

	Bharat Heavy Electricals Limited (A Government of India Undertaking) BOILER AUXILIARIES PLANT RANIPET - 632 406, INDIA	Ph No: 04172-284512, 241118 E-mail: rptadmn@bhel.in
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HRM DEPARTMENT-ADMINISTRATION

REGISTERED POST WITH ACK.DUE

<i>INVITING TENDER</i>	
Tender Notice No	977219001E, DT: 20.03.2020
Name of work	Outsourcing of Housekeeping & catering services to maintain Residential Transit Flat at New Delhi.
Type of tender	Open tender (Two part bid)
Period of contract	Two Years.
Earnest Money Deposit (EMD) Amount	Rs.42,000/-
Last date & Time for Receipt of the Tender	03.04.2020 at 15.00 Hrs.
Date of Technical bid Opening	03.04.2020 at 15.30 Hrs.
<i>(Please obtain updated information from the BHEL website about the latest applicable dates & other changes if any in the tender contents)</i>	
Date of Price Bid Opening	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.
Address on the Sealed Tender Cover to be:	OFFICER, HRM DEPARTMENT, BHARAT HEAVY ELECTRICALS LIMITED, BAP, RANIPET TAMILNADU- 632 406.
Venue of the Tender Opening	HRM Conference Hall, BAP, BHEL, Ranipet
Note: 1. The Tender documents can be down loaded from BHEL website (http://www.bhel.com/tender/list_tender.php) and Govt tender web site: http://tenders.gov.in/ and also in Central Public Procurement Portal (CPP) website: http://eprocure.gov.in/epublish/app 2. Interested bidders may alternately collect hard copy of tender specification documents at free of cost from HRM Dept / BHEL / Ranipet on all working days (between 10.00 to 15.00 hrs) . 3. BHEL reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever. 4. All corrigenda, addenda, amendments, clarifications etc. to tender specification will be hosted in the web pages (www.bhel.com > Tender notifications > view corrigendum) only and not in the news papers. Bidders shall keep themselves updated with all such developments. BHEL reserves the right to reject any tender on the basis of unsatisfactory performance of the bidder in any on going job or any similar job in the past.	

Officer/ HRM
Issuing Authority

NOTICE INVITING TENDER FOR
OUTSOURCING OF SERVICES FOR MAINTAINING/MANAGING
BHEL, BAP TRANSIT FLAT AT NEW DELHI

TENDER DOCUMENT

1. Scope of Work:

The Company is desirous of engaging an agency in housekeeping and catering services for maintaining its **Residential Flat on round the clock basis located at No: 735, Mahaveer Prasad Block, ASIAD Township, Khelgoan, New Delhi-49** for a period of **two years**. Officials of BHEL and Company Guests are being accommodated in this residential flat on short term allotment basis at the discretion of BHEL management. The approximate carpet area of the Flat is 1564 sq.ft with three numbers of bed rooms(two beds in 02 rooms and a double bed in 01 room) with attached bath, one Drawing cum Dinning Hall, Kitchen , Verandah. The Residential Flat should be managed on round-the-clock basis. The residential flat is fully furnished with cots with bed, sofa sets, ACs, TVs, Geysers, Room Heaters, Dining Table, Modular Kitchen etc.,. The detailed scope of work, facilities provided by BHEL, terms and conditions etc., pertaining to this tender are furnished in the NIT under relevant heads.

2. Pre-Qualification Criteria:

- 2.1 The agency shall have annual average turnover of Rs. 6.3 lakhs (Rupees Six Lakhs Thirty thousand only) for the past three(03) preceding financial years FY2016-17,FY2017-18 &FY2018-19 .
- 2.2 'Only those bidders who have successfully completed the similar works i.e. 'experience of having successfully completed or running (having executed work of below said amount) similar Job/ services (similar Job/ services shall mean contract for Housekeeping and Catering Services in Offices/Guests Houses/Training Institutes/ Transit Flats or Hotels etc. with any Central Govt./State Govt./PSUs/Public Limited Company/Private Limited Company/ Educational Institutions/ Universities) during last 7 years ending on 29.02.2020 should be either of the following: -
 - 2.3.a. Should have completed three similar works each costing not less than the amount of Rs. 8.4 lakhs
 - OR**
 - 2.3.b. Should have completed two similar works each costing not less than the amount of Rs. 10.5 lakhs
 - OR**
 - 2.3.c. Should have completed one similar work costing not less than the amount of Rs. 16.8 lakhs
- 2.3 Self attested copies of the agreements/work orders along with performance certificate from the respective clients in their letter head for having successfully completed the work(s) as mentioned above. The performance certificate shall have Name of Contact Person and Phone numbers.
- 2.4 Copies of audited P&L Account and balance sheet for the past three preceding financial years (2016-17, 2017-18 and 2018-19) duly certified by a Chartered Accountant in original shall be submitted. Besides self attested copies of Income Tax Return for the three financial years 2016-17, 2017-18 and 2018-19 should be submitted.
- 2.5 Self attested copies of PAN card , GST Registration, Provident Fund registration and ESI registration.**All the documentary evidences as stated above shall be submitted along with the Part-A of tender documents, without which the tender is liable for rejection.**

3.EARNEST MONEY DEPOSIT:

- 3.1 Earnest Money Deposit (EMD) of Rs.42,000/- (Rupees Forty two thousand only) , must be accompanied with the tender, in the form of Demand Draft(DD) drawn from any nationalized bank, in favor of "BHEL, Ranipet" payable at Ranipet (or) SBI, Mukundarayapuram Branch (Code 7013) or Pay online (please ref. 3.10)/ Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL) and enclose the payment details in the EMD cover.
- 3.2. *"No interest shall be payable by BHEL on Earnest Money or Security Deposit, if applicable, or any money due to the Contractor by BHEL." "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."*
- 3.3. *If a tenderer withdraws his offer after submission or after acceptance, fails to engage sufficient Man power 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.*
- 3.4. 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.
- 3.5. Tenders submitted by post should be sent through "REGISTERED POST WITH ACKNOWLEDGEMENT DUE/Speed Post/Courier". The tender should be posted with due allowance for any delay in postal delivery. **The tenders received after the due date and time schedule specified in the tender will not be considered for further processing.**
- 3.6. The contractor's responsibility for this contract shall commence from the date of issue of order of acceptance of his tender.
- 3.7. The earnest money deposited by the successful tenderer will be retained towards Security Deposit for the due fulfillment of the contract.
- 3.8. In the case of unsuccessful tenderers, the earnest money will be refunded normally within 15 days of acceptance of award of work by the successful tenderers.
- 3.9. Unless the contractor whose tender is accepted, signs the contract agreement within seven days of the date of the order directing him to do so, the amount of EMD already deposited by him will be forfeited and acceptance of his tender shall be withdrawn.
- 3.10 **BHEL has now made arrangements for payment of EMD thru' Online.**
The steps to make online payment is detailed as below:
(i) Visit <https://www.onlinesbi.com/prelogin/icollecthome.htm>
(ii) Click 'Proceed' button
(iii) Select 'Tamilnadu' in the drop down menu under 'State of Corporate/Institution *"
(iv) Select 'PSU-PUBLIC SECTOR UNDERTAKING' in the next drop down menu under " Type of Corporate/Institution"
(v) Click 'Go' button
(vi) Select 'BHEL BAP RANIPET in the drop down menu under "PSU-PUBLIC SECTOR UNDERTAKING'
(vii) Click 'Submit' Button

(viii) Select 'EMD ' in the drop down menu under ' Select Payment Category'

(ix) Now Fill in the required details and ensure correctness of data filled. Ensure that you are entering correct enquiry/tender number and other details correctly.

(x) Make payment for EMD as required in tender after entering the details and enclose copy of receipt along with tender documents

The above facility is in addition to the existing methods.

3.11.Tender not accompanied with EMD will not be accepted except for MSE Suppliers who have submitted valid NSIC certificate/Udyog aadhar certificate with CA certificate along with tender's Techno-commercial Part-I Bid.

4. Security Deposit:

SECURITY DEPOSIT shall be collected from the successful tenderer. The total amount of security deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.

4.1 Modes of deposit:The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:

- i) Cash (as permissible under the extant Income Tax Act)
- ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
- iv) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
- v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

4.2. At least 50% of the required Security Deposit, including the EMD, should be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected.

4.3. If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.

4.4. The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work.

4.5. EMD and Security Deposit shall not carry any interest.

4.6. Acceptance of security deposit as per clause (iv) & (v) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.

5.SCOPE OF WORK AND SERVICES:

FRONT OFFICE:

- To coordinate room allocation, bookings, check-in and check-out of guests

CATERING:

- To render all Food and Beverage services at high standards
- To render special services as required by BHEL.

HOUSEKEEPING:

- To render all housekeeping services at high standards

LAUNDRY:

- To render all laundry services at high standards for Transit Flat belongings
- To render all laundry services at high standards for staying guests

GENERAL ADMINISTRATION:

- To coordinate with Officer/HR of BHEL/BAP/Ranipet, Tamilnadu for smooth running of Transit Flat.
- To maintain records as required by BHEL.

5.1 FRONT OFFICE:

- When the guest checks-in, the Contractor/Contactor's staff shall immediately.
 - 5.1.1.1 Attend to him, receive him, and allot the room specified by BHEL on his name. BHEL will reserve the rooms and intimate the Contractor through mail/telephone. The contractor shall not allot rooms on his own, for any reason.
 - 5.1.1.2. Get the guest's name entered in the Guest Register to be provided by BHEL.
Walk the guest to his room carrying his baggage to his room, leave him in the room, look for his comforts, keep fresh water, etc.
 - 5.1.1.3. Offer him tea/coffee/meal, etc. as required by him, suiting to the time, round the clock.
- 5.1.2. When the guest checks-out, separate bills for boarding and lodging are to be prepared and signed by the guest.
 - 5.1.2.1 In case of paying guests, the Contractor shall collect the money from the guest and adjust the amount collected against monthly running bill.
 - 5.1.2.2. In case of Company's guests, the Contractor shall raise bill for boarding part alone and get the same signed by the guest and keep it for reimbursement from BHEL along with other bills to be submitted by the Contractor once in a month.
 - 5.1.2.3. Incase of BHEL employees on official tour, the contractor shall prepare lodging bill in triplicate as per the employee cadre. The original should be given to the employee, duplicate to BHEL (to prepare and submit consolidated statement every month) while retaining the boarding bill amount for the boarding facilities provided by the contractor.
- 5.1.3. Carry the guest's baggage from the room to the vehicle.
- 5.1.4. To ensure that the guest has not left behind in the room any of his belongings, and if found any such belongings the same shall be informed immediately to Guest /BHEL.
- 5.1.5. During stay, the guest's miscellaneous needs are to be attended to, like laundry needs, providing him with stay needs, etc. The charges for these services may be collected from the guest on actual basis, providing relevant bills.

5.2. CATERING

5.2.1. The Contractor shall provide the following services:

5.2.1.1. Preparation of breakfast, Lunch, Snacks and Supper, Tea and Coffee, etc., as per the menu given separately in the "PART-A (Annexure-II)". The Menu rates per portion for each menu item mentioned in Annexure-II are fixed for the entire the period of contract and provided in "PART-B (PRICE-BID) Annexure-V. The quantity of portions indicated against each menu are only indicative based on average consumption during 2019 and subject to vary depending upon actual requirement.

5.2.1.2. The menu may be altered for specific guests / special occasions / programs / functions as desired by BHEL, within the overall scope of the menus. For any extra items, not contemplated in the Annexure-II the Contractor may charge additionally on the mutually agreed rates.

5.2.1.3. The Contractor shall take orders/instructions beforehand from the staying guests regarding their food requirements. There are two types of food ordering as furnished below, which the contractor shall comply with;

a. Booking by staying guests directly: The contractor shall take orders directly from the staying guests in line with approved menu listed in Annexure-II. The contractor shall submit bills for these type of food services directly to the guest and collect the bill amount.

b. BHEL Official Boarding Booking: The contractor shall take orders from authorized BHEL representative through MAIL for it's guests/officials etc., for any official programs/ functions / special occasions. Such bookings are called "BHEL Official Boarding Booking". The contractor shall raise separate monthly consolidated official boarding bills in triplicate along with original request mail formats and submit the same for further processing of payments. **The menu list and rates will we remain the same throughout the period of contract as furnished in Annexure-II.**

5.2.2. The Contractor shall be responsible for procurement of raw materials and ingredients. First quality raw materials and ingredients shall be used for preparation of food and beverages. Only fresh and wholesome vegetables and fruits milk shall be used for preparation. The quality of the materials should be satisfactory to the inspecting officials of BHEL. Specification and brands of ingredients, beverages etc., to be used are furnished in Annexure 23.1.

