

# **Bharat Heavy Electricals Limited**

(A Govt. of India Undertaking)

Boiler Auxiliaries Plant, Ranipet 632 406, India

**HUMAN RESOURCE MANAGEMENT DEPARTMENT**

FAX : 91 - (04172) – 241102

Phone : 241118 , 284512



AN ISO 9001 COMPANY

**Tender No.BHEL/BAP/DTF**

**Dated: 22/02/2012**

**GENERAL TERMS & CONDITIONS**

## **TENDER FOR MAINTAINING**

## **TRANSIT FLAT AT NEW DELHI**

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- 1. Scope and General Terms & Conditions**
- 2. Price Bid**
- 3. Acceptance for EFT/RTGS Form (Two Original Forms to be Submitted)**

**Last date for submission : 08/03/2012 by 15.00 hrs.**

**This Document Contains 20 Pages**

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## TENDER FOR

### OUTSOURCING OF SERVICES FOR MAINTAINING TRANSIT FLAT AT NEW DELHI TENDER DOCUMENT

Tender No. BHEL/BAP/DTF Dated: 22/02/2012

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#### GENERAL TERMS & CONDITIONS

**Last date for submission of sealed tender : 08/03/2012 by 15.00 hrs.**

**Date of opening the tender : 08/03/2012 at 15.30 hrs.**

**Venue : At HR conference Hall  
BHEL, Ranipet-632 406, Tamil Nadu.**

#### GENERAL INFORMATION

The Company is desirous of engaging an agency in housekeeping services for running its Transit Flat located at 51, 'D' Sector, East of Kailash New Delhi. The Transit flat should be managed on round-the-clock basis.

##### **1. EARNEST MONEY DEPOSIT (As per revised works policy)**

The quotation must be submitted together with a Demand Draft payable in favour of Bharat Heavy Electricals Ltd., Ranipet-632406 payable at SBI, Mukundarayapuram, (Branch Code 7013) for an amount of Rs. 40,000/- (Forty thousand only) towards Earnest Money Deposit (EMD). DD must be attached along with duly filled in tender document.

The tenderer is not entitled for any interest on the deposit or any right for award of the contract. **The deposit amount shall be forfeited if the tenderer, after submitting his tender, resiles from his offer or modifies the terms and conditions thereof or fails to enter into agreement and take up the work within one week of awarding the contract.** Earnest Money Deposit shall be returned to all un-successful tenderers only through e-mode (Electronic Fund Transfer) after taking a decision on tenders. Necessary e-payment form is enclosed with this tender. This form shall be duly filled and submitted along with the offer (Two Original Forms should be submitted).

##### **2. SECURITY DEPOSIT:**

Security Deposit shall be collected from the successful tenderer. The rate of Security Deposit will be as below:

|                                    |   |  |
|------------------------------------|---|--|
| Upto Rs. 10 lakhs                  | : | 10%  |
| Above Rs.10 lakhs upto Rs.50 lakhs | : | Rs. 1 lakh + 7.5% of the amount exceeding 10 lakhs |
| Above Rs. 50 lakhs                 | : | Rs. 4 lakhs+7.5% of the amount exceeding 50 lakhs  |

The Security Deposit shall be remitted before start of the work by the contractor. The EMD amount shall be converted as security deposit and the balance amount shall be remitted. Alternatively, a Bank Guarantee for the said sum may also be provided in lieu of the deposit. No interest will be paid to the Contractor for the amount deposited during the period of agreement.

Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the tenderer shall be liable to compensate BHEL for any loss incurred by BHEL. The security deposit shall be refunded

within a reasonable time after the date of expiry of the contract subject to the contractor carrying out all obligations / operations as required under the contract.

BHEL reserves the right to appropriate any part or the whole of the amount of the security deposit without prejudice to other claims against this contractor for losses suffered by BHEL due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation / insolvency or change of composition. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.

### **GENERAL CONDITIONS.**

## **3 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 guest house belongings

To render all laundry services at high standards for staying guests

### **GENERAL ADMINISTRATION**

To coordinate with officials of BHEL/BAP for smooth running of guesthouse.

