

	Bharat Heavy Electricals Limited (A Government of India Undertaking) BOILER AUXILIARIES PLANT RANIPET – 632 406, INDIA	Phone No:04172-284898, 4813 E-mail: bvbhaskar@bhel.in mahenthiran@bhel.in
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DEPARTMENT : HUMAN RESOURCE MANAGEMENT

NOTICE INVITING TENDER	
Tender Notice No	HR: CAN: CON: CLG:2020:005, DT: 04.03.2021
Name of work	Providing Cleaning and Allied House keeping Services for Factory Canteens and Other Areas at BHEL BAP Ranipet-632406.
Type of tender	Open tender (Two part).
Period of contract	One year
Earnest Money Deposit (EMD) Amount	Rs.1,44,668/- (Rupees One Lakh Forty Four Thousand Six Hundred And Sixty Eight Only)
Last date & Time for Receipt of the Tender	26.03.2021 at 14.00 hrs
Date of Technical bid Opening	26.03.2021 at 14.30 hrs onwards.
(Please obtain updated information from the BHEL website about the latest applicable dates & other changes if any in the tender contents)	
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.
Place of submission of Tender	GeM Portal
Tender Proceedings	Through GeM Portal
Note: - The Tender documents can be down loaded from GeM Portal. - The bidders who registered in other units of BHEL for this type of works may also participate with proper supporting documents. After technical evaluation and acceptance, their offer will be considered for price bid opening. Unregistered bidders who are having experience in this type of works, they may also submit their technical bid. After technical evaluation they may be considered for future tenders. - BHEL reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever. - All corrigenda, addenda, amendments, clarifications etc. to tender specification will be hosted in the GeM Portal. 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. As per Minimum wage act, the prevailing wages including PF, ESI ,Bonus, EL for USW would be Rs.20,271.20 per month for 8 hour working(contractor portion). Beyond 8 hours & holiday working - double wages to be given. All the payments to be made through BANK only, no hand payment will be acceptable. Please refer page no.6 & 31 for minimum wages and page no 33 for PF/ESI details. <u>The tender floated in this portal is for information purpose only. Bidders have to submit their offers through GeM portal only. Please refer GeM portal BID no. GEM/2021/B/1095768. Any other mode of submission of offers will not be considered.</u>	

SENIOR DEPUTY GENERAL MANAGER / HRM
ISSUING OFFICER



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DEPARTMENT : HUMAN RESOURCE MANAGEMENT

Sub: PROVIDING CLEANING AND ALLIED HOUSE KEEPING SERVICES FOR FACTORY CANTEEN AND OTHER AREAS, AT THE BOILER AUXILIARIES PLANT, BHARAT HEAVY ELECTRICALS LTD., RANIPET, TAMIL NADU STATE – 632 406

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SCOPE OF WORK & FREQUENCY OF WORK AND AREA:

- 1. Name of Work:** Providing Cleaning and Allied Housekeeping Services for Factory Canteens and other Areas at the Boiler Auxiliaries Plant Unit of Bharat Heavy Electricals Limited located at Ranipet, Tamil Nadu- 632 406.

2. A. Particulars regarding Canteens:

Sl. No	Particulars	Approximate	
		MAIN Canteen	Admin. Building Canteen
01	Total Floor Area	1855 Sq.meters.	700 Sq.Meters (Part only)
02	Dining Tables (4 Seater)	275 Nos.	75 Nos.
03	Chairs	1400 Nos.	400 Nos.
04	Plates	1900	600
05	Cuttories	7,600	2,400
06	Tumblers	1,900	600
07	Jugs	400	100
08	Vattas	350	150
09	Tea / Coffee Cans	60	-
10	Cooking Vessels	80	-
11	Persons availing canteen	1,900 to 2300	600 to 700
12	Exhaust Fans & LPG operated Appliances, Hand wash basins, cob web removal.	10 Fans & 10 Appliances	
13	Shift Timings	Given below	

**2.B. For All Working Days at 'MAIN CANTEEN AND ADMINISTRATIVE BUILDING
CANTEEN (other than Sundays and BHEL Holidays)**

Sl.No	Description of Work	Frequency of work
01	Collection of plates, cuttories, tumblers and jugs from tables at Factory & Administrative Building Canteens.	4 times i.e. after breakfast, lunch, dinner and midnight service per day.
02	Cleaning of plates, cuttories, tumblers and jugs collected from tables at Factory & Administrative Building Canteens.	4 times i.e. after breakfast, lunch, dinner and midnight service per day by Hot water cleaning.
03	Cleaning of tea vattas	3 times per day i.e. after breakfast, evening & midnight tiffin service.
04	Cleaning of Tea / Coffee Cans.	6 times per day after breakfast, tea times of 9.50hrs, 14.50 hrs, 16.00 hrs, 18.00 hrs, and night milk service.
05	Cleaning of Cooking vessels	4 times i.e. after breakfast, lunch, dinner and midnight service daily
06	Cleaning of dining tables and chairs	4 times i.e. after breakfast, lunch, dinner and midnight service daily
07	Mopping floor areas of dining halls, cleaning of approach pathway to the kitchen area from dining hall, circulating area portico, gardens, offices, corridors etc.	3 times i.e. after breakfast, lunch, and dinner service daily
08	Placing jug with drinking water on the dining table during service timings.	4 times i.e. after breakfast, lunch, dinner and midnight service daily
09	Cleaning and washing of windows, doors and peripheral dining walls, Canteens surroundings and other incidental services	Weekly Twice
10	Removal of rug/rubbish picking, pest and rodent control, at Canteen stores area.	3 times per day after preparation of breakfast, lunch and dinner service
11	Cleaning of Rice, dhal, chenna, red / green chillies, garlic etc.,	Daily
12	Removal of empty oil tins and bags to disposal stores.	Monthly 2 times.
13	Boiler Maintenance/ Cleaning, Burner/Stove Cleaning.	Daily 1 time
14	Cleaning of open and closed drains by water jet cleaning.	3 times per day after preparation of breakfast, lunch and dinner in the kitchen area
15	Garbage and waste collection from the underneath of the wash basins, segregation and disposal of biodegradable & non-biodegradable wastes separately in a thorough, efficient, professional manner with due diligence and care according to industry norms and standards, in conformity with applicable laws and regulations and BHEL's entire satisfaction by own procedures and instructions.	Bio-degradable and non-biodegradable wastes to be cleaned separately daily 5 times i.e. after vegetables cutting, breakfast, lunch, dinner and midnight service as per Industry Norms and Standards and applicable Laws.
16	Cleaning of oil stains in the Exhaust fans and LPG appliances, Cob web cleaning, Cleaning of wastes under Hand Wash basins etc.	Monthly 2 times.

“The Scope of work shall include all activities incidental or ancillary to those specified herein”.

2.C For Sundays & BHEL Holidays: (MAIN Canteen Only)

Sl. No	Description of Work	Frequency of Cleaning
01	Collection of plates, cuttories, tumblers and jugs from tables Factory Canteen.	3 times i.e. after breakfast, lunch and dinner service per day.
02	Cleaning of plates, cuttories, tumblers and jugs collected from tables at Canteen.	3 times i.e. after breakfast, lunch and dinner service per day.
03	Cleaning of tea vattas	2 times per day i.e. after breakfast & midnight tiffin service.
04	Cleaning of Tea / Coffee Cans.	4 times per day after breakfast, tea times of 9.50hrs, 14.50 hrs, 16.00 hrs and 18.00 hrs service.
05	Cleaning of Cooking vessels / equipment	4 times i.e. after breakfast, lunch, dinner and midnight service per day
06	Cleaning of dining tables and chairs	4 times i.e. after breakfast, lunch, dinner and midnight service per day.
07	Mopping floor areas of dining halls, cleaning of approach pathway to the kitchen area from dining hall, circulating area portico, gardens, offices, corridors etc.	3 times i.e. after breakfast, lunch, and dinner service per day.
08	Placing jug with drinking water on the dining table during service timings.	4 times i.e. after breakfast, lunch, dinner and midnight service per day.
09	Removal of rug/rubbish picking, pest and rodent control, at Canteen stores area,	3 times per day after preparation of breakfast, lunch and dinner service
10	Cleaning of open and closed drains by water jet cleaning.	3 times per day after preparation of breakfast, lunch and dinner in the kitchen area

“The Scope of work shall include all activities incidental or ancillary to those specified herein”.