5.2.3. The Contractor shall store sufficient quantity of high quality ingredients in the available place in the Transit Flat to ensure preparation of food items in time. The Contractor at his own risk shall make the procurement and storage.

5.2. 4. The food service timings are indicated in Annexure-II, Column ,C. Notwithstanding that, the contractor shall provide food services as required by company at any time.

5.2.5. Every food prepared shall be used for the specific service and the leftover shall not be carried to next meal service.

5.2.6. The Contractor shall be responsible for service of food and beverages in the Dining room. Room service shall be provided on special request from the staying guests.

5.2.7. The Contractor shall provide efficient and prompt service to all members.

5.2.8. The food preparation is to be done in a strict hygienic environment and matching process without any compromise. The staffs are also expected to be reporting for duty with good health and hygiene.

- 5.2.9. The Contractor shall perform the Service to the satisfaction of the Company Representative, in the event of any shortcoming is found then on instruction from Company Representative, the Contractor shall rectify the shortcoming immediately.
- 5.2.10. Routine cleaning and proper handling of kitchen equipment required for food production will be the contractor's responsibility.
- 5.2.11. All cooking LPG fuel costs shall be borne by the contractor. The contractor shall coordinate on ordering of refills in time.**

5.3. HOUSE KEEPING

- 5.3.1. The rooms available(03) in the Transit Flat and the area of lounge, dining hall, kitchen etc., are given separately. The Contractor, before submitting his offer, may visit the places for his own assessment.
- 5.3.2.** The Contractor should provide all the guest amenities materials in the rooms and the cost towards this shall be borne by contractor. This includes sample soaps, shampoo sachets, tooth paste and tooth brush to be kept in the rooms. Toilets should have toilet tissue rolls, Air Fresheners etc.,
- 5.3.3. All the rooms shall be kept neat and tidy always to enable BHEL to allot the rooms at any time.
- 5.3.4. The Contractor shall make beds and clean all rooms daily. Cleaning of rooms comprise:
- 5.3.4.1. All rooms are to be cleaned with high quality disinfectants. Rooms should be dusted, swept and mopped with quality disinfectants.
- 5.3.4.2. Toilet floor, WC and Washbasin should be washed using quality detergents and disinfectants. After washing the floor should be dry mopped, the walls and other plumbing fittings should be wiped clean using necessary detergents. The WC and washbasins should be wiped with cloth so that they are completely dry. After the above activities, necessary quantity of disinfectant viz. Iteol should be poured into WC. The toilet should be clean and dry.
- 5.3.5. Ceilings, ceiling fans, windows, glasses and furniture to be cleaned periodically so that they are kept clean. .
- 5.3.6. Room fresheners/ deodorants and liquid hand wash to be made available in all the rooms, toilets, lounges and all common toilets. They may be replenished immediately whenever required.
- 5.3.7. The contractor shall maintain high standards of cleanliness and hygiene throughout the Transit Flat.
- 5.3.8. The Contractor's men shall take care of the wall calendars, clocks, Remotes for ACs and TVs etc. provided in the Transit Flat rooms and other places, including taking care of changing batteries whenever required.
- 5.3.9. Rooms to be checked for bed, towel, soap, water, functioning of TV, refrigerators, ACs, geysers and bath room fittings, electrical fittings etc.
- 5.3.10 On allotment, the contractor should ensure that linens in the rooms viz. Towel, bedspreads and pillow covers are clean, thoroughly washed with quality detergents, ironed and neatly laid. Linens in the continuously occupied rooms should be changed atleast in every four days with clean and laundered ones. Notwithstanding the above, the contractor shall change the linen on the request of the guest or authorized representative of the company if the linen(s) become dirty before the stipulated time.

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- 5.3.11. Dining Hall, Corridor, Lounges are to swept and mopped with disinfectants regularly so that they are maintained clean always.
- 5.3.12. Everyday night, after cooking activities, the kitchen floor should be thoroughly washed and mopped. The cooking ranges, preparation table etc., shall also be cleaned neatly.
- 5.3.13. After every service viz. Breakfast, Lunch, Evening Snacks and Dinner, kitchen floor should be swept neatly. Also, after each service, soiled vessels and utensils from kitchen, soiled table wares, Service dishes etc., from dining halls should be cleaned thoroughly with detergents and staked neatly at appropriate storing places ear marked for each item.
- 5.3.14. Waste foods and other debris collected from kitchen. Dining halls, rooms etc, shall be deposited at bins provided for that purpose.
- 5.3.15. All the necessary housekeeping materials and guest amenity materials for the performance of services shall be to the Contractor's account.

5.4.LAUNDRY

- 5.4.1. The Contractor shall ensure proper and timely laundry services for the Transit Flat.
- 5.4.2. Bed linen, towels, pillow covers, napkins etc., shall be regularly washed and kept in clean condition for use.
- 5.4.3. The Contractor may bring his own washing equipment if required, and provide detergents for laundry washing.
- 5.4.4. BHEL shall provide water and electricity along with adequate space.
- 5.4.5. The expenses towards laundering services as per clause 3.4.2 shall be to the Contractor's account. However, the contractor shall charge from the guests for washing and pressing of guest's clothes at mutually agreed rates.
- 5.4.6. The horticulture of Transit Flat shall taken care of the flora by the contractor.

