



भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
BHARAT HEAVY ELECTRICALS LIMITED

सामान्य प्रशासन समूह-भेल सदन / COMMON ADMIN GROUP-BHEL SADAN  
प्लॉट सं. -25, सैक्टर-16 ए, फ़िल्म सिटी / PLOT No.-25, SECTOR-16A, FILM CITY  
नोएडा - 201301 (उ. प्र.) / NOIDA- 201301 (U.P.)



Open Tender Document

For

SLA based Contract for Horticulture & Landscaping Services and Cleaning & Sweeping of Basement Parking Areas, Service Areas, Terrace Roofs & Internal Roads at BHEL-SADAN Campus, Plot No. - 25, Sector-16A, Noida.

निविदा संख्या/NIT No.- AA\_CAG\_BSN\_25-26\_HLS\_23A

DATE: 13.02.2026

CONTENTS

- 1- खुली निविदा आमंत्रित करने की सूचना / Notice Inviting Open Tender
- 2- टेक्नोकमर्शियल बिड – भाग ए / Techno commercial Bid – Part A
- 3- प्राइस बिड- भाग बी / Price Bid - Part B

निविदा जमा करने की प्रारम्भ तिथि / Tender Submission Start Date : 14.02.2026 at 09:00 Hrs.

निविदा जमा करने की अंतिम तिथि / Tender Submission Last Date: 23.02.2026 at 15:00 Hrs.

निविदा खोलने की तिथि / Tender Opening Date : 23.02.2026 at 15:30 Hrs.

**वीर सिंह/Veer Singh**  
वीर सिंह (भा. प्र.)/Sr. Engineer (HR-Admin.)  
कॉर्पोरेट एच.आर. प्रशासन (सी.ए.ए.)/Corporate HR-Admin. (CAG)  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड/Bharat Heavy Electricals Ltd.  
प्लॉट सं. -25, सैक्टर-16 ए, फ़िल्म सिटी / Plot No. 25/Sector-16A, Film City,  
नोएडा-201301 (उ.प्र.)/Noida-201301 (U.P.)

**भारत हेवी इलेक्ट्रिकल्स लिमिटेड/ Bharat Heavy Electricals Ltd.**

सामान्य प्रशासन समूह- भेल सदन कैम्पस/ Common Administration Group - BHEL SADAN Campus,  
सेक्टर-16 ए, नोएडा- 201301 (उ. प्र.) / Sector-16A, Noida-201301 (U.P.)

**खुली निविदा आमंत्रित करने की सूचना/NOTICE FOR INVITING OPEN TENDER**

Sealed tenders are invited in Two Part Bid System for the following work: -

<b>Name of Work</b>	SLA based Contract for Horticulture & Landscaping Services and Cleaning & Sweeping of Basement Parking Areas, Service Areas, Terrace Roofs & Internal Roads at BHEL-SADAN Campus, Plot No. - 25, Sector-16A, Noida.	
<b>NIT No.</b>	AA_CAG_BSN_25-26_HLS_23A	Dated: 13.02.2026
<b>Completion Period</b>	730 Days (24 Month)	
<b>Earnest Money</b>	NIL	
<b>Tender Cost</b>	NIL	
<b>Last date for submission of e-Tender</b>	23.02.2026 at 15:00 Hrs	
<b>Date of opening e-Tender</b>	23.02.2026 at 15:30 Hrs.	
<b>Venue for Opening of e-Tender</b>	BHEL-SADAN Tower, Plot No-25, Sector-16A, Film City, Noida.	

- 1) The Tender Document may be obtained from the Office of Sr Engineer (HR-Admin./CAG), BHEL -Sadan Building, Sector-16A, Noida free of cost or may be downloaded from BHEL e-Procurement Portal (<https://eprocurebhel.co.in>) and submit through online mode latest by 23.02.2026 at 15:00 Hrs. **Tenderers have to submit their bids/offers electronically/ through online only by logging to BHEL e-Procurement portal <https://eprocurebhel.co.in/>. Sealed cover bids/E-mails/Fax/Manual offers will not be accepted.** All corrigendum/addendum in subject NIT shall be updated on BHEL e-Procurement portal <https://eprocurebhel.co.in/>. Bidders are requested to visit above portals/website on regular intervals to keep abreast with latest updates. In case of any clarification the bidder can contact to undersigned on Tel- 0120 221 8110 or at e-mail: [veer.singh@bhel.in](mailto:veer.singh@bhel.in) and to Sr. Manager (HR-Admin/CAG) on Tel- 0120 221 8108 or at e-mail: [shrikant.verma@bhel.in](mailto:shrikant.verma@bhel.in).

For and on behalf of "BHEL"

Sr. Engineer (HR-Admin/CAG)

  
**वीर सिंह/Veer Singh**  
Sr. Engineer (HR-Admin.)  
कॉर्पोरेट HR-प्रशासन (सी.ए.ए.)/Corporate HR-Admin. (CAG)  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड/Bharat Heavy Electricals Ltd.  
दरवाजी भवन, भेल सदन, प्लॉट नं. 25/10th Floor, BHEL Sadan, Plot No. 25  
सेक्टर-16ए, नोएडा-201301 (उ.प्र.)/Sector-16A, Noida-201301 (U.P.)

**A. प्रस्तावना (INTRODUCTION):**

BHEL intends to award the Service Level Agreement (SLA) based Contract for Horticulture & Landscaping Services and Cleaning of Service Area & Basement Parking Area, Terrace Roofs and Sweeping & Cleaning of Internal Roads at BHEL-SADAN Campus, Plot No. 25, Sector-16A, Noida. BHEL-SADAN Campus spreads over 42500 Sq Mt Area at Plot No-25, Sector-16A, Film City, Noida. Presently BHEL-SADAN Building, HRDI/CLD Building, MPL and part of PPEI Building are functional. BHEL SADAN is a Basement (LB+UB) + GF + 18 storied office Building, HRDI/CLD is a GF + 3F Building, PPEI is a GF+1F Building and MPL Building is single floor only. Presently the BHEL SADAN building is occupied only up to 13th floors. For this BHEL invites bids through E-Tender in Two Part Bid system (Technical & Financial Bid) from experienced and reputed Contractors, Agencies/Firms having minimum Three years' work experience in providing Facility Management Services including Horticulture/ Gardening Works and Housekeeping Services and other allied works in high rise building campus or multistoried modern building in PSUs/ Financial Institutions/ Hotels/ MNCs/ Corporates offices etc.

**B. भाग 'ए' - टेक्नो कमर्शियल बिड (PART 'A' – TECHNO - COMMERCIAL BID)****INSTRUCTIONS FOR THE BIDDERS:**

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender documents duly signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer, except in the relevant price bid and submitted ONLINE. In case of any clarification, bidder may contact this office.
2. Bid should be free from correction, overwriting, using corrective fluid, etc. any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature (s) of person (s) signing the bid else bid shall be liable for rejection.
3. Tenderers have to submit their bids/offers electronically/ through online only by logging to BHEL e-Procurement portal <https://eprocurebhel.co.in>. Sealed cover bids/E-mails/Fax/Manual offers will not be accepted. Tender must be submitted in two parts, i.e., (i) Techno-Commercial Bid along with un-price bid and (ii) Price Bid.
4. Tender to be submitted through electronic mode only, by logging to e-Procurement portal <https://eprocurebhel.co.in>. Sealed cover bids/E-mails/Fax/Manual offers will not be accepted.
5. It is mandatory to have a valid digital signature certificate (DSC) for submission of tender on e-Procurement portal.
6. Tenders shall be uploaded with all relevant PDF/zip format. The relevant tender documents should be uploaded by an authorized person having Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION digital signature certificate (DSC).
7. Bidders interested in participating against an electronic tender are advised to obtain "Digital Signature Certificate" and get themselves registered on "https://eprocurebhel.co.in/" website well in advance of the tender closing date. BHEL shall not be able to provide any assistance to the vendor in this regard, and shall not be responsible for failure of the vendor to submit their offer timely against the electronic tender. Bidders are advised to go through the FAQ available in the web portal.
8. Before quoting the price, Bidders are also requested to go through General Terms & conditions, Special Terms & conditions of tender, Scope of work and all other documents which are part of the agreement to be entered into.
- 9) All the corrections / cancellations / insertions, if any, shall be duly attested by the Bidders concerned as per options available on the GePNIC portal.



- 10) Kindly ensure that the total size of the scanned documents to be uploaded remains minimum and within the permissible limits available on the GePNIC portal. If required, documents may be scanned at lower resolutions. However, it shall be sole responsibility of bidder that the uploaded documents are legible.
- 11) For two-part bid double covers system consisting 'Part-A & Techno-commercial Bid' in one cover & 'Part-B/Price Bid' in the second cover has to be submitted on the GePNIC portal.
- 12) Price bid should not be submitted along with the techno commercial bid in the cover type 'Part-A & Techno-commercial Bid' specified for techno commercial bid. The price bid has to be submitted separately in the cover type 'Part-B/Price Bid' specified for price bid only.
- 13) The digital signature of the tenderer on the e-tender form will be considered as confirmation that the tenderer has read, understood and accepted all the conditions laid down in the documents unless special deviation is quoted by the tenderer.
- 14) The Tender shall be digitally signed by the Authorized Signatory Only.
- 15) The e-Bidding Notice shall be published on e-procurement portal, stipulating the bid submission end date and bid opening date. The bidders are strictly advised to follow date and time as indicated in the e-Bidding Notice. The date and time shall be binding on all bidders.
- 16) No Vendor shall be required to be present in the BHEL office for any e-Tender opening process. BHEL does not guarantee opening of tenders at the specified Date and Time which may change due to reasons beyond control and hence tenders can be opened after due date and time also. It will, however, be ensured that no bids are submitted after tender closing Date and Time. Vendors cannot submit any offer or attach any file after the due date and time as stipulated under the tender notice.
- 17) Price Bid should contain only the "Part-B, Price Bid Format" after quoting the rates as specified in the Price bid format.
- 18) Rates must be quoted in figures as well as in words.
- 19) On the date of opening of tender, only Techno-Commercial Bid shall alone be opened.
- 20) After evaluation of Pre-Qualification Documents, a list of short listed agencies will be prepared. Thereafter the Price bids of only the qualified and technically acceptable bidders shall be opened at the notified time and date in the presence of the qualified bidders or their representatives, if present.
- 21) Price Bid Opening Date & Time Shall be intimated to qualified bidders through e-mail or telephone.
- 22) BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. Also, BHEL shall not entertain any correspondence from bidders in this matter.
- 23) In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail & shall be binding on the tenderer.
- 24) The Tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
- 25) In case any document required as per PQR is not submitted in techno-commercial bid (part-A) the party shall be asked to submit the same within 48 hours by email, etc. If the document(s) is/are not received within 48 hours the offer may be rejected.
- 26) **Tenderers are requested to go through the scope of work, visit the site/location etc. and get fully acquainted with the work place and prevailing working conditions to get all their doubts clarified regarding the subject work before submitting the offer.** Engineer-in-charge's decision will be full and final in the event of any doubt. Any queries regarding this tender may be clarified from Sr. Engineer (HR-Admin./ CAG), Tel – 0120-221 8110 or at e-mail: [veer.singh@bhel.in](mailto:veer.singh@bhel.in) and from Sr. Manager (HR-Admin./CAG) at Tel – 0120-221 8108 or at e-mail: [shrikant.verma@bhel.in](mailto:shrikant.verma@bhel.in).

