



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

पावर सेक्टर पूर्वी क्षेत्र / Power Sector Eastern Region

भेल भवन, प्लॉट सं. - डी जे - 9/1, साल्ट लेक सेक्टर- II, कोलकाता - 700091, फोन 03323398000

BHEL Bhawan, Plot No. DJ- 9/1, Salt Lake Sector- II, Kolkata - 700091 Phone: 033-23398000

WBPDCL, Sagardighi Thermal Power Project STAGE III (1X660 MW, Unit. 5) P.O.: Monigram, Dist.: Murshidabad, W.B. PIN: 742237

Ref No. BHEL:PSER:SOX( SGD): CIVIL :HOUSEKEEPING CONTRACT-4

Date:19-09-2025

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To,

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**Sub.:** Notice Inviting Tender (NIT) for "**Housekeeping Contract-4:** Carrying out Housekeeping and Cleaning job in 1X660 MW Unit-5 Sagardighi Extension Project, BHEL-Sagardighi Site

Dear Sir,

Sealed offers are invited two parts bid system through By Hand/Courier/Post from reputed & experienced bidders for the subject job by the undersigned on behalf of BHARAT HEAVY ELECTRICALS LIMITED, Sagardighi site as per tender document. The offers are to be submitted latest by next days from floating of tender at 13:00 hrs in BHEL, PSER, Sagardighi Site Office, Monigram, Murshidabad (West Bengal) and the same will be opened on same day at 15:00 hrs. Bidders to note specifically that all pages of tender document including these NIT pages of this particular tender, shall be submitted by them, duly signed & stamped on each page, as part of the offer. Rates/Price including discounts/rebates, if any, mentioned anywhere/in any form in the offer other than the Price Bid (BOQ), shall not be entertained. The bidders are requested to depute their representative during opening of the tenders.

Thanking you,

Yours sincerely,  
For & on behalf of BHEL

Encl.

- NIT (Vol-I & II)
- Price Bid (Vol-III)



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**VOLUME-I**

**GENERAL INSTRUCTIONS TO TENDERERS**

- 1.0 Tender specification as a whole, duly furnishing the following details, shall be duly signed and sent in a sealed cover super scribing **Housekeeping Contract-4: Carrying out Housekeeping and Cleaning job in 1X660 MW Unit-5 Sagardighi Extension Project, BHEL-Sagardighi Site.**

SALIENT DETAILS OF NIT		
SL	ISSUE	DESCRIPTION
1.0	TENDER SPECIFICATION NO.	BHEL:PSER:SOX( SGD): CIVIL :HOUSEKEEPING CONTRACT-4 Date:19-09-2025
2.0	DUE DATE OF SUBMISSION	Next days from floating of tender at 13:00 hrs
3.0	DUE DATE OF TENDER OPENING COVER NO. I (Techno-Commercial Bid) of tender	Next working day from floating of Tender at 15:00 hrs
4.0	DUE DATE OF TENDER OPENING COVER NO. II (Price Bid) of tender	Next working day from floating of Tender at 15:00 hrs
4.0	VENUE OF TENDER OPENING	Bharat Heavy Electricals Limited, 1x660 MW Sagardighi Thermal Power Project, Unit-5, WBPDC, P.O.- Manigram, Dist.: Murshidabad, West Bengal-742237
5.0	EMD AMOUNT	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 OR No Deviation certificate email One set of tender documents. Bidder to note specifically that all pages of tender documents shall be submitted by them (after signing and stamping on each page) as a part of their offer. **"Price shall not be mentioned by them anywhere in the techno-commercial offer, it shall be mentioned in the relevant price schedule only and submitted in separate sealed envelope."** In case of any clarification, bidder may contact this office.



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2.1 The offer shall be sent in two separate sealed envelopes Contained Single Separate Envelope as under:

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

The Tenderer should be addressed to:

**HOD (CIVIL)**

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

- 3.0 Tender to be submitted through "REGISTERED POST WITH ACKNOWLEDGEMENT" or by hand at BHEL site office . Tenders received after due date is liable to 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 (1x660MW).
- 4.0 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 mentioned in this document or shall be intimated by BHEL, in the presence of bidders or their authorized representative(s) who wishes to be present.
- 5.0 The Tenderer should thoroughly go through all the clauses/ specifications, terms and conditions stipulated in the tender documents. In case the tenderers have any doubt about the meaning of any portion of the tender specifications or the tender documents issued are incomplete or

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Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

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shall require clarification on any of the technical aspect, scope of work etc. they should at once contact the authority inviting the tender for clarification before submission of the tender.

