



# BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)  
POWER SECTOR- EASTERN REGION  
WBPDC, Sagardighi Thermal Power Project  
STAGE III (1x660 MW, Unit5)  
P.O.: Monigram, Dist; Murshidabad, W.B.PIN: 742237

## **NOTICE INVITING TENDER**

Ref. No.: PSER: SGTPP: U5: Adm: NIT: 2026:05/18

Date: 18/05/2026

TO

M/s.....

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**SUB: Hiring of Manhour on Job Contract basis for day to day maintenance service at Field Hostel Mess, Guest Houses at BHEL Sagardighi site**

**TENDER SPECIFICATION NO: PSER: SGTPP: U5: Adm: NIT: 2026:05/18**

Sealed Tender in two parts (Technical & Price Bids) are invited by BHEL, Sagardighi Site from reputed and experienced bidders for hiring of Manhour on Job Contract basis for day to day maintenance service at Field Hostel Mess, Guest Houses at BHEL 1 x 660 MW Sagardighi Site.

Detail tender Specifications and term & conditions are enclosed herewith.

You are requested to quote your most competitive rates as per rate schedule of the tender specification and submit your bid in the office of the undersigned on or before 21/05/2026 at 1500 hrs.

Thanking You,

Yours faithfully,

For & On behalf of  
BHARAT HEAVY ELECTRICALS LIMITED,

Sr. Engineer (HR & A)



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## SECTION-I

### GENERAL INSTRUCTIONS TO TENDERERS

- 1.0 Tender specification as a whole, duly furnishing the following details, shall be duly signed and sent in a sealed cover super scribing "**TENDER FOR HIRING OF MANHOUR ON JOB CONTRACT BASIS FOR DAY TO DAY MAINTENANCE SERVICE**" at 1x660 MW BHEL, Sagardighi site.

SALIENT DETAILS OF NIT		
SL	ISSUE	DESCRIPTION
1.0	TENDER SPECIFICATION NO.	PSER: SGTPP: U5: Adm: NIT: 2026:05/18
2.0	DUE DATE OF SUBMISSION	21/05/2026 UPTO 1500 hrs.
3.0	DUE DATE OF TENDER OPENING	21/05/2025 at 1700 hrs.
4.0	VENUE OF TENDER OPENING	BHARAT HEAVY ELECTRICALS LTD SITE OFFICE, POWER SECTOR: EASTERN REGION, WBPDC, 1X 660 MW SAGARDIGHI THERMAL POWER PROJECT , STAGE-III, MANIGRAM, MURSHIDABAD, 742237
5.0	EMD AMOUNT	NIL
6.0	COST OF TENDER	NIL

- 2.0 The offer shall be submitted as per instruction of tender document. One set of tender documents signed by authorized representative of bidder and stamp on each page shall be submitted as detailed further. Bidder to note specifically that all pages of tender documents shall be submitted by them (after signing and stamping on each page) as a part of their offer. "**Price shall not be mentioned by them anywhere in the techno-commercial offer, it shall be mentioned in the relevant price schedule only and submitted in separate sealed envelope.**" In case of any clarification, bidder may contact this office.

- 2.1 The offer shall be sent in two separate sealed envelopes as under:

COVER NO	SHALL CONTAIN FOLLOWING
<b>COVER-I (TECHNO-COMMERCIAL BID)</b>	One original copy of each of following should be submitted by the bidder: a) Covering letter of offer. (in bidder's letterhead) b) Techno-Commercial Bid (signed copy of NIT/ Enquiry) c) Price schedule / Rate schedule - <b>Unpriced</b> but mentioning only <b>quoted / unquoted</b> against each item of price bid format ( <b>Annexure-I</b> ) d) No deviation certificate in <b>bidder's letterhead</b> as per format given at <b>annexure - II</b> . e) PAN No. A photocopy of PAN card is to be submitted. f) GST registration number. A photocopy of GST certificate is to be submitted.
<b>Cover -II (PRICE BID)</b>	a) Copy of covering letter given in Cover-I: 1 Photo Copy/ Original b) Complete price offer in line with prescribed price schedule [ <b>Annexure-I</b> ] duly filled in all respect.