**C. भाग 'बी' - वित्तीय बिड (PART 'B' - FININCIAL BID)****1) Price Bid:**

- (i) Prices are to be quoted in the attached Excel Price Bid format online on e-tender portal.  
(ii) The price should be quoted for the accounting unit indicated in the e-tender document.

**Note:** It is the responsibility of tenderer to go through the Tender document to ensure furnishing all required documents in addition to above, if any. Any deviation would result in REJECTION of tender and would not be considered at a later stage at any cost by BHEL.

- (iii) A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrantee that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, BHEL may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
- (iv) A tenderer, which does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- 2) The tenderer shall submit the Bank details along with a cancelled cheque for payment through NEFT/RTGS.
- 3) Price Bid should contain only the "Part-B, Excel Price Bid Format" after quoting the rates/percentages/amount as specified in the Price bid format.
- 4) On the date of opening of tender, only Techno-Commercial Bid shall alone be opened.
- 5) BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. Also, BHEL shall not entertain any correspondence from bidders in this matter.
- 6) The tenderers or their representative may attend the opening of Techno-commercial bid (Part-A) and the technically qualified tenderers or their representative may attend the opening of Price bid (Part B), if they so desire. However, BHEL does not guarantee opening of tenders at the specified Date and Time which may change due to reasons beyond control and hence tenders can be opened after due date and time also. The tenders (both the parts) shall be opened on schedule date & time even if the bidders or their representative are not present.
- 7) Part- B bids (Price Bid) of only Techno- commercially qualified parties shall be opened. The date of opening of Part- B bids (Price Bid) shall be communicated to all the techno-commercially qualified bidders

**D. SCOPE OF WORK AND STANDARDS:**

Segment wise detailed "Scope of Work" and "Bill of Quantities" (BOQ) are enclosed in this document for reference.

1. **Segment-1: - Horticulture & Landscaping Services at BHEL SADAN Office Complex, Plot No-25, Sector-16A, Noida.**
2. **Segment-2: - Cleaning of Service Area & Basement Parking Area, Terrace Roofs and Sweeping & Cleaning of Internal Roads at BHEL SADAN Office Complex, Plot No-25, Sector-16A, Noida.**

**Segment- 1: Horticulture & Landscaping Services at BHEL SADAN Complex, Plot No- 25, Sector-16A, Noida.**

The Service Provider shall provide the following Horticulture & Landscape Related Services inside and outside the buildings in accordance with the terms and conditions mentioned below.

**1. Maintenance of lawn**

- a) All Lawns shall be maintained by the service provider with natural green grass round the year by maintaining height of grass minimum 20mm but not more than 40mm.
- b) Lawn shall be clean by carrying out Forking the ground, cutting the grass, top dressing, flooding with water, weeding, light rolling, moving with lawn mowers, manuring with cow dung manure, compost, chemical fertilizer including renovating barren patches, applying anti-termite chemicals, insecticides, etc. all complete etc. to the entire satisfaction of engineer I/C. All chemicals, manures consumables for the work shall be arrange shall be arrange by the service provider at his cost.
- c) If any part of the lawn gets ruined or defaced, same shall be replaced by readymade lawn patches within a week.
- d) Electric lawn mowers to be utilized preferably and at least two lawn mowers shall be in working condition at any point of time. Cables and fitting required shall be arranged by service provider itself, BHEL shall provide supply near one end of each lawn.

**2. Maintenance of Indoor and Outdoor Potted Plants**

- a) The service provider shall ensure to maintain the existing indoor and outdoor potted plants of campus healthy and clean.
- b) The service provider shall ensure the replacement of the dead or not properly growing potted plants due to any reasons in the campus of BHEL Noida with in the three days during the contract period with the same plants or available species (Size of plant may vary as per availability).
- c) The service provider has to maintain approx. 1100 pots (400 existing and 700 new to be provided by vendor) in the campus of BHEL Sadan Noida throughout the contract agreement period. Planters of different shape and size required to be placed in-door shall be provided by BHEL and earthen pots required for plants/refilling shall be supplied by the service provider.

**Size of good quality earthen pots:**

- 1) 12 inches' earthen pots- 200 numbers
- 2) 10 inches' earthen pots- 400 numbers
- 3) 8 inches' earthen pots- 100 numbers

All pots should be painted in red terracotta color (APEX) with a little combination of white color on neck as directed by engineer I/C. Base plate if required, shall be supplied by the service provider only.

- d) At the end of the Contract, the service provider shall leave all the supplied plants etc. as and when in the campus in the good condition.
- e) All the waste, debris etc. shall be removed before leaving the campus at the completion of the contract at his own cost. Following types of potted plants in balanced quantity are required to be supplied and maintained in the campus as per the season:

**The service provider shall be supply and maintain the outdoor plants as and when required as per the direction of Engineer-In-Charge. Following type of plants shall be supply on the requirement:**

- |                   |                    |
|-------------------|--------------------|
| a) Araucaria      | j) ZZ (Jamia Palm) |
| b) Erica Palm     | k) Snake plant     |
| c) Dracaena       | l) Peace lily      |
| d) Money Plants   | m) Rubber plant    |
| e) Dieffenbachia  | n) Monstera        |
| f) Majesty palm   | o) Anthurium       |
| g) Croton         | p) Calathea        |
| h) Aglaonema-pink | q) Exotica         |

**Note:** The above list is indicative only, BHEL may ask the contractor to supply other plants of similar category. All consumables for the subject tender works shall be arrange by the service provider at his own cost.

**f) Preferable Outdoor Plants**

The service provider shall be supply and maintain the outdoor plants as and when required as per the direction of Engineer-In-Charge. Following type of plants shall be supply on the requirement.

**Permanent Plants:**

- |                    |   |
|--------------------|---|
| a) Euphorbia       | l) China Palm                                 |
| b) Furcaria        | m) Exora                                      |
| c) Fichus Benjamin | n) Snake plant                                |
| d) Chandani        | o) Hibiscus                                   |
| e) Cycas Palm      | p) Fruit trees like guava, amla, Mango, lemon |
| f) Alpenia         | q) Fichus Panda                               |
| g) Alstonia        | r) China Orange                               |
| h) Pine            | s) Aglaonema-snow white                       |
| i) Arrow Caria     | t) Lillys (various colours)                   |
| j) Croton          | u) Hollyhock, Hamelia                         |
| k) Jhatropa        | v) Bottle Palm                                |

- g) Seasonal flowering plants:** Other than the plants mentioned above, service provider has to supply seasonal flowering plants in such a quantity that no flower pot remains empty and all designated flower beds should be full of filed with blooming flowers.

**Note:** The above list is indicative only, BHEL may ask the contractor to supply other plants of similar category. All consumables for the subject tender works shall be arrange by the service provider at his own cost.

**3. Vertical Garden at Reception Area of BHEL SADAN Tower.**

- Maintenance of vertical garden throughout the year including watering in all the pots of plants by avoiding spilling of water on the surface or floor.
- All fertilizers and nutrients required time to time to be supplied and used by service provider at its own cost.
- Plants not growing properly and dead plants will be replaced by the service provider within three days.
- One fourth of the baskets to be kept in spare and maintained, so as to replace the dying or decolored plants, whenever required.
- Plants to be arranged in the vertical garden in such a fashion that a attractive pattern should be demonstrated at all time.
- All consumables for the work shall be arrange by the service provider at his cost.

**4. Flower Beds**

- Flower beds shall be maintained by the service provider properly by planting seasonal flowers.
- All bed should be filled with blooming flowers with no weeds or unwanted debris.
- Organic manure will be used in all the beds of the campus.
- Proper decorative boundary (cutting edge with lawn) will be maintained by the service provider.
- Flower bed shall be prepared by the service provider as & when required.
- Service provider shall be maintain & kept clean flower beds by carrying out activities like digging of flower beds, hoeing of flower beds, plantation of seedling etc. Flower beds will maintain by the bidder properly by planting seasonal flowers.
- At least three seasons will be considered for the flowers.
- All the above activities are to be done to the entire satisfaction of engineer I/C. (All the Flower plants, seeds, & manure etc. will be provided by the service provider, free of cost).

- i) Service provider will ensure timely watering etc. and watch and ward for the under mentioned areas between evening to morning as per direction and to the entire satisfaction of engineer I/C. All consumables & tools for the work shall be arrange by the service provider at his cost.

**5. Hanging Jute Baskets:**

- a) Maintenance/upkeep of hanging Jute baskets in all seasons to be ensured by the service provider.  
b) It should be filled with seasonal flowering plants in winters like petunia, Fuchsia, pansies, sweet alyssum, scaevola Amula (Blue wonder) etc. and  
c) During summers (from spring to fall), It should be filled with seasonal flowering plants string of pearls, Calibrachoa, Burro's tail, portulaca etc.  
d) Care should be taken to avoid spilling of soil/water on the surface.  
e) Plants not growing properly and dead plants will be replaced by the service provider within three days.  
f) All consumables for the work shall be arrange by the service provider at his cost.  
g) Painting of hanging pole and structure to be done by service provider thrice in a year. (Color combination as directed by Engineer In- charge of BHEL)

**6. Activities to be carried out for enabling Horticulture works:**

- a) Hoeing the ground, removal and disposal of weeds/ wild growth from the surroundings  
b) Watering, cutting, pruning, removing old leaves and unwanted growth,  
c) Checking and applying anti-termite chemicals and insecticides, fumigating as & when required,  
d) Replacing worn out creeper supports, renovating barren strips of hedges, shrubbery etc. all complete.  
e) All consumables & tools for the work shall be arrange by the service provider at his cost.  
f) Pruning of tree branches of those trees only, which are blocking the visibility of signage's, street lights etc.  
g) Soil mulching, where ever required.  
h) Cleaning Garden areas.  
i) Cleaning of horticulture wastes from roads, parking areas etc.  
j) Applying fertilizer or manure as & when required.  
k) Applying pesticides like insecticide and fungicide as & when required.  
l) Disposal of horticulture wastes to the collection side near organic waste converter.

**7. Operation of Organic Waste Converter:**

- a) A 700 kg capacity organic waste converter is in place for converting the wet waste from kitchen and green waste from horticulture to manure within 48 hours  
b) Operation of the machine is to be ensured by the team of horticulture staff of the service provider, any consumable required for this purpose shall be arranged by service provider only.  
c) Manure thus produced can be utilized free of cost by the service provider for horticulture purpose in the premises only.

**8. General Maintenance**

- a) Pruning, clipping and trimming of hedges and edges, trimming of shrub plants, trees, creepers, bougainvillea's, etc. at regular intervals, stacking & disposing off/ remove the trimmed branches and other related waste of the plants to the collection center as directed by making own arrangement at the cost of the service provider.  
b) Burning of horticulture waste is strictly prohibited & it will be treated as punishable offence.

