor may be rounded to the next higher multiples of five paise.
- 37 The contractor shall take note of any amendment that may be brought forth in the above contribution rate and act accordingly.
- 38 The contractor shall ensure that his/her workmen are covered under the EPF and miscellaneous Provisions Act 1952 and accordingly produce to the BHEL Management the registration/enrolment number before award of contract work.

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- 39 All employees are eligible to become a member of provident fund from the date of joining the establishment and the worker and contractor contributions are **12.00%** and **13.00%** respectively. The contractor is also liable to pay any administrative charges in this behalf that may be decided from time to time. It will be the responsibility of the contractor to ensure such contribution payable in respect of workmen employed through sub-contractors also.
- 40 The contractor shall take note of any amendment in the rate of contribution payable under the scheme from time to time.
- 41 The contractor shall within seven days of the close of every month submit to BHEL a statement showing the amount of contribution payable/paid for employees engaged by him or through him and shall also furnish to BHEL such information, as principal employer is required to furnish under the provisions of the ESI Act and PF as well as the scheme made there under to the authorities concerned.
- 42 Whenever any sum of money is found to be recoverable from or payable by the contractor under the above acts, the same shall be deducted from any sum that may be due or which at any time thereafter may become due to the contractor under this contract or under any other contract or from his security deposit. In case the recoveries are not sufficient to satisfy the claims the contractor shall pay the balance thereof on demand. In case any recoveries are made under this clause from the security deposit the contractor shall immediately thereafter pay such further sums as may be required to recoup the shortage caused by such recoveries in the amount of security deposit.
- 43 The contractor shall abide by all the labour and other laws applicable to contract labour/worker under this contract and shall at all times keep BHEL, indemnified against all losses, claims, prosecution under any law.
- 44 In case of noncompliance of any of the provisions of the acts and in case BHEL having complied with the same, BHEL will be entitled to recover the same from the contractor/sub-contractor.
- 45 Non exercise of any of the powers or rights available to BHEL hereunder or under any law, shall not in any way operate as waiver thereof.
- 46 **For every month, the contractor shall prepare & submit bill in the succeeding month within one week from the date of certification of quantity by user dept.**
- 47 **Any billing related query, clarification, document requirement, etc. shall be resolved in one go by the Contractor within one week from the date of intimation.**
- 48 **General:** Contractor should follow all the provisions of labour legislation and statutory obligations, Provisions as and when amended will also apply.



**ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER**

01	<b>NAME &amp; ADDRESS OF THE SUPPLIER / VENDOR PHONE NO. WITH STD CODE</b>	PAN NO. <input type="text"/>
02	<b>VENDOR CODE (as in WORK ORDER)</b>	<input type="text"/>
03	<b>Details of Bank Account:</b>	
A)	<b>NAME &amp; ADDRESS OF THE BANK (WITH PIN CODE)</b>	<input type="text"/>
B)	<b>BANK TELEPHONE NUMBER (WITH STD CODE)</b>	<input type="text"/>
C)	<b>BANK BRANCH CODE:</b>	<input type="text"/>
D)	<b>MICR CODE</b>	<input type="text"/>
E)	<b>ACCOUNT NUMBER</b>	<input type="text"/>
F)	<b>TYPE OF ACCOUNT</b>	CURRENT / OD / CASH CREDIT
G)	<b>VENDOR NAME AS PER BANK RECORDS</b>	<input type="text"/>
H)	<b>BANK BRANCH RTGS IFSC CODE</b>	<input type="text"/>
I)	<b>BANK BRANCH NEFT IFSC CODE</b>	<input type="text"/>
J)	<b>VENDOR'S EMAIL ID (give two ids)</b>	<input type="text"/> <input type="text"/>
K)	<b>NAME OF AUTHORISED SIGNATORY</b>	<input type="text"/>

**CERTIFICATE**

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED, RANIPET 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, Ranipet. I / we also agree to bear the applicable Bank Charges for the above mode of transfer.