BHEL will provide all the required cleaning materials which are necessary for the above scope of work.

The following points shall be taken note while quoting the rates:

1. The rate quoted shall be firm throughout the period of contract.
2. The following no. of manpower shall be provided for each shift (Four Shift Per Day)

SHIFTS	WORKING HOURS	MANPOWER
First Shift	06.00hrs to 14.00hrs	06
General Shift	08.00hrs to 16.30hrs	12
Second Shift	14.00hrs to 22.00hrs	04
Third Shift	22.00hrs to 06.00hrs	02

i. **Unskilled worker – 24 nos.**

* As per needs of the Company, shift timings and manpower may change depends upon our requirement. Prior intimation will be given to the contractor one day in advance.

- a) For every shift, separate manpower to be provided.
- b) For any shortage in supply of manpower penalty will be levied @ Rs.1000/- per worker per shift.
- c) In case of non-operation of the shift, one day prior intimation will be given to the contractor and such cases, no payment will be made to the contractor.
- e) Contractor or his Supervisor has to be coordinate daily with BHEL for accessing the day to day job requirement.
- e) All statutory requirements of works contract to be met with.

3. PERIOD OF WORK:

CONTRACT PERIOD:

The Contract will be awarded for a period of One year **from the date of commencement of work as would be mentioned in the LOA/WO**. The performance of the Contractor will be reviewed on quarterly basis. In case the performance is found unsatisfactory, the Contract will be terminated by giving three months' notice. No compensation shall be paid to Contractor in such cases. The period may be extended or curtailed at the sole discretion of the Company.

Option clause:

Contractor should not claim for any variation in quantity. At the end of completion, the contract may be extended at the same rate, terms and conditions on mutual agreement.

The break up details of Wages to be paid to their workmen given below:

Basic Pay Per Month	7650.00
D.A. Per Month	5209.00
Bhel Adhoc (2000+1200) per month	3200.00
Total Wage Per Month	16059.00
PF @ 13.00% on total wages (Rs.15000/-)	1950.00
Contractor portion	
ESI @ 3.25% on total Wages (Rs.16059/-)	521.92
Contractor Portion	
Bonus @ 8.33% @ (Basic +DA) 12859/-	1071.15
15 days EL amount	669.13
(16059/30x15)=8029.50/12	
Total Amount per month / Unskilled worker	20271.20
Total Amount per year / Unskilled worker	243254.37

QUALIFICATION REQUIREMENTS:

S NO	DESCRIPTION	BHEL REQUIREMENT	BIDDER'S CONFIRMATION
1	EMD	Rs.1,44,668/- (or) MSE valid certificate (as per MSE Clause listed in point no.35 of page no. 16) along with CA certificate	DD/Ref. No. _____
2	Eligibility	➤ a) Should have similar work experience i.e. Successful execution of Providing Cleaning and allied services under a separate contract or as a part 'out door' catering service contract or housekeeping service contracts for Guest Houses, Hotel contracts, industrial establishments etc. to PSU's, Govt./ Non-Govt. Factories, Offices, Educational and Training Institutions, Hospitals, offices / Undertakings, private sector industrial establishments ➤ Self-attested copies of the work orders shall be furnished along with work completion certificates. In case of Private Customers, copies of relevant certificate also to be submitted. b) An average annual financial turnover of the contractor during the last 3 years ending on 31st Mar 2020 should be at least Rs.18.39 lakhs Three similar completed works each costing not less than an amount equal to Rs.24.52 Lakhs. (or) Two similar completed works each costing not less than an amount equal to Rs.30.65 Lakhs. (or) One similar completed work costing not less than an amount equal to Rs.49.04 Lakhs. (Values are excluding GST).	
3	Document “Copies” to be submitted with tender.	a) LOA's of the works completed/ being executed.	
		b) Work Completion certificates for the LOI's referred.	
		c) Income Tax return filed for last 3 years,out of last 4 years (i.e. for FYs 2016-17, 2017-18, 2018-19 & 2019-2020).	
		d) Certified Balance sheet and P/L account statement by the Auditor , for the last 3 years (i.e.FYs 2017-18, 2018-19& 2019-20).	
Possession of PF registration number is not mandatory. However the successful tenderer has to register with PF authorities and furnish the registration number before first Running Account Bill.			
Note : 1.Those who are unable to comply the above points / unable to provide any of the above documents shall be technically rejected and the price bid of the rejected offers will not be opened. 2. Vendor shall visit the Plant before submitting the offer to get to know the location for deploying adequate and suitable personnel for the works & also the equipment. 3. BHEL reserves its right to reject the tender on account of unsatisfactory past performance by the bidder in other projects awarded under different enquiry. 4. The work executed in the own name of the bidder only will be considered for similar works executed for meeting the eligibility criteria. 5. Offers of the Contractors/Suppliers , against whom , any unit of BHEL had initiated process for banning or already banned will summarily be rejected.			

Details to be filled by the Bidder

S.no.	Description	To be filled by Tenderer
1.	Name of the Tenderer	
2.	Address for Communication	
3.	Telephone , Mobile No & Mail Id.	
4.	Details of experience in Similar Work	
5.	Copies of Audited Balance Sheet and Profit & Loss Account for "3" years (2017-18, 2018-19 & 2019-20) duly certified by Chartered Accountant/Auditor.	Enclosed / Not Enclosed
6.	Has the Firm/ Proprietor or partners or directors been convicted of any criminal offence by any competent court. If so furnish particulars.	
7.	Whether the firm is individual firm or Sole proprietorship firm or partner ship firm or Hindu undivided Family or association of persons or Private Limited company or Public Limited company or any other please specify.	
8.	Whether the contractor has registered his workmen under employees State Insurance Act. If so, the Registration No./ Enrolment Number may be furnished.	
9.	PAN no and documentary proof (Photo copy has to be enclosed)	
10.	Registration under Tamil Nadu GST, GST No. (Photo copy has to be enclosed)	
11.	The GST heads under which the enlisting person registered with Excise Authorities and copy of GST registration certificate has to be enclosed	
12.	Whether the contractor has registered his workmen under Employees Provident Fund and Miscellaneous Provisions Act. (Photo copy is to be enclosed)	
13.	Income Tax returns filed acknowledgement for last 3 years are to be enclosed.	
14.	Applicable GST quoted Note: Please refer clause no.50 (page no. 34) of General Conditions of this Tender regarding GST.	Central tax@ _____% State tax @ _____% Integrated tax@ _____% Union territory tax@_____%

TENDER CONDITIONS

1) Tenders must be submitted in **GeM Portal** Only.

2) At the time of tender opening,

- EMD / MSME valid certificate (as per MSE Clause listed in point no.35) of the bidders will be evaluated first. Tenders received without earnest money deposit / MSE certificate along with CA certificate shall be rejected.
- Techno commercial bids of such of those tenderers who satisfy EMD requirements alone will be considered for further evaluation.
- Price bids will be opened only for technically qualified bidders.
- If any of the tenders not fulfilling the Qualifying Requirements (QR) or non submission of valid documents within the time limit prescribed by BHEL, their offer shall be rejected.

Price bids of those bidders who are techno commercially qualified will be opened.

3) The Tender documents shall be published in **GeM Portal**. Any clarifications/corrigendum in this regards will be given only through **GeM Portal** and not in any other mode of communication. Bidders shall visit the web page periodically. However, the tender documents will be hosted in BHEL Websites / CPP Portal for information purpose only.

4) Contractor shall quote the total lump sum amount (including GST). If any column is not filled, the offer shall be rejected.

5) The tenderer has to upload sealed and signed tender document. All entries in the tender documents should be in ink only. Errors and over writings are not permitted. The tenderers concerned shall duly sign all cancellations and insertions. Tenderer shall sign in all sheets of tender documents.