- 2.2 The Tenderer should be addressed to:

**Bharat Heavy Electricals Limited,  
1x660 MW Sagardighi Thermal Power Project, Unit-5,  
WBPDC, P.O.- Manigram,  
Dist.: Murshidabad, West Bengal-742237**



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3.0 Tender to be submitted by post & shall be sent by "REGISTERED POST WITH ACKNOWLEDGEMENT DUE". Tenders received after due date is liable to be rejected. Tender papers may also be submitted by hand delivery or by COURIER SERVICE or deposited directly in the BHEL OFFICE at BHEL: Sagardighi site.

3.1 Price bids of techno commercial qualified bidders shall be opened by the authorized officials(s) of BHEL at their office at the time and date to be intimated by BHEL, in the presence of bidders or their authorized representative(s) who wishes to be present. Such representatives must bring with them their authorization letter during opening of the price bids. For any clarification, the bidders should contact BHEL, Sagardighi site.

3.2 The Tenderer should thoroughly go through all the clauses/ specifications, terms and conditions stipulated in the tender documents. In case the tenderers have any doubt about the meaning of any portion of the tender specifications or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, scope of work etc. they should at once contact the authority inviting the tender for clarification before submission of the tender.

3.3 The tenderers should quote the rates in English language and international numerals. The rates shall be in whole rupees. The rates shall be entered in figures as well as in words.

3.4 All entries in the tender shall either be typed or be in written form. Erasures and overwriting are not permitted and may render such tenders liable to be summarily rejected. All cancellations, insertions, overwriting etc. shall be duly attested by the bidders.

4.0 "LETTER OF INTENT" shall mean the intimation by a letter to the Bidders that his tender has been accepted in accordance with provisions contained in that letter. The responsibility of the contractor commences from the date of issue of this letter and all the terms and conditions of the contract are applicable from the date.

5.0 In the event of any dispute of any nature, the decision of BHEL shall be final and binding on the contractor.

## **6.0 USE OF LAND:**

No premises belonging to BHEL either owned or hired shall be occupied by the contractor without the written permission of BHEL.

## **7.0 SUBMISSION OF TENDERS:**

7.1 **In case of individual:** The full name, mailing address, Telephone No., E-Mail ID and place and nature of business.

7.2 **In case of Companies:** Date and place of registration including date of commencement certificate in case of limited company (certified copies of Memorandum of Association are to be furnished), Nature of business carried out by the Company and provisions of the Memorandum relating thereof as well as names and particulars including addresses of all the Directors and their previous experience, if any.

## **8.0 VALIDITY OF OFFER:**

The offer shall remain valid for a period of 03 months from the date of submission of offer.

## **9.0 EXECUTION OF CONTRACT:**

The responsibility of successful Bidder under this contract commences from the date as specified in the letter of Intent by BHEL.



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## SECTION-II

### GENERAL TERMS AND CONDITIONS OF THE CONTRACT

#### DEFINITION:

The following terms and expressions shall have the meaning hereby assigned to them except where the context otherwise requires.

BHEL (or B.H.E.L.) shall mean Bharat Heavy Electricals Limited, a Company registered under Indian Company's Act, 1956 having its registered office at BHEL HOUSE, Siri Fort, New Delhi-110049 and its Regional Head Quarter at Power Sector: Eastern Region, Plot No. 9/1, DJ Block, BHEL BHAVAN, Sector-II, Salt Lake, Kolkata-700091.

MANAGER shall mean the Officer in administrative charge of BHEL, Power Sector Eastern Region at Sagardighi Stage-III (1 X 660 MW) project site.

"CONTRACTOR" shall mean the individual firm or Company who enters into this contract with BHEL and shall include their executors, administrators, successors and assigns.

"LETTER OF INTENT" shall mean the intimate letter to the Bidder that his offer has been accepted in accordance with the provisions contained in the said letter. The responsibility of the contractor commences from the date of issue of this letter and the terms and conditions of the contract are applicable from that date.

"MONTH" shall mean English Calendar month

#### ISSUE OF NOTICE:

The contractor shall furnish to BHEL, the name, designation and address of his authorized agent and all complaints notices, communications and reference shall be deemed to have been duly given to the contractor if delivered to the contractor or his authorized agent or left at or posted to the address either of the contractor or his representative/authorized agent and shall be deemed to have been so given, in the case of posting on the day on which they would have reached such address in the ordinary course of post or on which they were so delivered or left.