5.5. GENERAL TERMS AND CONDITIONS

- 5.5.1. Guest Occupancy Register provided by the BHEL shall be kept safely. As soon as the guest enters the guest house necessary entries are to be obtained.
- 5.5.2. An attendance registers to be maintained for the attendance of the staff.
- 5.5.3. Both room rent and boarding bill books are to be maintained.
- 5.5.4. A file to be maintained for preserving the room reservation slips.
- 5.5.5. Stock book is to be maintained by the Contractor to ensure the safe custody of company's properties in each room. This is subject to periodical verification by the concerned authorities of the Company. Hence, the Contractor shall assume full responsibility for maintaining all Company's property in its care, custody and control. In case of any shortage/breakage, the Contractor is liable for replacement of the same at his cost or else BHEL will deduct the actual cost of shortage/breakage from the contractor's bill.
- 5.5.5. The Contractor shall perform all the work specified in the tender in a thorough, efficient, professional manner with due diligence and care according to industry norms and standards, in conformity with applicable local laws and regulations and Company's own procedures and instructions. The Contractor shall perform the Service to the satisfaction of the Company and if any shortcoming is found, then on instruction the Contractor shall rectify the shortcoming immediately.
- 5.5.6 The contractor shall comply with all statutory requirements/amendments issued from time to time.

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- 5.5.7 The contractor shall maintain a suggestion book for daily comments on services provided by him. He shall also obtain guest comments to evaluate his service on a regular basis.
- 5.5.8 Statements of food provided, bills received and submitted, etc. are to be maintained by the Contractor.
- 5.5.9 To order for newspapers and magazines as advised by BHEL, coordinating with the newspaper agents and paying for the bills in the end of the month. This will be reimbursed by BHEL at actuals along with the Contractor's bill, but to be submitted with relevant suppliers' bills.
- 5.5.10 The contractor shall pay the Electricity , Water Bills , Cable TV Charges and Land Line Telephone Bills pertaining to the referred residential apartment within specified time on behalf of BHEL. These will be reimbursed by BHEL at actual on submission of relevant receipts along with the Contractor's bill.
- 5.5.11 Hygiene standards:** The Contractor should ensure the personnel hygiene of the workers employed by him and ensure periodical medical check up as per the norms of the Factories Act 1948.
- 5.6.1 Facility provided by the BHEL**
- 5.6.1.1. Kitchen equipment like gas stoves, LPG Connection(Cost of LPG shall be borne by the contractor), refrigerators etc., and cooking vessels
- 5.6.1.2. Furnishing and Furniture in rooms, dining halls, lounges, office rooms, etc.
linens for room requirements and table ware like crockery and cutlery.
- 5.6.1.3. Electricity and Water.
- 5.6.1.4. One Rest Room will be provided to contractor's personnel for use during their working hours. No further accommodation will be made available and contractor staff should not stay in the Transit Flat beyond their working hours.
- 5.6.2. The Contractor is at liberty to visit the Transit Flat before submitting his offer.**
All the available capital equipment will be given as-is, where-is condition. If any specific requirement for such equipment is there from the Contractor's side, BHEL will decide on case-to-case basis.
- 5.6.3. Any loss, theft, damage or breakage of the items entrusted to the Contractor will be borne by the Contractor.
- 5.6.4. The Contractor will have full responsibility of proper upkeep, maintenance and custody of the furniture, fittings, appliances etc., handed over by the company.
- 5.6.5. All the items supplied by the company at its expense for the purpose of running Transit Flat will be company's property for all intents and purposes.
- 5.6.6. The losses due to breakage / theft / damage or loss of any such materials / equipment / fixtures / furniture or damage due to poor and reckless handling shall be recovered from the Contractor at full cost. In regard to natural wear and tear of any such item, the decision of the company shall be final and binding on the Contractor.

6. Personnel:

- 6.1 The Contractor shall maintain sufficient competent personnel on the job to ensure smooth operation of round the clock services as set forth in the Scope of Work and Services. This will include but not limited to:
- a. All labour necessary to prepare and serve all meals and maintain the referred residential apartment etc. in an immaculate state of cleanliness and hygiene.

b. The minimum number of staff to be provided by the contractor is **Three(03) on all 365 days** throughout the year. Deduction of manpower rates on pro rata basis will be effected in contractor's bill in the event of any shortage of manpower of three per day.

6.2 The Contractor shall be solely responsible for providing all requirements of its personnel Including;

- a. All statutory requirements with respect to wages, allowances, bonus, PF, ESI, Holiday wages, Gratuity etc. or any other Laws and Rules pertaining to DELHI may be applicable to the contract workmen from time to time should also be complied with by the contractor without fail. The present **statutory wage ceiling** on which PF contribution required to be paid as per the gazette notification No.G.S.R.608(E) dated 22.08.2014 and Addl. Central P.F. Commissioner-I letter No. Co-ord/3(6)201/ Amended scheme dated:28/08/2014 is Rs. 15,000/- per month. The contractor shall produce registers and records and comply with other directions issued by the company for compliance of the statutory provisions.
- b. **Wages:** The minimum wage fixed by the Government of National Capital Territory of Delhi from time to time for employment in (i) Employment in Shops & Establishments and (ii) Employment in Clubs for Unskilled worker should be paid to the lowest cadre of the contract employee by the contractor. Apart from this an additional amount of Rs. 3,200/- per month should be added to the above minimum wage and paid to the contract worker. This additional amount of 3,200/- also will attract all statutory payments/deductions viz. PF, ESI, Gratuity, Sunday/Holiday Wages, Overtime pay. At any point of time the minimum wages paid to the contract worker should not be less than the referred prevailing minimum wage + 3,200/- . The present minimum wage fixed by Government of National Capital Territory of Delhi for the above category is Rs. 14,806/- per month. Please check the minimum wage fixed by Government of National Capital Territory of Delhi for the above category before you quote the tender.

Example:

Manpower Cost Estimation for 01 month

Sl. no	Particulars	% on wage	Staff Category (USW)
1a	Wage per month *		14,806.00
1b	Additional BHEL payment as per Corporate Guide lines		3,200.00
1	Monthly Consolidated wages including VDA(1a+1b)		18,006.00
2	PF@12%,ADMN Charges@0.5%, EDLI@0.5%	13	2,40.78
3	ESI	3.25	585.20
4	BONUS on M.W on sl no: 1a	8.33	1,233.34
5	Provision against encashment of Earned Leave Salary(15days)@1.25 days per month on SI no:1		750.25
6	Total		22,915.56

NOTE:

***.Wages for USW category based on Govt. of Delhi Ref.No. F.No. 12(142)/02/MW/VII/36.36 dt. 23.10.2019+ additional amount of Rs.3200/- as per Corporate Guidelines and Administrative approval No. BHEL: BAP: HR: DTF Dt. 21/02/2012.**

The present lowest wage paid to the contract workmen by the contractor should not be less than Rs. 18,006/- (14,806 + 3,200) per month. After award of work and entering into agreement, **In the event of Government of National Capital Territory of Delhi revises the minimum wage for the above category and exceeds the wages quoted by the contractor, the revised minimum wages + Rs. 3,200 should be paid to the contract worker by the contractor at his own cost and BHEL will never reimburse additional costs due to such revisions of**

minimum wages for the referred category of worker by the Government of National Capital Territory of Delhi. The bidders are advised to take care of these aspects while quoting the rates.