6) In case the tenderer finds discrepancies or omissions in any of the tender documents or doubt as to their meaning, he shall at once address the authority inviting the tender, for clarification before tender opening.

7) **Rs.1,44,668/- (Rupees One Lakh Forty Four Thousand Six Hundred And Sixty Eight only)** in the form of Demand Draft (DD) drawn from any nationalized bank, in favor of "BHEL, Ranipet" payable at SBI, Mukundarayapuram Branch (Code 7013) / Pay online (<https://www.onlinesbi.com/prelogin/icollecthome.htm>)-Please ref: Special conditions: **Page no.19, sl.no.12/ FDR receipt (validity for min three months)** form scheduled bank/public financial institutions as defined in the company act (FDR should be in the name of contractor, a/c BHEL) and enclose the payment details in the EMD cover. However they have to furnish the details of Cash Receipt No. & Date on the top of the EMD cover. EMD in any other form will not be accepted. If vendor have their valid MSE Certificate, need not to pay EMD for this work.

8) **The tender document without EMD amount will be rejected.** The EMD amount submitted will be retained by BHEL till finalization of the contract. EMD submitted by the successful tenderer will be adjusted against security Deposit, and retained till the valid period of the contract/fulfillment of contractual obligations. EMD given by unsuccessful bidders shall be refunded within 15 days of acceptance of award of work by the successful tenderer. EMD paid on the name of bidders only acceptable.

a) "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."

b) "No interest shall be payable by BHEL on earnest money or security deposit, if applicable, or any money due to the contractor by BHEL."

- 9) EMD by the tenderer will be forfeited if (i) after opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates. (ii) The tenderer does not commence the work within 15 days from the date of LOA/Contract.
- 10) Tenders shall be sealed and superscribed with tender number. Tenders submitted by post shall be sent by "REGISTERED POST WITH ACKNOWLEDGEMENT DUE" (or) 'SPEED POST'(or) 'COURIER'. These shall be posted with due allowance for any delay in postal delivery. On no account, tenders received after the due date and time fixed for receipt of tenders, will be accepted.
- 11) Last date & time for the receipt of the tender in the office of **The SDGM/ HRM, BHEL/BAP, Ranipet-632406** from 10.00 am.to 17.00 pm, on all working days on **26.03.2021 up to 14.00 Hrs.**
- 12) The Techno commercial bid will be opened in the office of **The SDGM/ HRM, BHEL/BAP, Ranipet-632406** is on **26.03.2021 at 14.30 Hrs.** in the presence of such of those tenderers who choose to be present.
- 13) BHEL reserves the right to reject the lowest or all the tenders without assigning any reason and to split up the quantity to more than one tenderer.
- 14) If a tenderer expires after the submission of the tender or after the acceptance of his tender, Bharat Heavy Electricals Limited, may at their discretion, cancel such tender. If a partner of a firm expires after the submission of the tender, or after the acceptance of the tender, Bharat Heavy Electricals Limited, may cancel such tender at their discretion, unless the firm retains its character.
- 15) Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
- 16) The tenderer should produce certificate of credit worthiness along with particulars of cash credit/overdraft/Bank Guarantee/solvency facilities for limits enjoyed by them and the extent of the utilization so far from their bankers.
- 17) Tender documents will be issued only to the concerned party or their authorized representative and to be submitted by the same party. This tender schedule is not transferable under any circumstances.
- 18) All tenders shall reach **HRM** on or before the specified scheduled date & time. Tenders submitted after the due date will not be considered. BHEL is not liable for loss/damage/delay of the tender documents in transit.
- 19) The tenderers are requested to bear in mind the entire operations involved, and the conditions during currency of the contract, and request for rate revision of any kind will not be entertained.
- 20) AGREEMENT: The tenderer after award of work by BHEL through letter of indent shall execute an agreement in the form and the manner as specified by BHEL on non-judicial stamp paper of value not less than Rs.100/-. The cost of stamp paper will be borne by contractor.
- 21) STAMPING THE AGREEMENT: The expenses of completing and stamping the agreement are borne by the contractor.
- 22) Tenderers should read the tender documents, general terms and conditions thoroughly and to be acknowledged by signing at the bottom side in all the documents papers and the same may be submitted.

23) If tenderer have any question arises about the tenders, they may please get it clarified from **The SDGM/ HRM, BHEL/BAP, Ranipet-632406** during week days from 10.00 to 17.00 hrs with the under signed.

24) The validity of the offer shall be 90 days from the date of tender opening.

25) Multiple Bids:

The bidder in his own interest shall submit only one bid. If a bidder submits multiple bids, all the bids are liable for rejection. Bids shall be considered "Multiple" in the following circumstances:

- a) Two bids by the same party.
- b) If one bidder is the Affiliate of another bidder.

For the purpose of this clause "Affiliate" shall mean with respect to any Person, any other Person that, directly or indirectly, controls, is controlled by, or is under direct or indirect common control with, such Person, or is a director/ member / officer/ employee of such Person or of any Person who would otherwise qualify as an Affiliate of such Person pursuant to this definition;

"Person" for the purposes of this definition shall mean any natural person, individual, corporation, limited partnership, co-operative, general partnership, joint stock company, joint venture, association, company, trust, bank, trust company, land trust, business trust, corporate body or other organization, whether or not a legal entity."

26) Fraud Prevention Policy:

The bidder along with its associate / collaborators / sub-vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about fraud or suspected fraud as soon as it comes to their notice.

27) Suspension of Business Dealings:

The bidder along with its associate / collaborators / sub-vendors / consultants / service providers shall strictly adhere to "Guidelines for Suspension of Business Dealings with Suppliers/ Contractors" AA/MM/SB/01 Rev: 02, Dt.22.07.2016 displayed on BHEL website: <http://www.bhel.com>. (http://www.bhel.com/vender_registration/pdf/Suspension_guidelines_adbridged.pdf)

28) **SET OFF Clause:** "BHEL shall have the right to recover any money which in the sole opinion or BHEL is due from the Contractor from any money due to the Contractor under this Contract or any other contract or from the Security Deposit furnished by the Contractor under this Contract or any other contract. "

29) "Notwithstanding anything to the contrary, including, but not limited to, provisions relating to extension of time and compensation/or delay, time shall be the essence of the Contract."

30)Treatment of Banned / Under-performing Vendors

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

GENERAL INSTRUCTIONS TO TENDERERS

1. Any deviation to this tender terms & conditions and schedules of this tender will lead to total rejection of the offer submitted. Belated/late offers and incomplete offers shall become liable for rejection.
2. At the time of tender opening,
 - covers containing EMD alone shall be considered first for evaluation.
 - Technical bids of such of those tenderers who satisfy EMD requirements alone will be opened next.
3. Conditional tenders, tender containing absurd rates and amounts, tenders which are incomplete, otherwise considered defective, tenders not in accordance with the tender conditions are liable for rejection.
4. Tenders not submitted on the prescribed forms will be rejected.
5. While quoting the rates, the tenderers are advised to carefully take into account all factors including any fluctuations of whatsoever in the market conditions, working environment, house keeping requirement, rates etc. No claim shall be entertained on this account after acceptance of the tender or during the currency of the contract.
6. If a tenderer withdraws his offer after submission of his tender or after acceptance of his tender, fails to provide in accordance with the instructions of the SDGM/HRM, the EMD amount will be forfeited by BHEL RANIPET and acceptance of his tender will be withdrawn.
7. M/s Bharat Heavy Electricals Ltd, reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason therefore.
8. Before submitting the quotation the tenderers are advised to get clarified the scope of work and any other doubts relevant to submit their offer.
9. Rate should be quoted as per the work/rate schedule. Rate quoted in any other form will not be accepted and will be rejected.
10. The contractor's responsibility under this contract shall commence from the date of issue of LOA / WORK ORDER by BHEL.
11. (i) Should a tenderer or a contractor has a dependent/relative or in the case of a partnership firm, any of it's partners or dependents of partners employed in BHEL, the authority inviting tenders shall be informed of this fact at the time of submission of the tender failing which tender may be disqualified or if such fact subsequently come to light, the contract may be cancelled.
(ii) No BHEL employee and their dependents are eligible to submit their offer against this tender.
12. In the event of expiry or incapacitance of a tenderer after submission of the tender, BHEL may at their discretion cancel their offer/quotation.
13. BHEL will not be bound by any Power of Attorney granted by the tenderer or on their behalf or changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
14. If the contractor deliberately, gives wrong information in his tender or creates, conditions favorable for the acceptance of his tender, BHEL reserves the right to reject such tender at any stage.
15. Words imparting the singular number shall also deemed to include the plural number and vice versa where the context to requires.
16. The expenses for completing and stamping the agreement shall be to the contractor's account and to be carried out immediately as demanded by BHEL.
17. The general and special conditions of contract are complementary to each other and where there is a conflict, the special conditions shall prevail. In regard to matters not covered by the General or Special Conditions of Contract, those contained in the specifications approved by BHEL shall apply.

