



Bharat Heavy Electricals Limited
(A Government of India Undertaking)
Boiler Auxiliaries Plant
Ranipet-632406

Tender Ref. No **S012400074**

WORKS CONTRACT MANAGEMENT

NOTICE INVITING TENDER	
Tender Notice No	S012400074, DT: 29.12.2024
Name of work	Hiring 1 no. of Tractor (Commercial Type 50 HP and above) with one driver and one helper per tractor for 11 hours' operation on daily rental basis and 2 nos. of Trailers (12MT and above capacity) for 24 Hours operation on monthly rental basis.
Type of tender	Open tender
Period of contract	One year from the date of commencement of work.
Earnest Money Deposit (EMD) Amount	Nil
Tender download start date	29.12.2024
Last date & Time for Receipt of the Tender	06.01.2025 at 11.00 Hrs
Date of Technical bid Opening	06.01.2025 at 16.00 Hrs. onwards
<i>(Please obtain updated information from the BHEL website about the latest applicable dates & other changes if any in the tender contents)</i>	
Date of Price Bid Opening	Bidders whose technical bids are found acceptable will be intimated separately about the status of their offers and the date of opening of Price Bid.
Place of submission of Tender	BHEL e-procurement portal https://eprocurebhel.co.in/nicgep/app
Place of the Tender Opening	BHEL e-procurement portal https://eprocurebhel.co.in/nicgep/app
Note:	
1. The Tender documents can be down loaded from BHEL e-procurement portal https://eprocurebhel.co.in/nicgep/app and BHEL website https://www.bhel.com/tenders	
2. Bidders have to submit offer in BHEL e-procurement portal only (https://eprocurebhel.co.in/nicgep/app)	
3. BHEL reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever.	
4. All corrigenda, addenda, amendments, clarifications etc. to tender specification will be hosted in the BHEL e-procurement portal only (https://eprocurebhel.co.in/nicgep/app) only and not in any other portal/medium. Bidders shall keep themselves updated with all such developments.	
5. BHEL reserves the right to reject any tender on the basis of unsatisfactory performance of the bidder in any ongoing job or any similar job in the past. BHEL will finalize the contract through e-price bid only. Reverse Auction is NOT applicable.	
Note: - 1) Tenderer should sign and affix seal in all the pages of this document and all supporting documents.	
2) Tenderer should sign and affix seal in Declaration at the page No. 41.	

We hereby accepted above
(signature & seal of bidder)



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SCOPE OF WORK

- a. Hiring 1 No of Tractor (Commercial Type 50 HP and above) with one driver and one helper per Tractor for 11 Hours operation per day on daily rental basis and 2 Nos. of Trailers (12MT and above capacity) for 24 Hours operation per day on monthly rental basis.
- b. The Tractors / Trailers are required for a contract period of ONE YEAR. The period of contract is likely to be extended subject to mutual agreement between BHEL and the contractor. In case of such extension, the terms and conditions and hiring charges agreed already will remain same for the extended period also.
- c. The Tractors shall be operated for 11 Hrs. per day normally from 07:00 Hrs. to 18:00 Hrs. / 08:00 Hrs. to 19:00 Hrs. The reporting and releasing time for the tractor is likely to vary as per the requirements of BHEL. Tractors will be engaged on all working days and payment will be made for the actual number of days utilized/attended. However, if required, Tractors shall be engaged on Sundays/Holidays also, if required by BHEL.
- d. The Trailers will be used for 24 hrs. in a day. In the trailer, the platform metal plate cover shall be in good condition without any damage. The wheel tyres shall also be maintained in good condition to carry the load safely. Also, the trailers shall be provided with side hooks for rope use and props for safe movement of load. Trailers will be utilized on all days including Sundays/holidays.
- e. A Manila rope of size dia. 18 mm and length of 20 Mtrs to be provided with each tractor by the contractor.
- f. The vehicle shall be reported in full readiness for the entire day's operation in respect of fuel availability and readiness of the driver.
- g. Tractor shall report to Transport section of M&S, and perform the duty allotted by the In charge / Transport section
- h. The contractor should not sub-contract the operation of the vehicle.

The tractors / trailers shall be supplied within a week from the date of award of work.

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PRE-QUALIFICATION REQUIREMENT

An essential qualification requirement of the contractor for tender submission shall be as under:

1. Technical Criteria

- i. Tractor – Commercial type 50 HP and above
- ii. Trailer - 12MT and above
- iii. Vehicles offered shall be registered in the name of the tenderer or leased or partnership
- iv. Vendor shall submit RC, FC, Insurance policy, Permit & Tax.
- v. In case of the leased vehicle(s), a valid lease agreement till the end of the proposed contract period shall be available in the name of tenderer.
- vi. In case, if the Tenderer is a Registered Partnership Firm, it is sufficient if the vehicle is owned by one of the partners of the Partnership Firm. In such case, the Tenderer shall enclose a Letter of Undertaking from all the Partners of the Firm.
- vii. Driver should have valid HMV license. Driver should possess badge number.

All bidders including MSE (Micro / Small) bidders and all start-ups recognized by Department for Promotion of Industry & Internal trade have to fulfil above condition.

2. Experience

The bidder shall have either of the following experience: -

Tractor

- a) Three similar completed works each costing not less than and equal to the amount Rs.2.54 Lakh for tractor, quoted (OR)
- b) Two similar completed works each costing not less than and equal to the amount Rs.3.18 Lakh for tractor, quoted (OR)
- c) One similar completed works costing not less than and equal to the amount Rs.5.09 Lakh for tractor, quoted.

Trailer

- a) Three similar completed works each costing not less than and equal to the amount Rs. 0.19 Lakhs per Trailer quoted (OR)
- b) Two similar completed works each costing not less than and equal to the amount Rs. 0.23 Lakhs per Trailer quoted (OR)
- c) One similar completed works costing not less than and equal to the amount Rs. 0.38 Lakhs per Trailer quoted.

Contract value excluding GST.

Note: Similar works means “The bidder should have executed /executing Hiring of Tractor/Trailer for state/Central Govt. or Public Sector under takings or Enterprises or any private firms in the last Seven years as on last day of month previous to the one in which applications are invited.

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Necessary work order copies including completion certificate have to be submitted along with the offer as proof for the above requirement.

The bidders who have executed Hiring of Tractor/Trailer contract in BHEL Ranipet have to submit the work order copy and completion will be verified by BHEL Ranipet itself.

- a) All MSE (Micro / Small) bidders are exempted from prior experience and prior turnover subject to meeting of quality and technical specifications referred vide clause 1 (I to vii) of PQR as above.
- b) All start-ups recognized by Department for Promotion of Industry & Internal trade are exempted from prior experience and prior turnover subject to meeting of quality and technical specifications, referred above

3. The financial PQR w.r.t. Turnover criteria is given below:

3.1 The bidder has to submit financial accounts (audited, if applicable comprising of Audit report, Balance Sheet, Profit & Loss A/c Statement and Notes/Schedules pertaining to Turnover/Sales/Revenue), for 5 years (or from the date of incorporation, whichever is less) as on tender due date to review the above criteria. In case the incorporation of vendor is less than 3 years, average annual financial turnover shall be calculated based on available information as below: -

- 1) If the accounts are available for ≤ 1 Financial Year, the Average Annual Turnover shall be calculated based on available information divided by 1 (One).
- 2) If the accounts are available for >1 but ≤ 2 Financial Years, the Average Annual Turnover shall be calculated based on available information divided by 2 (Two).
- 3) If the accounts are available for >2 but ≤ 3 Financial Years, the Average Annual Turnover shall be calculated based on available information divided by 3 (Three).

3.2 Average annual financial turnover of any 3 Financial Years out of last 5 financial year (beginning from 01.04.2019 -31.03.2024) **should not be less than Rs.1.91 for Tractor quoted and Rs.0.14 Lakh per Trailer quoted.**

3.3 While calculating Annual Turnover / Sales, other operating income and other income shall not be considered.

Note:

- I. Those who are unable to comply the above points / unable to provide any of the above documents shall be technically rejected and the price bid of the rejected offers will not be opened.
- II. The work executed in the own name of the bidder only will be considered for similar works executed for meeting the eligibility criteria.
- III. Bidder shall visit the Plant before submitting their offer to get to know the location for deploying suitable personnel for these works & understanding the scope of work (if required).
- IV. BHEL, Ranipet reserves its right to reject the tender on account of unsatisfactory past performance by the bidder in other projects awarded under different enquiry.

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- V. Offers of the Contractors/Suppliers, against who, any unit of BHEL had initiated process for banning or already banned will summarily be rejected.
- VI. Possession of PF registration number is not mandatory. However, the successful tenderer has to register with PF authorities and furnish the registration number before first Running Account Bill.
- VII. Documents Required for MSE is Udyam registration certificate and for Start-ups is Certificate from Department for Promotion of Industry & Internal trade.