- 6.0 The tenderers must furnish all the required information as per the instructions given in various sections of the tender specifications. Each and every page of the tender specification must be signed and submitted along with the offers by the tenderers as a token of complete acceptance thereof. The information furnished shall be completed by itself.
- 7.0 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.
- 8.0 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.

#### **Scope of work:**

(i) Housekeeping and Cleaning Services

- Housekeeping and cleaning activities shall be carried out across designated areas within the plant premises.
- Services may be scheduled during any shift, with a standard duty period of **8 hours per day**.
- Overtime charges** shall be applicable for duties performed beyond the standard 8-hour shift, as per agreed rates.

(ii) Tractor Services

- A **tractor with diesel and a qualified operator** shall be provided for miscellaneous work within the plant premises.
- The tractor shall be made available **daily from 8:00 AM to 8:00 PM**.
- The scope includes movement of materials, site cleaning, and other support tasks as directed by BHEL.

#### **Penalty Clause:**

In case of non-supply of the tractor for any reason, BHEL reserves the right to engage an alternative tractor from other sources. The cost incurred for such engagement, along with applicable BHEL overhead charges, shall be recovered from the contractor as a penalty,

#### **Validity of Offer:**

The rates in the tender shall be kept valid for acceptance for the entire period of work till completion from the date of submission of offer. Completion period of work will be **Two Months**. No PVC is applicable in the contract.

#### **Rejection of Tender:**

The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever. No deviation from the tender specification shall be acceptable to BHEL.



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### **Terms of Payment:**

- You shall submit your running bill once in a month at the end of each month. The R.A. bill complete in all respects accompanied by BHEL engineers certified / measurement sheet, jointly signed and EPF compliance certificate from EPF authority, will be paid within 30 days of submission of the bill. The measurement will be taken as specified in terms and conditions of contract and certified by the BHEL engineer of actual work. However, no extra payment shall be made in the event of delay in release of payment.
- Measurement will be taken as specified in terms & conditions of the contract and certified by BHEL engineer of actual work.
- For all the items of Rate schedule, progressive payment shall be limited to 95 % of the gross value of interim bill, as per billing break-up.
- Balance 5% shall be retained as "retention amount" from each RA bill as described as below.
- Retention Amount shall be 5% of executed contract value and shall be recovered at the rate of 5% from each Running Bill admitted, including PVC Bills. Alternatively, BG, in line with clause 1.12 of GCC of tender, equivalent to 5% of Contract Value against Retention Amount can also be submitted before payment of first RA Bill. The validity of the said BG shall be initially for the contract period & shall be extended, if so required, up to acceptance of final bill. In case of increase in contract value, additional BG for 5% of differential amount shall be submitted by you before payment of next RA Bill due. In case, you opt cash deduction from RA bills in the beginning & subsequently offers to submit BG later on, then refund of deducted retention amount may be permitted against submission of equivalent BG only once during the contract period.
- Retention Amount shall be refunded as per clause no 2.22.2 of GCC of tender along with confirmation of receipts of TCS certificates from you, as applicable and Confirmation of full GST credit to BHEL.

Any Interest if levied thereon for reasons elaborated in taxes, duties clause of the tender, which is not attributable to BHEL, will be recovered from final payment / retention / securities.

### **General Conditions:**

- Labour license and group insurance of the workmen employed by the contractor and other statutory requirements shall be complied, as applicable, by the contractor.
- Arranging gate passes is in the contractor's scope, however BHEL shall provide necessary supports if required.
- All material, T&Ps required to execute the job, manpower, supervision etc. required for timely execution of work under this contract shall be provided by the contractor at his own cost.

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- The Contractor shall be responsible for safety of his workmen, materials and equipment deployed at site
- Bidders to note that the price shall be quoted in figures and in words in the schedule of works (BOQ) attached.
- This contract shall also be governed by the standard General Condition of Contract (GCC) of BHEL, a copy of which is available in BHEL office for familiarization of the contractor and the Contractor is supposed to go through the same, failing which it will be presumed that the contractor accepts all the conditions.
- Tenderers are advised to visit the site and get acquainted personally with the work. General information given above are to briefly guide the vendor to quote the most competitive rate and shall not relieve the contractor in assessing the actual quantum of work involved in the scope of work. The tenderer shall submit their offer in sealed envelope.
- All labour rules, factories act, statutory requirements to be strictly adhered by the contractor.
- BHEL may terminate this contract at any time by informing the vendor by giving notice for a period of one month and without assigning any reasons whatsoever. In such case no payment will be given for the balance period of contract including period of unsatisfactory services, if any
- Prevailing BHEL HSE norms shall be strictly adhered by the contractor.

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