- c. Collection and payment of all taxes on behalf of its employees and any other statutory requirements made by any Government authority having jurisdiction.
 - d. Prompt replacement of any personnel whose performance is unsatisfactory or whose presence regarded as detrimental to Company's interests.
 - e. All insurance and safety aspects pertaining to Contractor's employees.
 - f. The Contractor shall employ such personnel who are medically fit. The company has the right to direct the contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.
- 6.3 The Contractor shall ensure that all his employees turn out in clean, appropriate uniforms and shoes, at all times on duty.
- 6.4 The company has no responsibility whatsoever on the Contractor's employees and the Contractor will be solely responsible for managing his employees. In the event of any dispute between the contractor and his employees, the Contractor alone will be responsible for settlement of any claim and consequences that may arise out of any such dispute, whether statutory or otherwise.
- 6.5 The contractor will be solely responsible for the operation/maintenance of the Residential Flat. The operation of the Residential Flat will be monitored by the designated officials of the Company. The contractor shall also ensure availability of a responsible person on round-the-clock basis for smooth maintenance of residential flat.
- 6.6 Expenses on account of payment of salary / wages / provisions of food stuffs / eatables for contractor's employees / Uniform / Personal Protective Equipment and other benefits including statutory payment to the contractor's employees shall be met by the Contractor. The contractor shall have full control of his employees including the right to appoint, determine service conditions, discharge, dismiss or otherwise terminate their services at any time. The Contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- 6.7 The contractor shall fully indemnified BHEL for any default or non-observance by the contractor or any of his representatives of any of the statutory provisions, enactments and the rules framed there under. Even though the contractor shall be solely liable for settlement of any claim made by any persons due to the non-observance by the contractor of any of the provisions otherwise of the enactments cited BHEL reserves its rights to settle directly any amount due by the contractor as mentioned above and to recover such amounts from any of the amounts payable by the BHEL to the contractor or in the absence of the same as debt due to BHEL by the contractor.
- 6.8 The contractor shall, whenever required by the company or Govt. officials authorized under the statutes, produce for inspection, all forms, registers and other records required to be maintained under various statutes.
- 6.9 The contractor shall produce documentary evidence in proof of effecting the said statutory payments. Non-observance of the provisions will be construed as default by the contractor and BHEL will make such payment and payment of his bill will be deferred.

- 6.10 The contractor shall comply with all operational rules and regulations including security rules framed by the company and made applicable to the whole or part of the referred premises, wherein the contractor or his employees happens to be operating / working. In the event of any of the contractor's employees violating the said rules and regulations or in any way becoming objectionable to the company, the contractor shall remove forthwith such employees from the referred premises.

6.11 WORKMEN COMPENSATION/ INSURANCE POLICY :

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

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

- 6.12. **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.**

7. PERIOD OF CONTRACT

- 7.1 The successful contractor shall commence from date of awarding the contract or as decided by BHEL and shall remain in force for a period of **TWO YEARS**.
- 7.2 Initially the contract will be awarded for a period of six months. Based on the satisfactory performance, the contract will be extended for the remaining period of one year and six months on the same rates, terms and conditions.
- 7.3 Either party shall be at liberty to terminate the agreement by giving three clear calendar months notice in writing.

8. RISK CLAUSE

- 8.1 Notwithstanding anything contained in any other clause, BHEL reserves the right to terminate the contract due to any failure on the part of the contractor in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the BHEL about the failure on the part of the contractor shall be final and binding on the contractor.

8.2 If there is any complaint due to either non-supply of or poor quality of the food items or housekeeping or any other area, the contractor is liable for penalty action as desired by BHEL.

8.3 In the event of any failure on the part of the contractor, BHEL shall have the right without prejudice to any other right / remedies, to get the work done through any other agency and the contractor shall be liable to compensate BHEL for any losses in this account. The additional cost, loss if any incurred by BHEL will be recovered from the contractor.

9. EVALUATION OF PRE-QUALIFICATION CRITERIA:

Tenderers who found to meet all the Pre-qualification criteria mentioned in point (2) will be considered as qualified tenderers and only such tenderers will be intimated to attend the tender opening of Part 'B' – price bid at a date to be notified separately.

10. EVALUATION OF PRICE BID- PART 'B' AND FINALIZATION OF AWARD:

The rate arrived in the price bid in column 'D' of Sl.No. 9 (i.e. Column 'D6' The Total Rate Quoted for 24 months + Amount of GST arrived for 24 months in columns D7 and D8) will only be considered for evaluation purpose. **L1 ranking would be decided on the overall total value arrived at in Price Bid column 'D' of Sl.No. 9.** The award of contract will be considered for the L1 bidder only. On acceptance, the L1 bidder should execute an agreement on prescribed format.

11. VALIDITY OF RATES:

The rates quoted should be valid for 90 days initially from the date of opening of the technical bid. All the rates, and Manpower Charges as agreed upon mutually should be firm and valid for two years from the date of commencement of the contract. The Fixed Manpower charges is subject to revision as mentioned under clause 6.2.b. The contractor has to bear in mind for the above increase in minimum wages and quote accordingly.

12. PAYMENT TERMS:

The contractor shall raise and submit the bill in triplicate on completion of every month, which will be duly certified by the official in charge and the payment will be made within 30 days after receipt of the bills at BAP, RANIPET with all relevant documents. Payment will be made through electronic fund transfer mode.

13. GST:

Consequent to the implementation of GST by Govt. of India w.e.f. 01.07.2017, the other applicable taxes like Service Taxes, VAT etc have been withdrawn. It has become mandatory for all service providers/vendors to adopt to GST system. The contractor shall furnish the following details and comply.