AUTHORISED SIGNATORY OF VENDOR WITH SEAL

**Banker's Certification**

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of \_\_\_\_\_

\_\_\_\_\_ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

DATE:

\_\_\_\_\_  
(Manager / Officer's  
Signature Under Bank stamp)  
Authorisation No. \_\_\_\_\_

**Note:** This EFT Form is to be submitted duly filled in manually in all fields and duly signed by Authorised Signatory and certified by Banker.

**DECLARATION**

I/We M/s. ....

have read and clearly understood all the Terms and conditions in Tender Schedule (BHEL Ref Tender no 9810048E) 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](http://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- Ranipet or any other BHEL Unit.
- 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.

**Un-Priced bid****Tender no.975522042E Dt. XX.01.2023**

Sl. No	DESCRIPTION OF WORKS	APPROX QTY in Nos.	% Allocation
<b>1</b>	Arranging Debit Advice Slip Pass Order & other vouchers in serial order and binding with *thick wrappers in books of 300 Sheets.		
1.a	<b>*A4 size 12.2 Gauge</b>	3500	41.2140%
1.b	Rate for additional sheets from 1 to 50 sheets	300	0.6441%
1.c	Rate for additional sheets from 51 to 100 sheets	500	1.2525%
1.d	Rate for additional sheets from 101 to 200 sheets	200	0.5725%
1.e	<b>*A3 size 12.2 Gauge</b>	400	6.0121%
1.f	Rate for additional sheets from 1 to 50 sheets	100	0.2146%
1.g	Rate for additional sheets from 51 to 100 sheets	150	0.3758%
1.h	Rate for additional sheets from 101 to 200 sheets	100	0.2862%
<b>2</b>	<b>Arranging and wrapper binding of Material Issue Vouchers in books of 300 sheets each</b>		
2.a	<b>*A4 size 12.2 Gauge wrapper</b>	600	7.0652%
2.b	Rate for additional sheets from 1 to 50 sheets	100	0.2146%
2.c	Rate for additional sheets from 51 to 100 sheets	100	0.2506%
2.d	Rate for additional sheets from 101 to 200 sheets	100	0.2862%
2.e	<b>*A5 size 11.0 Gauge wrapper</b>	500	3.1851%
2.f	Rate for additional sheets from 1 to 50 sheets	300	0.6441%
2.g	Rate for additional sheets from 51 to 100 sheets	400	1.0020%
2.h	Rate for additional sheets from 101 to 200 sheets	200	0.5725%
<b>3</b>	<b>Thick cardboard binding with Calico on edges in books of 200 sheets each</b>		
3.a	<b>A4 size 1 1/2 L b cardboard</b>	500	10.3784%
3.b	Rate for additional sheets from 1 to 50 sheets	200	0.4295%
3.c	Rate for additional sheets from 51 to 100 sheets	100	0.2506%
3.d	<b>A3 size 2 L b cardboard</b>	150	3.7576%
3.e	Rate for additional sheets from 1 to 50 sheets	100	0.2146%
3.f	Rate for additional sheets from 51 to 100 sheets	50	0.1253%
<b>4</b>	<b>Stitching of existing bound record after dismantling the same (only labour and Calio - no card boards)</b>	25	0.1789%
<b>5</b>	<b>Movement of files: from/ to Archives Room:</b> Sorting, bundling, stocking of records and retrieving of records at Archives / Sections of Accounts Dept. Files are to be moved systematically from/ to Sections of Accounts Department and Archives. The rate per file to quoted.	16201	20.8722%
	<b>Total Weightage in %</b>		100.00%
	<b>LUMPSUM AMOUNT FOR TWO YEARS (Excluding GST) "ONLY" TO BE QUOTED BY THE BIDDER in Rs. -----&gt;</b>		<b>Quoted/ Not Quoted</b>