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CHECK LIST
(to be filled by Bidder)

S No	Description	To be filled by bidder
1	Name of the Tenderer	
2	Address for Communication	
3	Email Cell Phone Fax	
4	Whether the firm is individual firm or Sole proprietorship firm or partnership firm or Hindu undivided Family or association of persons or Private Limited company or Public Limited company or any other please specify	
5	Whether the contractor has registered his workmen under employees State Insurance Act. If so, the Registration No./ Enrolment Number may be furnished. (Photo copy is to be enclosed)	
6	PAN no and documentary proof (Photo copy has to be enclosed)	
7	The GST heads under which the enlisting person registered with GST Authorities and copy of GST registration certificate has to be enclosed.	
8	Whether the contractor has registered his workmen under Employees Provident Fund and Miscellaneous Provisions Act. (Photo copy is to be enclosed)	
9	Applicable GST quoted Note: Please refer GST clause of Special conditions of contract.	Central tax@ _____% State tax @ _____% Integrated tax@ _____% Union territory tax@ _____%
10	No of Tractors Offered	____ Nos.
11	No of Trailers Offered	____ Nos.
10	MSE/Start Up Details	
11	SAC Code for service category	

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INSTRUCTIONS TO BIDDER

1. The Tender is invited for 1 No. of Tractor (Commercial Type 50 HP and above), operating in good condition, with 1 driver, 1 helper for each tractor for 11 hours operation per day and for 02 Nos of Trailers 1 (12MT and above capacity) for 24 Hours operation in a day.
2. The vehicle (s) should have been registered as commercial vehicle(s) with permit. Tractors with less than 50HP and Trailers with less than 12 MT capacities will be rejected.
3. **The contract will be awarded to the technically acceptable, lowest offer on individual schedule wise basis.** The loading pattern of hiring shall be decided for individual schedules (Tractor/Trailer) on the following basis.
 - I. From the technically qualified bidders, based on the Lowest standing (L1) in the price bid evaluation rating, the total quantity requirement will be ordered on L1, subject to L1 offer meeting the total quantity and fulfilling the tender conditions.
 - II. "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 bidders. In case more than one bidder happens to occupy L-1 status even after soliciting discounts, 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) - If available, otherwise the same procedures will be carried out to arrive for L1 ranking). Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.
 - III. In case the L1 bidder's original offered quantity is less than the requirement, for any short fall in (Trailer only) meeting the overall required quantity, the finalized L1 rate will be counter offered in seriatim to the other bidders.
 - IV. However, counter offering L1 rate will not be made to all the bidders who quoted. The highest bidder(H1), who has quoted abnormal high rate compared to L1, will not be considered for counter offering if sufficient vehicles available for meeting BHEL requirement.
 - V. In the event of tie in L2 /L3.....Ln offers, the same procedure will be followed for ranking, as referred below
 - a) Latest registered vehicle shall be ranked first.
 - b) If more than one vehicle is registered on the same date, existing contractor shall be ranked first.
 - c) If more than one existing contractor has offered same date registered vehicle, then preference will be given for performance of the contract and fitness of vehicle.
 - d) In the absence of previous/current performance records of first time bidders, the loading will be decided based on the other factors like vehicle model, and fitness conditions.
 - e) If the rank could not be finalized on the above (a) to (d), then the owner cum driver will be given preference.
4. The tender is floated on two-part bid basis i.e., (1) Technical bid and (2) Price bid.

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5. Tractor shall report for duty in all days of the month (including Sundays and holidays, if required by the user). Tractor shall report to MMC section of M&S, and perform the duty allotted by the In-charge / MMC section. However, tractor is on daily rental basis and trailer is on monthly rental basis.
6. BHEL reserves the right to use the vehicle as per requirement.
7. The tender will be finalized based on the Rental Charges quoted.
8. Tractor & Trailer Photostat copies of the following documents are to be enclosed along with the tender documents.
 - a. RC book of the vehicle(s)
 - b. FC details of the vehicle(s)
 - c. Permit of the vehicle(s)
 - d. Insurance Policy of the vehicle(s)
 - e. Tax payment details of the vehicle(s)
 - f. Lease agreement (**as per format in page 44**), if applicable.
9. "No interest shall be payable by BHEL on Earnest Money or Security Deposit, if applicable, or any money due to the contractor by BHEL".
10. "BHEL shall have the right to recover any money due from the contractor from any money due to the contractor under this contract or any other contract or from the security deposit".
11. The Bharat Heavy Electricals Limited, reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason there for.
12. Should a tenderer or a contractor has a relative or in the case of a firm or company of contractors, any of its shareholders or shareholder's relative, employed in Bharat Heavy Electricals Limited, the authority inviting tenders shall be informed of this fact at the time of submission of the offer, failing which the offer may be disqualified or if such fact subsequently come to light, the contract may be cancelled.
13. BHEL employees and their dependents are NOT eligible to submit their offer against this contract. Even if they submit out of ignorance, the offer shall be disqualified.
14. If the contractor deliberately, gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, Bharat heavy Electricals Limited reserves the right to reject such tender at any stage.
15. Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
16. Multiple Bids: -

The bidder in his own interest shall submit only one id. If a bidder submits multiple bids, all the bids are liable for rejection. Bids shall be considered "Multiple" in the following circumstances:

 - a) Two bids by the same party
 - b) If one bidder is the affiliate of another bidder.

For the purpose of this clause "Affiliate" shall mean with respect to any person, any other person that directly or indirectly, controls, is controlled by, or is under direct or indirect

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common control with, such person, or is a director/ member/ office/ employee of such person or of any person who would otherwise qualify as an affiliate of such person pursuant to this definition.

“Person” for the purposes of this definition shall mean any natural person, individual, corporation, limited partnership, co-operative, general partnership, joint stock company, joint venture, association, company, trust bank, trust company, land trust, business trust, corporate body or other organization, whether or not a legal entity.

17. Offers of the Contractors/Suppliers, against whom, any unit of BHEL had initiated process for “Suspension of Business Dealings” or already done will summarily be rejected.
18. In quoting the rates, the tenderers are advised to take into account of all the factors including any fluctuations in the market rates etc. No claim shall be entertained on this account after acceptance of the tender or during the currency of the contract.
19. If a tenderer withdraws his offer after submission or after acceptance, fails to engage sufficient manpower in accordance with the instructions of the Manager/Production, the earnest money deposited by him will be forfeited and acceptance of his tender will be withdrawn.
20. The Tenders shall closely pursue all the clauses, specifications and drawings indicated in the tender documents before quoting. Should the bidder have any doubt the meanings of any portion of the tender specification or find discrepancies or omission in the drawings or the tender documents issued are in complete or shall require clarification on any of the technical aspect, scope of work etc., he shall at once contact the authority inviting the tender for clarification before the submission of the tender.
21. Before tendering, the bidders are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and Labour. No claim will be entertained later, on the ground of lack of knowledge.
22. In the event of expiry or in capacitance of a tenderer after submission of the tender, BHEL may at their discretion cancel their offer/quotation.
23. The tenderers can visit BHEL on working days during office working hours for any clarifications before submitting their offer.
24. BHEL reserves the right to reject any tender on the basis of unsatisfactory performance of the bidder in any ongoing job or any similar job in the past.
25. The following points shall be taken note while quoting the rates:
 - a) The rate quoted shall be firm throughout the period of contract.
 - b) No work kept unfinished.
 - c) Company shift timing is 08:30 to 17:00 hrs. Shift timings may change depends upon our requirement. Prior intimation will be given to the contractor one day in advance.
 - i. In the event of machine break down/power failure, the workers will be engaged in other production areas.

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- ii. In case of non –operation of the shift, one-day prior intimation will be given to the contractor and such cases, no payment will be made to the contractor.
 - iii. Contractor or his Supervisor has to be coordinate daily with BHEL for accessing the day to day job requirement.
 - iv. All statutory requirements of works contract to be met with.
- d) Contractor should not claim for any variation in quantity. At the end of completion, the contract may be extended on mutual agreement.
26. Vendor shall visit the Plant before submitting the offer to get to know the location for deploying adequate and suitable personnel for the works & also the equipment.
27. Possession of PF registration number is not mandatory. However, the successful tenderer has to register with PF authorities and furnish the registration number before first Running Account Bill.
- 28. Bidders have to submit their offers through BHEL e-procurement portal only.**
29. Incomplete offers shall become liable for rejection.
30. All entries in the tender documents should be in one ink. Erasures and over-writings are not permitted. All correspondences and insertions should be duly signed by the tenderers concerned. Tenderer has to put sign and seal at the bottom right side in all the pages of tender documents.
31. Tenderers should fill their rates in figures and words in the blank spaces provided for this purpose in the schedule of rates format enclosed along with these documents and also sign each and every page of the tender documents.
32. The tenderer should fill and sign the “checklist of this Tender document” which forms part of the technical bid.
33. Conditional tenders, tender containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in acceptance with the tender conditions laid down by the Accepting Officer, are liable for rejection.
34. If a tenderer expires after submission of his tender, the Bharat Heavy Electricals Ltd, may be at their discretion to cancel such tender.
35. Tenderers shall not increase their quoted rates in case BHEL negotiate for reduction of rates, such negotiations shall not amount to cancellation or withdrawn of the original offer and the rates originally quoted shall be binding on the tenderers for a period of three months from the date of opening of tenders.
36. The tenderer should be present if called for negotiation. In case, the tenderer’s authorized person is attending the negotiation such person should have the authorization letter and he should be capable of taking spot decisions.
37. Discrepancy in “words” & “Figures”:
- a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious

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misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.

- b) 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; and
 - c) 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 of (a) and (b) above.
 - d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
38. The tenderers are requested to bear in mind the entire operations involved, and the conditions during currency of the contract, and request for rate revision of any kind will not be entertained.
39. If the tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, BHEL reserves the right to reject such tender at any stage.
40. Any deviation to this tender terms and conditions and schedules of this tender will lead to total rejection of the offer submitted. Incomplete offers shall become liable for rejection.
41. Conditional tenders, tender containing absurd rates and amount, tender which are incomplete, otherwise considered defective, tender not in accordance with the tender conditions are liable for rejection.
42. The contract period will be for **one year.**
- 43. Reverse Auction: Not Applicable**
44. For any tender related clarifications contact
Mr. Ch Arun Kumar (Deputy Manager/WCM): 04172 284103, arunkumarc@bhel.in
Mr. G Sugumar (SDGM/WCM): 04172 284035, gsugumar@bhel.in
45. For any scope of work/ contract execution clarification please contact
Mr. D Ramki (DM/ M&S): 04172 284143, ramkid@bhel.in
Mr. V Jothimanickam (SDGM/ M&S): 04172 284522, vjm@bhel.in
46. **Vendor shall furnish the details of the offered vehicles in the format along with technical bid.**

S.No	Registration Number	Model	Tax exp.	Ins. exp.	FC exp.	Pollution exp.	own/ lease	Lease Agmt. Encl.
1								
2								
3								