#### COMMENCEMENT OF SERVICE:

The contractor shall commence the work within the time indicated in the Letter of Intent from BHEL and shall proceed with the same with due expedition without any delay.

If the successful Bidder fails to start the work within the stipulated time, BHEL at its sole discretion will have the right to cancel the contract. His earnest money and/or security deposit if applicable, with BHEL will stand forfeited without any further reference to him, without prejudice to any and all of BHEL's other rights and remedies in this regard.

#### MODE OF PAYMENT & TAXES & DUTIES:

All payment due to the contractor after deduction of Income tax at source as applicable and as prescribed under Income Tax Act/Rules from time to time shall be paid by Account Payee Cheques/ RTGS only after submission of bills duly verified by BHEL's authorized representative/office/department (within 7 days from the date of receipt of such bills).

#### RIGHTS OF BHEL:

BHEL reserves the following rights in respect of this contract without entitling the contractor for any



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compensation:

To terminate the contract any time by giving 7 days' notice without assigning any reasons thereof.

To recover any amount due from the contractor on any account due to the contractor, under this contract or any other contract or from Security Deposit.

To effect recovery of any amount due from the contractor under this or any other contract etc. or in any other form, the sum of money BHEL is forced to pay anybody due to contractor's failure to fulfill any of his obligations.

In the event of any dispute of any nature, the decision of BHEL shall be final and binding on the contractor.

## **RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF LOCAL LAWS EMPLOYMENT OF WORKERS ETC.**

The contractor shall comply with all state and central laws/ statutory rules, regulations etc. as applicable.

The contractor shall pay all taxes, fees, license charges, duties, royalty commissions or any other charges which may be levied on account of his operation and in executing the contract to the concerned authorities. In case BHEL is forced to pay any of such taxes/charges, BHEL shall have the right to recover the same from the contractor either from his bill or otherwise as deemed fit.

The behavior of contractor at the place of work shall be polite, should have good temperament. The contractor should be responsible for observance of all regulations by the staff employed by him. Courtesy and good behavior on the part of the workers is important Discourteous and and/or careless workers should be replaced.

The contractor shall ensure that no damage is caused by his workmen during working hours to any person, property of other parties (working hours at the place of work). If any such damage is caused, it is the responsibility of the contractor to make good the losses or to compensate for the same.

In case the contractor is required to undertake any work outside the scope of this contract, the rates payable shall be those mutually agreed upon.

All safety rules and codes applied by BHEL at the place of work shall be observed by the contractor without exception. The contractor shall be responsible for the safety of the workers, T&Ps etc. and work to be performed by him and shall maintain all protection necessary for the purpose. The contractor shall also take precautions as may be indicated from time to time by BHEL with a view to prevent pilferage, accidents, fire hazards etc. and due precaution shall be taken against fore seen or unseen hazards and atmospheric conditions.

The contract shall be responsible to arrange Gate Pass of workers, tools & plants its timely renewal.

The contractor shall be directly responsible for payment of wages to his worker(s)/ employees engaged by them by 7<sup>th</sup> of the following month. If there is any delay in submission & settlement of bill due to any reason whatsoever, payment must not be delayed beyond 10<sup>th</sup>.

The contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules/ challan /accident or any other unforeseen happenings and shall indemnify this department from any responsibility/claims etc. on this account.

In case of any class of work that are not covered in this specification as laid down in the contract, such work shall have to be carried out in accordance with the instructions and requirement of the authorized representative of BHEL.



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## **INSURANCE/ ESIC:**

It is the sole responsibility of the contractor to insure his workers against injury, disability and death while at work and to pay compensation to his worker/(s), if so happens. The contractor shall have to take ESIC/ Cover against claims for injury, disability, disease, death etc., to his staff. The liability shall not be less than the provisions of the Workmen's Compensation Act.

If due to negligence and/or non-observance of the safety and other precaution any accident/injury takes place to any other person(s)/public, the contractor shall have to pay necessary compensation and other expenses, if so decided by the BHEL authorities.