Quoted GST: \_\_\_\_\_%

## PRICE BID

Tender No.975522042E Dt. XX.01.2023

Sl. No	DESCRIPTION OF WORKS	APPROX QTY in Nos.	% Allocation
<b>1</b>	Arranging Debit Advice Slip Pass Order & other vouchers in serial order and binding with *thick wrappers in books of 300 Sheets.		
1.a	<b>*A4 size 12.2 Gauge</b>	3500	41.2140%
1.b	Rate for additional sheets from 1 to 50 sheets	300	0.6441%
1.c	Rate for additional sheets from 51 to 100 sheets	500	1.2525%
1.d	Rate for additional sheets from 101 to 200 sheets	200	0.5725%
1.e	<b>*A3 size 12.2 Gauge</b>	400	6.0121%
1.f	Rate for additional sheets from 1 to 50 sheets	100	0.2146%
1.g	Rate for additional sheets from 51 to 100 sheets	150	0.3758%
1.h	Rate for additional sheets from 101 to 200 sheets	100	0.2862%
<b>2</b>	<b>Arranging and wrapper binding of Material Issue Vouchers in books of 300 sheets each</b>		
2.a	<b>*A4 size 12.2 Gauge wrapper</b>	600	7.0652%
2.b	Rate for additional sheets from 1 to 50 sheets	100	0.2146%
2.c	Rate for additional sheets from 51 to 100 sheets	100	0.2506%
2.d	Rate for additional sheets from 101 to 200 sheets	100	0.2862%
2.e	<b>*A5 size 11.0 Gauge wrapper</b>	500	3.1851%
2.f	Rate for additional sheets from 1 to 50 sheets	300	0.6441%
2.g	Rate for additional sheets from 51 to 100 sheets	400	1.0020%
2.h	Rate for additional sheets from 101 to 200 sheets	200	0.5725%
<b>3</b>	<b>Thick cardboard binding with Calico on edges in books of 200 sheets each</b>		
3.a	<b>A4 size 1 1/2 L b cardboard</b>	500	10.3784%
3.b	Rate for additional sheets from 1 to 50 sheets	200	0.4295%
3.c	Rate for additional sheets from 51 to 100 sheets	100	0.2506%
3.d	<b>A3 size 2 L b cardboard</b>	150	3.7576%
3.e	Rate for additional sheets from 1 to 50 sheets	100	0.2146%
3.f	Rate for additional sheets from 51 to 100 sheets	50	0.1253%
<b>4</b>	<b>Stitching of existing bound record after dismantling the same (only labour and Calio - no card boards)</b>	25	0.1789%
<b>5</b>	<b>Movement of files: from/ to Archives Room:</b> Sorting, bundling, stocking of records and retrieving of records at Archives / Sections of Accounts Dept. Files are to be moved systematically from/ to Sections of Accounts Department and Archives. The rate per file to quoted.	16201	20.8722%
	<b>Total Weightage in %</b>		100.00%
	<b>LUMPSUM AMOUNT FOR TWO YEARS (Excluding GST) "ONLY" TO BE QUOTED BY THE BIDDER in Rs. -----&gt;</b>		

Total Lumpsum Amount (excluding GST) for Two Years in words: \_\_\_\_\_

\_\_\_\_\_ only)

Quoted GST: \_\_\_\_\_%

**Note:**

1. The evaluation currency for this tender shall be INR.
2. Individual item rates for the above schedules will be arrived based on the lumpsum amount quoted by the bidder & % percentage weightage indicated against each schedule. This amount shall be rounded off to the nearest Rupee.
3. Applicable/Quoted GST amount will be extra & same will be taken into account while evaluating total cost to BHEL, for arriving at L1 bidder.
4. Any other entry elsewhere (individual item rate, if any) in the Price bid by the bidder shall be treated as Null and Void.
5. Payment shall be made for the actual quantities of work executed at the unit rate arrived as per Note No. (2).

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