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. Originals of the above documents shall be submitted by the contractor whenever requested by BHEL to do so.
2. The Tractors / Trailers are required for a contract period of ONE YEAR. The period of contract is likely to be extended subject to mutual agreement between BHEL and the contractor. In case of such extension, the terms and conditions and hiring charges agreed already will remain same for the extended period also.
3. The vehicle shall be reported in full readiness for the entire day's operation in respect of fuel availability and readiness of the driver
4. Tractor shall report to Transport section of M&S, and perform the duty allotted by the In-charge / Transport section
5. The contractor should not sub-contract the operation of the vehicle.
6. The contractors should not change their vehicles without prior permission of BHEL. If any requirement to change the vehicle, the same model / higher segment make of vehicle shall be replaced.
7. The vehicle under BHEL contract should not be operated for any private trips during the contract period.
8. During the contract period the vehicle shall be maintained by the contractor always in good running condition to the fullest satisfaction of BHEL and BHEL reserves the right to terminate the contract in case if they are not maintained well.
9. BHEL reserves the right to reduce the contract period (pre-close the contract), with 30 days' notice period depends on the requirement / without assigning any reason. Security Deposit will be refunded, if the contract is pre-closed for non-requirement of vehicle by BHEL
10. The contractor shall be responsible for obtaining necessary permit, insurance policy, appropriate driving license (Heavy) with badge etc., and complying with all the statutory requirements including Labour laws that may be necessary in this respect. BHEL will not be responsible for any consequences out of any violation of rules or acts by the contractor. If BHEL is liable to pay any such amount due to violation of the relevant laws by the contractor the amount so paid would be recovered from the contractor.
11. The contractor shall pay necessary taxes and keep the fitness certificate for the vehicle valid during the contract period.
12. The contractor shall check for exhaust emission test and obtain fitness of their vehicle once in 6 months in meeting the statutory norms laid by Tamil Nadu Motor Vehicle Rules.
13. The driver should keep the copy of relevant documents (Driving license, Road tax token, Registration Certificate, Insurance, Fitness Certificate, and Permit etc.) with the tractor and produce as and when required by us or any government transport authorities. In case the original documents are required for verification it should be produced on demand.
14. Subject as aforesaid the provisions of the Motor Vehicle Act or any statutory modification or amendments or re- enactment thereof and the rules made there under from time to time have to be followed by the contractors.
15. The contractor shall take Insurance Coverage during the contract period.
16. The contractor shall at his own expense reinstate and make good to the satisfaction of the BHEL management and pay compensation for any injury to any person, loss or damage

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occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employees of BHEL.

17. THE INJURY or LOSS arising out of or in connection with or during the execution or performed execution of the contract and further the contractor shall indemnify the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the workmen's compensation Act or otherwise.
18. Proper trip register for vehicles as required by BHEL shall be maintained by the contractor's driver and the same shall be submitted to BHEL daily and all the time.
19. It is the responsibility of drivers to get filled all the columns in the trip register and got signed by the user and certified by the transport pooling in charge. In case of loss of original trip register, BHEL reserves the right not to entertain the claim.
20. The driver of the vehicle should compulsorily wear KAKHI UNIFORM (PANT & SHIRT) during operational hours with BHEL. If the driver of the vehicle is found without uniform a sum of Rs.100/- will be deducted for each occasion. Drivers without Kakhi uniform shall not be allowed to drive the vehicle.
21. The vehicle engaged will be checked up by BHEL Security personnel as and when required.
22. The driver should follow strictly the motor vehicle rules and safety rules like:
 - a) Not to overtake from the left side of any vehicle ahead of his car.
 - b) Not to go on the wrong side while taking turn to the right without going around the island.
 - c) Exhaust emission test to be conducted once in 6 months as per statutory norms and should obtain fitness certificate for plying the vehicle.
 - d) While driving cell phone should not be used by the driver. Cell phone may be attended after halting the tractor at one place without affecting the road traffic.
 - e) Inside factory premises the vehicle should be operated at a speed of 20Kmph strictly.
 - f) Driver and helper shall wear safety shoes and the helper shall wear hand gloves. All the above personal protective equipment's shall be provided by the contractor.
 - g) The driver shall carry out the work as per the instructions of the MMC/ in charge.
 - h) The driver or the contractor shall follow the terms and conditions of the contract.Violation of any of the above, will attract a penalty of Rs.500/- for each occasion and deducted from the running bills or from the Security deposit without any prior information to the contractor.
23. Bills shall be raised by the contractor (Printed format with Sl. No. only accepted) after the expiry of the concerned month and submitted in quadruplicate in the format given by BHEL. Duly verifying the trip register and date, payment will be made within 30 days or as per BHEL norms.
24. BHEL reserves the right to set off the amounts due from the contractor against their dues payable to the contractor either under this contract or any other contract.
25. In case of breach of any or whole of the above terms and conditions by the contractor BHEL will have the liberty to cancel the registration and contract either in part or in full and entrust in part or in full of the work to any other contractor and the contractor shall be liable to pay extra cost involved in the execution of cancelled part of the contract.

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26. All the tractors should report to MMC at the end of shift positively and get In-charge's signature for closing the trip sheet of the day, otherwise payment will not be made for that day.
27. No contract vehicle shall remain parked in the company premises including township area beyond the permitted shift duty hours. Noncompliance will attract action as per company rules.
28. The tractors/trailers supplied should not be owned by BHEL employees, their dependents, and their relatives.
29. The contractor should follow all statutory requirements enforced by State Government, like PF, ESI, and Bonus etc., for his labor's. While quoting rates the above factors should be taken into consideration. Only after full filling above formalities, bills shall be passed for payments.
30. The Contractor shall be present at the work spot daily and the work shall be carried out under direct supervision of the contractor. However, in his absence, authorized representatives/agent shall be available for receiving instructions and to carry out the work under proper supervision. The work shall not be sub-contracted / delegated.
31. Work carried out by BHEL on overlapping areas shall not be included in the claim and any deviations to this will be viewed seriously and treated as a violation to the contract.
32. The minimum safety equipment's required to be provided for the contractor's workmen under this contract are safety boots, leather hand gloves, welding screen, welding/cutting goggles and apron. It is the responsibility of the contractor not only to provide the work force with such safety equipment's at their cost as may be considered necessary for the execution of the work but also to ensure their wearing the above safety appliances, failing which corrective action will be taken by withholding the amount recommended by BHEL /Safety Officials for each violation, which may be released only after compliance of the same. The work shall not be commenced without wearing the above safety appliances. The contractor has to follow the BHEL Safety Rules and Regulations as stipulated from time to time would be followed strictly.
33. As required under the Tamilnadu contract Labour (Regulation and abolition) rules 1975, the contractor will have to obtain the License in advance. This should be produced as and when demanded, if not, appropriate action will be taken against the contractor.
34. Since with effect from 01.11.1990 Provident Fund becomes applicable for engagement of a worker even for a single day, deduction of PF by the contractor has to be ensured. All such contractors have to apply to the PF Commissioner and get a separate code number allotted to them if they have not already been allotted a number or registered elsewhere or they are an exempted establishment having their own PF Trust etc. Proof of deduction as well as remittance of the PF dues to the appropriate authorities has also to be shown and proper records maintained.
35. The Contractor has to apply and provide ESI facilities to all his employees concern. Similarly, the contractor shall cover all his workers under ESI scheme and produce the enrolment/Code number allotted by ESI Authorities. The contractor shall be asked to furnish along with the bill each month for having effected payment of both deduction/contribution towards PF/ESI to the concerned statutory authorities.
36. The workmen engaged under this contract shall be covered by a comprehensive insurance scheme in the joint names of the contractor and BHEL. A copy of the attested policy along with premium receipt shall be deposited with BHEL before commencement of work.

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37. The contractor shall pay the minimum wages to his workers not less than the wages that are being notified by the Tamilnadu Government under the minimum wages Act applicable for Engineering and Fabrication industry from time to time.
38. The contractor has to ensure payment of the statutory prescribed minimum wages as applicable from time to time and maintain proper records of their timely disbursement. These records would need to be preserved and made available even after the contract is over for any verification by the various statutory authorities.

39. GST: -

Registration & GST Rate:

- a) Bidder should indicate GSTIN No. (Copy of GST registration to be enclosed) and PAN No. (copy of PAN to be enclosed).
- b) Tender will be considered/ accepted, if & only if the vendor has a valid GST Registration No.
- c) Central Tax/ State Tax/ Integrated Tax/ Union Territory tax to be quoted as extra in %.
- d) Bidders to ensure correct applicability of Central Tax/ State Tax/ Integrated Tax/ Union Territory tax based on the Inter / Intra state movement Supply of goods and provision services or both.

Invoicing & Payment:

- a) The Tax Invoice for supply of Goods & Services should be raised as per the provision of GST Act & Rules and must compulsorily mention the following: -
 - i. BHEL-RANIPET GSTIN: 33AAACB4146P2ZL or GSTIN of BHEL Nodal Agency as mentioned in NIT or informed subsequently.
 - ii. HSN Code or Service Accounting Code for supply of goods or services.
 - iii. Name & address of supplier
 - iv. GSTIN of Supplier
 - v. Consecutive Serial Number & date of issue
 - vi. Description of goods or services
 - vii. Total value of supply
 - viii. Taxable value of supply
 - ix. Tax Rate – Central Tax & State Tax or Integrated Tax, Cess
 - x. Amount of Tax charged
 - xi. Place of supply
 - xii. Address of delivery if different from place of supply
 - xiii. Signature of authorized signatory
- b) Reimbursement of GST to the vendor is contingent upon complying with the following condition by the service provider: -
 - i. Uploading the onward GST Return (GSTR-1) in GSTN Network portal within the statutory time period.
 - ii. Discharging the GST tax liability to the Government.
 - iii. Submission of Tax Invoice to BHEL.
 - iv. Submission of proof of payment of GST to BHEL.
 - v. Availing of Input Tax Credit by BHEL.

Input tax credit:

- a) In case GST credit is delayed/ denied to BHEL, due to non/delayed receipt of goods and/or services and/or tax invoice or expiry of timeline prescribed in GST Law for

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availing such ITC, or any other reason not attributable to BHEL, GST amount shall be recoverable from Vendor along with interest & penalty levied/ leviable.

- b) 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 & penalty levied/ leviable on BHEL.
- c) In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any incomplete work/service, 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).
- d) For any such delay in availing of tax credit for reasons attributable to vendor (as mentioned above), interest as per the GST Act & Rules, 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.

Penalty for Non-compliance of GST Act:

Penalty amount so determined along with GST if applicable thereon shall be recovered from the contractor.

Anti-profiteering Measure:

Any reduction in rate of Tax on any supply of goods or services or the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices.

Other Provisions:

- a) All the terms & conditions of the contract with respect to Taxes & Duties are subject to the new taxation laws introduced from time to time (e.g., GST). The terms & conditions will be modified in accordance with the provisions of new laws (e.g., GST).
- b) In case any changes in taxes and duties as per Gov. Notification (including GST), the same shall be applicable from time to time.
- c) If the Contractor is not registered for any statutory obligation and not liable there to, then a declaration shall be submitted along with offer that they are within the threshold limit.
- d) If any changes in GST (statutory variation) will be to the account of BHEL. But if the variation is effective during the delayed/extended period of execution for reasons attributable to the vendor, the same shall be borne by the contractor only. The required compliance under relevant statute shall be carried out.

