

BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR
(HUMAN RESOURCE MANAGEMENT DEPARTMENT)

BHE: RU: HR

Dated 26.10.2012

M/s _____

**Open Tender Notice No. BHE: RU: HR: Sanitation & Housekeeping
Services /2012-15/02**

Sealed tenders are invited from specialized agencies / experienced parties having PF and ESI registration for providing following services at BHEL CFP Rudrapur for a period of two years from the date of commencement of the work:

1. Sanitation services at BHEL CFP Rudrapur
2. Sanitation services at BHEL Township, Avas Vikas Rudrapur
3. Housekeeping services at BHEL Rudrapur (including mailing services, internal dak distribution and duplicating work of documents etc. at CFP Rudrapur & Pantry services at Sr. Executive office at CFP Rudrapur

The detailed scope of work and terms and conditions for the above work has been specified in tender-(Annexure-A to Annexure-D).

The parties will provide their details in Technical-cum-commercial details and quoted rates are to be provided on Price bid along with taxes/duties if any.

Tender document should be submitted along with the Earnest Money Deposit Rs. 40,000/- in the form of Cash Receipt/ Demand Draft of any nationalized bank in favour of BHEL Rudrapur. The security deposit will be Rs.100000 + 7.5% of the amount of work exceeding Rs. 1000000.00.

The start of shifts shall be as per notified timings and parties are advised to deploy the resources (including manpower) accordingly.

The work will be awarded to single party on the basis of L-1 monthly charges payable on overall L-1 basis as per scope of work. However, BHEL reserves the right to accept or reject any bid without assigning any reason. The parties are advised to visit site for actual assessment of work before submitting tender.

The sealed tender in two separate sealed envelopes one super scribing " Technical cum commercial bid " and second super scribing " Price Bid"; both contained in a common sealed envelope super scribing "Tender for sanitation & housekeeping due on **30.10.2012, 3.00 PM** " should be submitted by **30.10.2012, 2.00 PM**.

The tenders not submitted in two part bid system will be summarily rejected.

(K.C. Mitra)
Sr. Engineer (HR)

Format for Technical cum commercial details

Technical cum commercial bid: Comprising of following:

The status of the contractor viz. Proprietary firm/Partnership firm/Society/ Cooperative Society/Company along with the address of its Registered Office, Registration number as also name of the authority and statute under which it is registered etc.:

EMD: DD No. _____ dated _____ in favour of BHEL Rudrapur enclosed.

Valid PF/ ESI/ Service Tax Registration – Copy certificates/ documentary evidence to be attached.

Trade licence- Copy of the documentary proof

Valid ITCC/PAN No.:

Complete list of client/ public sector enterprises/ BHEL Units in the last three years & current commitments: Enclosed copies of the work order.

The party should be financially sound and should have attach details of the maximum valued single Job contract handled so far with documentary proof.

Details of jobs executed for the last 3 years:

S.No.	Name of address of client	Specification of Work (Mention no. of houses in township/ total area/ No. of rooms in guest house/	Amount of work	Remarks

(Attach details in the format above)

Details of jobs in hand:

S. No.	Name of address of client	Specification of work Specification of Work (Mention no. of houses in township/ total area/ No. of rooms in guest house/	Amount of work	Remarks

(Attach details in the format above)

Details about resources :

1. No. of permanent employees on rolls of the agency:
2. No. of supervisors on the rolls of the agency:
3. Details of the machinery/ equipment/tools tackles in the possession of the agency: (Provide list, if any)

m. Details of taxes & duties etc.: _____

n. Acceptance of "Scope of work & terms and conditions of the contract" to be attached. Yes/ No

o. Acceptance of e- payment: Yes / No.
(Payment will be made through e-payment mode only and non-acceptance will disqualify the party)

p. **Conformation for adherence to tender submission procedure: Yes/ No.**
(Non- adherence to tender submission procedure will disqualify the party)