18. Tenderers shall not increase their quoted rates at any point of time.
19. Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
20. The "GENERAL CONDITIONS AND INSTRUCTIONS TO TENDERERS AND SPECIAL CONDITIONS TO THE TENDERER" shall be deemed to form an integral part of contract for the work to be entered into.
21. The tenderer should be present if called for clarifications/negotiation. In case, the tenderer's authorized person is attending the call, such person should have the due authorization letter and he should be capable of taking spot decisions.
22. In case the addressee is not interested in submitting quotation, the addressee should return all the tender papers with a covering letter stating that he is not interested in this tender.
23. The tenderers can visit BHEL on working days during office working hours for any clarifications before submitting their offer.
24. BHEL reserves the right to increase or decrease the tendered quantity and split the tendered quantity among more than one tenderer and place orders accordingly in any proportion, based on commitment, requirement and suppliers' capability in terms of delivery and quality.
25. Lowest prices received against BHEL tenders need not be the technically acceptable one and in that case BHEL reserves right not to consider the same.
26. To the extent possible BHEL would avoid negotiation if competitive and reasonable rates are obtained in the tender.
27. In case negotiation is found necessary BHEL reserves the right to restrict / select contractors based on the merits for the negotiations.
28. BHEL reserves the right to negotiate or refloat the tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.
29. If a ring formation is suspected, BHEL may reject all offers or retender or call new sources who have not been contacted or responded against this tender.
30. Sources contacted in this tender does not automatically qualify for consideration just because they are found to be lowest in the tender. BHEL reserves the right to reject any offers without assigning any reason.
31. In the event of awarding of work, the performance of the tenderer of contract, will be monitored for all categories of work and BHEL reserves the right to initiate suitable action including suspension / foreclosure / termination of the contract.
32. BHEL reserves the right to accept or reject the lowest or any other tender or accept or reject any part of such tender without assigning any reasons therefor.
33. The Successful Tenderer shall agree to the following conditions:
Contractor shall indemnify and keep indemnified BHEL, its other contractors and /or sub- contractors and its/their employees from all actions, proceedings, suits, claims, demands, liabilities, damages, losses, costs, charges, expenses judgments and fines arising out of or in the course of, or caused by the execution of work under the Contract or other obligations hereunder directly or indirectly associated herewith which may arise due to:
 - i) breach of law by the Contractor, or any of its sub-contractor, or any of their respective employees.
 - ii) negligence or willful default by the Contractor, or any of its sub-contractor, or any of their respective employees.

- iii) failure by Contractor to proceed with Project in accordance with the determinations, instructions and clarifications of Company pending disagreement, dispute, protest, request for arbitration/ court proceedings
- iv) loss of property or death of any employee of BHEL or of its other contractors/ sub-contractors.

The above shall be without prejudice to any other remedy that may be available to BHEL whether as per law, contract, equity or otherwise. The quantum of work/ nature of work to be carried out by the hired crane will be decided by BHEL from time to time and the availability of the combination of work.

34. Discrepancy in “words” & “Figures”

- a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price(which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
- d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

35. If vendor have their MSE Certificate, EMD need not to pay for this work. They have to submit MSE certificate along with valid CA certificate for 2019 or 2020.

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity(five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM-II certificate along with attested copy of a CA certificate(as below) where deemed validity of EM II certificate of five years has expired)applicable for the relevant financial year(latest audited). Date to be reckoned for determining the deemed validity will be the last date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.

All MSE suppliers shall continue to be in PMD with MSE status based on the EM II certificate or valid NSIC certificate.

Any new supplier will be eligible for registration with BHEL as MSE supplier provided at least any one of the following documents are submitted along with application for registration.

- a) Valid NSIC certificate
- or
- b) Entrepreneurs Memorandum part II(EM II) certificate (valid based on deemed validity of 5 years)
- or
- c) EM II certificate alongwith attested copy of CA certificate(as per prescribed format as below applicable for the relevant financial year(latest audited) , where the deemed validity of EM II is over.
However credentials of all MSE suppliers will be verified before considering the intended benefits for MSE suppliers as per clause9ii) at the time of tender evaluation.

Certificate by Chartered Accountant on Letter head

This is to certify that
 M/s.....,
 (hereinafter referred to as 'Company') having its registered office at.....
 is registered under MSMED Act
 2006,(Entrepreneur memorandum No(Part-II))..... dtd:.....
 Category:.....(Micro/Small).(Copy enclosed)

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery(i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006:
 Rs..... Lacs
2. For Service Enterprises: Investment in equipment(original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006.
 Rs..... Lacs

(Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs..... Lacs for.....Micro/Small(Strike off which is not applicable)Category under MSMED Act 2006.

Or

The company has been graduated from its original category(Micro/Small)(Strike off which is not applicable) and the date of graduation of such enterprise from its original category is(dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O.No.3322(E) dated 01-11-2013 published in the gazette notification dated 04-11-2013 by Ministry of MSME.

Date:

(Signature)

Name-

Membership number

Seal of Chartered Accountant

Signature of the Tenderer with seal
(Authorized Signatory)

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SPECIAL CONDITIONS OF CONTRACT**1 . Requirement of Manpower:**

- 1) **Based on the experience, requirement and present location the minimum requirement of workmen will be 24 nos.** The work will be carried out in 04 shifts as indicated below on daily basis. If the contractor does not deploy the minimum no of manpower, then Recovery will be imposed as per Recovery Clause. However, if the Contractor brings more number of persons for executing the work, he will not be paid any extra price for the additional manpower. The Contractor shall provide Weekly Off / National and Closed Holiday. No overtime charges / extra charges other than what is agreed shall be payable by BHEL to the Contractor.
- 2) The Contractor shall furnish the names, permanent & local addresses of the Contractor's employees deployed at the Company's premises from time to time along with the latest photographs, thumb impression and signature to the Officer in Charge of Canteen, BHEL, BAP, Ranipet before the deployment.
- 3) Character and antecedents of all Human Resources employed by the Contractor at BHEL/BAP should be verified by police prior to deployment of the personnel. The verification report duly certified by the police is to be submitted to the Company prior to the deployment of the personnel on duty.
- 4) As required under the Tamilnadu contract Labor (Regulation and abolition) rules 1975, the contractor will have to obtain the License in advance. This should be produced as and when demanded, if not, appropriate action will be taken against the contractor.
- 5) Since with effect from 01.11.1990 Provident Fund becomes applicable for engagement of a worker even for a single day, deduction of PF by the contractor has to be ensured. All such contractors have to apply to the PF Commissioner and get a separate code number allotted to them if they have not already been allotted a number or registered elsewhere or they are an exempted establishment having their own PF Trust etc. Proof of deduction as well as remittance of the PF dues to the appropriate authorities has also to be shown and proper records maintained.
- 6) The Contractor has to apply and provide ESI facilities to all his employees concern. Similarly the contractor shall cover all his workers under ESI scheme and produce the enrollment/Code number allotted by ESI Authorities. The contractor shall be asked to furnish along with the bill each month for having effected payment of both deduction/contribution towards PF/ESI to the concerned statutory authorities.
- 7) The contractor shall pay the minimum wages to his workers not less than the wages that are being notified by the Tamilnadu Government under the minimum wages Act effective from 01.04.1996 applicable for Engineering and Fabrication industry from time to time.
- 8) Any increase in wages paid to the workers on account of revision by T.N. Government subsequent to the award of contract and or during any time of execution of the contract WILL NOT BE REIMBURSED TO THE CONTRACTOR at actual. The contractor has to foresee such eventuality in advance and quote the rates accordingly.
- 9) The contract laborers shall also be allowed paid Weekly Off as per rules.
- 10) The contractor has to ensure payment of the statutory prescribed minimum wages as applicable from time to time and maintain proper records of their timely disbursement. These records would need to be preserved and made available even after the contract is over for any verification by the various statutory authorities.