40. TERMS AND CONDITIONS WITH REGARD TO COMPLIANCE OF VARIOUS LABOUR LAWS BY THE CONTRACTORS FOR BHEL.

- a) The contractor shall not employ in connection with the work any person who has not completed 18 years of age.
- b) The contractor shall in respect of labour employed by him either directly or through sub-contractors, comply with or cause to be complied with the following statutory provisions and rules and in regard to all matters provided therein.
 - i. The contract labour (Regulation and abolition Act 1970) and the related Central Rules 1971.

The minimum wages Act 1948 and the related Tamilnadu Rules.

- ii. The payment of wages Act 1936 and the related Tamilnadu Rules.
- iii. The Factories Act 1948 and the related Tamilnadu Rules.

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- iv. The Employees Provident Fund and Miscellaneous Provisions Act 1952.
- v. The Employees State Insurance Act 1948.
- vi. The workmen's Compensation Act 1923.
- vii. The Industrial Dispute Act 1947, and any other law, or modifications to the above or to the rules made there under from time to time.

c) REGISTRATION AND LICENSING:

Every contractor shall register his/her name with the welfare section of BHEL before taking up the work awarded to him/her by giving the following information and getting a code number:

- i. The name of the contractor.
- ii. Nature of contract work.
- iii. Period of work.
- iv. Number of maximum labour employed by him on any one day.
- v. License No. and date (applicable in case of contractors employing 20 or more worker)
- vi. Whether enrolled for PF, ESI etc., and enrolment No. (contractor shall obtain their own PF code)

This information is called for the purpose of informing the inspector of Factories wherever they call for information regarding contracts.

- d) The contractor employing 20 or more workmen is required to obtain license from the authorities (The Deputy Chief Labour Commissioner(Central) Chennai. This license shall be amended and/or renewed wherever there is an increase in the workmen employed by him/her or in the event of contract being extended or renewed. The contractor shall inform the license number to the BHEL management before taking up the work.
- e) The contractor (Licensed or unlicensed) shall promptly furnish every information and document required by BHEL authorities for the purpose of fulfilling their obligations as principal employer and/or occupier of the factory and shall render all necessary assistance for the same.
- f) The contractor shall get the contract laborers engaged by him/her insured under workmen's compensation policy from General Insurance Corporation of India.
- g) The contractor shall ensure that all his workmen are covered under the Employees State Insurance Act and produce the registration number/enrolment number to the welfare section before executing the contract.
- h) The contractor shall also ensure that all his/her workmen are covered under Employees Provident Fund and Misc. Provisions Act 1952.
- i) **Minimum wages to be paid per day by the contractor (in INR).**

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Description	For Unskilled Worker (persons doing work which does not require any training)	For Semi Skilled Worker (All trade certificate holders including ITI)	Skilled Worker (persons with trade certificate including ITI with experience of 3 years & above)
Basic Pay as on 01.04.2024	255.00	265.00	273.50
Dearness allowance as on 01.04.2024	288.31	288.31	288.31
BHEL Adhoc per day	54.65	73.88	89.27
Total wage per day	597.96	627.19	651.08
PF contribution@13% on total wages by employer*	77.73	81.53	84.64
ESI contribution@3.25% on total wages by employer	19.43	20.38	21.16
Bonus @8.33% on (Basic + DA)	45.26	46.09	46.80
EL Portion per day	29.90	31.36	32.55
Total amount	770.28	806.55	836.23

*PF contribution from employer to be restricted to 13% on Rs. 15,000/-

Additional payment for contract workmen will be subsumed with any future increase in Dearness Allowance / Basic wages. **Any further increase in minimum wages during the Period of the Contract will have to be borne by the Contractor.** The statutory requirements like PF, ESI will be applicable for the actual total wage per month inclusive of BHEL Adhoc. Bonus amount will be as per bonus act. Contractor quoted rate shall be inclusive of all the above payments including statutory payments thereon.

- j) Payment of Bonus to be ensured as per Bonus act. The contractor has to pay the wages to their workers through worker's Bank account only.
- k) The contractor has to pay the wages to their workers through worker's Bank account only. no hand payment will be acceptable.
- l) The statutory requirements like PF (with sealing of Rs. 15,000), ESI will be applicable for the actual total wage per month inclusive of BHEL Adhoc. Contractor quoted rate shall be inclusive of all the above payments including statutory payments thereon.
- m) The contractor shall ensure payment of wages to the contract Labour employed by him/her within three days from the end of wage period in case the wage period is one week or a fortnight & in all other cases before 10th day of the following month.
- n) All payment of wages shall be made on working days at the work site and during the working time and on dates notified in advance. In case the work is completed before the expiry of the wage period final payment shall be made within 48 hours of the last working day.

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- o) Where the employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
- p) Wages due to every worker shall be paid to him direct or to the person authorized by him in this behalf. All wages shall be paid in current coin or currency or in both.
- q) The contractor shall ensure the disbursement of wages in the presence of such authorized representatives of BHEL management.
- r) The above payment shall be verified by the authorized officers/representatives of BHEL with the following certificate on the payment sheet certified that the amount shown in column No. has been paid to the workmen concerned in my presence on at
- s) A certificate of payment shall be furnished in duplicate by the contractor to the Engineer In-charge each month.
- t) A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy to be sent to the welfare department by the contractor under acknowledgement.
- u) Notices showing the rates of wages, weekly rest days, hours of work, wage period, date of payment of wages, names and addresses of the inspectors having jurisdiction, the date of unpaid wages shall be displayed in Tamil and English in conspicuous places at the establishment and working by the contractor. The contractor shall inform the BHEL management every month the details of contract labor engaged for each contract in the following form.
 - i. Serial Number
 - ii. Location
 - iii. Period of work
 - iv. No. of contract labor engaged during the month
 - v. No. of days worked
 - vi. No. of man days worked
 - vii. Wages paid to his/her workersThe above statement shall be furnished to BHEL management at the end of every month
- v) The following documents/formats under Contract Labour (Regulation and Abolition) Act 1970 and related Central Rules 1971 shall be maintained by each contractor.
 - i. Register of persons employed by the contractor.
 - ii. Employment Card.
 - iii. Service Certificate.
 - iv. Muster Roll, Wage Register, Deduction Register, Wage slip, Over time Register, Register of fines, Register of advances etc.,
- w) The contractor shall display the abstract of the contract labour (Regulation and application) Act and the rules there under both English and Tamil.
- x) Half yearly return shall be sent by the contractor in duplicate to the licensing officer.
- y) The contractor shall submit the returns required under the Contract Labour (Regulation and Abolition) Act 1970 periodically to BHEL management.
- z) The contractor shall without fail give up to date information in writing of the attendance of the workers employed by him/her.

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- aa) The contractor shall ensure that his/her workers keep and produce their employment card when coming to duty and take them back when leaving duty.
- bb) All the above registers and records shall be preserved in original for a period of three years. All the registers, records and notice maintained under the Act and Rules shall be produced on demand by Inspector or any Authority under the Act.
- cc) No workers shall be required or allowed to work on Sunday unless he has or will have a Holiday or any one of the three days before or after the said day.
- dd) The contractor shall inform BHEL Management in the prescribed form details or the contract workers scheduled to work on Sunday, the day of rest and also indicate the substituted holiday in lieu thereof. This shall be intimated two days in advance before his/her workmen are booked for work on Sunday.
- ee) The contract labour working for more than nine hours in any day or for more than 48 hours in any week shall be paid wages at the rate of twice the ordinary rates of wages in accordance with the provisions of section 59 of the Factories Act 1948 and any amendment thereof.
- ff) The contractor shall provide all safety devices and personal protective equipment to his workmen at his/her own cost and shall ensure that his workmen wear/use such devices or equipment provided to them while doing the work and there should not be any relaxation on this.
- gg) The contractor shall give four paid national holidays to his workers, viz 26th January, 1st May, 15th August and 2nd October. The contractor shall ensure that his/her workmen vacate the premises after the shift is over.
- hh) The contractor shall give leave with wages to his/her workmen who have worked for a period of 240 days or more in the factory premises during a calendar year. This leave shall be allowed during the subsequent calendar year at the rate of one day for every 20 days or work performed by the worker during the previous calendar year. The worker whose service commences on a day other than the first of January shall be entitled to leave with wages at the above rate (one day for every 20 days or work) only if he had worked for a minimum of 2/3 of the total number of days in the remainder of the calendar year. This leave will be admissible only during the subsequent calendar year.
- ii) The contractor shall comply with the provisions relating to welfare and health facilities as provided to the Contract Labour (Regulation and Abolition) Act 1970 read with the Tamilnadu contract labour Rules.
- jj) Notwithstanding anything contrary to this, in the event of accident the contractor shall be required to fill injury report and submit the Engineer In-charge immediately and ensure the compliance of ESI/Workmen's Compensation Act, Factories Act and Rules made there under. He shall also maintain a register of accident as per the Act.
- kk) The contractor shall get the contract labour engaged by him insured under Workmen's Compensation Policy from General Insurance Corporation of India before actually starting the work of contract. The insurance coverage should be for the entire period of contract. The contractor shall comply with the provisions of the Workmen's Compensation Act 1923 (This should be read in connection with the provisions of ESI Act).