To maintain records as required by BHEL.

## **4. FRONT OFFICE**

- 4.1. When the guest checks-in, the Contractor/Contactor's staff shall immediately.
  - 4.1.1. 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 Reservation slips. The contractor shall not allot rooms on his own, for any reason.
  - 4.1.2. 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.
  - 4.1.3. Offer him tea/coffee/meal, etc. as required by him, suiting to the time, round the clock.

- 4.2. When the guest checks-out, separate bills for boarding and lodging are to be prepared and get signed by the guest.
  - 4.2.1 In case of paying guests, the Contractor shall collect the money from the guest and deposit the amount collected against lodging bill to BHEL cash office once in every week, while retaining the boarding bill amount for the boarding facilities provided by the contractor.
  - 4.2.2. 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.
  - 4.2.3. In case 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.
- 4.3. Carry the guest's baggage from the room to the vehicle.
- 4.4. To ensure that the guest has not left behind in the room any of his belongings, and if found any such belongings, to immediately inform BHEL and arrange for sending the same to the guest.
- 4.5. 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.
- 4.6. 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 along with the Contractor's bill, but to be submitted with relevant suppliers' bills.

## **5. CATERING**

- 5.1. The Contractor shall provide the following services:
  - 5.1.1. Preparation of breakfast, Lunch, Snacks and supper, tea and coffee, etc., as per the menu given separately in the Annexure-1 of Rate bid in Part-B.
  - 5.1.2. The menu may be altered for specific guests / special occasions / programmes / functions as desired by BHEL, within the overall scope of the menus. For any extra items, not contemplated in the Annexure I the Contractor may charge additionally on the mutually agreed rates.
  - 5.1.3. The Contractor shall take orders/instructions beforehand from the staying guests regarding their food requirements. The departments of BHEL will also place separate order on the Contractor for any official programmes/ functions / special occasions.
- 5.2. The Contractor shall be responsible for procurement of raw materials and ingredients. First quality raw materials and ingredients shall be used in the preparation of food and beverages. Fresh vegetables and milk, standard beverages shall be used. The quality of the materials should be satisfactory to the inspecting officials of BHEL.
- 5.3. The Contractor shall store sufficient quantity of high quality ingredients in the available place in the guesthouses to ensure preparation of food items in time. The Contractor at his own risk shall make the procurement and storage.
- 5.4. The timings for services shall be as informed by the Company.

- 5.5. Every food prepared shall be used for the specific service and the left-over shall not be carried to next meal service.
- 5.6. The Contractor shall be responsible for service of food and beverages in the Dining rooms. Room service shall be provided on special request from the staying guests.
- 5.7. The Contractor shall provide efficient and prompt service to all members.
- 5.8. 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.
- 5.9. 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.
- 5.10. The Contractor shall ensure that the cooks are qualified persons, well versed in all types of Vegetarian / Non-Vegetarian food preparation.
- 5.11. The contractor shall attend to any or all catering requirements, whether covered contractually or otherwise, at a predetermined price laid out in the contract or mutually agreed upon thereafter.
- 5.12. The Contractor may inspect the kitchen equipment, crockery and cutlery, etc. available with BHEL. The Contractor is free to use any of the available facility in the guesthouse. For any additional requirement, the Contractor may bring his own equipment.
- 5.13. Routine cleaning and proper handling of kitchen equipment required for food production will be the contractor's responsibility.
- 5.14. All cooking fuel costs shall be borne by the contractor. The contractor shall coordinate on ordering of refills in time.**