13.1. Registration & GST Rate:

Bidder should indicate GSTIN No. (Copy of GST registration to be enclosed) and PAN No. (copy of PAN to be enclosed).

Tender will be considered/ accepted, if & only if the vendor has a valid GST Registration No. in DELHI. In case the vendor is not having GST registration in Delhi the same shall be submitted within one week of award of contract.

Central Tax/ State Tax/ Integrated Tax/ Union Territory tax to be quoted as extra in %.

Bidders to ensure correct applicability of Central Tax/ State Tax/ Integrated Tax/ Union Territory tax based on the Inter / Intra state movement Supply of goods and provision services or both.

13.2. Invoicing & Payment:

The Tax Invoice for supply of Goods & Services should be raised as per the provision of GST Act & Rules and must compulsorily mention the following :-

- a. BHEL-RANIPET GSTIN: 33AAACB4146P2ZL as mentioned in NIT or informed subsequently.
- b. HSN Code or Service Accounting Code for supply of goods or services.

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- c. Name & address of supplier
- d. GSTIN of Supplier in Delhi
- e. Consecutive Serial Number & date of issue
- f. Description of goods or services
- g. Total value of supply
- h. Taxable value of supply
- i. Tax Rate – Central Tax & State Tax or Integrated Tax, Cess
- j. Amount of Tax charged
- k. Place of supply
- l. Address of delivery if different from place of supply
- m. Signature of authorized signatory
- n. Reimbursement of GST to the vendor is contingent upon complying with the following condition by the service provider:-
- o. Uploading the onward GST Return (GSTR-1) in GSTN Network portal within the statutory time period.
- p. Discharging the GST tax liability to the Government.
- q. Submission of Tax Invoice to BHEL.
- r. Submission of proof of payment of GST to BHEL.
- s. Availment of Input Tax Credit by BHEL.

13.3 Input Tax Credit:

- a. 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 & penalty levied/ leviable.
- b. 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 & penalty levied/ leviable on BHEL.
- c. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any incomplete work/service, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal).
- d. For any such delay in availing of tax credit for reasons attributable to vendor (as mentioned above), interest as per the GST Act & Rules, along with penalty, if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.

13.4. Penalty for Non-compliance of GST Act:

Penalty amount so determined along with GST if applicable thereon shall be recovered from the contractor.

13.5. Benefits of GST:

Any reduction in rate of Tax on any supply of goods or services or the benefit of input tax credit on account of GST shall be passed on to BHEL by way of reduction in prices.

13.6. Other Provisions:

- a. The agency should quote the applicable taxes and duties in the **PRICE BID (part-B)**.
- b. 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).
- c. 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.

13.7. The bidders are required to furnish the rate of applicable GST for the following category of services quoted by them in the Price Bid- Part 'B' (Only the rate ie. the % shall be furnished) in column 'C' below:

Sl.No (A)	Category Of Services (B)	Rate of GST (C)
1	GST for Manpower Charges (Sl.No. 1 of the Price Bid)	CGST : _____% SGST : _____% IGST : _____%
2	GST for Food and Beverage charges (Service of Food items as per the menu) per month (Sl.No. 5 of the Price Bid)	CGST : _____% SGST : _____% IGST : _____%

14. ARBITRATION

- 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
- The venue of Arbitration shall be Ranipet, Tamil Nadu. The arbitrator may hold meetings for convenience in such a place or places discretion.
- The award of the Arbitrator shall be final, conclusive and binding on both parties to the Contract.
- The Contractor shall, not with standing any disagreement, dispute, protest, request for arbitration, court or other proceedings, continue to perform the Services in accordance with the determinations, instructions and clarifications of BHEL.

15. Jurisdiction & Governing Laws:

In case of any suit or other legal proceedings arising under this contract, the courts at Ranipet, Tamilnadu alone shall have the exclusive jurisdiction. This contract will be governed in all respects by Indian Laws.

16. SUBLETTING

The contractor shall not sublet, transfer or assign the contract or any part thereof without the previous written approval of the company to any other person/company/ organization.

17. Discrepancy in “words “ & “ Figures “

- 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 BHEL 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.
- 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

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- 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 BHEL, the bid is liable to be ignored.

18.a. 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 / 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.

18.b. 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 contract either fully or partially.

18.c. 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

18.d. COMPOSITION OF BIDS AND HOW TO QUOTE:

Tender documents consist of Part ‘A’ and Part ‘B’ as detailed below:

Part ‘A’ : Pre-qualification bid (Technical Bid) except Price

All the tender documents from pages 1 to 25 duly filled up wherever indicated and signed on all pages with Official seal, date and duly filled in EFT format in original along with DD or online SBI connect payment receipt for an amount of Rs.42,000/- towards EMD.

Part ‘B’ : Price bid. Pages 26 to 28. Duly filled in and signed with Official seal.

- Part ‘A’ must be duly completed and sealed along with earnest money deposit (EMD) in a separate envelope super scribed “**977219001E - Part ‘A’ : Pre-qualification Bid**” for Outsourcing Transit Flat at **New Delhi** . The tenderer shall expressly accept all the terms and conditions of the tender (Annexure-III). Alternatively, the tenderer should list deviations from the terms and conditions given in the tender documents (Annexure –IV). The tender which does not comply with BHEL’s terms and conditions may be rejected as Non-Responsive.
- Part ‘B’ along with Annexure V , Annexure VI must be duly completed, signed with official seal & date and sealed in a separate envelope super scribing “**977219001E - Part ‘B’ - Price bid**” for Outsourcing Transit Flat at New Delhi. The Price bid should not carry any conditions and commercial terms.
- Part ‘B’ - price bids will be opened only in respect of those tenderers who are qualified in the pre-qualification bid.
- While quoting the rates, the tenderers are advised to take in to account all the requirements mentioned under Sl. No. 6 (Personnel) for arriving at Fixed Man power cost. The rates/prices and applicable GST which should be quoted separately. The tenderers are advised to ensure that they quote applicable

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GST for 1. Manpower Charges and 2. Food & Beverage Services separately in the columns provided in the Price Bid(Part-B) as well as in clause 13.7 of Part-A.