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- ll) The contractor shall ensure that all his workmen are covered under the Employees State Insurance Act and produce to BHEL such Registration number/Enrolment number before executing the contract work.
- mm) The contractor shall regularly pay the amount of contribution i.e., employer's contribution as well as employees' contribution in pursuance of the above scheme as fixed from time to time. The contribution payable presently is 0.75% of wages to be recovered from his/her workmen and 3.25% of wages to be contributed by the contractor. Contribution recovered from employee and contribution made by the contractor may be rounded to the next higher multiples of five paisa.
- nn) The contractor shall take note of any amendment that may be brought forth in the above contribution rate and act accordingly.
- oo) The contractor shall ensure that his/her workmen are covered under the EPF and miscellaneous Provisions Act 1952 and accordingly produce to the BHEL Management the registration/enrolment number before award of contract work.
- pp) All employees are eligible to become a member of provident fund from the date of joining the establishment and the worker and contractor contributions are 12% and 13% respectively. The contractor is also liable to pay any administrative charges in this behalf that may be decided from time to time. It will be the responsibility of the contractor to ensure such contribution payable in respect of workmen employed through sub-contractors also.
- qq) The contractor shall take note of any amendment in the rate of contribution payable under the scheme from time to time.
- rr) The contractor shall within seven days of the close of every month submit to BHEL a statement showing the amount of contribution payable/paid for employees engaged by him or through him and shall also furnish to BHEL such information, as principal employer is required to furnish under the provisions of the ESI Act and PF as well as the scheme made there under to the authorities concerned.
- ss) Whenever any sum of money is found to be recoverable from or payable by the contractor under the above acts, the same shall be deducted from any sum that may be due or which at any time thereafter may become due to the contractor under this contract or under any other contract or from his security deposit. In case the recoveries are not sufficient to satisfy the claims the contractor shall pay the balance thereof on demand. In case any recoveries are made under this clause from the security deposit the contractor shall immediately thereafter pay such further sums as may be required to recoup the shortage caused by such recoveries in the amount of security deposit.
- tt) The contractor shall abide by all the labour and other laws applicable to contract labour/worker under this contract and shall at all times keep BHEL, indemnified against all losses, claims, prosecution under any law.
- uu) In case of noncompliance of any of the provisions of the acts and in case BHEL having complied with the same, BHEL will be entitled to recover the same from the contractor/sub-contractor.
- vv) Non exercise of any of the powers or rights available to BHEL hereunder or under any law, shall not in any way operate as waiver thereof.
- ww) Contractor should follow all the provisions of labour legislation and statutory obligations. Provisions as and when amended will also apply.

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41. WCM is arranging this contract as a nodal agency. Execution of work, Bill Certification, Bill passing, Payment, Penalty, Contract closing etc. is the responsibility of end user.
42. BHEL reserves the right to reduce the contract period (pre-close the contract), with 30 days' notice period depends on the requirement / without assigning any reason. Security Deposit will be refunded, if the contract is pre-closed for non-requirement by BHEL.
43. The contractor should have to arrange police verification certificate of concern workers (whom they are going to be engaged for these works) for obtaining entry pass.
44. **SAFETY PRECAUTIONS TO BE TAKEN BY THE CONTRACTOR**
- a) The Contractor must inspect the area of work to decide the safety precautions necessary for executing this contract.
 - b) Whenever people work at height more than six feet, platform shall be provided or the workers shall wear safety belt to avoid fall from the height.
 - c) Wherever any area declared as dangerous, the workers shall not be allowed to work till a written clearance is obtained from appropriate authorities.
 - d) No material of any kind shall be dropped or allowed to be dropped from any height.
 - e) Defective ladders shall not be used at all.
 - f) Inflammable materials shall not be stored near places where the sparks are likely to occur.
 - g) The necessary safety equipment such as gloves, boots, helmets etc. must be issued to the workmen at contractor's cost and strictly to be used while carrying out the work.
 - h) Appropriate safety equipment (like safety boots, gloves, goggles, helmet etc.) are to be supplied by the contractor for his workers from day one onwards and should be used during all processes. If the contractor's workers found violating the safety precautions, punitive action will be taken and or a penalty of Rs.500/- to Rs.1000/- will be imposed and deducted from the contractor bill for each violation.
 - i) The working area shall be kept clean and free from all obstructions.
 - j) All temporary electrical connections shall be properly earthed, insulated and periodically checked.
 - k) The contractor should arrange WORKMEN COMPENSATION/ INSURANCE POLICY covered for all his/her workmen. A copy of the policy has to be submitted before commencement of work.
 - l) All safety precautions are to be taken by the contractor at his cost.

These safety measures shall be deemed to form an integral part of the Work Order/ Agreement.

45. The contractor's responsibility for this contract shall commence from the date of issue of order of acceptance of his tender.
46. Unless the contractor whose tender is accepted, signs the contract agreement within seven days of the date of the order directing him to do so, the amount of EMD already deposited by him will be forfeited and acceptance of his tender shall be withdrawn.
47. BHEL will not bound by any power of Attorney granted by the tenderer or changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contract concerned.
48. Words imparting the singular number shall have deemed to include the plural number and vice versa where the context so require.

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49. The expenses for completing and stamping the agreement shall be to the contractor's account.
50. The general and special conditions of contract are complementary to each other and where they are in conflict, the special conditions shall prevail. In regard to matters not covered by the General or Special conditions of contract, those contained in the specifications approved by BHEL, shall apply.
51. The "GENERAL CONDITIONS OF CONTRACT" and "SPECIAL CONDITIONS OF THE CONTRACT" shall be deemed to form an integral part of contract for the work to be entered into.
52. The filled ESI declaration forms shall be submitted to the Executive of HRM Dept. In the Declaration Form full address of the contractor shall be mentioned. Whenever a fresh and unregistered worker is engaged during the operation of contract, declaration form in respect of that workman which should be submitted to Human Resources Department within two days of such engagement.
53. ESI contributions (0.75% employee's contribution + 3.25% employer contribution of the total monthly wages) before 20th day of every following month. Prescribed challans are available at ESI local office, Ranipet (near Sipcot). Contractors who have got their own code number can remit the contributions on that number. Along with the challan copy, the details of remittance shall be submitted to the concerned HRM Executive in the ESI compliance form.
54. The contractor should deduct Provident Fund and ESI amount as per the provisions and amount so deducted along with the matching contribution of the contractor shall be remitted to the authorities concerned within the stipulated time. The statement of deduction along with the challans evidencing remittance shall be submitted to Officer-in-charge. If the evidences are not shown, further bills of the contractor will not be paid. BHEL have the right to withhold the payment of his bills. Submission of statutory returns such as Half Yearly returns of ESI (Form 6), P.F. return (Form 12A), Form 5 and Form 10, Form 3A & Form 6A should be send to the concerned officers in time.
55. The workers' particulars such as Name, Age, Father's name, address, Phone no, etc., and their daily attendance have to be maintained by the contractor. The details of Provident Fund and ESI compliance have to be maintained by the contractor in the prescribed format/register.
56. The contractor shall maintain the following Registers and Records and make them available for inspection at any time. (The list is only for example, but not exhaustive).
 - a) Muster Roll
 - b) Register of Wages
 - c) Register of Deductions
 - d) Register of Overtime
 - e) Register of Fine
 - f) Register of Advance
 - g) Wage slips
 - h) Register of Accidents
 - i) Register of Leave with Wages
 - j) ESI Register in Form-7

All registers are required to be maintained as above and shall be produced as and when Government Officials and Statutory Authorities to make inspection from time to time.

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57. In case a contract laborer meets with an accident while on duty, the contractor shall immediately intimate the information to Safety Department, Contracting Agency and Human Resources Department and submit the Accident Report duly filled in all respect and send a copy to ESI local office, ESI Dispensary and Inspector of Factories (for major accidents) within 24 hours of accident through Safety and Human Resources Departments. All assistance for the injured workman such as to taking him to ESI Dispensary for treatment must be rendered by the contractor.
58. Compliance of the above provisions does not absolve the obligation of contractor arising out of other statutory obligations.
59. Contractor should employ only persons having sound health and not above the age of 60 years, and not below the age of 18 years.
60. The Contractor agrees that no claim for interest or damages will be entertained or be payable by BHEL in respect of any money or balances or amounts of whatsoever nature which may be lying with BHEL owing to any disputes or differences between the parties irrespective of whether the same is decided by any authority to be paid or returned to the Contractor."
61. BHEL reserves the right to reduce the contract period (pre-close the contract), with 30 days' notice period depends on the requirement / without assigning any reason. Security Deposit will be refunded, if the contract is pre-closed for non-requirement by BHEL.
62. Certificate by the executing department that all statutory requirements including PF, ESI, Minimum wages, Insurance, GST, etc. are complied with by the Contractor. This should be duly backed by the relevant documents".
63. If the contractor is not able to provide the sufficient manpower for a period of continuous period of 15 days, BHEL reserves the right to terminate the contract and to take appropriate action against the contractor. In the event of contract termination, security deposit paid by the contractor will be forfeited.
64. BHEL reserves the right to increase or decrease the tendered quantity.
65. Contractor has to ensure strict compliance of biometric recording through fingerprint for their laborers. Contractor also has to ensure that all their laborers record their attendance while entering/exiting factory premises.
66. In case of breach of any or whole of the above terms and conditions by the contractor BHEL will have the liberty to cancel the registration and contract either in part or in full and entrust in part or in full of the work to any contractor and the contractor shall be liable to pay extra cost involved in the execution of cancelled part of the contract.
- 67. Contractor has to ensure strict compliance of biometric recording through fingerprint for their labourers. Contractor also has to ensure that all their labourers record their attendance while entering/exiting factory premises.**
- 68. PAYMENT TERMS:**
- GST complaint invoice shall be raised by the contractor (Printed format with Sl. No. only accepted) after the expiry of the concerned month and submitted in triplicate in the format given by BHEL.
- Payment will be made to the contractor through NEFT/RTGS within 45 days for micro/small vendors & 90 days for Non-MSE vendors from the date of receipt of clear bill and entry in to SAP system and complying all statutory requirements with due certification by the concerned department or authorized official of BHEL.

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69. LD/PENALTY TERMS

The tractors / trailers shall be supplied within a week from the date of award of work.

Penalty for non-supply of vehicles will be levied as under:

In the event of non-supply/short supply of tractors/trailers as above, Liquidated Damages (LD) shall be applicable @ Rs 500/- per day per tractor and Rs. 250/- per day shall be levied per trailer.

During the contract period,

A token penalty of Rs. 500/- per Tractor per day & Rs. 250/- per day for Trailer for non-supply/short supply of Tractor/Trailer and in addition to the differential rental expenditure incurred by BHEL on account of engaging an alternate Tractor/Trailer, if required, due to the failure of the vendor will be recovered from their running bills.

(e.g.) Penalty per vehicle per day = Rs. 500.00 (for Tractor)/Rs.250.00 (for Trailer) + Rs. X (differential rental expense incurred by BHEL for engaging an alternate Tractor/Trailer of same or higher segment subject to availability for the absence day(s))

Penalty will be recovered from their running bill = Rs. (500.00 for Tractor/250.00 for Trailer) + X).