**9. Horticulture machinery and implements:**

- a) The service provider has to arrange all the tools and tackles as per requirements at his own cost.  
b) Service provider must ensure that all garden machinery, tools, implements, water hosepipe, sprinklers, trolley, lawn mowing machine etc. are removed from the site & kept in an identified place to avoid public view when not in use.



- 10. Operation of nursery:** BHEL shall provide a nursery and a green net covered green house for nurturing, sowing, multiplying of sapling & plants and also it will serve as store for service provider's machinery, tools and other consumables.

***Disclaimer: Approximate area of the BHEL SADAN Office Complex is 42,474.00 Sq Mt. Service provider is advised to visit and make an assessment of the average consumption of consumables etc by their own team or experts before quoting their rates. Service providers do not have rights to claims and indemnify BHEL against any variations required due to change in the size of indicated area mentioned above.***

**Segment-2: Cleaning of Service Area & Basement Parking Area, Terrace Roofs and Sweeping & Cleaning of Internal Roads at BHEL SADAN Complex, Plot No-25, Sector-16A, Noida.**

The Service Provider shall provide the following services within the campus in accordance with the terms and conditions mentioned below.

**Services to be provided:**

- i. **Mechanical/ Manual Sweeping:** This activity involves use of branded sweeping machines of required capacity and mechanism to sweep the road surfaces along with manual sweeping as per ease of cleaning operations. Following activities are to be performed in the areas.
- 1) To sweep all the internal roads & intersections within BHEL SADAN Complex premises.
  - 2) To sweep the lower basement and upper basement areas.
  - 3) All existing facilities at upper basement i.e. UPS Room, LT Panel Room, Compactor Room, Fire Pump Room and AC Plant Room at lower basement.
  - 4) Cleaning of Complete Terrace at Roof Top of CLD building-**2535.00** Sq. Mtr.
  - 5) Cleaning of Complete Terrace at Roof Top of PPEI Building - **3522.00** Sq. Mtr.
  - 6) Cleaning of Complete Corrugated Roofing of MPL Building – **1200.00** Sq. Mtr.
- ii. **Litter Picking and litter control:** This activity involves manual litter picking to pick up litter from the following areas:
- 1) Surface Parking and Basement Parking areas. This activity is to be carried out as & when required.
  - 2) All roads falling under the purview of mechanical sweeping, Green landscaped areas, Vegetation along the boundary wall.
  - 3) Anywhere within the premises.
- iii. **Cleaning of all road signage:** (Low, high included irrespective of the height), bollards, boom barriers, railings and drain covers/ grating (jalli) within the campus, except as excluded by BHEL in writing. Some of the areas will require use of Hydraulic Lift machine with safety feature and capable of rising to the height of 20 feet (minimum).  
Water flushing of all pavements and curbstones in the landside area at least **monthly basis**.  
Washing of mud from road after monsoon/water logging.
- iv. **Drain cleaning:** Bell mouth cleaning in the service areas. De-silting of open drains and removal of silt debris in Parking Area and Sump Pit will also be under the scope of work.
- v. **Litter Bins:** Minimum 20 Nos. of Litter Bins (min.-80 Lt) with semi-transparent disposable litter bags are to be installed at various locations on Landside, which are prone to excessive litter generation. These bins are to be always kept in functional state. The litterbags are to be changed as and when they are 80% filled. The filled litterbags are to be disposed of at **designated place**.

- vi. **Service Area Cleaning:** General Cleaning of Service Areas i.e. DG Set, STP, ESS Building etc. are to be carried out once in every fortnight.
- vii. **Additional works:**
- Removal of extra growth of vegetation from surface parking.
  - Removal of carcasses of dead animals found in the campus.
  - Cleaning of Pillars and poles.
  - Removal of debris / construction waste dumped in the campus.
  - Removal of cobwebs in the open area.
  - Washing of Canopies in the campus.
  - Cleaning of all water bodies in the campus.

**FREQUENCY OF EACH WORK:**

Service provider shall carry out services at frequency for various work areas as indicated below throughout the term. Scheduled frequencies for services are minimum frequencies considered necessary for normal operational requirement. It may be necessary to adjust frequencies on a real time basis to cope up with operational situations or requirement. It remains the responsibility of the service provider to provide adequate cleaning and to adjust frequency whenever necessary, in order to meet standards required by BHEL.

Sl. No.	Nature of work	Frequency	Remark
1	Complex Road sweeping	Once in a day	Preferably in the morning before 08:30 AM.
2	Sweeping in both basement parking	Twice in a week	
3	Litter picking	As and when required	
4	Drain cleaning	Once in a month or as required	
5	Emptying litter bins	whenever they are 80% filled	
6	Service Area Cleaning	Once in every fortnight	
7	Cleaning of Terrace Roofs	Once in a month or as required	

**Disclaimer:** Approximate area of the BHEL SADAN Office Complex is 42,474.00 Sq Mt. Service provider is advised to visit and make an assessment of the average consumption of consumables etc by their own team or experts. Service providers do not have rights to claims and indemnify BHEL against any variations required due to change in the size of indicated area mentioned above.

**H. IMPORTANT INSTRUCTIONS FOR THE BIDDERS:**

- The Service Provider shall ensure the level of service required is of the highest professional standard and shall deliver service within stipulated time.
- The Bidder should be having adequate manpower, equipment etc. to smoothly executed the work. The List of Category-wise number of manpower employed on the rolls of the contractor be submitted.



Commercial fertilizer should be brought in packed containers of make like IFFCO /KRIBHCO / NFL or any reputed fertilizer company and will have to checked to Engineer -in charge before opening of bags

- iii) All the Lawns, indoor / outdoor plants, vertical gardens, hanging jute baskets, flower beds, campus roads, upper basement & lower basement areas, service areas (DG set, STP, ESS building, cooling tower, terrace roofs) etc. will have to be kept sparkling clean at all the time and at any call from BHEL concerned officials. Contractor shall carry out the work invariably on all working days however, on Sunday and Holidays, work can be carried out on full day basis in consultation with BHEL official.
- iv) Removal of waste paper and garbage (final waste/ garbage will have to be disposed of according to the instructions).
- v) Stocking of manure, fertilizers, insecticides, fungicides, flexible hose pipe, spade, plastic buckets, hedge cutter, sickles, branded sweeping machines, lawn mowers, heavy duty industrial vacuum cleaners etc. shall be readily available at site.
- vi) In case of any damage to BHEL's Property i.e.for which contractor is accountable, the contractor will be liable to pay the compensation to BHEL as may be advised by BHEL. The contractor shall also take full responsibility and compensate BHEL for any loss/damage/break-down caused to the installations due to negligence of his workers.
- vii) The contractor shall regularly monitor the work of his team through his Engineer/supervisor, who will visit the BHEL Tower at least Twice in a Month, in coordination with BHEL Officer-in-charge.
- viii) A log book to be maintained to record the daily work done as well as the regular maintenance being carried out along with an attendance register at site.
- ix) The Monthly Bill Charges are inclusive of all Manpower, consumables (Fertilizers/ Manures/ Chemicals/ Horticulture T&P) for Horticulture and Landscaping works and Mechanical sweeping and cleaning works of internal roads and service areas in BHEL SADAN Office complex. The contractor has to ensure that all the consumable materials and T&P being used should be of standard quality/ BIS certified as per specification and must comply with environmental legislation.
- x) Any other servicing which are not covered but necessary for smooth and trouble-free working of entire system(s) are also included in the scope of work.
- xi) All systems/equipment would be operated as per mutually agreed programmers. The contractor should maintain proper entry and upkeep of relevant log books/registers as per statutory obligations in physical and shall also maintain complaints register, and work done/carried out reports to the satisfaction of BHEL. The same can also be maintained in MS Word/ excel sheet format.
- xii) The Service provider need to provide Electronic Gadgets / Smart Apps/ any Digital Platform etc for uploading of report/ photographs, feedback/ incidence raising mechanism for monitoring the day to day activities of work as per BOQ Specifications.
- xiii) The contractor shall depute a supervisor at site of work who shall be essentially a technically experienced person to manage the workforce at site, well conversant with package and practices, pest control measures assigned pertaining to up keeping and maintenance of Gardens, Nursery, plant propagation and other items specified in the scope of work. The supervisor on site shall be responsible to carry out the work under the time schedule and follow instructions issued from time to time and respond in writing for smooth functioning of day to day activities pertaining to the scope of work. The supervisor at site shall be able to follow the instructions /directions at site and get the work executed strictly as per specifications, terms and conditions of the contract laid down. In no case the contractor shall be allowed to deploy ill trained personals for the work.
- xiv) The contractor's working staff have to be in a smart uniform supported by identity cards and name badges during duty hours.
- xv) Weekly report of the works carried out shall be submitted to the concerned BHEL official.

I. **LIST OF MATERIALS to be used in Horticulture & Landscaping Services and Cleaning of Service Area & Basement Parking Area, Terrace Roofs and Sweeping & Cleaning of Internal Roads at BHEL SADAN office Complex, Plot No. 25, Sector-16A, Noida:**

Sr. No.	List of material: Consumables/ Durables/ Manures/ Special Chemicals/ Fertilizers/ Horticulture Tools & Tackles should be of reputed make like IFFCO /KRIBHCO / NFL / BIS / or any reputed company make and Consumables to be made available for checking whenever called for by BHEL officials.
1	Mechanical Sweeping Machine.
2	Electrical Lawn Mower Machine.
3	Electrical Brush Cutter Machine
4	Flexible Garden Hose Pipe Heavy duty for watering.
5	Movable sprinkler with stand
6	Spade, Sickles & Gudali
7	Hedge cutter/chopper
8	Mechanical Sprayer, separate for spraying insecticides and anti-termite.
9	Wheel burrows/ Garden trolleys
10	Branch cutter / Pruning saw / Axe
11	Shovel / Garden Trowel.
12	Vacuum Pump
13	Brooms (Hard/Soft with stick)
14	Nylon Hard / Soft Bristle Scrubbing brushes
15	Hand gloves, foot wear for laborers as a part of safety measure
16	Adjustable ladder for cutting pruning the tree or big shrubs.
17	Fertilizers like IFFCO /KRIBHCO / NFL or any reputed fertilizer company.
18	Three Wheeler Rickshaw (Rehda)

**Note:** The above list is indicative only. Anything which is not indicated in the above list, but forms part of the overall services, shall be deemed to be included in the scope of work. The contractor may inspect the building/premises thoroughly, before quoting for the work. The contractor should physically inspect the entire area which are to be covered under contract and also to make an assessment of the average consumption of consumables, etc., before quoting their rates.

**J. PRE-QUALIFYING CRITERIA:**

- a) The bidder should have valid PAN No.
- b) The Bidder's average annual financial turnover during the last three financial years i.e. 2022-23, 2023-24, 2024-25 should be at least Rs 21.51 Lacs (including GST).
- c) The experience of having successfully completed similar Works (similar works shall mean Providing SLA-based contracts for Horticulture & Landscaping Services and Cleaning & Sweeping of Basement Parking Areas in state-of-the-art office campuses belonging to Public Sector Undertakings (PSUs), PSU Banks, Financial Institutions, Multinational Companies (MNCs), Private Companies, Government Organizations, or Autonomous Bodies during last 7 years ending on 31.01.2026 should be either of the following: -
  - i. Three similar completed jobs/ works costing not less than Rs. 14.34 Lacs (including GST) each.  
OR
  - ii. Two similar completed jobs/ works costing not less than Rs. 17.92 Lacs (including GST) each.  
OR
  - iii. One similar completed jobs/ works costing not less than Rs. 28.68 Lacs (including GST).