11) Note: BHEL has now made arrangements for payment of EMD thru" Online. The steps to make online payment is detailed as below:

- a) Visit <https://www.onlinesbi.com/prelogin/icollecthome.htm>
- b) Click „Proceed" button
- c) Select „Tamilnadu' in the drop down menu under „State of Corporate/Institution **"
- d) Select „PSU-PUBLIC SECTOR UNDERTAKING" in the next drop down menu under " Type of Corporate/Institution"
- e) Click „Go" button
- f) Select „BHEL BAP RANIPET in the drop down menu under "PSU-PUBLIC SECTOR UNDERTAKING"
- g) Click „Submit" Button
- h) Select „EMD „ in the drop down menu under ' Select Payment Category"
- i) 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.
- j) Make payment for EMD as required in tender after entering the details and enclose copy of receipt along with tender documents.

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13. RECOVERY:

- 1.1 **The** Contractor agrees to indemnify the Company against any such loss or damage caused by breach of any of the terms or conditions of this contract.
- 1.2 If the Contractor fails to perform any of their obligations under this contract on any day or at any time, or repudiates the contract during the contract period, the Company may without prejudice to any other right or remedy available to the Company: -

“Recover from the Contractor's monthly bills, compensation for the Work Not Done / Work Not Completed during any day as per the following Recovery Clause / Recovery Table:"

14.RECOVERY CLAUSE:

Recover Clause For All Working Days (other than Sundays and BHEL Holidays) for MAIN CANTEEN AND ADMINISTRATIVE BUILDING CANTEEN AND Other Areas.

RECOVERY TABLE

Sl.No	Description of Work	Scope of Work & Frequency of Work and Area	Recovery for work not done / work not completed per day
I	Collection and cleaning of plates, cuttories, tumblers and jugs from tables at Factory & Administrative Building Canteens. Cleaning of tea vattas Cleaning of Tea / Coffee Cans and Cleaning of Cooking vessels.	As mentioned in Scope of Work & Frequency of Work and Area – Clause 2.B Sl.No. 01 to 05	40% of the contract price per day
II	Cleaning of dining tables and chairs Mopping floor areas of dining halls, cleaning of approach pathway to the kitchen area from dining hall, circulating area portico, gardens, offices, corridors etc. Placing jug with drinking water on the dining table during service timings.	As mentioned in Scope of Work & Frequency of Work and Area - Clause Sl.No. 06 to 08	25% of the contract price per day
III	Cleaning of windows, doors and dinning walls Removal of rug/rubbish picking, pest and rodent control, at Canteen stores area, Cleaning of Rice, dhal, chenna, red / green chillies, garlic etc., Removal of empty oil tins and bags to disposal stores. Boiler Maintenance/ Cleaning, Burner/Stove Cleaning. Cleaning of open and closed drains by water jet cleaning. Garbage and waste collection from the underneath of the wash basins, segregation and disposal of biodegradable & nonbiodegradable wastes separately in a thorough, efficient, professional manner with due diligence and care according to industry norms and standards, in conformity with applicable laws and regulations and BHEL's entire satisfaction own procedures, and instructions. Cleaning of oil stains in the Exhaust fans and LPG appliances, Cob web cleaning, Cleaning of wastes under Hand Wash basins etc.	As mentioned in Scope of Work & Frequency of Work and Area – Clause 2.B Sl.No. 09 to 16	35% of the contract price per day

RECOVERY CLAUSE: For Sundays & BHEL Holidays: (MAIN Canteen Only)**RECOVERY TABLE**

Sl.No	Description of Work	Scope of Work & Frequency of work & Area	Recovery for work not done / work not completed per day
I	Collection of plates, cuttories, tumblers and jugs from tables Factory Canteen. Cleaning of plates, cuttories, tumblers and jugs collected from tables at Canteen. Cleaning of tea vattas Cleaning of Tea / Coffee Cans. Cleaning of Cooking vessels Cleaning of dining tables and chairs	As mentioned in Scope of Work & Frequency of Work and Area - Clause 2.C Sl.No. 01 to 06	50% of the contract price per day
II	Mopping floor areas of dining halls, cleaning of approach pathway to the kitchen area from dining hall, circulating area portico, gardens, offices, corridors etc. Placing jug with drinking water on the dining table during service timings. Removal of rug/rubbish picking, pest and rodent control, at Canteen stores area. Cleaning of open and closed drains by water jet cleaning.	As mentioned in Scope of Work & Frequency of Work and Area - Clause 2.C Sl.No. 07 to 10	50% of the contract price per day

NOTE: If the contractor is not carrying out any of the above work, BHEL will carry out the work by invoking or operating 'Risk Purchase Clause' under Sl. No.22 of the General Conditions of the Contract besides imposing 'Recovery Clause' under Sl.No.14 of the Special Conditions of the Contract. BHEL will arrange for the work or part of the work in default by the Contractor to be carried out, through other Agencies. Such decision of the Company being final and binding on the Contractor and will be at the cost and risk of the Contractor.

15.SAFETY PRECAUTIONS

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

Note: All Personal Protective Equipment should be supplied by the contractor to his workmen at his own cost. However, all cleaning materials required for cleaning will be supplied by BHEL.

GENERAL CONDITIONS OF CONTRACT**1. DESPATCH INSTRUCTIONS:**

- 1.1. This tender specification as a whole, duly furnishing all the details required and other documents as required in the following pages, shall be duly signed and sent in a sealed cover duly super scribing the name of work as given in the tender notice.
 - 1.2. The tender shall be addressed to Officer inviting tender as indicated in the tender notice.
 - 1.3. Tenders submitted by post shall be sent by "REGISTERED POST WITH ACKNOWLEDGEMENT DUE" / Courier / in person and shall be posted with the due allowance for any postal delay (in case of postal or courier). The tenders received after the due date and time of opening is liable to be rejected. Telegraphic offers and offers received by telex may not be considered.
 - 1.4. Tenders shall be opened by authorized officer of BHEL at his office at the time and date as specified in the tender notice in the presence of such of those bidders or their authorized representatives who may be present.
 - 1.5. The Tenders shall closely pursue all the clauses, specifications and drawings indicated in the tender documents before quoting. Should the bidder have any doubt the meanings of any portion of the tender specification or find discrepancies or omission in the drawings or the tender documents issued are in complete or shall require clarification on any of the technical aspect, scope of work etc., he shall at once contact the authority inviting the tender for clarification before the submission of the tender.
 - 1.6. Before tendering, the bidders are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour. No claim will be entertained later, on the ground of lack of knowledge.
 - 1.7. Bidder must fill up all the schedules and furnish all the required information as per the instructions given in various sections of the tender specification. Each and every page of the Tender Specification must be signed and submitted along with the offers by the bidder in token of complete acceptance thereof. The information's furnished shall be completed by itself.
 - 1.8. The bidders shall quote the rates for each item of the tender schedules in rupees and paise only. These rates shall be entered in figures as well as in words. In case of any difference in the rates quoted in figures and in words, words will be taken as the tendered rate.
 - 1.9. All entries in the tender documents should be in one ink. Over-writing and corrections should be avoided. The Bidders concerned should duly sign for all corrections and over-writings.
2. **HEADING TO THE CONTRACT CONDITIONS :-** The heading to these conditions shall not affect the interpretations thereof.
3. **WORK TO BE CARRIED OUT:-** The Contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of the work. The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the work. No extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.
- 4. DEVIATIONS:-** The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of AGM/WCM. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.
- 5. Tenderers shall not increase their quoted rates at any point of time**

6. **ASSIGNMENT OF TRANSFER OF CONTRACT:-** The Contractor shall not without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.
7. **SUB-CONTRACT:-** The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL .
8. **COMPLIANCE TO REGULATIONS AND BYE-LAWS:-** The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-Laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.
9. **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.

