

INVITATION TO TENDER

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Ref: OPS/OS/SC/2022-23/122/02

Date: 13.04.2022

Sub: Engaging **Civil Security Guards** in Factory premise of M/s. BHEL-HPVP, Visakhapatnam for a period of one year – Reg.

Sealed tenders are invited under **two bid system**, Techno-Commercial Bid (Part-I) and Price Bid (Part-II) from the reputed and experienced contractors with sound technical and financial capability for the subject work.

SL. NO.	NAME OF THE WORK	CONTRACT PERIOD
01	Engaging Civil Security Guards in Factory premise of M/s. BHEL-HPVP, Visakhapatnam for a period of one year as per detailed scope of work.	One Year

1. ELIGIBILITY CRITERIA

Average annual turnover of the contractor duly certified by a practitioner chartered accountant during the last 3 years ending 31st March 2021 should be at least. ₹32.70 Lakhs. In case annual turnover for FY 2020-21 is not finalized or ITR is not submitted by the contractor, Average annual turnover during the last 3 years ending 31st March 2020 shall be considered.

Tenderer should enclose EPF, ESI, PAN, GSTIN registration no., Income tax returns for last three years (AY-2019-20, 2020-21, 2021-22/ 2017-18) and Profit & Loss account and Balance Sheet certified by the Practicing Chartered Accountant for the last 3 years.

II) The Contractor should have experience of completing similar works during last 7 years ending 31st March 2022 as given below:

- (a) Three similar completed works costing not less than the amount equal to ₹ 43.60 Lakhs each
OR
- (b) Two similar completed works costing not less than the amount equal to ₹ 54.50 Lakhs each
OR
- (c) One similar completed work costing not less than the amount equal to. ₹ 87.20 Lakhs

Work orders & Job Completion Certificates from the customer shall be enclosed in support of successful and satisfactory completion of the orders.

Note: Similar work means Engaging Civil Security Guards on regular contract basis for State / Central Govt. or Under takings or private firms.

III) The works executed in the own name of the tenderer will only be considered for eligibility criteria.

IV) **AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in the state of Andhra Pradesh. **Documentary evidence to be submitted**

2. SCOPE OF THE WORK

Work is to be carried out as per Scope of work & Special Terms and Conditions (Annexure – I), GTC of GeM and as per schedule of Quantities & Rates.

3. LOCATION OF WORK

- 3.1 The subject work is to be carried out in the premises of BHEL, Heavy Plates & Vessels Plant (HPVP) Unit, Visakhapatnam, Andhra Pradesh.
- 3.2 The intending tenderers are advised to visit the above place, note down the entry procedures, safety requirements, work permit system etc. and satisfy themselves of all conditions prevailing there before submission of their tenders.

4. EARNEST MONEY DEPOSIT:

- I. The tenderer shall submit EMD for **₹2,19,000/-** (Rupees Two Lakh Nineteen Thousand only) in the following form only:-
 - a) Electronic Fund Transfer credited in BHEL account (before tender opening).
- II. EMD by the tenderer will be forfeited as per NIT conditions, if:
 - a) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
 - b) The contractor fails to deposit the required security deposit or commence the work within the period as per LOI/ Contract.
 - c) EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.
- III. EMD given by all unsuccessful tenderers shall be refunded normally within 15 days of award of work.
- IV. EMD shall not carry any interest.
- V. EMD of successful tenderer will be retained as part of Security Deposit.

Note: Micro & Small Enterprises (MSEs) are eligible for exemption of EMD as given below:

MSE suppliers can avail the intended benefits only if they submit **valid UDYAM Registration / Udyog Aadhaar Registration Certificate** for **Micro / Small** category for the above **subject service** along with the offer. Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents is not submitted before price bid opening

5. CONTRACT PERIOD:

Contract shall be valid for a period of **One year** from the date of work order or intimation from HR-Security whichever is later.

6. SECURITY DEPOSIT/ ePBG:

Security Deposit shall be collected from the successful tenderer @3% Contract Value.