  
**वीर सिंह/Veer Singh**  
 Sr. Engineer (HR-Admin.)  
 Corporate HR-Admin. (CAG)  
 Bharat Heavy Electricals Ltd.  
 Plot No. 25  
 Sector-16A, Noida-201301 (U.P.)



**Note:** Failure to meet the above mentioned PQR requirement may result in disqualification from the Bidding or Contracting process.

**K. DOCUMENTS REQUIRED IN SUPPORT OF PRE-QUALIFYING REQUIREMENT:**

- a) Complete tender document in all respects duly digitally signed as a token of acceptance of all the terms and conditions of tender.
- b) Self-attested copies of CA Certificates of Average Annual Turnover bearing UDIN No. of last three financial years i.e. 2022-23, 2023-24, 2024-25 (2021-22 may be submitted if available instead of F/Y: 2024-25)
- c) Self-attested copies of CA certificates OR audited Balance Sheet and Profits & Loss Account statements bearing UDIN No. of last three financial years i.e. 2022-23, 2023-24, 2024-25 (2021-22 may be submitted if available instead of F/Y: 2024-25)
- d) Self-attested copies of acknowledgements of IT return of last three financial years i.e. 2022-23, 2023-24, 2024-25 (2021-22 may be submitted if available instead of F/Y: 2024-25)
- e) Self-attested copies of Work Orders/Award letters along with satisfactory Completion certificates in support of proof of experience for the works executed by the bidders during last 07 years ending on 31.01.2026. BHEL reserves the right to cross check the documents from the issuing department/company. BHEL reserves the right to reject any or all applications at any stage without assigning any reason, thereof.
- f) BHEL reserves the right to request for any further documents/certificate/clarification from the bidder/contractor relevant to above qualifying criteria and the same must be submitted within stipulated time of receipt of any such communication from BHEL, failing which suitable action shall be taken by BHEL.
- g) Self-attested copy of the PAN No. & GST No.
- h) Un-Price bid as per Annexure - C.
- i) The Bidder must Submit a declaration (enclosed at Annexure - D), that the bidder has not been suspended /blacklisted by PSU or any State/Central Govt. organization.
- j) No deviation certificate as per Annexure - E (enclosed) must be signed and stamped.
- k) Bidder must submit the bidder's details in the enclosed format (Annexure - F).

**L. GENERAL TERMS & CONDITIONS OF CONTRACT (GCC): -**

- 1) The Tenderers are required to quote for the complete scope of work. Tenders for part of the work or incomplete in any respect shall be rejected.
- 2) Rates/amount/percentage quoted by the bidder will be firm for the contract period or extended period of contract. No price variation and escalation due to increase in labour / material cost will be allowed.
- 3) The rates/amount/percentage quoted by the bidder are deemed to be inclusive of all, cost of site clearance and any other incidental works required to complete the work and inclusive of all the taxes but excluding GST (if applicable). GST, if applicable to the vendor shall be quoted extra in the same price bid format.
- 4) The bidder should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc before quoting their rates.
- 5) The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.
- 6) **Shut Downs:** No routine shut down shall be permitted during office hours. The contractor shall be at liberty to carry out maintenance on holidays and after office hours but with prior permission of BHEL.
- 7) The contractor shall ensure trouble free and smooth operation and maintenance of the Systems at all times. All complaints have to be attended to, in minimum agreed time, as per industry norms/practice,



failing which, BHEL will be at liberty to get the work done on its own/another agency and recover the costs incurred from your running bills/security deposit.

- 8) The Contractor shall maintain the following records and log books during the contract period. Necessary records of the services\ works carried out will be maintained and the same has to be countersigned by the officer-in charge of BHEL whenever asked by BHEL.
- 9) The contractor shall keep proper upkeep of all areas under the contract.
- 10) This is being a pure service contract, the personnel engaged by the contractor and deployed by him at BHEL premises will be in no way be deemed as working under employment of BHEL and there shall not exist any employer-employee relationship between BHEL and the contractor or his personnel deployed by him. The Contractor or personnel shall have nothing to do with BHEL either in respect of wages/salary or such other statutory benefits or compensation etc. under the Labour Laws and other related Laws i.e. Gratuity, Bonus or Workmen Compensation Act or any other law in force. The contractor shall obtain an appropriate/adequate Policy i.e. Contractor All Risks (CAR) Policy so as to meet any obligation in any eventuality. The Contractor will be responsible for providing standard statutory benefits under the relevant rules/laws of the State and Central Government. The Contractor shall be solely liable for any dispute that might arise in any matter in future for violation/non-compliance of Labour Laws/regulations and BHEL will have no responsibility, whatsoever.
- 11) Thorough checking of employees of the contractor during entry/exit would be done by security staff of BHEL.
- 12) The employees of the contractor will work strictly under the direction and administrative control of the contractor's Manager/Supervisor/Site Engineer. However, the contractor's supervisory staff will have to execute the work through their employees according to the requirement, need and/ instructions of the designated officers of BHEL.
- 13) The employee of the contractor will ensure strict discipline and behavior and diligent performance of their duties most befitting to the décor of the most modern mechanized building and the employees of the contractor shall not in any manner cause any interference, annoyance, nuisance etc. to BHEL staff or its business or working and will be liable for immediately replacing/relocating the individual employee if the services rendered by him are not found to be satisfactory.
- 14) In case of any damage to BHEL's property/premises for which contractor is accountable, the contractor will be liable to pay the compensation to BHEL as may be advised by BHEL. The contractor shall also take full responsibility and compensate BHEL for any loss/damage/break-down caused to the installation due to negligence of his workers.
- 15) BHEL will not be responsible for any injury/death caused to the employees provided by the contractor at site. It will be the responsibility of the contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by BHEL in this regard.
- 16) **SUBLETING:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization. In case it is found that the work has been subletted, the contract shall be terminated immediately.
- 17) **VALIDITY OF BID / RATES:** The rates in the Tender shall be kept open for acceptance for a minimum period of 90 days from last due date of offer submission (including extension, if any). In case BHEL (Bharat Heavy Electricals Ltd) call for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenderers
- 18) **EVALUATION CRITERIA:**

Tender evaluation shall be carried out on the basis of technical specifications and commercial terms & conditions specified in the tender documents and changes thereof, if any, shall be communicated to all the bidders before price bid opening. Reasons for rejecting a bid shall be clearly recorded.

Evaluation will be done on overall L-1 rate (including GST) on the basis of delivered cost i.e. Total Cost to BHEL for the complete scope of work. Evaluation of all Price Bids will be done on overall L-1 rate



inclusive of all including all taxes and duties (Total in Figures, Quoted Rate in Words written in Price Bid). In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidder. In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss/ draw of lots, in the presence of the respective L-1 bidder(s) or their representative (s). Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.

Order will be placed on the lowest bidder for the complete scope as per tender for which the bidder has qualified in the Techno-commercial Bid and subsequently has emerged as lowest bidder in the evaluation of Price bid.

**19) CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:

- i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- ii) 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.
- iii) 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 to (i) and (ii) above.
- iv) If there is any discrepancy between total quoted amount and actual total amount after applying quoted percentage (above/ below/ at par), the actual total amount after applying quoted percentage shall be prevailing and corrected.
- v) If any bidder does not accept the correction of errors, their bids are liable to be disqualified.

**20) WATER & ELECTRICITY:** - Water and electricity shall be supplied to the contractor by BHEL subject to the following conditions: -

- a) Water & Electricity shall be provided free of cost.
- b) Contractor shall make his/ their own arrangement of water/ electricity connection and laying of pipelines/ connection from existing main of source of supply as directed by Engineer in charge.
- c) BHEL does not guaranty to maintain uninterrupted supply of water/ electricity and it will be incumbent on the contractor to make alternative arrangement for proper supply of the same at his/ their own cost in the event of any break down in the government water/ electricity mains so that the progress of his/ their work is not held up for the want of the same. No claim of damage or refund will be entertained on account of such break down.

**21) STORES AND MATERIALS ON SITE: -**

- a) No space belonging to BHEL shall be occupied by the contractor without written permission of BHEL.
- b) All materials for the work are to be deposited by the contractor only in places to be indicated by the Engineer-in-Charge.
- c) The safety & security of the contractor's materials will be the responsibility of contractor himself.
- d) BHEL will not provide any compensation due to theft or loss of contractor's materials. The stores provided by the contractor will not be utilized as the accommodation for the workers or for any other purpose.
- e) Accommodation in any manner will not be provided to the workers of the contractor deployed in the execution of work.



**22) CONTRACT PERIOD:** The Contract will be **initially for a period of 02 Year (Twenty four Months/730 days) with a provision of another three Months (03 Months) extension subject to evaluation of the performance** of service provider/Contractor by BHEL. In the event of extension of contract for another 03 (three) Months the service charges shall be the same as that quoted by the bidder for the Original 01 Year contract period and all other terms and conditions will remain unchanged. The performance of the service provider/Contractor will be evaluated every month on a continuous basis and the extension / renewal of contract will be based on performance evaluated by BHEL officials.

**23) QUANTITY VARIATION:**

Depending on actual site conditions the individual BOQ item quantities given in the contract may change to any extent limited to  $\pm 30\%$  of the awarded contract value. The quoted rates for individual items shall remain firm irrespective of any variations in the individual quantities.

In case the finally executed contract, value increases above the awarded Contract Value due to quantity variation, there will be no upward revision in the rates for the individual items and also contractor is not eligible for any compensation.

**24) LD/ PENALTY CLAUSE:** Performance of services provider shall be closely monitored during working hours by BHEL Officials team and any negative observations will result in deduction of penalty amount from contract value as per inspection Checklist/ SLA sheet filled by BHEL official on each day. The Penalty system is implemented as deterrent tool only and it will be used only in cases of repetitive/ negligent/ willful/ intentional/ malafide / disruptive acts/ intentions of deployed personnel as well as poor performance of execution of BOQ items as per specifications leading to BHEL's loss of face value.