(Signature of the party)
Seal

REVISED . rice bid for the sanitation & housekeeping work

Item no. of the agreement/ work order	Description of work	Quantity to be executed for 26 working days	Quantity to be executed for 26 working days	Rate	Unit	Amount on monthly basis (26 working days)	Remarks period of works in months in Financial year 2012-13	Remarks period of works in months in Financial year 2013-14	Remarks period of works in months in Financial year 2014-15
1	2	3	4	5	6	7	8	9	10
A. SANITATION TOWNSHIP									
Sl. No.	Brief Description	Monthly Qty.							
i)	sweeping of roads including areas both side of the road covering 06 areas; the one wing of HIG; (HIG- 1to 23), three wing of MIG; (MIG- 95 to MIG- 81, MIG-107 to MIG- 97, MIG- 165 to MIG-175), two wings of LIG; (LIG- 327 to 285, LIG- 423 to 409)	156	156		Rs. / 100 Mtr		5	12	7
ii)	Collection of refuse so generated and dumping it at specified location(s) decided by Nagar Palika Parishad Rudrapur,	156	156		Rs. / per area		5	12	7
iii)	Collection of garbage from the Houses and dumping	1508	1508		Rs./house/day		5	12	7
iv)	Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on daily basis and dumping it at specified locations decided by Nagar Palika Parishad Rudrapur.	156	156		Rs. /area/day.		5	12	7
v)	Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Nagar Palika Parishad Rudrapur.	156	156		Rs. /area/day.		5	12	7
vi)	Grass uprooting along the roads, road flanks	6	6		Rs./100 mtr)		5	12	7
vii)	Cleaning/desilting of open drains, along side one wing of HIG 1to 23, three wing of MIG; MIG- 95 to MIG- 81, MIG-107 to MIG- 97, MIG-165 to MIG-175, two wings of LIG; LIG- 327 to 285, LIG- 423 to 409) The open drain include connecting pipes/underground portion as well.	156	156		Rs./100 mtr.		5	12	7
viii)	Cleaning/desilting of soak-pit of BHEL houses as & when required & related civil work for covering with concrete slab.	4	4		Rs./soak pit & chamber		5	12	7
ix)	Sweeping, Cleaning & mopping of dispensary	1040	1040		Rs./ sq. mtr		5	12	7

SANITATION FACTORY

1. Sweeping of open areas on shift basis (Shift timings 06.00 AM – 2.00 PM.):

Sl. No.	Brief Description	Monthly Qty.	Rate	Rs./ sq. mtr			
1	Open area from main gate to main Kichcha road	1976		1976	5	12	7
2	Factory Road- main gate to flag post	9152		9152	5	12	7
3	Open area- flag post	4914		4914	5	12	7
4	Factory road- flag post to solar collector, upto storage area	38480		38480	5	12	7
5	Canteen open area	1560		1560	5	12	7
6	Stores Yards	24960		24960	5	12	7
7	Interlocking riles area- behind engineering building, behind existing administration building , between new administration building & canteen engineering building, between new administration building & canteen engineering building, near overhead tank	164058.96		164058.96	5	12	7

2. Sweeping of covered areas on shift basis , Shift timings (06.00 AM – 2.00 PM, 2.00 PM – 10.00 PM) :

Sl. No.	Brief Description	Monthly Qty.	Rate	Rs. / sq. mtr			
1	Production shop						
a.	Solar Collector shop	19760		19760	5	12	7
b.1	Production Block (Main fabrication shop, sub station, central stores, shop stores and other offices)	70148		70148	5	12	7
b.2	Extension of Bay	33696		33696	5	12	7
b.3	Production Block	101088		101088	5	12	7
b.4	Internal Bay	33696		33696	5	12	7
c.	Stores Office (Solar Lantern shop and civil office, offices)	10920		10920	5	12	7
2	Production & Planning Office (Administrative block- all offices)	23920		23920	5	12	7
3	Canteen- stores, kitchen & pantry	15808		15808	5	12	7
4	Main entrance – Reception/ Office	2496		2496	5	12	7

ANNEXURE –A

DETAILS OF WORKS OF SWEEPING OF ROADS & OPEN AREAS AND MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS, CLEARING OF SEWAGE LINES IN THE BHEL AVAS VIKAS TOWNSHIP RUDRAPUR, TO BE CARRIED OUT BY THE CONTRACTOR.