- A. Security deposit means the security provided by the contractor towards fulfilment of any obligations in terms of the provisions of the contract.
- B. The total amount of the security deposit will be **3% of the contract value**. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security deposit.
- C. **Modes of Deposit:**

The balance amount to make up the required Security Deposit of **3%** of the contract value may be accepted in the following forms:

- a) Cash (as permissible under the extant Income Tax Act)
- b) Local Cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL.

- c) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the company's act. The bank guarantee format should have the approval of BHEL.
- d) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the company's act (FDR should be in the name of the contractor, a/c BHEL.
- e) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

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

D. Collection of Security deposit:

At least 50% of the required security deposit, should be submitted before start of the work. Balance 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.

The successful tenderers shall furnish Security Deposit within 15 days from the date of Work Order / Letter of Intent. The Security Deposit shall be furnished by the successful tenderers before commencement of work by them.

Security deposit shall be released to the contractor upon fulfilment of contractual obligations as per the terms of the contract.

Note: In case of (a) small value contracts not exceeding ₹20 Lakh or (b) SAS jobs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit).

E. Refund of Security Deposit:

- i. The security deposit shall be refunded after successful completion of the Contract as per agreement and subject to deduction of any amount due to BHEL.
- ii. Security deposit shall not be refunded to the Contractor except in accordance with the terms of the Contract.
- iii. The security deposit shall not carry any interest.
- iv. Security Deposit / Bank Guarantee will be released after the maintenance **period of 2 months or on closure of contract whichever is later.**

Note: Acceptance of Security Deposit against Sl. No. (d) and (e) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

- F. Bidder agrees to submit performance security required for execution of the contract within the time period mentioned. In case of delay in submission of performance security, enhanced performance security which would include interest (SBI rate +6%) for the delayed period, shall be submitted by the bidder. Further if performance security is not 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.**

7. INCOME TAX:

Income tax as per statutory requirement will be deducted on each payment made to the contractor and TDS certificate will be issued to this effect.

8. PAYMENTS TO SECURITY PERSONNEL:

Payments to the security personnel are to be made through bank by online transfer to their individual accounts by 10th of every month. Necessary proof is to be submitted along with monthly bill.

9. PAYMENT TERMS:

R.A. Bill shall be submitted once in a month & the payments will be arranged within 45 days from the date of bill **or** 15 days from the date of clearance of the statutory compliance by IR Department whichever is later.

Note: All payments will be released through RTGS/ NEFT only (Format enclosed in Annexure-B).

10. PRICE SCHEDULE, TAXES & DUTIES:

- a. Prices shall be quoted in the price schedule attached to the tender for the complete scope of work.
- b. **The quoted prices shall be inclusive of all applicable taxes, duties and GST as applicable as on due date of tender submission. GST as applicable shall be payable by vendor & the same will be reimbursed as per Annexure - GST.**
- c. In addition to existing taxes, any new taxes imposed by Central/ State Govt. shall be payable by the contractor and same shall be reimbursed on submission of relevant documents/proof of payment, to the extent of tax benefit available to BHEL.
- d. All terms & conditions of the contract in respect of taxes & duties are subject to new taxation laws introduced time to time by Govt. and terms & conditions will deemed to be modified in accordance with the provisions of New Laws (i.e., GST).
- e. **The Quoted service charge in percentage shall be fixed & firm without any escalation during the entire period of contract and till completion of the work.**
- f. **The Contractor shall pay the minimum wages to the contract labour as notified by the HR dept. of BHEL – HPVP, Visakhapatnam from time to time Normally, Minimum Labour wages are revised twice in a year and Contractor has to pay the revised wages from the effective date. The present rate of minimum wages is enclosed at Annexure – II**
- g. **In case of any changes in the minimum wages as per the Applicable Laws during the Contract period, Buyer (BHEL) shall pay the Service Provider the difference in wage from the amount mentioned in the contract on pro rata basis**

11. RISK PURCHASE:

In case the contractor fails to execute the work due to any reason, BHEL reserves the right to get the same completed through some other party at the risk & cost of the contractor and any additional expenditure incurred due to the same shall be charged to the contractor.