#### **6.HOUSE KEEPING**

- 6.1. The number of rooms available in the Transit Flat and the area of lounge, Drawing Room, kitchen etc., are given separately. The Contractor, before submitting his offer, may visit the places for his own assessment.
- 6.2. The Contractor would procure all the guest amenities materials. This includes sample soaps, shampoo sachets, tooth paste, tooth brush, coconut oil sachet, talcum powder sachet, mosquito repellents, toilet tissue rolls, odonil etc. to be kept in the rooms.
- 6.3. All the rooms shall be kept neat and tidy always to enable BHEL to allot the rooms at any time.
- 6.4. The Contractor shall make beds and clean all rooms daily. Cleaning of rooms comprise:
  - 6.4.1. All rooms are to be cleaned with high quality disinfectants. Rooms should be dusted, swept and mopped with quality disinfectants.
  - 6.4.2. 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 .
- 6.5. Ceilings, ceiling fans, windows, glasses and furniture to be cleaned once in fifteen days.
- 6.6. Room fresheners and deodorants facilities to be made available in all the rooms, toilets, lounges and all common toilets. They shall be replenished immediately whenever required.

- 6.7. The contractor shall maintain high standards of cleanliness and hygiene throughout the guesthouse.
- 6.8. The Contractor's men shall take care of the wall calendars, clocks, etc. provided in the guesthouse rooms and other places, including taking care of changing batteries when required.
- 6.9. Rooms to be checked for bed, towel, soap, water, functioning of TV, refrigerators, ACs, geysers, room heaters, inverters, bath room fittings, electrical fittings etc.
- 6.10. 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 occupied rooms should be changed daily with clean and laundered ones.
- 6.11. Dining Halls, Corridors, Lounges are to be swept and mopped (with disinfectants) twice everyday.
- 6.12. Everyday night, after cooking activities, the kitchen floor should be thoroughly washed and mopped. The cooking ranges, preparation table, side racks shall also be cleaned neatly.
- 6.13. 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 stacked neatly at appropriate storing places earmarked for each item.
- 6.14. Waste foods and other debris collected from kitchen. Dining halls, rooms etc, shall be deposited in bins and disposed as per local civil authorities norms.
- 6.15. **All the necessary housekeeping materials for the performance of services shall be to the Contractor's account.**

#### **7.LAUNDRY**

- 7.1. The Contractor shall provide system for efficient and timely laundry services for the guesthouse.
- 7.2. Bed linen, towels, furniture upholstery shall be periodically washed and kept in clean condition for use.
- 7.3. The Contractor shall bring washing equipment if required, and provide detergents for laundry washing.
- 7.4. BHEL shall provide water and electricity along with adequate space.
- 7.5. The Contractor shall not charge any money for laundering of the BHEL's cloths like linen, towels, etc. The contractor shall charge from the guests for washing and pressing of guests clothes at mutually agreed rates.

#### **8. GENERAL ADMINISTRATION**

- 8.1. Guest Occupancy Register provided by the BHEL and booking register shall be kept safely.
- 8.2. An attendance register to be maintained for the attendance of the staff. Duty roster to be displayed prominently. A separate attendance register shall be maintained for private security agency jointly engaged by BHEL and the owners of the Transit flat.
- 8.3. A file to be maintained for preserving the room reservation slips.
- 8.4. Both room rent and boarding bill books are to be maintained.

- 8.5. 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.
- 8.6. 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.
- 8.7. The contractor shall also settle necessary monthly bills for Electricity , Telephone, DTH connections pertaining to the Transit flat from his fund on behalf of BHEL. The bills for the same shall be submitted to BHEL along with monthly bills for reimbursement.
- 8.8. Besides, the contractor shall organize and carry out petty maintenance work relating plumbing, electrical fittings etc. with prior consent from BHEL. Such maintenance cost will be reimbursed by BHEL on monthly basis on submission of bills.

#### **8.7. Facility provided by the BHEL**

- 8.7.1.1. Kitchen equipment like gas stoves, empty LPG cylinders (Cost of LPG shall be borne by the contractor) grinder, refrigerators, etc.,
- 8.7.1.2. Furnishing and Furniture in rooms, drawing rooms, etc. Clean washed linens for room requirements.
- 8.7.1.3. Electricity and Water.
- 8.7.1.4. One small rest room will be provided to contractor's personnel for use during their working hours. No further accommodation will be made available.
- 8.7.2. 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.
- 8.7.3. Any loss, theft, damage or breakage of the items entrusted to the Contractor will be borne by the Contractor.
- 8.7.4. The Contractor will have full responsibility of proper upkeep, maintenance and custody of the furniture, fittings , appliances etc, handed over by the company.
- 8.7.5. 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.
- 8.7.6.. 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.