- The tenderer should submit the tender documents intact without detaching any page or pages.
- Name of the tenderer should be written on the sealed envelope.
- Tender documents consisting of Part 'A' & 'B' are to be duly sealed in two separate inner covers 1&2. The two inner covers should be sent in a sealed outer cover super scribing as "Tender for Outsourcing of Transit Flat at New Delhi " to the Officer / HR-GAX, BHEL/BAP, Ranipet-632 406 so as to reach him on or before **15.00 hrs on 03/04/2020**.
- Part 'A' of tender form will be opened **at 15.30 hours the same day (03/04/2020)** in the presence of tenderers / representatives who chose to present for the tender opening. **Postal delay will not be entertained.** Tenderers will be evaluated further and tenderers who are found to meet the pre qualification criteria will be intimated to attend the tender opening of Part 'B' – price bid at a date to be notified separately. Part 'B' will be opened at the specified date in the presence of the tenderers / representatives who are notified and chose to attend the tender opening.
- The quotations may be sent either by register post or may be deposited in the tender box kept in the office of Officer-HR/GAX of BHEL, Ranipet- 632 406 on or before **03/04/2020 at 15.00 hrs.**
- For further details if any required, you may please contact the Officer– HR/GAX Bharat Heavy Electricals Ltd., Ranipet – 632 406 in person or through telephone (04172-2421118 /284512).
- BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process. The company has no obligation to accept the lowest tender. BHEL's decision in this regard shall be final and binding.

19. REVERSE AUCTION:

- BHEL reserves the right to go for reverse auctioning among the technically qualified bidders who have been sort listed after technical bid evaluation. "BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
- In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue."
- The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid. The envelope sealed price bid of successful L1 bidder in RA shall also be opened after RA and the order will be placed on lower of the two bids.
- If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid, the bidder will be issued a warning letter to this effect. However, if the bidder repeats again it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com). "As a reminder to the bidders, system will flash following message (in RED Color) during the course of 'online sealed bid':
- **"Bidders to submit online sealed bid less than or equal to their envelope sealed bid already submitted to BHEL.**
- **For more details, please visit our BHEL website <http://www.bhel.com> (Revision of 'Guidelines for Reverse Auction', issued on 26.09.2016.)**

20. 'PART-A' --PREQUALIFICATION BID

SI no	Details	Remarks (to be filled by the tenderer for all enquiries). Any partly filling may lead to rejection at the discretion of BHEL
1	Name & Address of the Tenderer along with Contact Land Line/Mobile Numbers.	
2	Whether Individual or Company or Partnership Firm or proprietorship?	
3	<u>Experience.</u> The self-attested copies of the agreements/ work orders executed for similar works shall be enclosed along with Performance Certificates for having successfully completed the referred works.	
4	Clients list to be enclosed (The contact persons of tenderer's clients address, phone, email shall be enclosed.)	
5	Provident Fund Code number of the tenderer along with self-attested copy of registration certificate . If not submitted along with Pre-Qualification –Part 'A' bid, the bidder shall give undertaking to BHEL that the same will be submitted by him before the award of the work	
6	ESI Code number of the tenderer along with self-attested copy of registration certificate. If not submitted along with Pre-Qualification –Part 'A' bid, the bidder shall give undertaking to BHEL that the same will be submitted by him before the award of the work.	

‘PART-A’ --PREQUALIFICATION BID

7	Self attested copies of Income-Tax Returns for the preceding three years have to be enclosed (2016-17, 2017-18 & 2018-19).			
8	Copies of audited P&L accounts and Balance sheet of the last three preceding years duly certified a Chartered Accountant in original should be enclosed (2016-17, 2017-18 & 2018-19).			
9	DD No., Date, Name of the Bank and amount towards Earnest Money Deposit or Online SBI Connect payment receipt.			
10	Self-attested copy of GST Registration should be enclosed.			
11	PAN number to be furnished and self attested copy of PAN card should be enclosed.			
12	Please indicate whether the wages quoted for different category of contract staff in the Price Bid (Part-B) are not less than the wages provided under clause 6.2.b. and the number of different category of personnel are not less than the numbers indicated under clause 6.1.b. In the event of bidder quotes less wages and less manpower as indicated in the above referred clauses, the bid will be rejected summarily.	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> Please tick the appropriate column	YES	NO
YES	NO			

21. DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any Government Department / PSU/Financial Institution / Court.

Further I/We hereby declare that details furnished above by me/us are true to the best of my knowledge and if found incorrect the tender will likely to be rejected at the discretion of BHEL.

Signature

(Name & Address of the Tenderer with Official Seal)

Place:

Date:

22. Location and Details of the Transit Flat

Address & the location	:	No: 735, Mahaveer Prasad Block, ASIAD Township, Khelgoan, New delhi-49
Number of rooms	:	3 – Double rooms (A/c) (Total number of rooms is 03)
Number of beds	:	04 single beds & 01 double bed
Dining halls	:	01 Dining hall (Air conditioned)
Kitchen	:	One
Total Area	:	1564 sq.ft
<u>Previous Year occupancy rate (2018-19)</u>		
Percentage of Occupancy	:	49%

23. MENU ITEMS & TENTATIVE QUANTITY REQUIRED PER MONTH

Items, measures for each menu and tentative quantity of portions required per month for each item are indicated below. The rates for each item is fixed for the entire contract period of two months and provided in “PART-B (PRICE-BID)”. The tentative quantity of portions provided in column (E) are purely indicative and subject to variation depending upon the actual requirement.