Penalty For part of the day's absence

i) Tractor

a). Up to 01 hour pro rata hire charge will be recovered from the contractor for Tractor.

b). 01 to 05 hours & 30 minutes, pro rata hire charge along with a penalty of Rs. 250.00 will be recovered from the contractor for Tractor.

c). Absence exceeding 05 hours & 30 minutes in a day will be treated as full day absence and recovery will have regulated as full day absent for Tractor.

ii) Trailer

a) Up to 01 hour pro rata hire charge will be recovered from the contractor for Trailer.

b) 01 to 12 hours, pro rata hire charge along with a penalty of Rs. 125.00 will be recovered from the contractor for Trailer.

c) Absence exceeding 12 hours in a day will be treated as full day absence and recovery will have regulated as full day absent for Trailer.

In case of tyre / tube puncture, while on duty in the company premises, only pro rata rental charges as per contract will be recovered for the non-availability hours of tractor/trailer. Penalty will not be imposed in the event of tyre/tube puncture.

However, during absence / break down, contractor will be permitted to provide alternate vehicle in good condition for a day or two with prior permission of BHEL, in which case recovery will not be levied.

In case of non-availability of diesel during working hours shall be treated as full day absence & penalty shall be levied as per above.

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The contractor will be allowed to avail two days leave, during the FC period, for which penalty will not be levied. However, the hire charges will not be made for the same. The contractor shall obtain prior permission to avail the leave from M&S/Transport official with necessary proof of relevant documents. If more than two days is taken, the contractor has to arrange alternate vehicle, otherwise recovery/penalty will be levied for the additional leave availed.

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GENERAL CONDITIONS OF CONTRACT

1. DEFINITION: -

In these General Conditions of Contract, the following terms shall have the meaning hereby assigned to them, except where the context otherwise requires: -

- a) The "Contract" means, the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The "Work" means, the work described in the tender documents in individual work-orders as may be issued from time to time to the contractor by the officer-in charge with in the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.
- c) The "Contractor" means, the individual firm or company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or company or the successors of the form or company and the permitted assigns of such individual or firm or company.
- d) "The officer-in charge" means, the officer deputed by the AGM/WCM to supervise the work or part of the work.
- e) "Approved" and "Directed" means, the approval or direction of AGM/WCM, or person deputed by him for the particular purposes.
- f) "BHARAT HEAVY ELECTRICAL LIMITED" (herein after referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or other administrative office of the said company including AGM/WCM authorized to invite tenders and enter into contract for works on behalf of the company.
- g) The "Contract sum" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of work during the currency of the contract.
- h) A "week" means, seven days, without regard to the number of hours worked or not worked in any day in that week.
- i) A "day" means, the day of 24 hours (Twenty-Four) irrespective of the number of hours worked or not worked in that day.
- j) A "working day" means, any day other than that prescribed by the NEGOTIABLE INSTRUMENTS ACT as being a holiday, and consists of the number of hours of labour as commonly recognized by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulation.

2. HEADING TO THE CONTRACT CONDITIONS: -

The heading to these conditions shall not affect the interpretations thereof.

3. WORK TO BE CARRIED OUT: -

The contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of work. The contractor will be deemed to have satisfied

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himself as to the nature of the site, local facilities of access and all matters affecting the execution of work. No extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.

4. DEVIATIONS: -

The contractor shall not carry out any work not covered by schedule except in the pursuance of the written instructions of AGM/WCM. No such work shall be valid unless the same has been specifically confirmed and accepted by the BHEL in writing and incorporated in the contract.

5. OCTROI AND OTHER DUTIES: -

All charges on account of octroi terminal or sales tax or other duties on materials obtained for the work shall be borne by the contractor.

6. PLANT AND EQUIPMENT: -

The contractor shall at his own expense, supply all tools, plant and equipment (herein after referred to as T&P) required for the execution of the contract.

7. ASSIGNMENT OF TRANSFER OF CONTRACT: -

The contractor shall not without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.

8. SUB-CONTRACT: -

The contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL.

9. COMPLIANCE TO REGULATIONS AND BYE-LAWS: -

The contractor shall confirm to the provisions of any statute relating to the work and regulations and bye-laws of any local authority. The contractor shall be bound to give all notices required by statute regulations or by-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

10. SECURITY DEPOSIT: -

SECURITY DEPOSIT shall be collected from the successful tenderer. The total amount of security deposit will be 5% of the contract value.

Mode of Deposit:

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

Following are the steps for online submission of Security Deposit-

a) Pay online (SBI Collect)

- i. Visit <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- ii. Select "Tamilnadu" in "filter by state"
- iii. Select category as "PSU-PUBLIC SECTOR UNDERTAKING"

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- iv. Search as "BHEL BAP RANIPET" in the search bar.
- v. Select "BHEL BAP RANIPET"
- vi. Select "Security Deposit of Vendor" in the drop down menu under "Select Payment Category"
- vii. Now Fill in the required details and ensure correctness of data filled. Ensure that you are entering correct enquiry/tender number and other details correctly.
- viii. Make payment for SD as required in tender after entering the details.

b) Bidders can pay "Security Deposit" through online on below account:

NAME OF BANK	STATE BANK OF INDIA
BANK BRANCH ADDRESS	STATE BANK OF INDIA BHEL PROJECT BRANCH MUKUNDARAYA PURAM BHEL TOWNSHIP RANIPET-632406
ACCOUNT NO	10664849171
MICR CODE	632002003
IFSC CODE	SBIN0007013
SWIFT CODE	SBININBB450

- (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 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)
- (vi) Insurance Surety Bonds

(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)

At least 50% of the required 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.

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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 by the bidder.

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. Security deposit shall not carry any interest.

11. Security deposit shall be refunded only after successful completion of the contract to BHEL's satisfaction and presents an absolute "No Demand Certificate" in the prescribed form and returns properties belonging to BHEL handed over, lent or hired by him for carrying out the said works, Security Deposit will be released to the Contractor after deducting all cost of expenses or other amounts that are to be paid to BHEL under this or other contracts entered into with the Contractor. It may be noted that in no case the Security Deposit shall be refunded/released prior to passing of final bill.
12. Should a tenderer or a contractor has a relative or in the case of a firm or company of contractors, any of its shareholders or shareholder's relative, employed in Bharat Heavy Electricals Ltd, the authority inviting tenders shall be informed of this fact at the time of submission of the offer, failing which the offer may be disqualified or if such fact subsequently come to light, the contract may be cancelled.
13. BHEL shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.
14. All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.
15. **ORDERS UNDER THE CONTRACT:** -
All orders, notices etc. to be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the tender of the contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him.
16. **CONTRACTOR'S SUPERVISION:** -

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The contractor shall either himself supervise the execution of the contract or shall appoint a complement agent acceptable to the AGM/WCM to act in his stead. Orders given to the contractor's agent shall be considered to have the same force as if they have been given to the contractor himself. The contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the AGM/WCM or the OFFICE-IN CHARGE, to received instructions.

17. The AGM/WCM shall have full powers and without assigning any reason, required the contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is in his opinion undesirable. The contractor shall not be allowed any compensation on this account.

18. **LABOUR:** -

The contractor shall remain liable for the payment of all wages or other moneys to his work people or employees under the payment of wages act 1936, Employees Liability Act 1938, Workmen Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, thereunder from time to time.

19. **PRECAUTIONS UNDER RISK:** -

The contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purposes.

20. **DAMAGE & LOSS TO PRIVATE PROPOERTY & INJURY TO WORKMEN:** -

The contractor shall at his own expenses reinstate and make good to the satisfaction of the AGM/WCM and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting I death) loss or damage to any person whomsoever or property including all claims which may arise under the workmen's compensation act or otherwise.

21. **LAWS GOVERNING THE CONTRACT:** -

The contract shall be governed by the India laws for time being in force.

22. **CANCELLATION OF CONTRACT FOR CORRUPT ACTS:** -

BHEL, whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel the contract in any if the following cases and the contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extend as provided in the case of cancellation for default.

If the contractor shall: -

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- a) Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service.
(OR)
- b) enter in to a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL.
(OR)
- c) obtain a contract with BHEL as a result of ring tendering or by non-bonfire methods of competitive tendering, without first disclosing the fact in writing to BHEL.

23. RISK PURCHASE CLAUSE AS PER BHEL SOP DT. 10.10.2017: -

If the contractor fails to carry out the specified works as per the contract scope of work within the timeframe as directed by AGM/WCM or his authorized officials and continues in that state after a reasonable notice from AGM/WCM or his authorized officials, BHEL reserves the right to have the work done by any means at the Contractor's risk and expenses provided always that in the event of the cost of the work so done (as certified by authorized officials of USER department which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by AGM/WCM or the same shall be recovered from the Contractor by other means.

24. CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUBLETTING OF CONTRACT: -

BHEL, without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases:

If the contractor,

- a) being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors
(OR)
- b) being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,
(OR)

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- c) Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL.
- d) Whenever BHEL exercise the authority to cancel the contract under this conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by concerned executive of USER department which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by AGM/WCM or the same shall be recovered from the Contractor by other means.
- e) In case BHEL carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the AGM/WCM whose decision shall be final and conclusive.

25. CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACTOR'S DEFAULT: -

If the contractor,

- a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from AGM/WCM or his authorised representative.
- b) fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued thereunder.
- c) BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by concerned executive of USER dept. which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by AGM/WCM or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the AGM/WCM whose decision shall be final and conclusive.

26. TERMINATION OF CONTRACT ON THE DEATH OF CONTRACTOR: -

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Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated BHEL shall have the option of terminating the contract without compensation to the Contractor.

27. SPECIAL POWER TO TERMINATION: -

If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the AGM/WCM shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

“If any employee/labourer working in the contract is found involved in corruption activities, the contract will be terminated and the contractor will be banned for applying for any future contract for 3 years.”

28. RECOVERY FROM CONTRACTOR: -

Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

29. BREACH OF CONTRACT, REMEDIES AND TERMINATION:

In case of breach of contract, wherever the value of security instruments like performance bank guarantee available with BHEL against the said contract is at least 10% of the contract value, the same be encashed. In case the value of the security instruments available is less than 10% of the contract value, the balance amount be recovered from other financial remedies (i.e. available bills of the contractor, retention amount, etc. with BHEL) or legal remedies be pursued. The balance scope shall be got done independently without Risk & Cost of the failed supplier/ contractor. Further, levy of liquidated damages, debarment, termination, de-scoping, short-closure, etc., shall be applied as per provisions of the contract.