Before imposing a penalty, BHEL officials' team will provide prior notice to the Service Provider to make its representation. The Service Provider confirms and agreed that penalty whenever becomes payable, shall be deducted by the BHEL from the payments to be paid to the service provider. However, the maximum LD amount shall be limited to 10% of Contract Agreement Value (excluding Taxes). The penalty details are as enumerate below:

Sl. No.	Category	Default Details	Penalties		
			1 <sup>st</sup> Incidence	2 <sup>nd</sup> Incidence	3 <sup>rd</sup> Incidence
1	General	If Service provider's staff not found in uniform or not properly groomed or engaged in wrongful act/ mis behavior / misconduct / disobedience.	Warning/ counselling of employee as decided by the Buyer depending on the gravity of the act	Warning/ counselling/ Immediate replacement of employee within 2 days as decided by the BHEL & Warning to Service Provider depending on the gravity of the act.	Rs. 1500/- per Incidence
2	Work Se g m	Maintenance of lawns as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting

3		Maintenance and upkeep of the existing indoor and outdoor potted plants lawns as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting	
4		Maintenance and upkeep of the new indoor and outdoor potted plants supplied by the vendor as per BOQ schedule	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting	
5		Maintenance and upkeep of vertical garden as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting	
6		Maintenance/upkeep of hanging Jute baskets as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting	
7		Maintenance and upkeep Flower beds as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting	
8		<b>Work Segment -2 . Cleaning of Service Area &amp; Basement Parking Area, Terrace Roofs and Sweeping &amp; Cleaning of Internal Roads etc.</b>	Campus Road sweeping as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting
9			Upper Basement & Lower Basement Parking Sweeping work as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting
10	Litter Picking from Lawn Areas and stain removal as per BOQ schedule.		Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting	
11	Emptying litter bins (Daily, whenever bins are 80 %) filled as per BOQ schedule.		Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting	
12	Surface/basement drain cleaning as per BOQ schedule.		Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting	

13	General Cleaning of Service Areas (DG Set, STP, ESS Building, Cooling Tower etc.) as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting
14	Cleaning of Complete Terrace at Roof Top of CLD building. as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting
15	Cleaning of Complete Terrace at Roof Top of PPEI Building. as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting
16	Cleaning of Complete Corrugated Roofing of MPL Building. as per BOQ schedule.	Rs. 500 Per Sighting	Rs. 1000 Per Sighting	Rs. 1500 Per Sighting
<p><b>NOTE:</b> In case of any damage to BHEL's Property/ assets or equipment i.e. Plumbing Fixtures (WC Sheets, Urinals, Taps etc.) for which contractor is accountable, the contractor will be liable to pay the compensation to BHEL as may be advised by BHEL. The contractor shall also take full responsibility and compensate BHEL for any loss/damage/break-down caused to the installations due to negligence of his workers.</p>				

**25) PAYMENT TERMS:**

- No Advance Payment or the payment for mobilization of work will be made to the Contractors.
- Payment shall be made for the actual executed quantity of work (Area in Square Meter) after recording joint measurement by Engineer-in-Charge. All the penalties/ fine (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same.
- Measurement shall be recorded on Bill Invoice maintained by the Engineer-in- Charge who shall make entries regarding the work executed by the contractor under different items of bill of quantity (BOQ). These entries will be counter-signed by the contractor. No payment shall be made for the work done without the permission of Engineer-in-Charge.
- Bill complete in all respect along with all the requisite documents submitted by the Contractor will be paid within 45 Days for MSEs, 60 days for Medium Enterprises, 90 days for Non MSME of its receipt. Any clarification sought by BHEL, pertains to respective bill, must be clarified by Contractor at the earliest. Otherwise the delay in payment will be attributed to the Contractor. Aforesaid timeline shall be applicable from the day on which the last clarification/queries/document sought by BHEL and settled/submitted by the Contractor. The Contractors shall not be entitled to any interest with respect to any money, which may be due to him from BHEL.
- The Contractor will furnish a certificate along-with bill to the effect that all statutory obligation/ requirements have been complied with in regard to wages, contribution to PF/ ESI etc to their staff and BHEL will not assume any responsibility thereto.

  
**वीर सिंह/Veer Singh**  
 Sr. Engineer (HR-Admin.)  
 Corporate HR-Admin. (CAG)  
 Bharat Heavy Electricals Ltd.  
 Plot No. 25  
 Sector-16A, Noida-201301 (U.P.)



- f. The rates accepted by the BHEL shall remain fixed and valid for the entire Contract Period.
- g. Final bill shall be accepted only after clearance of the site & clearance of all the liabilities on Contractors' part as per scope of the tender, along with 'No Claim Certificate' by contractor.
- h. The contractor shall be liable for indemnifying the BHEL from any liability on account of his employees and/or meeting any Statutory Obligations required under labour Laws of the Central/State Government(s). BHEL will therefore not assume any responsibility thereto.
- i. BHEL is not responsible for any injury/death caused to the employees provided by contractor at BHEL – SADAN Complex premises. It will be the responsibility of contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by BHEL in this regard.

**26) TAXES & DUTIES: -**

- a) To enable BHEL to avail GST input tax credit, contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under invoice Rules of GST Law. Payment shall be made to the contractor only after submission of GST complaint Tax invoice. The successful bidder shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services.
- b) BHEL reserves the right to protect its interest against any loss on account of availability of GST credit.
- c) GSTIN of BHEL is "09AAACB4146P2ZC".
- d) Any new/change in statutory levy as and when made applicable by the Government shall become applicable against documentary evidence.
- e) Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act & GST, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.
- f) Invoice submitted should be in the format as specified under GST Laws viz. all details as mentioned in Invoice Rules like GSTIN registration number, invoice number, quantity, rate, value, taxes with nomenclature- CGST, SGST, IGST mentioned separately, HSN (Harmonized System of Nomenclature) Code/ SAC (Services Accounting Code) Code etc.
- g) The Contractor has to give an undertaking that GST as mentioned in the invoice has been/ will be paid and also file returns as per respective extant rule.

**27) BONUS CLAUSE, PVC & ORC ARE NOT APPLICABLE FOR THE SUBJECT NIT:**

The price quoted shall remain firm during the entire contract period including any extension of the original contract period and no price variation compensation shall be paid by BHEL for whatsoever reason. The contractor will not be entitled to any compensation/extra payment/overrun compensation on this account

**28) EARNEST MONEY DEPOSIT (EMD):** Not applicable for the subject NIT.

**29) SECURITY DEPOSIT:** There shall be two work orders for two different locations. Eventually, the Security Deposit amount shall also be in accordance with the work order value and their collection & refund shall be taken care by respective site officials.

- a) The total amount of Security Deposit will be **5 %** of the contract value. The security deposit should be collected before start of work by the contractor.
- b) Security deposit may be furnished in any one of the following forms:
  - i) Cash (as permissible under the 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 Saving 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)

- vi) At least 50% of the Security Deposit, 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) The security deposit will be released only after the contractor has satisfactorily fulfilled all contractual obligations under the agreement.
- d) The Security Deposit shall not carry any interest.
- e) Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract and the contractor shall be liable to compensate BHEL for any losses incurred by BHEL. BHEL reserves the right to appropriate any part / whole of the amount of the security deposit without prejudice to other claims against the contractor for losses suffered by BHEL due to failures on the part of the contractor, due to termination of contract or contractor becoming disqualified because of liquidation / insolvency. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding to the contractor.
- f) Bidder agrees to submit performance security required for execution of the contract within 15 working days from the date of start of work order / contract. In case of delay in submission of performance security, enhanced performance security which would include interest (Repo rate + 4%) for the delayed period, shall be submitted till such time the first bill becomes due, the amount of performance security due shall be recovered as per terms defined in NIT/ contract, from the bills along with due interest.
- g) **Collection of Security Deposit:** At least 50% of the required Security Deposit, including the EMD (if applicable), 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. 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.
- h) Electronic Fund Transfer may be credited in the following BHEL account-

Bank name	<b>KOTAK MAHINDRA BANK</b>
Address of Bank	<b>G-F 3A-3J, GROUND FLOOR, AMBA DEEP, 14 K.G. MARG, NEW DELHI</b>
IFSC	<b>KKBK0000172</b>
CA No.	<b>9011196535</b>
MICR No.	<b>110485002</b>
BANK ACCOUNT NAME	<b>BHARAT HEAVY ELECTRICALS LTD</b>



- 30) TERMINATION OF CONTRACT:** If the performance/ services are found to be un-satisfactory, then the contract may be terminated giving fifteen day's prior written notice to the contractor, if the non-performance notified are not rectified within the aforesaid notice period. Payment for the period up to the date of termination of contract i.e. up to the end of notice period shall be on pro rata basis. The performance of the service Provider / Contractor may be evaluated every week on a continuous basis and the extension /renewal of contract will be based on performance evaluated by BHEL or third-party inspection report or both. The decision of BHEL about the failure on the part of the Contractor shall be final and binding on the Contractor.
- 31) TERMINATION OF CONTRACT ON DEATH:** Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the accepting officer shall have the option of terminating the contract without compensation to the contractor's survivors.
- 32) RECOVERY FROM CONTRACTOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.
- 33) POST TECHNICAL AUDIT OF WORK AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided into the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.
- 34) ARBITRATION / CONCILIATION:**

**CONCILIATION**

If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, effect, interpretation or breach of the agreement, contract), which the Parties are unable to settle mutually, arise inter-se the Parties, the same may, be referred by either party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority of BHEL from the BHEL Panel of Conciliators under BHEL Conciliation Scheme.

**Note:**

- No serving or a retired employee of BHEL/Administrative Ministry of BHEL shall be included in the BHEL Panel of Conciliators.
- Any other person(s) can be appointed as Conciliator(s) who is/are mutually agreeable to both the parties from outside the BHEL Panel of Conciliators.
- The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided in Forms & Procedure to this GCC. The Procedure together with its Formats will be treated as if the same is part and parcel hereof and shall be as effectual as if set out herein in this GCC.

The Contractor/ supplier hereby agrees that BHEL may make any amendments or modifications to the provisions stipulated in the Procedure to this terms and conditions from time to time and confirms that it shall be bound by such amended or modified provisions of the Procedure with effect from the date as intimated by BHEL to it. The venue of conciliation shall be Delhi/ Delhi-NCR.

**ARBITRATION:** Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach,



termination, validity of execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the contract, then, either Party may, by a notice in terms of Section 21 of Arbitration & Conciliation Act in writing to the other Party commence arbitration. The notice shall as far as possible contain the particulars of all claims to be referred to arbitration.

The arbitration shall be conducted by Sole Arbitrator to be appointed mutually by the Competent Authority of BHEL (BHEL) & Supplier within the statutory period as applicable. As far as practicable, names of 2 or more persons shall be forwarded to the Supplier for seeking consent of the Supplier to one of the names proposed for appointment as arbitrator in the case. If the parties fail to agree on the name of Sole Arbitrator, then appointment shall be made as per the provisions of section 11 of the Arbitration & Conciliation Act.

The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties. The language of Arbitration shall be English.

Subject as aforesaid, the provisions of Arbitration of Conciliation Act 1996 (India) or statutory modification/ Amendments or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat and venue of arbitration shall be Delhi/ New Delhi/ PO issuing agency city.

The cost of arbitration shall be borne equally by both the parties' subject to the final apportionment of the cost of the arbitration as per the award/order of the arbitrator.

Subject to the arbitration in terms of Clause above, the Courts at Delhi-NCR shall have exclusive jurisdiction over any matter arising out of or in connection with this contract.

Notwithstanding the existence or any dispute or difference and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

In Case of Contract with Public Sector Enterprise (PSE) or a Government Department & Institutes, the Following Shall be Applicable:

In the event of any dispute or difference relating to the interpretation and application of the provisions of the commercial contract between Central Public Sector Enterprises(CPSEs)/Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning railways, Income Tax, Customs and Excise Departments) such dispute or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes(AMRCD) as mentioned in Department of Public Enterprises(DPE) office Memorandum No. 4 (1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018 as amended from time to time. A copy of the extant Department of Public Enterprises (DPE) Office Memorandum is available on Govt. of India website and the same shall apply with any amendments as made from time to time.