Modes of deposit:

- a. 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**)

- b. 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.
 - c. 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.
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.
 - d. EMD of the successful tenderer will be converted and adjusted against security deposit.
 - e. EMD and security deposit shall not carry any interest.
- 10. Security deposit shall be refunded only after successful completion of the contract to BHEL's satisfaction.**
11. Should a tenderer or a contractor has a relative or in the case of a firm or company of contractors, any of its shareholders or shareholder's relative, employed in Bharat Heavy Electricals Ltd, the authority inviting tenders shall be informed of this fact at the time of submission of the offer, failing which the offer may be disqualified or if such fact subsequently come to light, the contract may be cancelled.

12. BHEL shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.
13. All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.
14. **ORDERS UNDER THE CONTRACT:-** All orders, notices etc. to be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.
15. **CONTRACTOR'S SUPERVISION :-** The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the AGM/HRM to act on his behalf. Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself. The Contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the AGM/HRM or the OFFICER-INCHARGE, to receive instructions.
16. The SDGM/HRM shall have full powers and without assigning any reason, require the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.
17. **LABOUR:-** The Contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, there under from time to time.
18. **PRECAUTIONS AGAINST RISK:-** The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.
19. **DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN :-**

The Contractor shall at his own expense reinstate and make good to the satisfaction of the AGM/WCM and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.
20. **LAWS GOVERNING THE CONTRACT:-** The contract shall be governed by the Indian Laws for time being in force.

21. CANCELLATION OF CONTRACT FOR CORRUPT ACTS:- BHEL , whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default.

If the Contractor shall :-

- (i) Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,
OR
- (ii) enter in to a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL,
OR
- (iii) obtain a contract with BHEL as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

22. RISK PURCHASE CLAUSE:

If the contractor fails to carry out the specified works as per the contract scope of work within the time frame as directed by SDGM/HRM or his authorized officials and continues in that state after a reasonable notice from SDGM/HRM or his authorized officials, BHEL reserves the right to have the work done by any means at the Contractor's risk and expenses provided always that in the event of the cost of the work so done (as certified by authorized officials of HRM/CANTEEN which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by AGM/HRM or the same shall be recovered from the Contractor by other means.

23.CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT: -

BHEL, without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases:

If the Contractor,

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

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

24. CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACTOR'S DEFAULT :-

If the Contractor :

- a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from AGM/HRM or his authorized representative ;
- b) fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued there under ;
- c) BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by

AGM/HRM which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by AGM/HRM or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the AGM/HRM whose decision shall be final and conclusive.

25. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR. :-

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated BHEL shall have the option of terminating the contract without compensation to the Contractor.

- 26. SPECIAL POWER TO TERMINATION:- If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the AGM/HRM shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

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

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

- a) Deviation from the items provided in the contract documents.
- b) Extra items / new items of work.

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

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

29. RECOVERY FROM CONTRACTOR: - Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

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

31. **REFUND OF SECURITY DEPOSIT:-** If the Contractor performs and completes the work in all respects to the entire satisfaction of BHEL and presents an absolute **"No Demand Certificate"** in the prescribed form and returns properties belonging to BHEL handed over, lent or hired by him for carrying out the said works, Security Deposit will be released to the Contractor after deducting all cost of expenses or other amounts that are to be paid to BHEL under this or other contracts entered into with the Contractor. **It may be noted that in no case the Security Deposit shall be refunded/released prior to passing of final bill.**

32. FORCE MEJEURE CLAUSE:- If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefore neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist.

If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the AGM/HRM subject to prompt notification by the contractor.

33. ARBITRATION :-

- i) 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
- ii) The venue of Arbitration shall be Ranipet, Tamil Nadu. The arbitrator may hold meetings for convenience in such a place or places discretion.
- iii) The award of the Arbitrator shall be final, conclusive and binding on both parties to the Contract.
- iv) The Contractor shall, notwithstanding 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. Arbitration will be as per BHEL guidelines.

34. Time is the essence of contract and hence any delay in Execution of contract will attract penal action by BHEL by deduction of such amounts as may be fixed by BHEL as compensation for the delay of work. This is without prejudice to general conditions of contract mentioned elsewhere regarding deduction for taking alternative action / cancellation of contract.

35.The quantities mentioned in the tender are only tentative and approximate with variation upto 10%. No compensation will be paid in case of deviations in the mentioned quantities.

36. SIGNING OF CONTRACT:- Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the persons signing. Contracts by a Company shall be signed with the name of the Company by a person authorised in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

37. All statutory requirements under Minimum Wages Act,1948, Factories Act 1948, Workmen Compensation Act 1923,Employees Provident Fund and Miscellaneous Provisions Act, 1952,Payment of Gratuity Act 1972, Employee State Insurance Act 1948, Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, GST Act andall other applicable Acts shall be complied with by the Contractor.

38.Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.

39. Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.

40. Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provides a copy of the same to BHEL.

41. Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

42. No interest shall be payable by BHEL on Earnest Money/ Security Deposit/ or any money due to the Contractor by BHEL.

43. Monthly post payment shall be paid through NEFT / RTGS payment within a 45 days from the submission of clear invoice to the contractor after duly submitting Tax invoice in triplicate and necessary statutory documents (PF, ESI) by the contractor and certification from concerned Engineer In-charge.

44. The contractor should have to arrange police verification certificate of concern workers (whom they are going to be engaged for these works) for obtaining entry pass.

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

- 01 The contractor shall not employ in connection with the work any person who has not completed 18 years of age.
- 02 The contractor shall in respect of labour employed by him either directly or through sub contractors, comply with or cause to be complied with the following statutory provisions and rules and in regard to all matters provided therein.

- (a) The contract labour (Regulation and abolition Act 1970) and the related Central Rules 1971..
- (b) The minimum wages Act 1948 and the related Tamilnadu Rules.
- (c) The payment of wages act 1936 and the related Tamilnadu Rules.
- (d) The Factories Act 1948 and the related Tamilnadu Rules.
- (e) The Employees Provident Fund and Miscellaneous Provisions Act 1952.
- (f) The Employees State Insurance Act 1948.
- (g) The workmen's Compensation Act 1923.
- (h) The Industrial Dispute Act 1947, and any other law, or modifications to the above or to the rules made there under from time to time.

03 **REGISTRATION AND LICENSING:**

Every contractor shall register his/her name with the welfare section of BHEL before taking up the work awarded to him/her by giving the following information and getting a code number:

- (a) The name of the contractor.
- (b) Nature of contract work.
- (c) Period of work.
- (d) Number of maximum labour employed by him on any one day.
- (e) License No. and date (applicable in case of contractors employing 20 or more worker)
- (f) Whether enrolled for PF, ESI etc., and enrolment No. (contractor shall obtain their own PF code)

This information is called for the purpose of informing the inspector of Factories wherever they call for information regarding contracts.

- 04 The contractor employing 20 or more workmen is required to obtain license from the authorities (The Deputy Chief Labour Commissioner (Central) Chennai). This license shall be amended and/or renewed wherever there is an increase in the workmen employed by him/her or in the event of contract being extended or renewed. The contractor shall inform the license number to the BHEL management before taking up the work.
- 05 The contractor (Licensed or unlicensed) shall promptly furnish every information and document required by BHEL authorities for the purpose of fulfilling their obligations as principal employer and/or occupier of the factory and shall render all necessary assistance for the same.
- 06 The contractor shall get the contract labourers engaged by him/her insured under workmen's compensation policy from General Insurance Corporation of India.
- 07 The contractor shall ensure that all his workmen are covered under the Employees State Insurance Act and produce the registration number/enrolment number to the welfare section before executing the contract.
- 08 The contractor shall also ensure that all his/her workmen are covered under Employees Provident Fund and Misc. Provisions Act 1952.

