



BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)

POWER SECTOR- EASTERN REGION

WBPDC, Sagardighi Thermal Power Project

STAGE III (1×660 MW, Unit. 5)

P.O.: Monigram, Dist; Murshidabad, W.B.PIN: 742237

NOTICE INVITING TENDER

Ref. No.: BHEL: PSER: SGD: GH: 2026:01/17

Date: 17.01.2026

To,

M/s.....

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SUB: TENDER SPECIFICATION FOR ENGAGING 01 NO. COOK CUM CARETAKER AT BHEL SAGARDIGHI GUEST HOUSE

TENDER SPECIFICATION NO: BHEL: PSER: SGD: GH: 2026:01/17

Sealed quotations are invited in two parts (Technical & Price Bids) by BHEL, Sagardighi Site from reputed and experienced bidders for providing 01 No. of Cook cum Caretaker at BHEL Sagardighi Guest House, WBPDC Township, Monigram, Sagardighi site. Detail tender Specifications and term & conditions are enclosed herewith.

You are requested to quote your most competitive rates as per rate schedule of the tender specification and submit your bid in the office of the undersigned on or before 20/01/2026 at 1500 hrs.

Thanking You,

Yours faithfully,

On behalf of BHARAT HEAVY ELECTRICALS LIMITED,

Executive (HR)



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SECTION-I

GENERAL INSTRUCTIONS TO TENDERERS

- 1.0 Tender specification as a whole, duly furnishing the following details, shall be duly signed and sent in a sealed cover superscribing "**TENDER FOR ENGAGING 01 NO. COOK CUM CARETAKER**" at BHEL 1 X 660 MW, Sagardighi site.

DETAILS OF NIT		
SL	ISSUE	DESCRIPTION
1.0	TENDER SPECIFICATION NO.	BHEL: PSER: SGD: GH: 2026:01/17, DATED 17.01.2026
2.0	DUE DATE OF SUBMISSION	20/01/2026 UPTO 1500 hrs.
3.0	DUE DATE OF TENDER OPENING	20/01/2026 AT 1700 hrs.
4.0	VENUE OF TENDER OPENING	BHARAT HEAVY ELECTRICALS LTD SITE OFFICE POWER SECTOR: EASTERN REGION, WBPDC, 1X 660 MW SAGARDIGHI THERMAL POWER PROJECT, STAGE- III, MONIGRAM, MURSHIDABAD, 742237
5.0	EMD AMOUNT	NIL
6.0	COST OF TENDER	NIL

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

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

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

- 2.2 The Tender should be addressed to:

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



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

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

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

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

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

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

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

6.0 USE OF LAND:

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

7.0 SUBMISSION OF TENDERS:

7.1 IN case of individual: The full name, mailing address, FAX no., Telephone No., e-Mail ID and place and nature of business.

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

8.0 AUTHORISATION AND ATTESTATION:

Tenders should be signed by persons duly authorized/ empowered to do so. Certified copies of such authority and relevant documents shall be submitted along with tenders.

10.0 VALIDITY OF OFFER:

The offer shall remain valid for a period of 06 months from the date of submission of offer.

11.0 EXECUTION OF CONTRACT:

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



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SECTION-II

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

DEFINITION:

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

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

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

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

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

"MONTH" shall mean English Calendar month

ISSUE OF NOTICE:

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

COMMENCEMENT OF SERVICE:

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

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

MODE OF PAYMENT & TAXES & DUTIES:

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

RIGHTS OF BHEL:

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

To terminate the contract any time by giving one month's notice without assigning any reasons thereof.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

INSURANCE/ ESIC:

It is the sole responsibility of the contractor to insure his workers against injury, disability and death while at work and to pay compensation to his worker/(s), if so happens. The contractor shall have to take ESIC/ Cover



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against claims for injury, disability, disease, death etc., to his staff. The liability shall not be less than the provisions of the Workmen's Compensation Act.

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

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

LAW GOVERNING THE CONTRACT AND COURT JURISDICTION

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



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SECTION-III

SCOPE, SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. The person provided for this job would be employee of the contractor only. Hence contractor will be responsible fully for his wages/emoluments and claims and the contractor will be liable to pay legitimate dues to the employees as per statutory norms, government orders issued from time to time.