1. Work of sweeping of roads and open areas shall include the following activities including Annexure A (1):

- a) Daily sweeping of roads including areas both side of the road measuring 600 Mtrs. covering the one wing of HIG; (HIG- 1to 23), three wing of MIG; (MIG- 95 to MIG- 81, MIG-107 to MIG- 97, MIG-165 to MIG-175), two wings of LIG; (LIG- 327 to 285, LIG- 423 to 409).
- b) Collection of refuse so generated and dumping it at specified location(s) decided by Nagar Palika Parishad Rudrapur, on daily basis.
- c) Collection of garbage from the 58 nos. (08 HIG, 20 MIG, 30 LIG houses on daily basis and dumping it at specified location(s) decided by Nagar Palika Parishad Rudrapur.
- d) Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on daily basis and dumping it at specified locations decided by Nagar Palika Parishad Rudrapur.
- e) Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Nagar Palika Parishad Rudrapur.
- f) Grass uprooting all along the roads, road flanks so as to keep the roads and area safe and clean.
- g) Muck generated during cleaning to be stacked properly at specified places.
- h) All miscellaneous types of cleaning jobs related to road and road sides and open area to make the same safe and hygienic.

2. MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS SHALL INCLUDE FOLLOWING ACTIVITIES :

- a) Cleaning/desilting of open drains (quantity 600 running meter, along side one wing of HIG 1 to 23, three wing of MIG; MIG- 95 to MIG- 81, MIG-107 to MIG- 97, MIG-165 to MIG-175, two wings of LIG; LIG- 327 to 285, LIG- 423 to 409) of any cross section and depth and after removing the cover plates/concrete slabs if required, on daily basis and dumping the silt/muck/waste material at specified locations. The open drain include connecting pipes/underground portion as well.
- b) Contractor to ensure safe execution of work with adequate safety arrangement for men/women, machine and materials engaged during execution of work. He also should ensure safety of surroundings. Contractor to also ensure use of sufficiently strong scaffolding with strong hand railings during execution of jobs. For any civil engineering job, the contractor will provide adequate support before casting any super structure and provide approach, scaffolding etc. in such a manner that it is safe and easy for movement of men/women and materials. Contractor to make his own arrangements for area lighting/spot lighting at the working spot. Contractor to ensure barrication of unsafe areas (trench, pit, foundation, opening etc.) which can lead to accident to any person.
- c) Cleaning, De-silting of soak pits of company qtrs (58 Nos.) as and when required, related civil work and dumping the waste at designated place.
- d) Liaison with civil authorities.

DETAILS OF WORKS OF SWEEPING OF ROADS & OPEN AREAS AND MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS, CLEARING OF SEWAGE LINES IN THE FACTORY PREMISES OF BHEL CFP RUDRAPUR, TO BE CARRIED OUT BY THE CONTRACTOR.

- a) The details of scope as per Annexure – A (1).
- b) Cleaning of Toilets, urinals with acid/phenyl twice a shift including cleaning of tiles and urinal separators. Placing nephthelin balls etc. and cleaning of of Wash Basins and area around 04 Nos. water coolers, 02 No. of Pantries attached to canteen on shift basis.
- c) Open area surrounding the buildings/parking. Sweeping the floors once a shift before the start of shift/ office timing.
- d) Collection of garbage after closure of office and its disposal.
- e) Mopping of floors of conference room/ Head of Unit office with disinfectant /anti bacterial chemicals once a shift before the start of office.
- f) Lobby and common areas of administrative block to be mopped on once in a shift basis.
- g) During important occasions and VIP visits (approximate 10 numbers) activity of cleaning and mopping may be required more frequently.
- h) Removal of cob-web of all covered areas once a month.
- i) Vacuum cleaning of carpets, sofa sets and curtains on shift basis.
- j) Collection of refuse/garbage so generated and dumping it at specified location(s), on shift basis.
- k) Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on shift basis and dumping it at specified locations.
- l) Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Municipal Corporation on monthly basis.

- m) Muck generated during cleaning to be stacked properly at specified places.
- n) All miscellaneous types of cleaning jobs related to road and road sides and open area to make the same safe and hygenic.

2. MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS SHALL INCLUDE FOLLOWING ACTIVITIES :

- a) Cleaning/desilting of drains (total quantity 930 running meter) of any cross section and depth @ 30 mtrs on daily basis and @300 mtrs on monthly basis and dumping the silt/muck/waste material at specified locations. Job to be carried out portion-wise and cover to be re-fixed properly after cleaning of one portion. Likewise other portions to be taken up. All the connecting pipes/underground portion will be considered as drain only. Cleaning/desilting of proposed drains (total quantity 900 running meter) of any cross section and depth @300 mtrs on monthly basis and dumping the silt/muck/waste material at specified locations.
- b) Contractor to ensure safe execution of work with adequate safety arrangement for men/women, machine and materials engaged during execution of work. He also should ensure safety of surroundings. Contractor to also ensure use of sufficiently strong scaffolding with strong hand railings during execution of jobs. For any civil engineering job, the contractor will provide adequate support before casting any super structure and provide approach, scaffolding etc. in such a manner that it is safe and easy for movement of men/women and materials. Contractor to make his own arrangements for area lighting/spot lighting at the working spot. Contractor to ensure barrication of unsafe areas (trench, pit, foundation, opening etc.) which can lead to accident to any person.