Sl. No (A)	Menu Items (B)	Service Timings (C)	Measure per Portion (D)	Tentative portions required per month. (E)
1	<u>Beverages:</u> Tea (or) Coffee (or) Milk	Any time depending up on the requirement of the staying guests	One Cup measuring 180 ml.	45
2	<u>Breakfast Vegetarian:</u> a. Idly/ Dosa / Pongal/ Rava Uppuma/ Kichadi/ Poori with Potato Masala (any two items of the above with Sambar and Chutney) b. Coffee/Tea/Milk	Morning and Evening	Unlimited measure per person	45
3	<u>Meals Vegetarian:</u> 1. Chapatti or Poori 2. Plain Rice 3. Vegetable Curry (or) Vegetable Kootu 4. Vegetable Fry (or) Vegetable Porial (Dry) 5. Sambar (or) Dhal (or) Vathal Kulambu etc. 6. Rasam with Appalam(Pappad) 7. Curd with Pickle 8. Banana (or) Seasonal Fruit	Lunch and Supper	Unlimited measure per person	45

23.1 Ingredient Quality:

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Only high quality ingredients, preferably of good brands, shall be used for the preparation of food and beverage. If any ingredient found to be inferior in quality in the opinion of BHEL, Ranipet or its authorized representative, the same shall not be used and the contractor shall replace the same immediately. List of brands to be used are furnished below;

Sl.No	Ingredient	Brands
01	Refined Groundnut/ Sunflower oil	Fortune, Saffola, Godrej, Sundrop
02	Ghee	Amul, Aavin, RKG
03	Butter /Cheese	Amul
04	Jam & Sauces	Kissan, Maggi
05	Bread	Hindustan Lever (Modern Bread), Nilgiris
06	Cornflakes	Kellogg's
07	Rice for Lunch/Dinner	SS Brand- Superior White Ponni Vareity
08	Basmati Rice for Pulav	India Gate, Red Fort

The above list is indicative and not exhaustive. The contractor shall always ensure that ingredients used are wholesome, fresh and qualitative.

24. Certificate of Acceptance
(To be attached with Part-A)

"Certified that I/we have read and understood all the terms and conditions of the Tender No. 977219001E Dated 20.03.2020 and that I/We.....being owner(s) of the Housing property located atdo hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

Date:

Signature of the Contractor

Place:

25. FORMAT FOR SEEKING DEVIATION

CLAUSE NO.	DESCRIPTION / DETAILS OF DEVIATION	REMARKS/ REASONS

Note:

1. Any deviation specified elsewhere in the tender shall not be considered.
2. In case of no deviation, “NIL” is to be indicated in this format.
3. BHEL reserves the right to reject the offer without assigning any reason.

Date:

Signature of the Tenderer with Official Seal

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

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

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.

26. 'PART-B' –PRICE BID – RATE SCHEDULE FORMAT**Please quote your rates both in figures and words in the appropriate column**

(PG. Nos. 26 to 28 to be submitted in a separate Envelope cover 2)

Sl.No (A)	Category of Service (B)	Rate for one month Rs. Ps. (C)	Rate for 24 months (Column 'C' x 24) Rs. Ps. (D)
1	Manpower charges (<u>Sl.No 10 & 11, Column-M, of Annexure-VI</u>)		
2	Housekeeping charges for cleaning the Transit Flat premise as defined in <u>cl.5.3 except cl. 5.3.2.</u>		
3	Rate for supply of Guest amenities in the rooms <u>as per cl. 5.3.2</u>		
4	Laundry Service charges as defined <u>in cl. 5.4</u>		
5	Food and Beverage charges mentioned in <u>col. (J) of Sl.no. 4 & 5 of Price Bid Annexure-V</u>		
6	Total Rate quoted (<u>Sum of sl.nos. 1 to 5</u>)		
	<u>GST:</u>		
7	For Sl.No. 1 GST : %	GST Total : Rs. _____	GST Total : Rs. _____
8	For Sl.No. 5 GST : %	GST Total : Rs. _____	GST Total : Rs. _____
9	Cumulative Total (Sum of Sl. Nos 6 +7 + 8)		

NOTE: GST Details of Sl No: 7& 8 also to be furnished in Page No:15, 13.7 of PART-A BID

26.1. PART-B' –PRICE BID**Annexure –V**

Food & Beverage Rates applicable under this contract excluding GST are furnished in Column(G) for each Menu items mentioned in “PART-A (ANNEXURE-II)”. The rates are firm throughout the period of contract. Tentative required number of portions for each menu are indicated in column (I) which is purely indicative and subject to vary depending upon the actual requirement.

Sl. No (E)	Menu Category (F)	Rate for one portion for Menu items Annexure-II Rs. (G)	Estimated Number of units for one month (I)	Total Rate Per menu unit for one month Rs.P (J) Column J= (G * I)
1	Tea/Coffee/Milk		45	
2	Breakfast Vegetarian		45	
3	Vegetarian Meal		45	
4	Total Rate Per Month (Sum of column(J) Sl.Nos. 1 to 3	--	--	
5	Total Rate for twenty four months (J4 * 24)--→	--	--	

NOTE: THE DETAILED MENU IS AS PER ANNEXURE-II

26.3. PART-B' –PRICE BID**Annexure –VI****Breakup Quotation for Manpower Charges- (Un-Skilled Category)**

The breakup details of monthly rates excluding GST for un-skilled category of contract personnel to be deployed under this contract shall be quoted in this Annexure. Please note that the wages and statutory rates including bonus should not be less than the mentioned amount/rates under clause 6.2.b for unskilled category workers. The prevailing rate of statutory payments pertaining to contractor's portion viz. PF, EDLI and ESI pertaining to employer portion are furnished below.

Sl. No (K)	Particulars (L)	Cooking, Service, Housekeeping staff Rs. Paise. Column (M)
1a	Wages per month	14,806.00
1b	BHEL adhoc	3,200.00
1	Wages per month including BHEL ADHOC (1a +1b)	18,006.00
2	Contractor portion of PF @13% on sl.no.1 (PF @ 12%, PF Administrative Charges @ 0.50% and EDLI @ 0.50%)	2340.78
3	Contractor portion of ESI @ 3.25%* on Sl.No. 1	585.20
4	Bonus Percentage : 8.33% on Sl.No. 1a	1,233.34
5	Provision against encashment of Earned Leave Salary(15days)@1.25 days per month on Sl no:1	750.25
6	Total cost per worker per month (Sum of Sl. no 1 to 5)	22,915.56
7	Service Charges per manpower per month in Rs.----→	
8	Total manpower charges per worker per month (Sum of s.no. 6 + 7)	
9	Number of manpower	3
10	Total cost per month for 3 manpower (Multiply Corresponding S.no. 8 x s.no. 9)	
11	Cumulative Total of Manpower charges for 24 months (S.no. 10 x 24 months)	

NOTE: PRICE VARIATION CLAUSE NOT APPLICABLE IN THIS CONTRAT. CONTRACTOR HAS TO BEAR ANY CHANGE IN MINIMUM WAGES DURING CONTRACT PERIOD AND SAME TO BE PAID TO THEIR WORKERS.