30. POST TECHNICAL AUDIT OF WORK AND BILLS: -

BHEL reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. However, no such recovery shall be enforced after three years of passing the final bill.

31. SIGNING OF CONTRACT: -

Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the persons so signing. Contracts by a Company shall be signed with the name of the Company by a person authorised in this behalf and a power of attorney or other satisfactory proof showing that the persons signing

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the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

32. FORCE MAJEURE CLAUSE: -

If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefore neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the AGM/WCM subject to prompt notification by the contractor.

33. ARBITRATION: -

All disputes between the parties to the contract, arising out of or relating to the contract, other than those for which the decision of the AGM/WCM or Accepting Officer or any other person is by the contract expressed to be final and conclusive. All disputes between the parties to the Contract, arising out of or relation to the Contract shall after written notice by either party to the Contract to the other party be referred and resolved by an Arbitrator nominated by the Unit Head of BHEL, Ranipet.

Unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the contract. The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract. Subject to the above, Courts at Ranipet alone shall have exclusive jurisdiction of any matter arising in connection with this Agreement.

34. Arbitration and Jurisdiction:

- a) The jurisdiction for any arbitration/settlement of contractual/ legal issues between contractee and contractor, shall only be at the court of Ranipet. Any dispute between BHEL and the Contractor arising out of or in connection with this Contract, other than those for which BHEL decision is final, shall be referred to arbitration by a sole arbitrator to be appointed by BHEL, BAP Ranipet.
- b) The place of Arbitration shall be Ranipet, Tamil Nadu. The arbitrator may hold meetings for convenience at such places as per his discretion.
- c) The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract
- d) Subject to the above, the courts at Ranipet alone have the jurisdiction to decide any dispute arising out of or in respect of the Contract."

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35. **CHANGE IN CONSTITUTION OF FIRM:** Changes in constitution of firm whenever it is made after submission of application or during currency of the contract, the existing firm has to duly inform the proposed changes to contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc.) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL has the right for suspending or terminating the contract.
36. **FRAUD PREVENTION POLICY:** -
The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.
37. **SECRECY OF CONFIDENTIAL INFORMATION:** The Contractor undertakes and agrees that he/it will not disclose or reveal in part or full the proprietary/confidential information, which terms shall mean and include patents, trademarks, service marks, registered designs, copyright, design rights, know-how, confidential information, trade and business names and any other similar protected information of BHEL received during negotiation or currency of the contract to any third party or governmental authorities without written permission from BHEL. In the event of termination or expiry of the contract, the contractor shall return all proprietary/confidential information to BHEL. This clause shall survive termination or expiry of the contract.
All the input details: transmittals and sample drawings supplied for preparation of drawings are confidential information of BHEL for specific purpose only. The contractor shall never pass on / part with the information to anybody and shall maintain the secrecy of the information. As soon as the bills are certified by BHEL, all the relevant drawing files shall be erased from PCs and shall not be made use under any circumstances.
BHEL reserves the right to initiate appropriate action including legal proceeds / termination of contract, recovery of damages, penalties etc., if the contractor is found guilty / wrong usage of the documents given by BHEL for any unauthorised activity.
38. **SETOFF CLAUSE:** -
"BHEL shall have the right to recover any money which in the sole opinion of BHEL is due from the Contractor from any money due to the Contractor under this Contract or any other contract or from the Security Deposit furnished by the Contractor under this Contract or any other contract. "
39. Notwithstanding anything to the contrary, including, but not limited to, provisions relating to extension of time and compensation/ or delay, time shall be the essence of the contract.
40. "Where the Contractor (whether a proprietorship, partnership, company, Hindus Undivided Family or otherwise) commits a default or breaches the Contract and the proprietor/

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partner/director/ member of such entity is also a proprietor/ partner/ director/ member of another entity that is registered with BHEL (in Ranipet or any other unit of BHEL), BHEL shall have the right to recover losses due to the default or breach, whether direct, indirect or consequential, either from the defaulting/ breaching entity or the other said entity or both. Such right shall also include the right to encash any security (in any form such as but not limited to bank guarantee, demand draft, FD, etc.) _ furnished by either or both entities. Without limiting the applicability of the foregoing, it shall not be a defence to the other said entity for enforcement of such a right that:

(a) both entities are legally distinct/ separate entities, or
(b) the management of the entity/ partners/ directors/ members of such other entity were not aware that the proprietor/ partner/ director/ member of the defaulting/ breaching entity was also a proprietor/ partner/ director/ member of the other said entity."

41. The Successful Tenderer shall agree to the following conditions:

Contractor shall indemnify and keep indemnified BHEL, its other contractors and/or sub-contractors and its/their employees from all actions, proceedings, suits, claims, demands, liabilities, damages, losses, costs, charges, expenses judgments and fines arising out of or in the course of, or caused by the execution of work under the Contract or other obligations hereunder directly or indirectly associated herewith which may arise due to:

- i) breach of law by the Contractor, or any of its sub-contractor, or any of their respective employees.
- ii) negligence or wilful default by the Contractor, or any of its sub-contractor, or any of their respective employees.
- iii) failure by Contractor to proceed with Project in accordance with the determinations, instructions and clarifications of Company pending disagreement, dispute, protest, request for arbitration/ court proceedings.
- iv) loss of property or death of any employee of BHEL or of its other contractors/ sub-contractors.

The above shall be without prejudice to any other remedy that may be available to BHEL whether as per law, contract, equity or otherwise. The quantum of work/ nature of work to be carried out by the hired crane will be decided by BHEL from time to time and the availability of the combination of work.

42. All statutory requirements under Minimum Wages Act, 1948, Factories Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Provisions Act, 1952, Payment of Gratuity Act 1972, Employee State Insurance Act 1948, Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the Contractor.

43. MOTOR VEHICLE ACT: The contractor should comply the relevant Motor Vehicle Act and other statutory requirement, if applicable.

44. Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.

45. Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.

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46. Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provides a copy of the same to BHEL.
47. Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
48. No interest shall be payable by BHEL on Security Deposit/ or any money due to the Contractor by BHEL.
49. Time is the essence of contract and hence any delay in Execution of contract will attract penal action by BHEL by deduction of such amounts as may be fixed by BHEL as compensation for the delay of work. This is without prejudice to conditions of contract mentioned elsewhere regarding deduction for taking alternative action / cancellation of contract.
50. **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 disablement 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, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works/ during working at BHEL units/officers/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: **Rs.10,00,000/-** (Rs. Ten lakh) (ii) In the event of other permanent disability: **Rs.7,00,000/-** (Rs. Seven lakh) d). 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.
51. For every month, the contractor shall prepare & submit bill in the succeeding month within one week from the date of certification of quantity by user dept.
52. Any billing related query, clarification, document requirement, etc. shall be resolved in one go by the Contractor within one week from the date of intimation.
53. **SUBMISSION OF BILLS BY CONTRACTOR:** - The Contractor at the end of each month shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the concerned executive of USER dept. separately details of his claims for the work done by him up to and including the previous month which are not covered by his contract agreement in any of the following respects:
- a. Deviation from the items provided in the contract documents.
 - b. Extra items / new items of work.
 - c. Items in-respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and

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that no further claims shall be raised by him in respect of the work done up to and including the period under report.

54. **PAYMENT OF BILLS:** - All payments to be made to the Contractor, under this contract shall be by "CHEQUE" crossed "A/C PAYEE ONLY" OR by NEFT / RTGS payment within a reasonable time after the certification of bills by the authorized officials of BHEL.
55. **SUSPENSION OF BUSINESS DEALINGS:** -
The bidder along with its associate / collaborators / sub-vendors / consultants / service providers shall strictly adhere to "Guidelines for Suspension of Business Dealings with Suppliers/ Contractors" (ref: AA/MM/SB/01 Rev: 02 amdt. 03, Dt. 15.03.2023) displayed on BHEL website <http://www.bhel.com> (<https://www.bhel.com/guidelines-suspension-business-dealings-supplierscontractors>).
56. **BHEL reserves the right to reduce the contract period (pre-close the contract), with 30 days' notice period depends on the requirement / without assigning any reason. Security Deposit will be refunded, if the contract is pre-closed for non-requirement by BHEL.**
57. **CONFLICT OF INTEREST:** "A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of procuring Entity's interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
- a) they have controlling partner (S) in common; **or**
 - b) they receive or have received any direct or indirect subsidy/ financial stake from any of them; **or**
 - c) they have the same legal representative/agent for purposes of this bid; **or**
 - d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; **or**
 - e) Bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ Assemblies from one bidding manufacturer in more than one bid; **or**
 - f) In cases of agents quoting in offshore procurements, on behalf of their principles manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorise only one bid from the followings:
 - 1. The principle manufacturer directly or through one Indian agent on his behalf; and
 - 2. Indian/ foreign agent on behalf only one principle **Or**
 - g) A Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid; **or**
 - h) In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/ management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.

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58. In case of breach of any or whole of the above terms and conditions by the contractor BHEL will have the liberty to cancel the registration and contract either in part or in full and entrust in part or in full of the work to any contractor and the contractor shall be liable to pay extra cost involved in the execution of cancelled part of the contract.

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DECLARATION

I/We M/s.

have read and clearly understood all the Terms and conditions in BHEL Ranipet Tender Schedule of **S012400074, Dated 29.12.2024** and accordingly accept the same without any deviation what so ever.

• I/ We unconditionally agree to all the tender conditions and no new conditions are imposed by us in the technical / price bid. I understand in the event of imposing any condition in the technical / price bid, such condition would be ignored by BHEL and only the prices will be considered for the purpose of evaluation”

• I/ We confirm that none of our group concern or affiliates etc., appears on the list of banned firms / companies by BHEL (list available on www.bhel.com) nor any of the Director / Partner / proprietor of bidder / such group concern or affiliate etc. are involved with such company.

• I/ We also declare that, we have not been suspended or black listed or issued with Show Cause Notice by BHEL- Ranipet or any other BHEL Unit.

• I/ We confirm that other than us, none of our group concerns or affiliates etc. are participating in the tender either directly or indirectly through any other agency under same proprietor /common director(s) / common partner(s).