12. Reverse Auction: Not Applicable**13. GENERAL:****13.1 Bidders shall confirm their acceptance to all the terms & conditions of the tender enquiry.**

Deviations to the tender conditions are not acceptable and BHEL-HPVP reserves the right to reject such offers which do not meet Technical / Commercial requirements without any / further correspondence.

13.2 BHEL reserves the right to modify or cancel or short close the tender at any stage at its discretion without assigning any reason thereof.**13.3 The bidders shall study the Tender documents and all other relevant documents in detail for understanding the scope of work involved in various items before submission of offers. All details related to the scope of this tender are available with HR-Security Dept. and the same can be referred during working hours from 9.00 AM to 4.00 PM.**

For any clarifications required on this tender document, scope of work etc., the bidders shall depute their authorized representatives to HPVP, Visakhapatnam with prior intimation to get clarifications from concerned authorities.

13.4 **DGM (HR-Security)** shall be the In-charge for herein after referred to as such in the tender.

13.5 Lowest offer need not be the rate acceptable to BHEL-HPVP. BHEL-HPVP reserves the right for negotiation with the L1 bidder or opts for Reverse Auction as per applicable guidelines.

13.6 The following documents (enclosed) shall form part of the contract including this Notice Inviting Tender:

PART - I: TECHNO COMMERCIAL BID

- | | |
|---|------------------|
| a) Scope of Work & Special Terms and Conditions | : Annexure – I |
| b) Minimum Wages as per BHEL-HPVP HR dept. Circular | : Annexure – II |
| c) Acceptance to the tender terms & conditions | : Annexure – III |
| d) Contractor Information | : Annexure – IV |
| e) Check List | : Annexure – V |
| f) GTC of GeM | |
| g) Service Level Agreement of GeM | |

PART - II: PRICE BID

- | | |
|---|-----------------|
| h) Price Bid (Schedule of Quantities and Rates) | : Annexure – VI |
|---|-----------------|

13.7 Submission of offer by a tenderer implies that all the tender documents were read by the tenderer and the tenderer is aware of the scope and specifications of the work, site condition, local conditions and rates at which stores, tools and plant, free / chargeable materials etc., will be issued to him by BHEL - HPVP and other factors having bearing on the execution of the work.

14. COMPENSATION IN CASES OF DEATH / PERMENENT INCAPACITATION OF PERSON DUE TO UNINTENDED/ UNFORESEEN OCCURENCES DURING MANUFACTURING/ OPERATION AND WORK AT BHEL FACTORIES / OFFICES:

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

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

15. The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.

SCOPE OF WORK & SPECIAL TERMS AND CONDITIONS**::1::**

Sub: Engaging Civil Security personnel in Factory premise of M/s. BHEL-HPVP, Visakhapatnam for a period of one year

1. Contractor should engage security Guards for performing security duties at BHEL-HPVP Unit. Security points/ places will be decided by the Company from time to time. Depending on the requirements of the Company, the security points will be altered at the discretion of the management of the Company. Contractor has to ensure all the security guards to wear masks and follow the preventive measures of Covid Guidelines issued by state/ Central

2. **Security Guards:**

The Contractor shall deploy 43 Security Guards every day for rendering security service at the locations as indicated by the Management on round-the clock basis on all the days during the entire contract period including Sundays, Holidays etc., The duties of security Guards at such locations should be arranged in 3 shifts, each shift consisting of 8 hours.

Requirements of Security Guards:

Security Guards should meet the following criteria:

- a) Essential educational qualification for Security Guard is minimum 10th class passed or equivalent
 - b) Candidates must have minimum physical standards required for security guards
 - c) Age of security guard should be less than 50 years
3. All Security Guards must be in possession of **cycles**, which are to be utilized during the tenure of their duties as and when required.
 4. **Torch lights with cells** are compulsory requirements for all Security Guards. Accordingly, the Contractor must supply torch & new cells once in a month. Similarly, Face masks, Gumboots/ Raincoats / winter clothing are to be catered for Monsoon / winter months for proper protection of Security Guards.
 5. Regular checks are to be carried out by the contractor or his representative at least once in a fortnight and must be planned out in consultation with Security Department. Results of such checks to be notified to the Security Department regularly

6. **Shift timings:**

The Security Guards are to be deployed as per the following shift timings:

1st Shift:	0700 hrs	to	1500 hrs
2nd Shift:	1500 hrs	to	2300 hrs
3rd Shift:	2300 hrs	to	0700 hrs (Next day)

7. **Statutory Obligations:**

The contractor shall be liable for complying with all statutory obligations like ESI, PF etc., and the Company shall not be responsible to compensate or reimburse anything whatsoever except to the extent specifically agreed to by the Company in this contract.