### **9. PERSONNEL**

- 9.1. The Contractor shall maintain sufficient competent catering Personnel on the job to ensure smooth operation of the services as set forth in the Scope of Work and services. This will include but not limited to:

9.1.1 All labour necessary to Maintain transit Flat and to prepare and serve all food & beverage of different cuisines including continental and to maintain the Transit Flat rooms, kitchen, drawing room, lounge etc., in an immaculate state of cleanliness and hygiene.

9.1.3. However, a minimum Man Power Strength as indicated below should be maintained on each day.

| Sl.No | Category           | Manpower Proposed by BHEL |
|-------|--------------------|---------------------------|
| 1     | Manager/Supervisor | 1                         |
| 2     | Cook               | 1                         |
| 3     | Cleaning Staff     | 1                         |
|       | <b>Total</b>       | <b>3</b>                  |

9.2. The Contractor shall be solely responsible for providing all requirements of his personnel, including

9.2.1. Payment of wages and all allowances to it's employee as per the Tamil Nadu Governments Minimum Wages Act as declared by the Tamil Nadu Govt. from time to time. **In addition, the contractor is required to pay an amount of rs. 2000/- per month to each of the employees in addition to the minimum wages of tamil nadu govt. This additional amount shall be deemed as part of the salary and qualify for the purpose of all statutory benefits such as PF, ESI, EDLI, bonus, overtime/ holiday wage payments etc**

9.2.2. Collection and payment of all taxes on behalf of his employees and any other statutory requirements such as PF, ESI, Bonus etc., made by any Government Authority having jurisdiction.

9.2.3. Prompt replacement of any personnel whose performance is unsatisfactory or whose presence is considered as detrimental to Company's interests

9.2.4. All insurance and safety aspects pertaining to Contractor's employees are the contractor's liability.

9.2.5. The personnel employed by the Contractor shall be healthy in all respects. Medical check-up shall be done once in six months. BHEL is at liberty to subject any personnel employed by the contractor to medical check up by BHEL doctor / any other authorized doctor at any time.

9.3 The Contractor shall ensure that all his employees turn out in clean, appropriate uniforms and shoes, at all times on duty. The Contractor shall provide the necessary uniforms.

9.3.1. 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.



- 9.32. The Contractor will be solely responsible for the operation of the guesthouse referred under scope of work. The operation of the guesthouse will be monitored by the designated officials of the company. The Contractor will also ensure availability of a responsible person on round-the-clock for contact by the designated officials of the company.
- 9.3.3. Expenses on account of payment of salary / wages / provisions of food stuffs / eatables for contractor's employees / Uniform / Personal Protective Equipments, and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus, etc., to the contractor's employees shall be met by the Contractors. 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.
- 9.3.4. A Contractor shall employ such personnel who are medically fit. The company has right to direct the Contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.
- 9.3.5. The Contractor shall comply with all statutory acts/ provisions. The Contractor shall produce registers and records and comply with other directions issued by the company for compliance of the statutory provisions.
- 9.3.6 The Contractor shall fully indemnify BHEL for any default or non observance by the Contractor or any of his representatives of any of the provisions of the above mentioned 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, 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.
- 9.3.7. 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.
- 9.3.8 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 to make such payment, and payment of his bill will be withheld.
- 9.3.9 The company will not make any separate payment towards the expenses incurred by the Contractor for complying with the above or any of the statutory provisions regarding their employees.

- 9.3.10. The Contractor shall comply with all operational rules and regulations, including security rules framed by the company and made applicable to the referred Transit Flat premises, wherein the Contractor or his employees happen 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 Transit Flat premises and indemnify BHEL for any loss on such violation of the rules and regulations.
- 9.3.11. All disputes arising out of or in relation to this agreement shall be settled by mutual discussions and in the event of failure such dispute(s) shall be referred to the Arbitration as per the Arbitration and conciliation act 1996.