If due to contractor's carelessness, negligence or non-observance of safety precautions damage to BHEL's property and personnel should occur and if BHEL is unable to recover in full cost from the Insurance Company, the balance will, be recovered from the contractor's bill. In the event of loss/theft of BHEL's property while in the custody of the contractor it will be the responsibilities of the contractor to lodge a F.I.R. with the local police authorities' and furnish the details of F.I.R. about loss/theft within 48 hours of the occurrence. This is for the purpose of lodging insurance claim. If BHEL is unable to recover in full cost from the Insurance Company, the balance including deductible franchise wherever applicable will be recovered from the contractor.

## **LAW GOVERNING THE CONTRACT AND COURT JURISDICTION**

The contract shall be governed by the law for the time being in force in the Republic of India. The Civil Court, having ordinary original civil jurisdiction in Berhampur, WB shall alone have exclusive jurisdiction in regard to all claims in respect of this contract.

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POWER SECTOR- EASTERN REGION

WBDCL, Sagardighi Thermal Power Project

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## SECTION-III

### SCOPE, SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. All the persons provided for this job would be employees of the Agency/Contractor only. Hence agency/contractor will be responsible fully for their wages/emoluments and claims and the agency/contractor will be liable to pay legitimate dues to the employees as per statutory norms, government orders issued from time to time.
2. The detail description of the work is as follows,

Location	Description of job
BHEL Field Hostel Mess, BHEL Guest house located at Field Hostel, Guest house hired from customer located at WBDCL township.	1) Cleaning of Kitchen waste at BHEL Field Hostel Mess 2) Cleaning of utensil at BHEL Field Hostel Mess 3) Supply of snacks / meal to the employees / workers who are working at site on 24x7 basis. 4) Cleaning / House skipping of BHEL Guest House (B-Type Quarter & D1 Quarter.

3. The contractor shall maintain proper records of attendance & payment made to them & such records should be made available to the Officer-in-Charge / BHEL office for scrutiny as & when required.
4. The quoted rates shall remain firm throughout the contract period. No. Compensation/escalation shall be payable by BHEL during the period.
5. If the attendant is on leave or unavailable due to any reason whatsoever, the agency must ensure replacement of such person without any additional cost to BHEL if it is so desired by BHEL representative otherwise proportionate recovery of the no. of days will be done by BHEL from the RA Bills.
6. The agency must ensure timely payment of wages / salary or any other payments as to be made statutorily.
7. If due to any negligence on the part of the contractor or its staffs, any accident/incident occurs to any person or property, the agency has to bear all the responsibility as well as pay compensation or any other expenses arising out of such instance. It is the responsibility of the contractor to provide insurance cover to its workers/staffs against injury, disability & death while at work & to pay compensation to them if required.
8. The Contractor shall indemnify BHEL from all acts of accidents, omission, negligence, dishonesty or misconduct of any person deployed by him.
9. In the event of loss or theft of BHEL's property while in the custody of the contractor, it will be the responsibility of the agency to lodge FIR with local police authorities & furnish the details of FIR within 48 hours of occurrence. This is for the purpose of lodging insurance claim. If BHEL is unable to recover the cost from insurance company, the amount will be recovered from the contractor's RA Bills.



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## **PENALTY:**

In case of non-availability of any of the personnel as deployed by the agency due to any reasons, deduction on pro-rata basis shall be made from the monthly RA Bills of the agency.

## **DURATION OF CONTRACT:**

The duration of this contract will be for a period of 03 (Three) months with effect from the date of its commencement. The contract may be extended further for a period 03 months at the same rates and terms & conditions only if required, depending upon the requirement of BHEL. In case of exigency, BHEL Reserves the right to further extend the contract beyond contractual and provisional extension (as indicated above) at a rate mutually agreed between BHEL and the contractor.

Extension of contract cannot be claimed as a matter of right by the contractor and the decision of BHEL shall be final and binding on the contractor in this regard.

## **TERMINATION OF CONTRACT:**

BHEL may terminate this contract at any time by informing the vendor by giving notice for a period of 7 days and without assigning any reasons whatsoever

Similarly, the Contractor will be required to give BHEL an advance notice of One Month in writing for termination of Contract.

The contractor shall be responsible for all sorts of statutory payments to the personnel deployed by him.

Thanking you,

**For and on behalf of Bharat Heavy Electricals Ltd.  
Sagardighi TPP Site**