Liaison with civil authorities.

DETAILS OF HOUSE KEEPING SERVICES TO BE CARRIED OUT BY THE CONTRACTOR ON JOB CONTRACT BASIS AT ADMINISTRATIVE BUILDINGS/ DISPENSARY / AT BHEL RUDRAPUR, MAILING SERVICES AT BHEL RUDRAPUR:

1. House keeping services shall be provided by the Contractor at offices :
1. Prodn,2. AGM Office3. SDGM Office4.DGM Office5. Engg6. Commercial7. Finance 8. HR9. MM10. Qly11. Stores12. Despatch13. Maintenance including administrative building and OHS centre, computer and server rooms, cash rooms, dispensaries, documentation room /archives, canteen/dining hall, library, corridors, lobbies, telephone exchange/ junction, conference hall, visitors room, etc. and having 650 sq. mtr of super built up area. & proposed construction areas as per plan attached at Annexure A(1).
2. All Office furniture items, furnishings, fittings and fixtures, lights, fans, electronic equipments, cabins in the aforesaid buildings .
3. Stores, cabinets
4. Open area surrounding the buildings/parking.
5. 46 Nos. of telephone instruments, approx. 50 computers/printers, duplicators etc

House keeping services to be provided by the contractor shall include the following :-

- a) Dusting and cleaning of all furniture items, fittings and fixtures, electronic equipments, Venetian blinds, window panes, wall panels, waste paper baskets, library books, telephone instruments, PCs etc.

Cleaning of name plates, display boards, handles and wooden partitions, cabins.
- b) Cleaning of 05 nos. water coolers twice a week.
- c) Distribution of office -dak/ papers as per requirement.
- d) Distribution of drinking water, tea/ snacks to employees, visitors, sr. executives, during meeting and as and when required.

- e) Attending to telephone calls, providing fax service, etc. as and when required.
- f) Providing photocopies of documents as and when required.
- g) Assistance in mailing services from post office to unit and vice versa.
- h) Cleaning of glasses, crockery and utensils etc. used for tea/snacks serving.
- i) Dusting and cleaning of furniture and other items at dispensary/ transit flat.
- j) Bringing medicines from designated sources of supply of medicines to dispensary.
- k) Assisting the dispensary staff as and when required.
- l) Cleaning / dusting of furnitures/ beds etc. at transit flat and providing assistance in transit flat as and when required and attending to visiting guests as per requirements.
- m) Maintaining records of the visitors/ guests at transit flat.
- n) Maintenance of records room & library.

scope for the sanitation & housekeeping work

Item no. of the agreement/ work order	Description of work	Quantity to be executed for 26 working days	Quantity to be executed for 26 working days	Rate	Unit	Amount on monthly basis (26 working days)	Remarks period of works in months in Financial year 2012-13	Remarks period of works in months in Financial year 2013-14	Remarks period of works in months in Financial year 2014-15
1	2	3	4	5	6	7	8	9	10
A. SANITATION TOWNSHIP									
Sl. No.	Brief Description	Monthly Qty.							
i)	sweeping of roads including areas both side of the road covering 06 areas; the one wing of HIG; (HIG- 1to 23), three wing of MIG; (MIG- 95 to MIG- 81, MIG-107 to MIG- 97, MIG- 165 to MIG-175), two wings of LIG; (LIG- 327 to 285, LIG- 423 to 409)	156	156		Rs. / 100 Mtr		5	12	7
ii)	Collection of refuse so generated and dumping it at specified location(s) decided by Nagar Palika Parishad Rudrapur,	156	156		Rs. / per area		5	12	7
iii)	Collection of garbage from the Houses and dumping	1508	1508		Rs./house/day		5	12	7
iv)	Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on daily basis and dumping it at specified locations decided by Nagar Palika Parishad Rudrapur.	156	156		Rs. /are/day.		5	12	7
v)	Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Nagar Palika Parishad Rudrapur.	156	156		Rs. /are/day.		5	12	7
vi)	Grass uprooting along the roads, road flanks	6	6		Rs./100 mtr)		5	12	7
vii)	Cleaning/desilting of open drains, along side one wing of HIG 1to 23, three wing of MIG; MIG- 95 to MIG- 81, MIG-107 to MIG- 97, MIG-165 to MIG-175, two wings of LIG; LIG- 327 to 285, LIG- 423 to 409) The open drain include connecting pipes/underground portion as well.	156	156		Rs./100 mtr.		5	12	7
viii)	Cleaning/desilting of soak-pit of BHEL houses as & when required & related civil work for covering with concrete slab.	4	4		Rs./soak pit & chamber		5	12	7
ix)	Sweeping, Cleaning & mopping of dispensary	1040	1040		Rs./ sq. mtr		5	12	7