## **10. PERIOD OF CONTRACT**

- 10.1. The contract shall commence from date of awarding the contract or at a later date as decided by BHEL and shall remain in force for a period of **Two years**.
- 10.2. The company reserves the right to extend the period of contract for a further period of up to one year on terms mutually agreed upon.
- 10.3. Either party shall be at liberty to terminate the agreement by giving three clear calendar months notice in writing.

## **11. Risk clause.**

- 11.1. 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.
- 11.2. If there is any stoppage of service in any area referred under scope of the contract due to any reason, the Contractor is liable for penalty action as desired by BHEL.
- 11.3. In the event of any failure on the part of the Contractor, BHEL shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of the Contractor. The additional cost, loss, if any incurred by BHEL will be recovered from the Contractor.

## **12. Accounting and payment terms:**

- 12.1. The contractor should properly account for the room rental bills collected for stay of employees and their wards on personal visit and for food items served to guests (booked exclusively as official guest by authorized BHEL official) which may be counter-checked as per the systems enforced by BHEL.
- 12.2. Necessary records are to be maintained by the responsible person appointed by the Contractor which is to be audited from time to time by the BHEL officials or the auditor appointed by BHEL.

- 12.3. Payment on Fixed Manpower strength will be based on the minimum manpower strength of different category of staff ( as mentioned under clause 9.1.3) provided by contractor on each and every day. Payment on fixed manpower charges will be proportionately deducted in the event of providing less manpower for that category of staff . However, additional payment will not be made in the event of contractor engages additional manpower than mentioned in the referred clause.

**13. Payment to the Contractor.**

- 13.1 The Contractor shall raise the bill on completion of every month , which should be duly certified by the official in charge and the payment shall be effected as per the existing Rules.
- 13.2 The Service Tax as applicable is payable additionally by BHEL provided the contractor produces the Service Tax part separately in the bill and also provides the Service Tax registration details and proof of payment of the service Tax.

**14. 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.**

**15. HOW TO QUOTE:**

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

- Part 'A' : Information pertaining to the tenderer ( except price)  
Part 'B' : Price bid.

Part 'A' & 'B' must be duly filled in and signed on all pages. The tenderer shall expressly accept all the scope, terms and conditions of the tender and should be attached to this with each page duly signed as a token of acceptance. The tender which does not comply with BHEL's terms and conditions may be rejected as Non-Responsive.

Any alteration, erasure or over-writing will render the tender invalid. Alteration neatly carried out and duly attested over the full signature of the tenderer however is permitted.

The tenderer should submit the entire tender documents intact without detaching any page or pages, duly signed on all pages with official seal.

Name of the tenderer should be written on the sealed envelope.

Tender documents consisting of Part 'A' & 'B' and entire tender document duly signed on along with required Ernest Money Deposit (EMD) are to be duly sealed in a cover superscribing as "Tender for Maintaing of Transit Flat at New Delhi" to the Manager / HR , BHEL/BAP, Ranipet-632 406 so as to reach him **on or before 15.00 hrs on 08/03/2012** .

The tenders may be sent either by register post or may be deposited in the tender box kept in the office of Manager / HR at BHEL, Ranipet- 632 406 from 23/02/2012 to 07/03/2012 between 9.00 AM and 4.00 PM. (on all working days) and between 9.00 AM and 2.00 PM on 08/03/2012.

The tender will **be opened at 15.30 hours the same day (08/03/2012)** in the presence of tenderers / representatives who chose to present for the tender opening. Tenderers will be evaluated further

For further details if any required, you may please contact the Manager / HR, Bharat Heavy Electricals Ltd., Ranipet-632 406 in person or through telephone ( **2421118 / 284022** ).

The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The company has no obligation to accept the lowest tender. BHEL's decision in this regard shall be final and binding.