09 Minimum Wages to be paid :

Description	For Unskilled Worker (Rs.)
Basic Pay as on 01.04.2020	7,650 pm
Dearness allowance as on 01.04.2020	5,209 pm
BHEL Adhoc (2000 + 1200) per month	3,200 pm
Total wage per month	16,059 pm

- Payment of Bonus to be ensured as per Bonus act.

Any increase in overall wages up to 5%, by the State Government, during the period of Contract, will have to be borne by the Contractor. Beyond 5%, after excluding increased 5%, balance will be reimbursed by BHEL on production of proper evidence for the actual workers deployed". The contractor has to pay the wages to their workers through worker's Bank account only. no hand payment will be acceptable.

- The contractor shall ensure payment of wages to the contract labour employed by him/her within three days from the end of wage period incase the wage period is one week or a fortnight & in all other cases before 10th day of the following month.
- All payment of wages shall be made on working days at the work site and during the working time and on dates notified in advance. In case the work is completed before the expiry of the wage period final payment shall be made within 48 hours of the last working day.
- Where the employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
- Wages due to every worker shall be paid to him direct or to the person authorized by him in this behalf. All wages shall be paid in current coin or currency or in both.
- The contractor shall ensure the disbursement of wages in the presence of such authorized representatives of BHEL management.
- The above payment shall be verified by the authorized officers/representatives of BHEL with the following certificate on the payment sheet certified that the amount shown in column No. has been paid to the workmen concerned in my presence on at
- A certificate of payment shall be furnished in duplicate by the contractor to the Engineer Incharge each month.
- A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy to be sent to the welfare department by the contractor under acknowledgement.

18. Notices showing the rates of wages, weekly rest days, hours of work, wage period, date of payment of wages, names and addresses of the inspectors having jurisdiction, the date of unpaid wages shall be displayed in Tamil and English in conspicuous places at the establishment and working by the contractor. The contractor shall inform the BHEL management every month the details of contract labour engaged for each contract in the following form.
 - a. Serial Number
 - b. Location
 - c. Period of work
 - d. No. of contract labour engaged during the month
 - e. No. of days worked
 - f. No. of mandays worked
 - g. Wages paid to his/her workers

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

19. REGISTERS RECORDS AND COLLECTION OF STATISTICS.

20. The following documents/formats under Contract Labour (Regulation and Abolition) Act 1970 and related Central Rules 1971 shall be maintained by each contractor.
 - a. Register of persons employed by the contractor.
 - b. Employment Card.
 - c. Service Certificate.
 - d. Muster Roll, Wage Register, Deduction Register, Wage slip, Over time Register, Register of fines, Register of advances etc.,
 21. The contractor shall display the abstract of the contract labour (Regulation and application) Act and the rules there under both English and Tamil.
 22. Half yearly return shall be sent by the contractor in duplicate to the licensing officer.
 23. The contractor shall submit the returns required under the Contract Labour (Regulation and Abolition) Act 1970 periodically to BHEL management.
 24. The contractor shall without fail give up to date information in writing of the attendance of the workers employed by him/her.
 25. The contractor shall ensure that his/her workers keep and produce their employment card when coming to duty and take them back when leaving duty.
 26. All the above registers and records shall be preserved in original for a period of three years. All the registers, records and notice maintained under the Act and Rules shall be produced on demand by Inspector or any Authority under the Act.
- WORKING HOURS AND WORKING CONDITIONS:
27. No workers shall be required or allowed to work on Sunday unless he has or will have a Holiday or any one of the three days before or after the said day.
 28. The contractor shall inform BHEL Management in the prescribed form details of the contract workers scheduled to work on Sunday, the day of rest and also indicate the substituted holiday in lieu thereof. This shall be intimated two days in advance before his/her workmen are booked for work on Sunday.
 29. The contract labour working for more than nine hours in any day or for more than 48 hours in any week shall be paid wages at the rate of twice the ordinary rates of wages in accordance with the provisions of section 59 of the Factories Act 1948 and any amendment thereof.
 30. The contractor shall provide all safety devices and personal protective equipment to his workmen at his/her own cost and shall ensure that his workmen wear/use such devices or equipment provided to them while doing the work and there should not be any relaxation on this.

31. The contractor shall give four paid national holidays to his workers, viz 26th January, 1st May, 15th August and 2nd October. The contractor shall ensure that his/her workmen vacate the premises after the shift is over.
32. The contractor shall give leave with wages to his/her workmen who have worked for a period of 240 days or more in the factory premises during a calendar year. This leave shall be allowed during the subsequent calendar year at the rate of one day for every 20 days or work performed by the worker during the previous calendar year. The worker whose service commences on a day other than the first of January shall be entitled to leave with wages at the above rate (one day for every 20 days or work) only if he had worked for a minimum of 2/3 of the total number of days in the remainder of the calendar year. This leave will be admissible only during the subsequent calendar year.
33. The contractor shall comply with the provisions relating to welfare and health facilities as provided to the Contract Labour (Regulation and Abolition) Act 1970 read with the Tamilnadu contract labour Rules.

NOTICE OF ACCIDENT:

34. Notwithstanding anything contrary to this, in the event of accident the contractor shall be required to fill injury report and submit the Engineer Incharge immediately and ensure the compliance of ESI/Workmen's Compensation Act, Factories Act and Rules made there under. He shall also maintain a register of accident as per the Act.
35. The contractor shall get the contract labour engaged by him insured under Workmen's Compensation Policy from General Insurance Corporation of India before actually starting the work of contract. The insurance coverage should be for the entire period of contract. The contractor shall comply with the provisions of the Workmen's Compensation Act 1923 (This should be read in connection with the provisions of ESI Act).
36. The contractor shall ensure that all his workmen are covered under the Employees State Insurance Act and produce to BHEL such Registration number/Enrolment number before executing the contract work.
37. The contractor shall regularly pay the amount of contribution i.e., employer's contribution as well as employees' contribution in pursuance of the above scheme as fixed from time to time. **The contribution payable presently is 0.75% of wages to be recovered from his/her workmen and 3.25% of wages to be contributed by the contractor.** Contribution recovered from employee and contribution made by the contractor may be rounded to the next higher multiples of five paise.
38. The contractor shall take note of any amendment that may be brought forth in the above contribution rate and act accordingly.
39. The contractor shall ensure that his/her workmen are covered under the EPF and miscellaneous Provisions Act 1952 and accordingly produce to the BHEL Management the registration/enrolment number before award of contract work.
40. All employees are eligible to become a member of provident fund from the date of joining the establishment and the worker and contractor contributions are 12% and 13.00% respectively. The contractor is also liable to pay any administrative charges in this behalf that may be decided from time to time. It will be the responsibility of the contractor to ensure such contribution payable in respect of workmen employed through sub-contractors also.
41. The contractor shall take note of any amendment in the rate of contribution payable under the scheme from time to time.
42. The contractor shall within seven days of the close of every month submit to BHEL a statement showing the amount of contribution payable/paid for employees engaged by him or through him and shall also furnish to BHEL such information, as principal employer is required to furnish under the provisions of the ESI Act and PF as well as the scheme made there under to the authorities concerned.
43. Whenever any sum of money is found to be recoverable from or payable by the contractor under the above acts, the same shall be deducted from any sum that may be due or which at any time thereafter may become due to the contractor under this contract or under any other contract or from his security deposit. In case the recoveries are not sufficient to satisfy the claims the contractor shall pay the balance thereof on demand. In case any recoveries are made under this clause from the security deposit the contractor shall immediately

thereafter pay such further sums as may be required to recoup the shortage caused by such recoveries in the amount of security deposit.