SANITATION FACTORY										
1. Sweeping of open areas on shift basis (Shift timings 06.00 AM – 2.00 PM.):										
Sl. No.	Brief Description	Monthly Qty.	Rate	Monthly Qty.	Rate	Rs./ sq. mtr	Rs./ sq. mtr	Rs./ sq. mtr	Rs./ sq. mtr	Rs./ sq. mtr
1	Open area from main gate to main Kichcha road	1976	1976	1976	1976	5	12	5	12	7
2	Factory Road- main gate to flag post	9152	9152	9152	9152	5	12	5	12	7
3	Open area- flag post	4914	4914	4914	4914	5	12	5	12	7
4	Factory road- flag post to solar collector, upto storage area	38480	38480	38480	38480	5	12	5	12	7
5	Canteen open area	1560	1560	1560	1560	5	12	5	12	7
6	Stores Yards	24960	24960	24960	24960	5	12	5	12	7
7	Interlocking riles area- behind engineering building, behind existing administration building , between new administration building & canteen engineering building, between new administration building & canteen engineering building, near overhead tank	164058.96	164058.96	164058.96	164058.96	5	12	5	12	7
2. Sweeping of covered areas on shift basis , Shift timings (06.00 AM – 2.00 PM, 2.00 PM – 10.00 PM) :										
Sl. No.	Brief Description	Monthly Qty.	Rate	Monthly Qty.	Rate	Rs. / sq. mtr	Rs. / sq. mtr	Rs. / sq. mtr	Rs. / sq. mtr	Rs. / sq. mtr
1	Production shop									
a.	Solar Collector shop	19760	19760	19760	19760	5	12	5	12	7
b.1	Production Block (Main fabrication shop, sub station, central stores, shop stores and other offices)	70148	70148	70148	70148	5	12	5	12	7
b.2	Extension of Bay	33696	33696	33696	33696	5	12	5	12	7
b.3	Production Block	101088	101088	101088	101088	5	12	5	12	7
b.4	Internal Bay	33696	33696	33696	33696	5	12	5	12	7
c.	Stores Office (Solar Lantern shop and civil office, offices)	10920	10920	10920	10920	5	12	5	12	7
2	Production & Planning Office (Administrative block- all offices)	23920	23920	23920	23920	5	12	5	12	7
3	Canteen- stores, kitchen & pantry	15808	15808	15808	15808	5	12	5	12	7
4	Main entrance – Reception/ Office	2496	2496	2496	2496	5	12	5	12	7