**35) BREACH OF CONTRACT, REMEDIES AND TERMINATION:** Following cases shall be considered as terms of breach of contract:

- i. Contractor's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor including unexecuted portion of work does not appear to be executable within balance available period considering its performance of execution.
- ii. Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.



- iii. Non-completion of Work by the Contractor within scheduled completion period as per Contract or as extended from time to time, for the reasons attributable to the contractor.
- iv. Termination of Contract on account of any other reason (s) attributable to Contractor. If at any time the Contractor defaults in proceeding with the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.
- v. Assignment, transfer, subletting of Contract without BHEL's written permission resulting in termination of Contract or part thereof by BHEL. The Contractor is solely responsible to BHEL for the work awarded to him.
- vi. Non-compliance to any contractual condition or any other default attributable to Contractor.

### RECOVERY IN CASE OF BREACH OF CONTRACT

In case of breach of contract, 10% of the contract value shall be recovered from the contractor. The recovery shall be made from Security Deposit (if any)/ Retention Money (if any)/ available bills. In case 10% amount is not recovered from these instruments the balance amount shall be recovered from the bills available under any other contract with BHEL unit(s)/Division(s). Further, levy of liquidated damages, debarment, termination, de-scoping, short-closure etc., shall be applied as per provisions of contract.

**36) CANCELLATION OF CONTRACT IN FULL OR IN PART:** BHEL at its sole discretion can terminate the contract at any time during the period of contract, If the Contractor:

- a) At any time makes defaults in proceeding with the works with due negligence and continues to do so even after a notice in writing from the BHEL Ltd.; or
- b) Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 15 days after a notice in writing is given to him in that behalf by the BHEL.; or
- c) Fails in performance evaluation of the service provider/contractor by BHEL or third- party inspection report or both; or
- d) Violates any of the terms and conditions stipulated in the agreement/tender document.

### 37) RIGHTS OF BHEL:

- (i) BHEL reserves the following rights in respect of this contract during the original
- (ii) contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.
- (iii) To terminate the contract or get any part of the work done through other agency or deploy BHEL's own/hired/otherwise arranged resources, at the risk and cost of the contractor after due notice period of two weeks by BHEL in the event of:
  - (iv) Contractor's continued poor progress.
  - (v) Withdrawal from or abandonment of the work before completion of the work
  - (vi) Contractor's inability to progress the work for completion as stipulated in the contact.
  - (vii) Poor quality work
  - (viii) Insolvency of the Contractor
  - (ix) Persistent disregard to the instructions of BHEL
  - (x) Assignment, transfer, sub-letting of contract without BHEL's written permission.
  - (xi) Non-fulfilment of any contractual obligations
  - (xii) In the opinion of BHEL, the contractor is overloaded and is not in a position to execute the job as per required schedule.

**38) RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF LOCAL LAWS, EMPLOYMENT OF WORKS ETC.**

The contractor shall fully indemnify BHEL against any claims of whatsoever nature arising due to the failure of the contractor in discharging any of his responsibilities. The following are the responsibilities of the contractor in respect of observance of local laws, employment of personnel, payment of taxes etc:

- a) The Contractor shall pay all taxes, fees, license charges, security deposits etc or other charges which may be liable on account of his operations in executing the contract.
- b) The Contractor shall ensure that no damage is caused to any person/property of other parties working at site. If any such damage is caused, it is responsibility of the contractor to make good the losses or compensate for the same.
- c) All safety rules and codes applied by the BHEL at site shall be observed by the contractor without exception. The contractor shall be responsible for the safety of the equipment/material and works to be performed by him and shall maintain all light, fencing guards, slings etc. or other protection necessary for the purpose. Contractor shall also take such additional precautions as may be indicated from time to time by the Engineer with a view to prevent pilferage, accidents, fire hazards. Due precautions shall be taken against Fire Hazards and Atmospheric conditions. Suitable number of Clerical staff, watch and ward, store keepers to take care of equipment/materials and tools and tackles shall be posted at site by the contractor till the completion of work under this contract.
- d) The contractor shall arrange for such safety devices as are necessary for such type of work and carry out requisite site tests of handling equipment, lifting tools, tackles etc. as per prescribed standards and practices.
- e) Contractor has to ensure the implementation of Health, Safety and Environment (HSE) requirements as per directions given by BHEL. The contractor has to assist in HSE audit conducted by BHEL and submit compliance Report. The contractor has to generate and submit record/reports as per HSE plan/activities as per instruction of BHEL.
- f) The contractor will be directly responsible for payment of wages to his workmen.
- g) The contractor shall hand over a copy of all legal and statutory documents and records to BHEL for fulfilling any future requirement with the statutory authority.
- h) The Contractor shall establish a fully equipped First Aid Box on the Site to deal with accidental injuries. The Contractor shall provide such First Aid and Medical facility to at his own cost. The Contractor shall make necessary arrangements with a local hospital and with local doctors so that his sick or injured persons may receive prompt medical treatment with minimum delay at any hour of the day or night.
- i) The Contractor shall take full responsibility for the adequacy, stability and safety of all Site operations and ensure that the methods of carrying out the Work by the Contractor including his workmen, employees, Sub-Contractors and Vendors meet all the necessary safety standards and requirements of the HSE Plan.
- j) **Implementation of Safety Measures:** Notwithstanding anything herein before contained, the Contractor shall be liable to ensure and implement all safety measures, whether or not statutorily prescribed, to safeguard, preserve and protect the life, health and welfare of every workman employed/deployed/engaged directly or indirectly by the Contractor on the Site and in relation to or connected with the Work and all Vendors employed in later phases of the Project in addition to installing, providing every prescribed safety and protective equipment, clothing etc., and the mere absence of any reference to or specification of a particular statute or rule or regulation in this Contract shall not absolve the Contractor of an obligation to comply with every such law, rule or regulation. The obligations stipulated in the contract shall not in any manner be deemed to limit or restrict any obligation or duty that any law, rule or regulation may otherwise impose upon the Contractor. The Contractor shall be liable for all consequences/liabilities arising out of his violating any of the aforesaid provisions, including fines, penalties, compensations, damages, prosecutions, proceedings, medical expenditure and costs, rehabilitation costs and all other expenses connected therewith.

**39) INSURANCE:**

- a. It is the sole responsibility of the contractor to insure his materials, equipment's, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work be carried out in protected area and all the rules and regulations of the BHEL in the area of project which are in force from time to time will have to be followed by the contractor.
- b. If due to negligence and or non-observation of safety and other precautions by the contactors, any accident/injury occurs to the property/manpower belong to third party, the contractor shall have to pay necessary compensation and other expense, if so by the appropriate authorities.
- c. **Compensation:** 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:
  - (i) Victim: Any person who suffers permanent disablement or dies in an accident as defined below.
  - (ii) Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing/ operation and works incidental thereto at BHEL factories/ offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works / during working at BHEL Units/ Offices/ townships and premises/ Project Sites.

**(iii) Compensation in respect of each of the victims:**

- In the event of death or **permanent disability** resulting from Loss of both limbs: ₹ 10,00,000/- (Rupees Ten Lakhs).
- In the event of **other permanent disability**: ₹ 7,00,000/- (Rupees Seven Lakhs).

(iv) Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to Section 2 (I) of the Employee's Compensation Act, 1923."

- d. The contractor will take necessary precautions and due care to protect the material, while in his custody from any damage/loss due to theft or otherwise till the same is taken over by BHEL or customer. The contractor will submit necessary documents for lodging/processing of insurance claim. BHEL will recover the loss from the contractor, in case the damage /loss is due to carelessness / negligence on the part of the contractor. In case of any theft of material under contractor's custody, matter shall be reported to police by the contractor immediately and copy of FIR and subsequently police investigation report shall be submitted to BHEL for taking up with insurance. However, this will not relieve the contractor of his contractual obligation for the material in his custody.

**40) MSME/MSE & STARTUP:** To maintain the quality of the subject SLA-based service contract for BHEL - SADAN Campus, Noida, no relaxation or exemption in PQR conditions shall be applicable to MSME/MSE and Start- up bidders for participation in the subject work NIT/tender.

**M. SPECIAL CONDITIONS OF CONTRACT (SCC):**

- 1) The subject work shall be carried out up to the satisfaction of Engineer-in-charge. The work will be carried out in accordance with the enclosed BOQ and tender specifications for all items of work. In case of any doubt or ambiguity regarding the specifications or quality standards, the clarification and decision of the Engineer-in-Charge shall be final and binding on the contractor. If the quality of work is found unsatisfactory, the contractor shall carry out the necessary rework at no additional cost to BHEL.
- 2) The subject work shall be executed to the complete satisfaction of the Engineer-in-Charge and in accordance with the enclosed BOQ and tender specifications for all items of work. In case of any doubt or ambiguity regarding the specifications or quality standards, the clarification and decision of the



Engineer-in-Charge shall be final and binding on the contractor. If the quality of work is found unsatisfactory, the contractor shall carry out the necessary rework at no additional cost to BHEL.

- 3) The Service Provider shall ensure the deployment of adequate female housekeeping staff exclusively for cleaning and maintenance of ladies' toilets. Such deployment shall strictly comply with statutory norms and ensure hygiene, safety, and privacy standards are maintained at all times.
- 4) The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modification to the work entrusted to him and BHEL shall not be liable for any claim in respect thereof.
- 5) The contractor shall immediately remove from works any material and/or workmanship which in the opinion of Engineer-In-Charge are defective or unsuitable and shall replace with proper materials and workmanship at his own cost. If the contractor fails to proceed at once with the replacement of defective or unsuitable materials or workmanship, the Engineer-In-Charge may by contract or otherwise replace such materials and/or such workmanship and charges the cost thereof to the contractor.
- 6) The contractor shall stick to the approved brand/ make unless it is absolutely unavoidable. Any change shall be done with the prior approval of the Engineer-in-Charge for which tests etc. shall be done by the contractor at his own cost. Similarly, the contractor shall submit brand/ make of various materials not specified in the agreement, to be used for the approval of the Engineer-in-Charge along with samples and once approved, he shall stick to it.
- 7) If the Contractor finds any discrepancy in the NIT Terms & Conditions, Specifications and Bill of Quantities he shall immediately refer the same in writing to BHEL, who shall decide which shall be followed, and their decision shall be final and binding on all the parties.
- 8) The work will be done as per the convenience of existing infrastructure.
- 9) Any misconduct with the BHEL Officials & other staff will not be tolerated
- 10) The contractor shall take full responsibility and compensate BHEL for any loss/damage/break-down caused to the installations due to negligence of his workers
- 11) After completion of the subject work the contractor will remove all unwanted material/ rubbish from the site with no extra claim.
- 12) All materials, cleaning consumables, tools & tackles shall be arranged by the contractor. No materials shall be issued from BHEL. All materials will be approved by Engineer In-charge before use.
- 13) Regular meeting (fortnightly or as decided by BHEL) shall be held between BHEL and contractor to review the issues related to progress, penalty, quality and any other aspect.
- 14) No excuses like hindrance because of extreme weather conditions, non-availability of labour and material etc. will be entertained for not completing the work in time.
- 15) All necessary precautions with respect to safety at site and environmental aspects and their impacts shall have to be taken by the contractor for activities performed by his workers.
- 16) In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor.
- 17) The bidder(s) shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access facilities for workers and all other services required for executing the subject work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder(s) implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates.