Contractor should produce proof of payment of GST for releasing the same along with subsequent monthly bill.

8. **Replacement of Guards:**

The contractor should be prepared to replace the Security Guards as per the directions of the Management.

SCOPE OF WORK & SPECIAL TERMS AND CONDITIONS

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9. Monetary Obligations:

All obligations and monetary payments etc., arising out of various labor laws, Workmen's Compensation Act, Minimum Wages Act, Provident Fund, Bonus, ESI, payment for holidays and including as per any future legislations as may be passed by the Government of Andhra Pradesh /Central Government shall be to the account of the Contractor only.

10. Management of Contract service:

Contractor shall ensure timely reporting for duty by his security guards, in such shifts and at such security points as indicated by the Management. Security Guards who are negligent, not punctual or commits acts of misconduct, shall be replaced immediately with new security guards on receiving instructions from the Management. All the Security Guards should be supplied uniform and other material required for carrying out the security duty by the Contractor including further maintenance thereof at Contractor's cost.

11. Responsibilities:

The Contractor shall be responsible for the incidents on the part of his employees such as thefts, loss of property of the Company, sale or purchase of Company property, sleeping while on duty, failure to observe punctuality, habitual absence in their duties, non-payment of Wages, involvement of the Security Guards in any Union activities, which are detrimental to the interests of the Company and for any subversive or disorderly behavior by the Guards.

- 12.** The Contractor shall submit his bill for the service rendered as per this contract once in a month to the Executing officer of the Company. The Contractor shall submit a copy of acquaintance roll in respect of his employees deployed in said contract work before 10th of every month. Upon certificate of the Executing officer, payment will be within 45 days from the date of bill **or** 15 days from the date of clearance of the statutory compliance by IR Department whichever is later.

13. P.F. & E.S.I.:

The monthly wage under this contract of the security guards includes contractor's P.F. contribution and contribution to ESI. These payments will be released to the Contractor after producing proof of payment thereof to the statutory authorities considered for the previous month along with the payment against the current month. The Contractor should give a certificate to the effect that this payment to PF & ESI authorities includes the PF & ESI payments in respect of his employees under this contract.

- 14.** The rates agreed to in this contract shall be deemed to have been included all other expenditure whatsoever which the contractor may incur.

15. Responsibility to Pay Wages etc.:

Payment of Wages as per Annexure-II shall also be the responsibility of the Contractor and the Company shall not reimburse any other payment whatsoever other than what is specifically agreed to in this contract.

Compliance of all statutory provisions falls within the scope of contractor only. **Service charge in percentage shall be fixed & firm and will not be revised under any circumstances.**

16. Responsibility to pay terminal benefits, Statutory payments etc.:

All other terminal benefits, statutory payments whatsoever and payment of professional tax, if applicable; deducting the same from his employees etc., shall be to the account of the Contractor only.

SCOPE OF WORK & SPECIAL TERMS AND CONDITIONS

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17. Wages for weekly Offs:

The wages agreed to in this contract shall include the wages for **weekly offs** and hence the Company shall not pay separately any payment for the weekly offs.

18. Criteria for payment of monthly bills:

The payments as per the rates agreed to in the contract will be made subject to other conditions as aforesaid based on the certification by the Executing Officer. If a Post is unguarded for any number of hours necessary deduction from the respective wage bill shall be effected for such number of hours/ days. For this purpose, **the daily wage will be divided by 8**. To put it more clearly, if all the security points as per the contract are guarded in a month as per the terms and conditions without any lapses/ unguarded, the payment against a monthly bill shall be as per **Monthly rate of Security Guard x 43 Nos.**

19. Penalty: In the event of any of the posts remain unguarded for any period, for the first lapse the Contractor shall be noticed in writing to that effect. In case of repetition of the same in any of the posts, **a Penalty of Rs.100/- per day's** lapse shall be imposed by the Company and the same shall be deducted from the next wage bill.