**PRICE BID (Part-A): Information pertaining to the tenderer ( except price)**

**PRICE BID (Part-B):**

The tenderers are required to submit their quotation for the items listed in Part "B". The labour cost will include the wages payable to the employees by the Contractor, and also statutory payments such as ESI, PF, Bonus, Incidentals like cost of food supplied to the workmen, uniform and all other statutory and non statutory benefits to the persons employed by him.

Catering charges - the rate for each unit of food item shall include material and fuel cost only. The labour cost for food preparation shall be covered under fixed service charges for providing man power.

**VALIDITY OF RATES:**

The rates quoted should be valid for 90 days initially from the date of opening of the price bid. The rates of successful bidder should be valid for two years from the date of commencement of the contract.

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**Bharat Heavy Electricals Ltd**  
**Ranipet – 620 406**

**PART ‘A’**

**IMPORTANT NOTE:**

1. Please read “Scope and general terms & conditions” before filling up this form.
2. Attach the DD drawn in favour of Bharat Heavy Electricals Ltd., Ranipet-632406 on any scheduled Bank or Cash Receipt from BHEL Cash Office towards payment of Earnest Money deposit as stated in the “Scope and general terms & conditions”.
3. Complete the format in all respects with signature on each page.
4. If space provided in the format is not sufficient, please provide the information in a separate sheet.

\*\*\*\*\*

**PART 'A' - INFORMATION OF THE TENDERER**

| Sl 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   |  |
| 2     | Usual place of business:   |  |
| 3     | Contact Address  |  |
| 4     | No. of employees proposed to be engaged with break up details viz., Managers/ Supervisors, Cooks, Cleaning staff, etc, .             | 1. Manager/Supervisor : _____<br>2. Cook : _____<br>3. Cleaning Staff : _____<br>4. Total : _____                            |
| 5     | Provident Fund Code No of the tenderer.  |  |
| 6     | ESI Code No of the tenderer.   |  |
| 7     | Whether the tenderer has been issued with a licence under the Contract Labour Regulation & Abolition Act? If so, furnish the details |  |
| 8     | DD No., Date, Name of the Bank and amount towards Earnest Money Deposit  |  |
| 9     | Service Tax Registration copy enclosed or not  |  |
| 10    | VAT Registration copy enclosed or not (If applicable)  |  |
| 11    | PAN number   |  |

|     |  |  |
|-----|--|--|
| 12  | Whether all the pages of the tender document has been signed                           |  |
| 13  | Whether the rate quoted will be valid for 90 days.                                     |  |
| 14  | Whether Part-B, Price bid along with Annexure-I & II are duly filled and signed or not |  |
| 15. | Whether Acceptance of EFT formats duly filled, signed and attached or not              |  |

### **DECLARATION**

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

Further declare that the information provided above is true 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:

## Part – B

**PART 'B' - PRICE BID****I. BHEL TRANSIT FLAT****IMPORTANT NOTE:**

1. Please read carefully “Scope and General Terms & Conditions” before filling up this form.
2. Complete the format in all respects with signature on each page.
3. The labour cost will include the wages payable to the employees by the Contractor, and also statutory payments such as ESI, PF, Bonus, Incidentals like cost of food supplied to the workmen, uniform and all other statutory and non statutory benefits to the persons employed by him.
4. The rate quoted for catering charges should be as per the menu. The rate for each unit of food item shall include material and fuel cost only. **The labour cost for food preparation shall be covered under fixed service charges for providing man power.**
5. The rates quoted should be valid for 90 days initially from the date of opening of the Price Bid. The rates of successful bidder should be valid for two years from the date of commencement of the contract.
6. Standard weight for each item attached should be taken into consideration while quoting the rates.
7. If space provided in the format is not sufficient, please provide the information in a separate sheet.
8. **Note: AS PER THE EXTANT RULES IN BHEL**, the lowest category of staff **TO BE EMPLOYED BY THE TENDERER** under this contract should be paid at least the prevailing Minimum Wages fixed by Tamilnadu Government for employment in Engineering and Fabrication Industry for Unskilled Workers and an additional amount of Rs. 2,000/- per month for each employee over and above the referred Minimum Wage. This additional amount shall form part and parcel of monthly salary and will attract statutory payments/deductions viz. PF, ESI, EDLI, Bonus, Overtime, Holiday/Leave wages etc.,. For indicative purpose, the Minimum Wages of Tamilnadu Government for Unskilled Worker as on date is Rs. 5,052/- per month ( Basic Wage is Rs. 3,120/- and DA @ Rs. 1,932/-) and subject to revision based on Tamilnadu Government announcement.