2. The detail description of the work is as follows:

SL No.	Location	No of Rooms	Activities
1	BHEL Mess/Guest House	10	Maintenance & upkeep of rooms in BHEL Guest House, BHEL Colony Washing Linens, Preparing Meals for Visitors staying in Guest House & other multitasking jobs as required.

3. The cleaning materials for upkeep and maintenance will be supplied by the BHEL when necessary:

Floor scrubber, Soft broom, Hard broom, Broom with long handles, Wiping cloth, Cleaning acid, Phenyl, Naphthalene balls, Toilet cleaning brush, Buckets, Colin/ Harpic, Liquid detergent, Bleaching powder, Other essentials.

4. The contractor shall maintain proper records of the attendance of caretaker deployed and payment made to them and such records should be made available to BHEL for scrutiny as and when required.

5. If the deployed Caretaker is on leave the agency must ensure replacement of the particular concerned person without any extra cost to BHEL otherwise proportionate recovery for the no. of days will be done by BHEL from RA bills.

6. The agency must ensure timely payment of salary/wages or any other payment/dues to all the deployed persons and also shall maintain attendance records of all concerned which may be required to be produced if required.

7. If due to any negligence on the part of contractor or its employees any accident/incident occurs to any person or property at site the agency has to pay the compensation and other expenses as intimated by BHEL. It is the responsibility of the contractor to insure its employees against injury, disability and death while at work and to pay compensation to them if required.

8. The contractor shall indemnify BHEL and shall keep BHEL indemnified against all acts of omission or negligence, dishonesty or misconduct of any deployed persons by him. BHEL will not be responsible for death, accident, or injury to any of the deployed persons arising while discharging duties. BHEL shall not be liable to pay any compensation or damages to any such persons or the agency. The agency shall indemnify BHEL at all times against any claim made under any Govt act or any other applicable act or any statutory modification thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any employee or other person whose entry into our premises has been authorized by you.

9. If the Contractor or any of its employees are responsible for any injury or damage to any person, document/property of the project site, the agency will have to bear the expenses of the same. BHEL's decision in this regard will be final in terms of the amount of cost incurred.



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10. In the event of loss or theft of BHEL's property while in the custody of the contractor, it will be the responsibility of the agency to lodge FIR with the local police authorities and furnish the details of FIR within 48 hrs of occurrence. This is for the purpose of lodging insurance claim. If BHEL is unable to recover the cost from insurance company, the amount will be recovered from the contractor's RA bills.

PENALTY

In case of non availability of caretaker due to any reasons, deduction on pro-rata basis will be made from the monthly bills of the contractor. Besides, in case of failure to supply replacement from any other sources within the time stipulated, additional 30% of the contract rate per day shall be imposed as penalty and will be recovered from the monthly bill/(s) of the contractor.

All legal, statutory and financial requirements and liabilities whatsoever in connection with the Paramedical staff deployed at BHEL Sagardighi site during the currency of the contract are to be complied with by the contractor. All payments relating to PF, Employee Compensation Insurance etc. and other related expenditure are to be borne by the contractor himself and BHEL in any way shall not be responsible for same.

DURATION OF CONTRACT:

The duration of this contract will be for a period of 6 (Six) months with effect from the date of its commencement. The contract may be extended further for a period of 6 (Six) months at the same rates and terms & conditions depending upon the requirement of BHEL. In case of exigency, BHEL Reserves the right to further extend the contract beyond contractual and provisional extension (as indicated above) at a rate mutually agreed between BHEL and the contractor.

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

TERMINATION OF CONTRACT :

- a) The contract may be terminated by BHEL after giving one month's notice to the contractor.
- b) Similarly the contractor will be required to give to BHEL an advance notice of one month in writing for termination of this contract.

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

The successful bidder should furnish the Employee Compensation Insurance Policy and same shall also get it renewed periodically. A copy such Insurance Policy must be submitted regularly to BHEL for record.

The quoted rates shall remain firm throughout the contract period. No. Compensation/escalation shall be payable by BHEL during the period.

For and on behalf of Bharat Heavy Electricals Ltd.

Executive (HR)