20. Final Wage Bill:

The Final wage bill shall be cleared upon certification of Executing Officer after due approval of Management.

21. Termination of Contract:

This contract can be terminated upon giving **three months'** notice on either side.

SIGNATURE OF THE TENDERER WITH SEAL

**MINIMUM WAGES & STATUTORY BENEFITS PAYABLE TO THE CONTRACT LABOUR AS
NOTIFIED BY THE HR DEPT. OF BHEL – HPVP, VISAKHAPATNAM
W.E.F. 01.10.2021**

Sl. No.	Description	Unskilled Worker	Semi- Skilled Worker	Skilled Worker
1	Wage per Day	525.36	614.30	732.95
2	PF @ 13% (inclusive of Administrative Charges 1%)	68.30	79.86	95.28
3	ESI @ 3.25%	17.07	19.96	23.82
4	Bonus @ 8.33%	43.76	51.17	61.05
5	Leave Wages (with PF & ESI) (Wage per day x 18 / 312) + 12/ 100(wage per day x 18/312) + 3.25/100 (wage per day x 18/312)	34.93	40.85	48.73
6	Wages for Public Holidays (Wage per day x 10 / 312)	16.84	19.69	23.49
	TOTAL	706.26	825.83	985.33

SIGNATURE OF THE TENDERER WITH SEAL

Ref: OPS/OS/SC/2022-23/122/02

Date: 13.04.2022

Sub: Engaging Civil Security personnel in Factory premise of M/s. BHEL-HPVP, Visakhapatnam for a period of one year – Reg.

ACCEPTANCE TO TENDER TERMS & CONDITIONS

I / We hereby confirm that the Tender documents, all Annexures etc. have been studied in detail and we have fully understood the scope of work.

I / We accept to all the Terms and Conditions of the Tender Enquiry and the prices quoted are in accordance with the same.

I / We accept to offer valid for a period of **3 months** from the last date for tender submission.

Tender documents duly signed on all the pages by the Owner / authorized representative of the bidder are attached herewith.

SIGNATURE OF THE TENDERER WITH SEAL

CONTRACTOR INFORMATION

Sl. No.	Particulars	To be Filled by Bidder
01.	Name of the Contractor	
02.	Nature of Firm / Concern (Proprietor / Partnership / Pvt. Ltd. / Public Ltd.) Note: In case of partnership concern, please enclose photo copies of the partnership deed	
03.	Full address	
04.	Name of the Proprietor/Partner	
05.	Name of the Person(s) and designation authorized for signing the contract / dealing with BHEL	
06.	Telephone No. of the firm	
07.	Fax No.	
08.	Mobile No.	
09.	E-mail ID	
10.	HSN / SAC Code	
11.	Organizational structure with name and designation	

CHECK LIST

Sl. No.	Particulars	Document Enclosed (Yes / No)	Document No
01.	Name of the Contractor		
02.	Tender Document Signed & Stamped		
03.	PF Registration Certificate		
04.	ESI Registration Certificate		
05.	GSTIN Registration Certificate		
06.	HSN / SAC Code		
07.	PAN Number		
08.	Income Tax Returns for last 3 years		
09.	Profit & Loss account and Balance Sheet certified by the Practicing Chartered Accountant for the last 3 years		
10.	Work orders & Job Completion Certificates in similar works as mentioned in eligibility criteria.		
11.	MSE Registration Documents, if applicable		
12.	Start-up India – Certificate of Recognition (if Applicable)		

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS / NEFT TRANSFER

01	NAME & ADDRESS OF THE SUPPLIER / SUBCONTRACTOR	
02	VENDOR CODE ASSIGNED BY BHEL,HPVP LTD	

DETAILS OF BANK ACCOUNT

03	NAME & ADDRESS OF THE BANK	
04	NAME OF THE BRANCH	
05	BRANCH CODE	
06	MICR CODE	
07	ACCOUNT NUMBER	
08	TYPE OF ACCOUNT	
09	BENEFICIARY'S NAME	
10	IFSC CODE OF THE BRANCH	
11	EMAIL ID	
12	TELEPHONE / MOBILE NUMBER	