#### **N. CONTRACTOR'S OBLIGATION:**

- 1) Contractor shall supervise the Work allotted to him to be carried out by his workforce. The contractor shall visit the site every day to ensure the work is carried out in fast pace for completion within schedule time.
- 2) Contractor to ensure that the workforce deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.



- 3) The workforce deployed by the contractor shall be hail and healthy and should not be suffering from any communicable diseases.
- 4) BHEL will have no liability whatsoever concerning the persons deployed by the contractor for the purpose. The contractor shall keep the Company indemnified against all losses or damages or liability arising out of or imposed in the course of employment of persons by the contractor.
- 5) Statutory requirement of the local authority / State Govt. / Central Govt. shall be responsibility of the contractor.
- 6) The contractor will be solely responsible for any unlawful act of their workforce while on duty. In case of theft or loss of Company's property take place due to the negligence or carelessness of workforce, the contractor will be responsible and shall make good of the same.
- 7) The Contractor shall duly comply with all acts, laws, or other statutory rules, regulations, bye-laws applicable or which might be applicable to with regard to the performance of the contract included herein or concerning this Agreement but not limited to Environmental Pollutions Acts, Minimum Wages Act- 1948, Contract Labour (Regulation & Abolition) Act, 1970, Industrial Dispute Act, 1947, Workmen's Compensation Act 1923, Employees' State Insurance Act 1948 (to the extent as may be applicable, if any), Employees' Provident Fund and Misc. Provisions Act, 1952 and the amendments made thereafter to these Acts / Laws and from time to time take such steps as may be deemed necessary in this regard. The Contractor shall keep the Company Indemnified against all penalties, claims and liabilities of every kind under or for any violation of such acts, laws or regulations etc. by him or his workers.
- 8) In case, while on duty and during the course of engagement in work premises of the Company under this Agreement, if any of the Contractor's workforce suffers with any injury / indisposition due to accident or other natural calamities, the Contractor shall ensure that immediate and adequate medical aid viz., first -aid and subsequent treatment facilities are provided to the person(s) concerned free of cost without fail. In addition, the Contractor shall also be liable for meeting with statutory liabilities like ESI etc. in respect to his workers.
- 9) The Contractor shall be fully responsible for the timely payment of wages, Allowances, Bonus or any other benefits payable under the aforesaid Acts, Laws and regulations to the workforce engaged by him at the work premises of the Company. Contractor shall also be fully responsible for timely deposit of PF and ESI with the appropriate authority including submission of return of PF & ESI and issue of PF slip issued by the PF Authority. BHEL (Bharat Heavy Electricals Ltd.) shall not be responsible for any of these payments or any other liability on this account. The Contractor shall also indemnify and compensate the Company for any liability incurred by the Company, if any, including costs incurred thereon. In that event the nominated officer of the Company shall be entitled to recover the amount so paid, from the contractor, including forfeiture of the Security Deposit; and, if the sum so payable and / the Security Deposit is less than the Company's claim, it shall be lawful for the Company to recover the balance amount as a debt from the Contractor.
- 10) The Contractor shall be held responsible for any damage / loss to the work premises /or the properties of the Company (i.e. missing or broken fittings, equipments, furniture etc. and loss of such things) caused due to the negligence of his work force and shall have to replace the same at his own cost. The decision of the Engineer-in-charge shall be final and binding on the Contractor.
- 11) The contractor shall hand over a copy of all legal and statutory documents and records to BHEL for fulfilling any future requirement with the statutory authority.
- 12) The contractor shall abide by all the rules / regulations / status imposed by Uttar Pradesh Government/ Central Government or other concerned authorities. The contractor will be responsible for workmen's compensation & other requirements of local Municipalities / Govt. or any other law regulating bodies
- 13) Contractor to maintain appropriate records of his employees deployed to carry out the job (s).
- 14) Contractor to get all his employees insured against all type of risks at his own cost.
- 15) Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- 16) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his

 **वीर सिंह/Veer Singh**  
वीर सिंह (एच.आर.आडमिनि.) /Sr. Engineer (HR-Admin.)  
कॉर्पोरेट एच.आर.आडमिनि. (सी.ए.जी.)/Corporate HR-Admin. (CAG)  
भारत भारी बिजनेस इलेक्ट्रिकल्स लिमिटेड./Bharat Heavy Electricals Ltd.  
प्लॉट नं. 25, 10th Floor, BHEL Sadan, Plot No. 25  
सेक्टर-16ए, नोइडा-201301 (उ.प्र.)/Sector-16A, Noida-201301 (U.P.)



employees from the site of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues including retrenchment compensation.

- 16) The contractor must comply to all statutory labour law regulations applicable to this contract like minimum wages act, timely payment of wages etc. including taking of insurance cover etc. for workers employed for this contract. Any obligation on account of the above will be the liability of the successful tenderer.
- 17) In case of any objection from any statutory / local authority, the contractor has to liaison with them for smooth progress of work.
- 18) The Contractor shall ensure proper conduct and behavior of the workforce engaged by him on the site and shall remove with immediate effect, the engagement of such person(s) who does/do not conduct himself / themselves properly or misbehave(s) with the residents of township or the staff of Estate office.
- 19) **MANPOWER:** The contractor shall deploy adequate manpower including relievers of experienced skilled persons in the field of Horticulture & Landscaping Services and Cleaning of Service Area & Basement Parking Area, Terrace Roofs and Sweeping & Cleaning of Internal Roads work services having minimum 3 years' experience in the respective areas at BHEL- SADAN Complex to the satisfaction of BHEL at the site in appropriate shift duties. The contractor shall also deploy at site an experienced Site Supervisor/technician having minimum 3 years' experience, handled similar job in high rise buildings/ modern multi storied buildings. The site supervisor shall be responsible for liaisoning the Horticulture & landscaping and Cleaning & Mechanical Sweeping / Maintenance activities at BHEL-SADAN Complex premises. All break-down shall be reported to BHEL immediately and rectified without any loss of time. These personnel deployed shall work 8 hours a day and six days a week basis. However, these personnel deployed by the contractor should be allowed to observe the national holidays. In case of exigency, the contractor has to deploy their services during Sundays without any extra payment. BHEL will not be responsible for any overtime payments to the personnel deployed by the contractor for any reason whatsoever. Duty allocation and roaster control shall be the contractor's responsibility. Exact working hours will be fixed in consultation with officer-in-charge of BHEL. A list of the persons deployed, shall be submitted to BHEL immediately on commencement of the contract. BHEL reserves the right to advise replacement/change the manpower deployed by the contractor, if his service is not found satisfactory.
- 20) The contractor has to provide proper uniform with his organization's name/logo, shoe, raincoat, umbrella and I-card etc. to the manpower deployed at BHEL.
- 21) The contractor shall be liable for indemnifying the BHEL from any liability on account of his employees and/or meeting any Statutory Obligations required under labour Laws of the Central/State Government(s). BHEL will therefore not assume any responsibility thereto.
- 22) **CARE OF BUILDINGS:** Care shall be taken by the contractor to avoid damage to the existing buildings during execution of work. He shall be responsible for repairing all the damages and restoring the same to their original finish at his cost.
- 23) **QUALITY OF MATERIALS:** All materials supplied by the contractor shall be new and of the design, size, and specifications stated in the Bill of Quantities (BOQ). They shall be suitable for their intended function and meet the required standards of performance.
- 24) **INSPECTION OF MATERIALS:** All the materials delivered by the contractor at site shall be inspected and verified by Engineer-in-charge before use.
- 25) **WORKMANSHIP:** Good workmanship is an essential requirement to be complied with. The entire work shall conform to sound engineering practice. In case of bad workmanship re-work will be done by the contractor on no extra claim.
- 26) **SUPERVISION OF WORK:** The contractor will deploy sufficient numbers of Supervisors/ Engineers of appropriate qualification and experience to ensure proper execution of work. They will carry out instructions of Engineer-in-charge and other senior officers of BHEL during the progress of work.

For and on behalf of "BHEL"

Sr. Engineer (HR-Admin/CAG)

  
**वीर सिंह/Veer Singh**  
Sr. Engineer (HR-Admin.)  
Corporate HR-Admin. (CAG)  
Bharat Heavy Electricals Ltd.  
Plot No. 25/10th Floor, BHEL Sadan, Plot No. 25  
Sector-16A, Noida-201301 (U.P.)



**BILL OF QUANTITY (UN PRICED-BID)**

Tender Inviting Authority:	BHEL-GM (CORP. HR- ADMIN & ISMG)
Name of Work:	SLA based Contract for Horticulture & Landscaping Services and Cleaning & Sweeping of Basement Parking Areas, Service Areas, Terrace Roofs & Internal Roads at BHEL-SADAN Campus, Plot No.-25, Sector-16A, Noida
NIT / Ref. No.	AA_CAG_BSN_25-26_HLS_23A <span style="float: right;">Dated: 13.02.2026</span>
Name of the Bidder/ Bidding Firm / Company :	To be filled by bidder in Price Bid format only

**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Note-

1. Work segment- 1 also includes Pruning of tree branches of those trees only which are blocking the visibility of signage's, street lights etc. and may require to be carried out using Hydraulic Lift machine with safety feature and capable of rising to the height of 20 feet. Also, the wild growth along road sides and other open area in the premises to be cut periodically (Once in a month) using brush cutter or manually using cutting tools.
2. Area Measurement, nos. etc. are indicative only in order to assess the Work volume.
3. All the consumables, cleaning material, T&P etc. are included in the scope of work and the consumable/ T&P / cleaning materials must be of standard make and conforming to ISI/BIS specifications.
4. Work segment- 2 : All the consumables, cleaning material, T&P etc. are included in the scope of work and the consumable/ T&P / cleaning materials must be of standard make and conforming to ISI/BIS specifications.

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER	TEXT	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Duration (in Months)	Units	Estimated Rate per Month inclusive of all Manpower / T&P, consumables, etc. (but excl. GST) in Rs. P	GST Amount (18% of estimated Rate) in Rs. P	Total Amt. per Month inclusive of all Manpower / T&P, consumables, etc (incl. GST) in Rs. P	TOTAL AMOUNT for 2 years of contract period including GST inclusive of all Manpower / T&P, consumables, etc in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	14	18	53	55
1	Segment - 1 Horticulture Services Inside and Outside of BHEL SADAN Tower.								
1.1	Lawns shall be maintain by the service provider with natural green grass round the year by maintaining height of grass minimum 20mm but not more than 40mm.	5200.00	24.00	SQM.	39600.92	7128.17	46729.09	1121498.16	INR Eleven Lakh Twenty One Thousand Four Hundred Ninety Eight & Paise Sixteen Only

  
**वीर सिंह/Veer Singh**  
 Sr. Engineer (HR-Admin.)  
 Corporate HR-Admin. (CAG)  
 Bharat Heavy Electricals Ltd.  
 Plot No. 25, Sector-16A, Noida-201301 (U.P.)