**Part - B****I. Location and Details of the Transit Flat**

**Address & the location** : **BHELTransit Flat  
D-51, East of Kailash (Ground Floor)  
New Delhi- 110 091  
Phone : 011 – 65172887**

Number of rooms : 3 – Double rooms (A/c)

Number of beds : 6 beds

Drawing Room with Dining : One with Air Cooler

Kitchen : One

**Previous Year Room occupancy rate (2011)**

Percentage of Room Occupancy : 65%

**Boarding Trend:**

The existing pattern of Boarding ie Catering sales in our Guesthouse per month is furnished below. This purely indicative and subject to change depending upon the requirement of BHEL/BAP.

| SL.No | Menu            | Qty per Month |
|-------|-----------------|---------------|
| 1     | Tea/Coffee/Milk | 60            |
| 2     | Breakfast       | 60            |
| 3     | Lunch/Dinner    | 60            |

**Evaluation of Tender for Price Bid (Part-B):**

There are two components viz. Fixed Monthly Charges and Boarding Expenses.;

- Fixed monthly Charges** comprise Manpower, Laundry, Housekeeping Material and Guest amenities.
- Boarding expenses:** Boarding value for each tenderer will be calculated as follows. The rate quoted by a tenderer for each menu will be multiplied by the above indicated quantity against each menu and the cumulative total will be taken as quoted boarding value per month by that tenderer.
- Rate Evaluation:** The Fixed Monthly Charges, Boarding value arrived as above and the Taxes quoted will be added together and the cumulative amount will be taken for evaluation and deciding the Lowest quoted Rate (L1)

**Part B – Price bid**  
**BHEL TRANSIT FLAT , NEW DELHI**  
**FIXED RATE FOR MAINTENANCE OF GUESTHOUSE PER MONTH**

| Sl. No. | Description  | Rates Rs. |
|---------|--|-----------|
| 01.     | Fixed service charges per month for providing the man power : (category wise details of man power proposed to be employed may please be furnished.) . Breakup details as to the number of staff in each category their wage , leave details etc., should be filled separately in ANNEXURE-II attached with this. |           |
| 02.     | House keeping material charges per month for cleaning the premises. (break up details of material proposed to be used may be furnished)  |           |
| 03.     | Cost of Guest amenities per month (sample soap and shampoo sachet, etc.,- break up details of material to be provided to the guests may be furnished)  |           |
| 04.     | Laundry services costs per month (for linen bed spread towel, pillow cover, blanket etc.)  |           |
| 05      | <b>SUB TOTAL</b>   |           |
| 06      | <b>TAXES:</b> 1. VAT on Sl. Numbers _____@ _____ %<br>2. Service Tax on Sl. Numbers _____@ _____ %   | 1.<br>2.  |
| 07      | <b>TOTAL</b>   |           |

**Note:**

1. Quote the rates both in figures and words.
2. Applicable Taxes should be indicated in column number 6 both in % and in amount.