44. The contractor shall abide by all the labour and other laws applicable to contract labour/worker under this contract and shall at all times keep BHEL, indemnified against all losses, claims, prosecution under any law.
45. In case of non compliance of any of the provisions of the acts and in case BHEL having complied with the same, BHEL will be entitled to recover the same from the contractor/sub-contractor
46. Non exercise of any of the powers or rights available to BHEL hereunder or under any law, shall not in any way operate as waiver thereof.
47. **LD/PENALTY:** During the contract period, for any shortage in supply of Manpower, penalty will be levied @ Rs. 1000/- per worker per shift. .If the contractor delays the work and to impose the PENALTY / LD at the rate of ½% of the contract value per week of delay or part thereof subject to a ceiling of 10% of contract value
48. **PVC CLAUSE: To avoid uncertainty in the contract, PVC clause for wages to be incorporated as below.Any increase in minimum wages up to 5%, by the State Government , during the period of Contract, will have to be borne by the Contractor. Beyond 5%, after excluding increased 5%, balance will be reimbursed by BHEL on production of proper evidence for the actual workers deployed.**
49. **General:** Contractor should follow all the provisions of labour legislation and statutory obligations. Provisions as and when amended will also apply.
50. **GST:**
Registration & GST Rate
 1. Bidder should indicate GSTIN No. (Copy of GST registration to be enclosed) and PAN No. (copy of PAN to be enclosed).
 2. Tender will be considered/ accepted, if & only if the vendor has a valid GST Registration No.
 3. Central Tax/ State Tax/ Integrated Tax/ Union Territory tax to be quoted as extra in %.
 4. 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.

Invoicing & Payment

5. 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 or GSTIN of BHEL Nodal Agency as mentioned in NIT or informed subsequently.
 - b. HSN Code or Service Accounting Code for supply of goods or services.
 - c. Name & address of supplier
 - d. GSTIN of Supplier
 - 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
6. Reimbursement of GST to the vendor is contingent upon complying with the following condition by the service provider:-
 - i. Uploading the onward GST Return (**GSTR-1**) in GSTN Network portal within the statutory time period.
 - ii. Discharging the GST tax liability to the Government.
 - iii. Submission of Tax Invoice to BHEL.
 - iv. Submission of proof of payment of GST to BHEL.
 - v. Availment of Input Tax Credit by BHEL.

Input Tax Credit

7. 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.
8. 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.
9. 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).
10. 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.

Penalty for Non-compliance of GST Act

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

Anti-profiteering Measure

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

Other Provision

13. The agency should quote the applicable taxes and duties in the technical bid (part-A) as well as in price bid (part-B).
14. 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).
15. 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.
16. **In case any changes in taxes and duties as per Gov. Notification (including GST), the same shall be applicable from time to time.**
17. If the Contractor is not registered for any statutory obligation and not liable there to, then a declaration shall be submitted along with offer that they are within the threshold limit.

The following details to be furnished by the bidder:

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

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

18. If the contractor is not able to provide the sufficient Staff for a continuous period of 15 days, BHEL reserves the right to terminate the contract and to take appropriate action against the Contractor. In the event of contract termination, the security deposit paid by the contractor will be forfeited.
19. ***BHEL reserves the right to reduce the contract period (pre-close the contract), with 30 days notice period depends on the requirement / without assigning any reason. Security Deposit will be refunded, if the contract is pre-closed for non-requirement by BHEL.***
20. The contractor shall take Comprehensive Insurance Cover for all the Man power engaged.
21. In case of breach of any or whole of the above terms and conditions by the contractor BHEL will have the liberty to cancel the registration and contract either in part or in full and entrust in part or in full of the work to any other contractor and the contractor shall be liable to pay extra cost involved in the execution of cancelled part of the contract.
22. The contract will be finalized based on the overall LOWEST value and to be awarded to single party only since split in schedules is not possible. **L1 will be decided based on the lowest cost to BHEL. In the course of evaluation, if morethan one bidder happens to occupy L1 status, effective L1 will be decided by soliciting discounts from the respective L1 bidders. In case more than one L1 bidder happen to occupy the L1 status even after soliciting discounts, the L1 bidder shall be decided by a toss/draw of lots, in the presence of respective L1 bidder(s) or their representative(s). Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.**

23. "BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of life/permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below. a). Victim: Any person who suffers permanent disablement or dies in an accident as defined below. b). Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing/operation and works incidental thereto at BHEL factories/offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works/ during working at BHEL units/officers/townships and premises/ project sites. c). Compensation in respect of each of the victims: (i) In the event of death or permanent disability resulting from Loss of both limbs: Rs.10,00,000/- (Rs. Ten lakh) (ii) In the event of other permanent disability: Rs.7,00,000/- (Rs. Seven lakh) d). Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to section 2 (l) of the Employee's Compensation Act, 1923.
24. HRM is arranging this contract as a nodal agency. Execution of work, Bill Certification, Bill passing, Payment, Penalty, Contract closing etc., is the responsibility of end user.
25. Certificate by the executing department that all statutory requirements including PF,ESI, Minimum wages, Insurance, GST, etc. are complied with by the Contractor. This should be duly backed by the relevant documents".
26. **FORCE MAJEURE CLAUSE:-** If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefor neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the concerned executive/authorized person subject to prompt notification by the contractor.
27. L1 will be decided on the basis of quoted amount only. Hence, reverse auction will not be done for this tender.

**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.

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NO DEVIATION CERTIFICATE

This is to declare that we do not have any deviations in the stipulations of your tender no.: HR:CAN:CON:CLG:2020:005 dt. 04.03.2021 and accordingly accept all the stipulations without any reservations whatsoever.

Date:

Authorized Signatory

Place:

Name

Designation

Company Seal

PRICE BID (PART-II)
(To be submitted in separate envelope)

S. No.	Description	Amount in Rs.
1	Minimum basic pay per month for unskilled worker	7,650.00
2	Minimum DA per month	5,209.00
3	Additional amount to be paid to the contract employee by the contractor over and above per month	3,200.00
4	Subtotal per month	16,059.00
5	Employers(contractor) PF @13%(12%PF +1% other charges) Rs.15,000 on limit on total wages (x)	1950.00
6	Employers(contractor) ESI@3.25% on total wages (Rs.16,059) (u)	521.91
7	Bonus@8.33% on effective wages of Rs.12,859/- for Sl.No.(1) &(2)	1071.15
8	15 days EL per year for Rs.16,059/2=Rs.8,029.50 value of EL portion/month=Rs.8,029.50/12	669.12
9	Total wages per month	20,271.20
Breakup details for wage and other payments to be taken care by the contractor.		
1	Effective wage per month	16,059.00
2	PF to be deducted from individual@12% (y)	1,800.00
3	ESI to be deducted from individual@0.75% (v)	120.44
4	Balance (a)	14,138.56
5	Bonus (b)	1071.15
6	Balance to be paid to individuals Bank account including bonus / month (c)= (a) + (b)	15,209.71
7	Total PF amount to remit by the contractor by every month (z) = (x) + (y)	3,750.00
8	Total ESI amount to remit by the contractor by every month (w) =(u)+(v)	642.35
9	15 days EL per year for Rs.16,059/2=Rs.8,029.50 value of EL portion/month=Rs.8,029.50/12	669.13
11	Total wages per month per unskilled worker	20,271.19

Total amount payable to workmen against the contract(rounded off)= Rs.20,271.20 x 24 persons (unskilled workers) x 12 months= Rs.58,38,106/- (Applicable GST is extra).

S.no	Description of work	Lumpsum Amount For One Year (Including GST) "ONLY" to Be Quoted By The Bidder	
		In Figures(In.Rs.)	In Words (In Rupees)
<u>1</u>	Deployment of 24 nos. unskilled man power for carrying works specified as per the scope of work.		

IMPORTANT:

If quoted amount excluding GST is less than Rs.58,38,106, the offer will be summarily rejected.
Bids lower than the minimum statutory amount, i.e minimum wage, PF, ESI, etc., as may be declared by unit HR deptt., shall be rejected.
The GST paid shall be fully reimbursed by BHEL, on submission of proof for payment of GST receipt along with the monthly invoice..

NOTE:

- The contract will be awarded to one bidder only.**
- Evaluation of the offer shall be done on the basis of delivered cost (i.e." Total cost to BHEL")
- In case of more than one bidder quoted same amount, Ranking will be decided as per clause no. 22 of page no 36 of 40 in NIT.**
- Any increase in overall wages up to 5%, by the State Government, during the period of Contract, will have to be borne by the Contractor. Beyond 5%, after excluding increased 5%, balance will be reimbursed by BHEL on production of proper evidence for the actual workers deployed"