	<p>Lawn shall be clean by carrying out Forking the ground, cutting the grass, top dressing, flooding with water, weeding, light rolling, moving with lawn mowers, manuring with cow dung manure, compost, chemical fertilizer including renovating barren patches, applying anti-termite chemicals, insecticides, etc. all complete etc. to the entire satisfaction of engineer I/C. All chemicals, manures consumables for the work shall be arrange by the service provider at his own cost.</p>								
1.2	<p>The service provider shall ensure to maintain the existing indoor and outdoor potted plants of campus healthy and Clean. The service provider shall ensure the replacement of the dead or not properly growing potted plants due to any reasons in the campus of BHEL Noida with in the three days during the contract period with the same plants or available species (Size of plant may vary as per availability). The service provider has to maintain approx. 1100 plants in the pots available in the campus of BHEL Sadan Noida. At the end of the</p>	400.00	24.00	NOS.	18277.34	3289.92	21567.26	517614.24	<p>INR Five Lakh Seventeen Thousand Six Hundred Fourteen &amp; Paise Twenty Four Only</p>

**वीर सिंह/Veer Singh**  
 Sr. Engineer (HR-Admin.)  
 Corporate HR-Admin. (CAG)  
 Bharat Heavy Electricals Ltd.  
 Plot No. 25, 29/30th Floor, BHEL Sadan, Plot No. 25  
 Sector-16A, Noida-201301 (U.P.)



	Contract, the service provider shall leave all the supplied plants etc. as and when in the campus in the good position. All consumables for the work shall be arrange by the service provider at his own cost. List of indoor and outdoor plants to be supplied is listed in scope of work (Annexure - A) Qty. 400 Nos. (100 indoor & 300 outdoor)								
1.3	The service provider shall supply the earthen pots (sizes10"to12") and maintain the indoor and outdoor plants as and when required as per the direction of Engineer-In-Charge. List of indoor and outdoor plants to be supplied is listed in scope of work (Annexure-A). Qty. 700 Nos. (300 indoor & 400 outdoor)	700.00	24.00	NOS.	31985.35	5757.36	37742.71	905825.04	INR Nine Lakh Five Thousand Eight Hundred Twenty Five & Paise Zero Four Only
1.4	Maintenance of vertical garden including watering in all the pots of plants by avoiding spilling of water on the surface or floor. plants not growing properly and dead plants will be replaced by the service provider within three days. All consumables for the work shall be arrange by the service provider at his cost. Area: - Reception area of BHEL Sadan.	56.00	24.00	SQM.	21323.57	3838.24	25161.81	603883.44	INR Six Lakh Three Thousand Eight Hundred Eighty Three & Paise Forty Four Only

**वीर सिंह/Veer Singh**  
 Sr. Engineer (HR-Admin.)  
 Corporate HR-Admin. (CAG)  
 Bharat Heavy Electricals Ltd.  
 Plot No. 25  
 Sector-16A, Noida-201301 (U.P.)



1.5	<p>Maintenance/upkeep of hanging Jute baskets with seasonal flowering plants in winters like Petunia, Fuchsia, pansies, sweet alyssum, scaevola Amula (Blue wonder) etc. and during summers (from spring to fall) string of pearls, Calibrachoa, Burro's tail, portulaca etc. in all the pots of plants by avoiding spilling of soil/water on the surface. Plants not growing properly and dead plants will be replaced by the service provider within three days. All consumables for the work shall be arranged by the service provider at his own cost. Painting of hanging pole and structure to be done by service provider thrice in a year. (Color combination as directed by Engineer in charge of BHEL)</p>	80.00	24.00	NOS.	3655.47	657.98	4313.45	103522.80	<p>INR One Lakh Three Thousand Five Hundred Twenty Two &amp; Paise Eighty Only</p>
1.6	<p>Flower beds shall be maintained by the service provider properly by planting seasonal flowers. All bed should fill with blooming flowers according to flowering season. Organic manure will be used in all the beds of the campus. Proper decorative boundary will be maintained by the service provider. Flower bed shall be</p>	1000.00	24.00	RMS.	7615.56	1370.80	8986.36	215672.64	<p>INR Two Lakh Fifteen Thousand Six Hundred Seventy Two &amp; Paise Sixty Four Only</p>

**वीर सिंह/Veer Singh**  
 Sr. Engineer (HR-Admin.)  
 Corporate HR-Admin. (CAG)  
 Bharat Heavy Electricals Ltd.  
 25/10th Floor, BHEL Sadan, Plot No. 25  
 Sector-16A, Noida-201301 (U.P.)



	<p>prepared by the service provider as &amp; when required. Service provider shall be maintain &amp; kept clean flower beds by carrying out activities like digging of flower beds, hoeing of flower beds, plantation of seedling etc. Flower beds will be maintained by the bidder properly by planting seasonal flowers. At least three seasons will consider for the flowers. All the above activities are to be done to the satisfaction of Engineer - I/C. (All the Flower plants, seeds, &amp; manure etc. will be provided by the service provider, free of cost). Service provider will ensure timely watering etc. and watch and ward for the under mentioned areas between evening to morning as per direction and to the satisfaction of Engineer - I/C. All consumables &amp; tools for the work shall be arrange by the service provider at his own cost. (Width of flower bed to vary between 25 cm to 40 cm).</p>										
2	<p><b>Segment - 2 Cleaning of Service Area &amp; Basement Parking Area, Terrace Roofs and Sweeping &amp; Cleaning of Internal Roads etc.</b></p>										

  
**वीर सिंह/Veer Singh**  
 Sr. Engineer (HR-Admin.)  
 Corporate HR-Admin. (CAG)  
 Bharat Heavy Electricals Ltd.  
 25/10th Floor, BHEL Sadan, Plot No. 25  
 Sector-16A, Noida-201301 (U.P.)



2.1	Campus Road Sweeping. (Frequency: Once a Day in Morning)	10000.00	24.00	SQM.	19038.90	3427.002	22465.90	539181.60	INR Five Lakh Thirty Nine Thousand One Hundred Eighty One & Paise Sixty Only
2.2	Upper Basement & Lower Basement Parking Sweeping work. (Frequency: Once a Day)	21645.00	24.00	SQM.	41209.70	7417.746	48627.45	1167058.80	INR Eleven Lakh Sixty Seven Thousand Fifty Eight & Paise Eighty Only
2.3	Litter Picking from Lawn Areas.(Frequency: Once a Day)	38345.00	24.00	SQM.	29201.87	5256.336 6	34458.21	826997.04	INR Eight Lakh Twenty Six Thousand Nine Hundred Ninety Seven & Paise Zero Four Only
2.4	Emptying litter bins (whenever bins are 80 %) filled. (Frequency: Once a Day in Morning)	20.00	24.00	NOS.	761.56	137.0808	898.64	21567.36	INR Twenty One Thousand Five Hundred Sixty Seven & Paise Thirty Six Only
2.5	Drain cleaning. (Frequency: Once a Day in Morning)	900.00	24.00	RMS.	17135.01	3084.301 8	20219.31	485263.44	INR Four Lakh Eighty Five Thousand Two Hundred Sixty Three & Paise Forty Four Only
2.6	General Cleaning of Service Areas (DG Set, STP, ESS Building, Cooling Tower etc.) (Frequency: Once in every fortnight.)	5000.00	24.00	SQM.	9519.45	1713.501	11232.95	269590.80	INR Two Lakh Sixty Nine Thousand Five Hundred Ninety & Paise Eighty Only
2.7	Cleaning of Complete Terrace at Roof Top of CLD building. (Frequency: Once in a month)	2535.00	24.00	SQM.	4826.36	868.7448	5695.10	136682.40	INR One Lakh Thirty Six Thousand Six Hundred Eighty Two & Paise Forty Only
2.8	Cleaning of Complete Terrace at Roof Top of PPEI Building. (Frequency: Once in a month)	3522.00	24.00	SQM.	6705.50	1206.99	7912.49	189899.76	INR One Lakh Eighty Nine Thousand Eight Hundred Ninety Nine & Paise Seventy Six Only
2.9	Cleaning of Complete Corrugated Roofing of MPL Building. (Frequency: Once in a month)	1200.00	24.00	SQM.	2284.67	411.2406	2695.91	64701.84	INR Sixty Four Thousand Seven Hundred One & Paise Eighty Four Only

**वीर सिंह/Veer Singh**  
 Sr. Engineer (HR-Admin.)  
 Corporate HR-Admin. (CAG)  
 Bharat Heavy Electricals Ltd.  
 25/10th Floor, BHEL Sadan, Plot No. 25  
 Sector-16A, Noida-201301 (U.P.)



Total in Figures					253141.23	45565.41	298706.64	7168959.36	INR Seventy One Lakh Sixty Eight Thousand Nine Hundred Fifty Nine & Paise Thirty Six Only
Quoted Rate in Figures			Select	To be filled by bidder				Auto filled (0.00)	Auto filled (INR Zero Only)
Quoted Rate in Words		Auto filled (INR Zero Only)							

**Note-**

1. Name of the Bidder/ Bidding Firm / Company to be filled in Price Bid Format (Part-B) only.
2. % to be quoted by selecting (+/-) in Price Bid/Schedule format (Part-B) only.
3. The Percentage above or below (+/-) shall be used to arrive at rate for each item of BOQ including GST (i.e. Total Quoted in Amt. figures/words).
4. Any deviation by means of changing the estimated rate of an individual item or modification of quantity provided will be treated as non-acceptance of tender terms and bid will be rejected.



**DECLARATION**

I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also, I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify, that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication

Place:

Date:

  
**वीर सिंह/Veer Singh**  
वीर सिंह (एच.आर.आडमि.)/Sr. Engineer (HR-Admin.)  
कॉर्पोरेट एच.आर.आडमि. (सी.ए.जी.)/Corporate HR-Admin. (CAG)  
भारत भारी इलेक्ट्रिकल्स लिमिटेड./Bharat Heavy Electricals Ltd.  
दरवाजा नं. 25, 10th Floor, BHEL Sadan, Plot No. 25  
सेक्टर-16A, नोइडा-201301 (उ.प्र.)/Sector-16A, Noida-201301 (U.P.)



**NO DEVIATION CERTIFICATE**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender and there is no deviation in the terms & conditions of tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.



ANNEXURE -F

**BIDDER'S DETAILS**

Name of the Contractor /Party/ Firm	
Name of Representative	
Postal Address	
Phone/ Landline No.	
Mobile No.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	
Bank details for payment through NEFT/RTGS *	Name of Bank: ..... Branch: ..... Address: ..... ..... Account No.: ..... IFSC No. .... MICR No.: .....

**Note:** Submit a cancelled cheque for verification of above bank details.



**वीर सिंह/Veer Singh**  
Sr. Engineer (HR-Admin.)  
Corporate HR-Admin. (CAG)  
Bharat Heavy Electricals Ltd.  
Plot No. 25  
Sector-16A, Noida-201301 (U.P.)