• I/ We confirm that if any of the above statement / information furnished by us in this tender is found to be false/ fake at any stage of tender evaluation or during execution of contract, BHEL will have the right to initiate appropriate action including legal proceeds / termination of contract, recovery of damages, penalties etc. as deemed fit.

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SECTION-3 BANK AND PAYMENT MANDATE (Enclose supporting for the detail provided below)			
PAYMENT MODE (NEFT / RTGS / ECS/ CHEQUE)	RTGS		
NAME OF BENEFICIARY	BHEL/BAP/RANIPET		
NAME OF BANK	STATE BANK OF INDIA		
BANK BRANCH ADDRESS	STATE BANK OF INDIA BHEL PROJECT BRANCH MUKUNDARAYA PURAM BHEL TOWNSHIP RANIPET-632406		
ACCOUNT TYPE (SAVINGS, CURRENT, CASH CREDIT, ETC)	CASH CREDIT (CC)		
ACCOUNT NO	10664849171		
MICR CODE (9 DIGIT MICR CODE AS APPEARING ON CHEQUE LEAF) (EXAMPLE 110240157)	632002003		
IFSC CODE (11 DIGIT IFSC CODE OF THE BANK BRANCH) (EXAMPLE HDFC0001374)	SBIN0007013		
DECLARATION I/WE, HEREBY DECLARE THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT AND COMPLETE. IN CASE THE TRANSACTION IS DELAYED OR NOT EFFECTED AT ALL FOR REASONS OF INCOMPLETE OR INCORRECT INFORMATION AND FOR REASONS BEYOND THE CONTROL OF NBPPL, I/WE WOULD NOT HOLD, NBPPL RESPONSIBLE. I/WE DECLARE THAT, WHENEVER THERE IS A CHANGE IN THE ABOVE DETAILS, I/WE SHALL FURNISH THE FORM AFRESH.			
<table border="1"><tr><td>SIGNATURE : <i>N. Thalopathy</i> NAME : <i>18/12/2015</i> DESIGNATION : N. THALAPATHY DATE : Sr. Accounts Officer COMPANY SEAL : BHEL/BAP/ RANIPET</td><td>VERIFIED THE ABOVE DETAILS For STATE BANK OF INDIA <i>[Signature]</i> (SIGNATURE OF BANKER) BHEL Project, Mukundaraya Puram SEAL OF THE BANKER L. KUMAR K-7346</td></tr></table>		SIGNATURE : <i>N. Thalopathy</i> NAME : <i>18/12/2015</i> DESIGNATION : N. THALAPATHY DATE : Sr. Accounts Officer COMPANY SEAL : BHEL/BAP/ RANIPET	VERIFIED THE ABOVE DETAILS For STATE BANK OF INDIA <i>[Signature]</i> (SIGNATURE OF BANKER) BHEL Project, Mukundaraya Puram SEAL OF THE BANKER L. KUMAR K-7346
SIGNATURE : <i>N. Thalopathy</i> NAME : <i>18/12/2015</i> DESIGNATION : N. THALAPATHY DATE : Sr. Accounts Officer COMPANY SEAL : BHEL/BAP/ RANIPET	VERIFIED THE ABOVE DETAILS For STATE BANK OF INDIA <i>[Signature]</i> (SIGNATURE OF BANKER) BHEL Project, Mukundaraya Puram SEAL OF THE BANKER L. KUMAR K-7346		

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ANNEXURE-I

(To be submitted in NON-JUDICIAL stamped Bond paper of value Rs.20/-)

LETTER OF UNDERTAKING

We, (Insert name of the partnership), having its office at (Insert place of registered office), do hereby state as follows:

1. We undertake that the (Insert Type & Model of Tractor/Trailer) bearing registration number (Insert) and (insert other details as may be necessary) is registered in the name of (insert name) who is one of the partners of the (insert name of the partnership).
2. We undertake that the said Tractor is a property of the partnership firm and we undertake to use the Tractor/Trailer strictly for purposes relating to the Contract and shall not use the Tractor/Trailer in any manner that would affect our ability to perform the Contract with BHEL.
3. We undertake that if we are awarded the Contract we will perform our obligations in accordance with the Contract and instruction of Bharat Heavy Electricals Limited, Ranipet.

Signed on _____ day of _____ 2024/2025 at Ranipet.

(Signature of partner with seal)

(Signature of partner with seal)

(To be notarized)

We hereby accepted above
(signature & seal of bidder)



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ANNEXURE-II

LEASE AGREEMENT

(To be submitted in NON-JUDICIAL stamped Bond paper of value Rs.20/- for each Vehicle)

This agreement for lease made on this _____ day of _____ **2024/2025** between: -

1) _____ (Owner of vehicle Name & Address), herein referred as a Licensor of the one part.

and

2) _____ (Leased person Name & Address), herein after referred as Licensee of the other part as follows: -

The Licensor is the owner of the **Tractor/Trailer** bearing registration No. _____. The Licensee has approached the licensor to permit him from _____ to _____ to take the Tractor/Trailer for lease to carry out his transport activities using the vehicle for his business activities.

All the repair and maintenance of the Tractor/Trailer to be taken care by the Licensee during the lease period.

The Tractor/Trailer is given to the licensee on lease for **BHEL/BAP/RANIPET** transport activities by the licensee.

The Licensee shall maintain the vehicle in good condition and return the same to the licensor on the expiry of the lease agreement without any damage.

1. Witness: -

(Signature, Name & Address)

Licensor

(Owner of vehicle)

2. Witness: -

(Signature, Name & Address)

Licensee

(Leased person)

We hereby accepted above
(signature & seal of bidder)



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ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

01	NAME & ADDRESS OF THE SUPPLIER / VENDOR PHONE NO. WITH STD CODE	PAN NO.
02	VENDOR CODE (as in WORK ORDER)	
03	Details of Bank Account:	
A)	NAME & ADDRESS OF THE BANK (WITH PIN CODE)	
B)	BANK TELEPHONE NUMBER (WITH STD CODE)	
C)	BANK BRANCH CODE:	
D)	MICR CODE	
E)	ACCOUNT NUMBER	
F)	TYPE OF ACCOUNT	CURRENT / OD / CASH CREDIT
G)	VENDOR NAME AS PER BANK RECORDS	
H)	BANK BRANCH RTGS IFSC CODE	
I)	BANK BRANCH NEFT IFSC CODE	
J)	VENDOR'S EMAIL ID (give two ids)	
K)	NAME OF AUTHORISED SIGNATORY	

CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED, RANIPET by the National Electronic Funds Transfer and/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 is a valid discharge of the liability of Bharat Heavy Electricals Limited, Ranipet. I / we also agree to bear the applicable Bank Charges for the above mode of transfer.

AUTHORISED SIGNATORY OF VENDOR WITH 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 the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

DATE:

(Manager / Officer's
Signature Under Bank stamp)
Authorisation No. _____

Note: This EFT Form is to be submitted duly filled in manually in all fields and duly signed by Authorised Signatory and certified by Banker.

above
idder)



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SCHEDULE OF RATES

Schedule 1: Tractor

S. No.	Description	Rate Per Day Per Tractor
01	Daily hire charges per Tractor (50HP and above) with one Driver + one Helper, including diesel per day @ 11 Hrs working per day excluding GST (A)	To be quoted in eProcurement portal in column M13 of BOQ
02	Applicable rate of GST in percentage (B)	To be quoted in eProcurement portal in column N13 of BOQ
03	Applicable amount of GST in Rupees per day (C)	= (A) * (B)
04	Total rate per day in Rupees including GST (D)	= (A) + (C)

Schedule 2: Trailer

S. No.	Description	Rate Per Month Per Trailer
01	Monthly hire charges per Trailer (12MT and above capacity) per Month @ 24 Hrs working per day excluding GST (E)	To be quoted in eProcurement portal in column M14 of BOQ
02	Applicable rate of GST in percentage (F)	To be quoted in eProcurement portal in column N14 of BOQ
03	Applicable amount of GST in Rupees per month (G)	= (E) * (F)
04	Total rate per month in Rupees including GST (H)	= (E) + (G)

Note:-

The rate quoted is on daily rental basis for schedule 1 (FIRM price basis) and on monthly rental basis for schedule 2 as above (FIRM price basis), inclusive of Diesel, driver salary for 11 Hrs. working per day, all statutory payments, taxes, vehicle maintenance & oil etc., Any increase in minimum wages during the period of the Contract are to be borne by the contractor only.

The evaluation currency for this tender shall be INR.

For tractor contract will be awarded for 322 days per tractor during one-year contract period. Trailers will be awarded for complete 12 months.

We hereby accepted above
(signature & seal of bidder)



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NIC PRICE BID FORMAT

Tender Inviting Authority: Deputy Manager / WCM

Name of Work: Hiring 1 no. of Tractor (Commercial Type 50 HP and above) with one driver and one helper per tractor for 11 hours' operation on daily rental basis and 2 nos. of Trailers (12MT and above capacity) for 24 Hours operation on monthly rental basis.

Tender Notice No: **S0124000xx**, Dated **xx.12.2024**

Name of the Bidder/ Bidding Firm Company :										
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)										
NUMBER #	TEXT #	TEXT #	NUMBER	TEXT #	TEXT	NUMBER #	NUMBER	NUMBER #	NUMBER	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units of Meas. (UoM)	Basic for Rate	BASIC RATE PER UNIT to be entered by the Bidder in INR Rs.	GST on Basic price to be entered by the Bidder in percentage	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	8	13	14	53	54	55
1	Hiring of tractor and trailers									
1.01	Daily hire charges per Tractor (50HP and above) with one Driver + one Helper, including diesel per Month @ 11 Hrs working per day.	Schedule One	1	Rupees Per Day	Daily rate for one tractor should be inclusive of one driver + one helper, and also including diesel consumption for one month for 12hrs operation per day			0.00	0.00	INR Zero Only
1.02	Monthly hire charges per Trailer (12MT and above capacity) per Month @ 24 Hrs working per day.	Schedule Two	1	Rupees Per Month	Monthly rate for one trailer for 24 hrs working per day			0.00	0.00	INR Zero Only
Total in Figures								0.00	0.00	INR Zero Only
Quoted Rate in Words										

We hereby accepted above
(signature & seal of bidder)