1	Water pumping station	910	910	910		Rs. / sq. mtr	5	12	7
2	Civil stores	910	910	910		Rs. / sq. mtr	5	12	7
6. Other activities for sweeping, cleaning, mopping, washing on shift basis (Shift 6.00 AM M. 2.00 PM – 10.00 PM, 10.00 PM – 6.00 AM):									
Sl. No.	Brief Description	Monthly Qty.							
i)	Cleaning of Toilets, urinals with acid/phenyl twice in a shift including cleaning of tiles and urinal separators. Placing naphthelin balls etc. and cleaning of Wash Basins and area around water coolers, Pantries attached to canteen on shift basis.	156	156			Rs./each time	5	12	7
i) a	Additional nos. Toilets cleaning.	3	3			Rs./each time, Per day	5	12	7
i) b	Additional Water cooler area cleaning	3	3			Rs./each time, weekly	5	12	7
i) c	Additional Wash Basin areas cleaning	3	3			Rs./each time, per day	5	12	7
i) d	Additional pantry areas cleaning	3	3			Rs./each time, per day	5	12	7
ii)	Collection of refuse/garbage after closure of office and its disposal.	1560	1560			Rs./point/shift	5	12	7
iii)	Mopping of floors of conference room/ Head of Unit office with disinfectant /anti bacterial chemicals once a day in the morning before the start of office.	7374.12	7374.12			Rs./ sq.mtr	5	12	7
iii) a	Mopping of floors of offices with disinfectant /anti bacterial chemicals twice in a shift in the morning before the start of office. (including proposed offices)	94588	94588			Rs./ sq.mtr	5	12	7
iv)	Lobby and common areas of existing administrative block to be mopped on shift basis.	15600	15600			Rs./ sq. mtr	5	12	7
v)	Removal of cob-web from covered areas as specified at Sr.1, 2, 3 4 & 5.	30	30			Rs./area	5	12	7
vi)	Vacuum cleaning of carpets, sofa sets and curtains on shift basis	72	72			Rs./per area/shift	5	12	7
vii)	Collection of refuse/garbage so generated and dumping it at specified location(s), on daily basis.	1500	1440			Rs./point/shift	5	12	7

19/27

viii)	Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Municipal Corporation.	1	1	Rs./point	5	12	7
ix)	Cleaning/desilting of open drains small,	780	780	Rs./ Mtr	5	12	7
x)	Cleaning/desilting of existing open drains storm water,	1200	1200	Rs./ Mtr	5	12	7
x) a	Cleaning/desilting of additional open drains storm water,	1200	1200	Rs./ Mtr	5	12	7
OTHER HOUSE KEEPING							
Sl. No.	Brief Description	Qty.		Monthly Qty.			
i)	Dusting and cleaning of furniture/ window panels/ office equipments. / telephone instruments etc.	52	52	Rs./ shift	5	12	7
ii)	Cleaning of name plates Vacuum cleaning of carpets and curtains, ceiling fans	52	52	Rs./shift	5	12	7
iii)	Attending to telephone calls, fax etc. (HOU Office & old office), Minimum 02 persons	52	52	Rs./shift	5	12	7
iii) a	Attending to telephone calls, fax etc. (One more office) Minimum 02 persons	52	52	Rs./shift	5	12	7
iv)	Providing photocopying services (machines/ material to be provided by BHEL)	52	52	Rs./shift	5	12	7
v)	Providing internal dak distribution	52	52	Rs./shift.	5	12	7
vi)	Distribution/ serving of tea/ snacks/ drinking water	52	52	Rs. /shift	5	12	7
vii)	Assistance in mailing service including dak-despatch through post office	26	26	Rs. / day	5	12	7
ix)	Dusting & cleaning & bringing medicines from specified place to dispensary	26	26	Rs./ day	5	12	7
x)	Maintenance of library & record room	26	26	Rs./ day	5	12	7
	Taxes & Duties						

MEASUREMENT OF WORK AND PAYMENT THEREOF.

1. A Measurement Book will be maintained in the Unit by the authorized representative of BHEL who shall make entries regarding the work executed by the contractor under different heads. These entries will be counter-signed by the contractor or his duly authorized representative.
2. Short comings, if any, in the work executed by the contractor will be pointed out by the designated employee to the Contractor or his authorized representative and the same will be rectified by him within 3 days to the satisfaction of the designated employee.
 - i) Payments will be made to the contractor on achieving milestone /on the basis of work carried out by him.
 - ii) Consumption of material will be verified through challan for entering of material at Factory gate.
 - iii) All payments will be subject to deduction of income tax at source as per Income Tax and Service Tax as per the applicable Rules.
3. Payment towards work satisfactorily executed will be made to the contractor at the rates quoted in price bid for the scope specified at Annexure A (1) with A.

CONTRACTOR'S OBLIGATIONS

CONTRACTUAL

- a) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to dictate such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- b) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- c) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.
- d) Contractor to maintain appropriate records of his employees deployed to carry out the job(s).
- e) Contractor should issue appropriate appointment letters to his employees.
- f) Contractor to provide employment card/Identity card with photograph duly verified and attested by the Contractor to his employees. Contractor to indicate the name of the proprietary/partnership firm/company, place of work, contract number and duration of validity of card.
- g) Contractor will be responsible for the good conduct of his employees. In case of any misconduct/misbehaviour by any employee, the contractor will replace such employee(s) immediately.
- h) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.