Signature  
(Name & Address of the Tenderer  
with Official Seal)

Place:

Date:

**Part B – Price Bid : Annexure-I****BHEL GUEST HOUSE****CATERING CHARGES ( Rates shall be inclusive of all taxes )**

| Sl. No. | Description of the Items   | Unit per portion   | Estimated Quantity of portion per month | Rate per Portion Rs. P | Estimated amount per month Rs. P |
|---------|--|--------------------|---|------------------------|----------------------------------|
| 01.     | Coffee / Tea / Milk (180 ml.)  | One Cup            | 60                                      |                        |                                  |
| 02.     | <b>Breakfast Vegetarian:</b><br>(a) Iddly / Rava Iddly / Dosa / Rava Dosa / Masala Dosa / Onion Oothappam / Tomoto Oothappam / Poori with masala etc. (Any two of items unlimited quantity to be served with variety chutney and sambar )<br>(b) Coffee / Tea / Milk   | Unlimited quantity | 60                                      |                        |                                  |
| 06.     | <b>Lunch/Supper – Vegetarian:</b><br>1. Chappathi or poori<br>2. Plain rice<br>3. Variety rice – Any one item alternatively to be served<br>4. Deep fry poriyal<br>5. Koottu or Aviyal<br>6. Sambar /Vattal / More kulambu<br>7. Rasam<br>8. Curd<br>9. Appalam<br>10.Pickle or Chutny<br>11. Banana/ Seasonal fruit alternatively | Unlimited quantity | 60                                      |                        |                                  |

Signature  
(Name & Address of the Tenderer with Official Seal)

Place & Date

Tender No. BHEL/BAP/DTF Dated: 22/02/2012

**Part B – Price Bid : Annexure-II****BHEL TRANSIT FLAT , NEW DELHI****Break-up Details of Fixed Manpower Charges Per Month**

| Sl. No | Particulars   | Supervisor Rs. (A) | Cook Rs. (B) | Cleaning Rs. (C) |
|--------|---|--------------------|--------------|------------------|
| 1      | Salary (including additional amount of Rs. 2000/- per staff per month)            |                    |              |                  |
| 2      | PF @ 12%  |                    |              |                  |
| 3      | PF Administrative Charges @ 1.1005%   |                    |              |                  |
| 4      | ESI @ 4.75%   |                    |              |                  |
| 5      | EDLI @ 0.5%   |                    |              |                  |
| 6      | Bonus@ 8.33%  |                    |              |                  |
| 7      | Sunday and Leave Reserve Wages  |                    |              |                  |
| 8      | Uniform Charges   |                    |              |                  |
| 9      | ESI on Sunday and Leave Reserve Wages @4.75%                                      |                    |              |                  |
| 10     | Total per month per staff   |                    |              |                  |
| 11     | Number of staff   |                    |              |                  |
| 12     | Total per month<br>Sl.No. 10 x 11   |                    |              |                  |
| 13     | <b>GRAND TOTAL PER MONTH : Rs.</b><br><b>(Total of Sl.No.12 of Cols. (A+B+C))</b> |                    |              |                  |
| 14     | <b>PROFIT _____% : Rs.</b>  |                    |              |                  |
| 15     | <b>Amount per month for Fixed Manpower Charges: Rs.</b>                           |                    |              |                  |

Signature  
(Name & Address of the Tenderer  
with Official Seal)

Place:

Date:

**ACCEPTENCE FOR ELECTRONIC FUND TRANSFER /RTGS TRANSFER**

|    |  |                                |  |  |  |  |  |  |  |  |  |
|----|--|--------------------------------|--|--|--|--|--|--|--|--|--|
| 01 | NAME & ADDRESS OF THE SUPPLIER/VENDOR      |                                |  |  |  |  |  |  |  |  |  |
| 02 | VENDOR CODE (as in Purchase Order)         |                                |  |  |  |  |  |  |  |  |  |
| 03 | <b>Details of Bank Account</b>             |                                |  |  |  |  |  |  |  |  |  |
| 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 A/C / OD / CASH CREDIT |  |  |  |  |  |  |  |  |  |
| G) | VENDOR NAME AS PER BANK RECORDS            |                                |  |  |  |  |  |  |  |  |  |
| H) | BANK BRANCH RTGS IFSC CODE                 |                                |  |  |  |  |  |  |  |  |  |
| I) | BANK BRANCH NEFT IFSC CODE                 |                                |  |  |  |  |  |  |  |  |  |
| J) | YOUR 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)

Note: Two originals shall be attached )