CERTIFICATE

I / We here by agree to receive the payments due from M/s Bharat Heavy Electricals Ltd., by the National Electronic Fund Transfer / or RTGS Transfer mode by credit to my / our above mentioned Bank account. I / We also agree that payments made to the above mentioned account are a valid discharge of the liability of M/s Bharat Heavy Electricals Ltd. I / We also agree to bear the applicable Bank charges for the above mode of transfer. A copy of the Cheque leaf/ cancelled Cheque leaf of the above account is sent herewith.

(Authorized Signatories with Name & Seal)

BANKER'S CERTIFICATION

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____
(name of account holder), the signature of authorized signatory and the MICR and IFSC codes of our branch mentioned above are correct.

Place:

Bank Manager / Officer

Date:

Signature with Bank stamp and Name seal

FORWARDED TO ACCOUNTS DEPARTMENT / CASH SECTION

We confirm the above details are verified with the records available with us

Signature of BHEL Official with Name & Seal
Operating the contract / Services

GST COMPLIANCE FOR INDIGENOUS SUPPLIERS / CONTRACTORS

1. In Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GSTIN which should be clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.
2. Supplier shall mention their GSTIN in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.
3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
4. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.
5. All documents like Test Certificate, LR copy, Guarantee/Warranty certificate, work completion certificate, any other document mentioned in PO, shall be sent along with the vehicle/consignment where ever applicable. For all consignments received within the calendar month, input credit will be availed within that month in line with monthly returns filing cycle. In case of any discrepancy in the document or non-submission of documents mentioned in the PO, then BHEL will not be able to accept or account the material, in such case availing of tax credit will be deferred to next month or so.
6. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the suppliers, within the calendar month notified by BHEL.
7. For any such delay in availing of tax credit for reasons attributable to supplier (as mentioned above), interest (calculated @ SBI Base Rate + 6%) along with penalty if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.
8. Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers/contractors. Hence applicable GST shall also be recoverable from suppliers/contractors on LD amount. For this Debit note will be issued by BHEL indicating the respective supply invoice number.
9. This is to inform that GST portion of invoice, shall be released only upon Vendor declaring such invoice in his GSTR-1 and receipt of goods and Tax invoice by BHEL and Confirmation of payment of GST thereon by vendor on GSTN portal. Alternatively, BG of appropriate value may be obtained from vendor which shall be valid At least one month after the confirmation of date of payment of GST by vendor on GSTN portal and receipt of Tax invoice and receipt of goods, whichever is later. Above is subject to receipt of goods/service and tax invoice thereof along with vendor declaring invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL.
10. That in case vendor delays Declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from vendor/contractor along with interest levied/ leviable on BHEL.

Note: The above will be followed strictly for Processing vendor payments to ensure GST Compliance.



BHARAT HEAVY ELECTRICALS LIMITED

Heavy Plates & Vessels Plant (A Govt. of India Enterprise)

VISAKHAPATNAM - 530 012

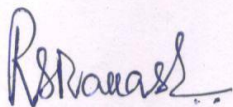
MANDATE FORM

OPTION TO RECEIVE E-PAYMENT THROUGH NEFT & RTGS

1. NAME : BHEL - HPVP
2. ADDRESS : NATHAYYA PALEM, VISAKHAPATNAM
3. PARTICULARS OF BANK ACCOUNT –
 - a. BANK NAME : STATE BANK OF INDIA
 - b. BRANCH NAME : BHPV Branch
 - c. BRANCH ADDRESS : BHPV POST, VISAKHAPATNAM
 - d. IFSC CODE : SBIN0001675
 - e. ACCOUNT NO. : 33276118389
 - f. WHETHER BRANCH IS NEFT ENABLED : YES
 - g. WHETHER BRANCH IS RTGS ENABLED : YES
4. E-MAIL ID FOR RECEIVING SYSTEM GENERATED PAYMENT ADVICE:
: rsprakash@bhel.in

I hereby declare that the particulars furnished above are correct.