- i) Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- j) Contractor to provide safety appliances and safety shoes to his employees. The contractor shall be responsible for enforcing all safety regulations as applicable.
- k) The contractor has to provide a distinct uniform different from BHEL employees. The Uniform should have logo of the Contractors firm / company. The uniform shall be kept in neat, tidy and wearable condition. Wherever necessary, the Cap shall be integral part of the uniform.
- l) Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- m) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues including retrenchment compensation.
- n) Contractor shall provide to his employees all tools, tackles and equipments and maintain the same to carry out the job under the contract at his cost and if necessary contractor may take insurance policy of his men, material, equipments and tools and tackles.
- o) Contractor shall provide safety appliances and maintain the same at his own cost which may be required under the statute or otherwise.
- p) Contractor shall provide material at his cost as mentioned in the contract to his employees for carrying out the job.

B) Towards statutory liability

- a) All statutory requirements under Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act. 1923, EPF & MP Act, 1952, Payment of Gratuity Act, 1972, ESI Act, 1948, The 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.

- b) 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.
- c) Contractor shall ensure payment of statutory prescribed minimum wages as applicable from time to time in the presence of authorized representative of BHEL and maintain proper records of their timely disbursement. These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities / BHEL authorities.
- d) Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act , 1952 to the RPFC.
- e) Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership No./card of each employee.
- f) Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees.
- g) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- h) Contractor shall be solely responsible for non payment/ delayed payment of wages/ DA, contributions under EPF & MP Act, ESI Act etc.
- i) In case the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit/other dues/running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- j) 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.
- k) The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.

- l) Contractor to obtain insurance cover for his employees / equipment / tools and tackles etc and take third party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, pilferage of his property and / or his employees.
- m) Contractor should have independent code numbers/ exemptions under EPF & MP Act, 1952 and ESI Act, 1948 and shall cover his employees under the said codes. The contractor will be required to compulsorily make the contributions upto the statutory wage ceiling irrespective of the wages drawn by their employees'.
- n) Payment of bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under Act will be the sole responsibility of the contractor. Contractor will be required to take personal accident policy for the workers deployed at BHEL Rudrapur.
- o) Over and above the daily wage rate, payment shall be made for leave with wages.
- p) Contractor shall observe Provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employee. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission.
- q) In case a contractor employs women as employee he will discharge his obligation under law in respect of such women workers such prohibition of engaging them during night-hours, prohibition of employing them for more than 9 hours per day, provision of crèche facility, grant of maternity leave as per rules etc.
- r) Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period and to ensure disbursement of wages in the presence of the authorities representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
- s) Contractor to obtain license under CL(R&A) Act, 1970.

ANNEXURE-D

GENERAL TERMS & CONDITIONS

- a) BHEL shall have the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.
- b) The contractor shall maintain regular contact with the designated employee(s) of BHEL and will interact on matters relating to the work awarded under this contract.
- c) In case the Contractor does not carry out the Contractual/Statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days time failing which, BHEL reserves the right to terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.
- d) The contractor shall deposit an amount of 10% of the contract value as security with BHEL in the form of pay order /bank guarantee / **FDR in the name of contractor A/c – BHEL** duly discharged on the back. Alternatively, the amount of security deposit can be adjusted partly from EMD and balance amount from subsequent bills. However 50% of the SD will be deposited in cash/ in the form of Demand Draft / bank guarantee and balance 50% can be recovered @10% from running bills. This security deposit shall be liable to be returned to the contractor after termination of the contract or at the end of it, subject to deduction on account of company dues, non-deposit of statutory dues etc. No interest shall be payable on the security deposit.
- e) The decision of BHEL regarding interpretation of any of terms and conditions set forth in this agreement shall be final and binding on the Contractor.

- f) Any matter arising out of or in connection with the agreement shall be under jurisdiction of Rudrapur Court.
- g) Notwithstanding anything contained in this Agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.
- h) The contract will commence on the date of award of the work order and will remain valid for a period of 02 year(s) from the date of commencement of work. The parties reserve the right to extend the contract on mutually agreed terms and conditions.
- i) All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made thereunder. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Rudrapur in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Rudrapur Courts.