For Bharat Heavy Electricals Limited, Visakhapatnam,

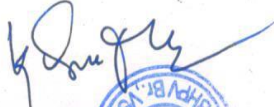

(Authorised Signatory)

BANK CERTIFICATION:

This is to certify that the particulars furnished above are correct & complete as per our records.

Date:

- 3 JUL 2020


Bank Manager / Officer
Signature with Bank stamp and Name seal

K. SAMBA MURTY
Deputy Manager M-10461
Branch-1675, VSP

**BHARAT HEAVY ELECTRICALS LIMITED
HEAVY PLATES & VESSELS PLANT
VISAKHAPATNAM – 530 012**

**PART – II
(PRICE BID)**

NAME OF WORK: Engaging Civil Security personnel in Factory premise of M/s. BHEL-HPVP, Visakhapatnam for a period of one year. - Reg.

Tender Enquiry No: OPS/OS/SC/2022-23/122/02, Date: 13.04.2022

NOTE:

- 1) Tenderers are requested to visit the site before submitting their tenders and go through the site conditions, nature and quantum of the job to be done and in general shall themselves obtain all necessary information as to risks, safety precautions, contingencies and other circumstances. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not, no claim shall be allowed.
- 2) **The Quoted service charge in percentage (Sl.No:2 of SOQR) on total amount at SOQR Sl. No. 1, shall be fixed & firm without any escalation during the entire period of contract and till completion of the work. i.e. Service Charge quoted in INR at Sl.No:2 shall be fixed & firm throughout the contract period and till completion of work.**
- 3) **The Contractor shall pay the minimum wages to the contract labour as notified by the HR dept. of BHEL – HPVP, Visakhapatnam from time to time Normally, Minimum Labour wages are revised twice in a year and Contractor has to pay the revised wages from the effective date. The present rate of minimum wages is enclosed at Annexure – II**
- 4) **In case of any changes in the minimum wages as per the Applicable Laws during the Contract period, Buyer (BHEL) shall pay the Service Provider the difference in wage from the amount mentioned in the contract on pro rata basis. No service charge will be paid on difference in wage from the amount mentioned in the contract**
- 5) The rate quoted **shall be including GST**. However, GST as applicable shall be paid by the contractor and same shall be reimbursed on submission of proof of payment along with the bill as per Annexure - GST.
- 6) **L1 shall be evaluated based on total quoted price at SL. No: 5 of SOQR**. However, BHEL reserves the right to negotiate with L1 vendor
- 7) The quantity indicated below in the schedule is indicative only and may increase/ decrease or be deleted but total value of contract will not exceed the awarded value, unless otherwise order is amended. However, payment shall be made for the actual quantity only.
- 8) **Once in a month, bill shall be prepared for the actual quantum of work done and submitted to the DGM (HR-Security) for further process for arranging payment.**

SIGNATURE OF THE TENDERER WITH SEAL

**BHARAT HEAVY ELECTRICALS LIMITED
HEAVY PLATES & VESSELS PLANT
VISAKHAPATNAM – 530 012**

NAME OF WORK: Engaging Civil Security personnel in Factory premise of M/s. BHEL-HPVP, Visakhapatnam for a period of one year. - Reg.

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SCHEDULE OF QUANTITIES & RATES (SOQR)

Sl. No	Description of Work	Category of Skill	Unit	Qty (a)	No of working days per month (b)	No of Months (c)	Unit Rate per day (in ₹) (d)	Total Amount (in ₹) (a) X (b) x (c) x (d)
1	Engaging Civil Security personnel for Security Duty Shift wise as per scope of work Note: One Shift is equal to 8 Hrs. of security duty	Unskilled	No of Security Guards	43	30	12	706.26	1,09,32,904.80
2	Service Charge in % _____ on (Sl. No: 1)							₹ _____
3	Total Amount Including Service Charge (Sl. No: 1 + Sl. No: 2)							₹ _____
4	GST in _____ % on Sl. No: 3							₹ _____
5	Total Amount Including GST (Sl. No. 3 + Sl. No. 4)							₹ _____

Total amount in words:

SIGNATURE OF THE TENDERER WITH SEAL