



**BHARAT HEAVY ELECTRICALS LIMITED**  
HPEP, RAMACHANDRAPURAM, HYDERABAD-502032  
FACTORY CIVIL DEPARTMENT  
Telephone No: 040 – 2318 4180, email: ldv@bhel.in

**TENDER NOTICE No: HY/FCD/OT-12/2022-23, date: 23.09.2022**

**Name of work:** “*Renovation of Conference Hall in External Services Dept., 02 Annexe, 2<sup>nd</sup> Floor - in 2<sup>nd</sup> Phase.*”

Name of the Department : **FACTORY CIVIL DEPARTMENT, HPEP, Hyderabad**  
Tender Notice No : **HY/FCD/OT-12/2022-23, date: 23.09.2022**

1. Bharat Heavy Electricals Limited, a Government of India Public Sector undertaking having its Registered Office at Siri Fort, New Delhi. HPEP, BHEL Ramachandrapuram, one of its manufacturing Units, invites sealed tenders in TWO (02) Part Bid from eligible Contractors, who fulfill qualification criteria as stipulated in NIT, for the above mentioned work.
2. Sealed quotations in single cover consisting of **TWO inner sealed covers (containing Technical bid and Price bid)** super scribing the Tender Notice No., Name of work, Contractor name & address will be received at this office **upto 11:00 hours on or before 14.10.2022** at vendor complex, beside Administrative Building, BHEL Ramachandrapuram. Technical bid will be opened at 13:15 hours on the same date and further information, if any, may be obtained from the office.
3. Bidders can also submit offer through email at their own risk which should reach BHEL inbox by **11:00 hours on or before 14.10.2022**. The Offer is to be submitted in two parts, as mentioned below:

SNo.	Bid Document		to email
1	Technical Bid	Signed and scanned Technical Bid along with EMD details, to be submitted as an attachment	<a href="mailto:technicalbid_hyd@bhel.in">technicalbid_hyd@bhel.in</a>
2	Price Bid	Signed and scanned Price Bid, to be submitted as an attachment	<a href="mailto:pricebid_hyd@bhel">pricebid_hyd@bhel</a>

Notes:

- (i) Bidders have to submit the Bids / Documents to the respective email ids only, as mentioned above.
  - (ii) Bidders should not forward / send any of the above Documents / Bids / information to any other BHEL email ids.
  - (iii) Bidders shall have no claim on email offers sent to any other email id. Documents / Bids sent to any other email id shall not be considered for evaluation.
  - (iv) Interchanging the information in the emails may lead to rejection of the offer.
  - (v) BHEL is not responsible for any kind of delay in receipt of the offer by email for whatsoever reason. Bidder are advised not to wait till end moment rush.
4. In case of email offers, the mail subject should contain Enquiry number. Due date, Bidder name, Bidder address including contact details should be mentioned in the content of the mail. Offers without these are liable for rejection.
  5. The tender documents are available in the BHEL web site, [www.bhel.com](http://www.bhel.com). Those who wish to download the same may do so. While submitting the tender documents, charges towards cost of tender document should be enclosed as per **Clause-1** of NIT. The tender documents downloaded from the website and submitted without requisite charges shall be summarily rejected. Corrigendum, if any, will be published in BHEL web site only.
  6. BHEL is not encouraging to purchase the tender documents from office or through post to prevent the spread of CORONA Virus.
  7. In case, tender documents are sent by post, BHEL-HPEP shall not be responsible for any delay due to any reasons (including postal delay) in receiving the tender documents.



**CONTENTS**

<b>S No.</b>	<b>Description</b>
1	NOTICE INVITING E-TENDER
2.0	PREQUALIFICATION REQUIREMENTS
2.1	FINANCIAL TERMS AND CONDITIONS
2.2	INSTRUCTIONS TO TENDERER
3.0	GENERAL TERMS AND CONDITIONS
3.1	ELIGIBILITY CRITERIA
3.2	EARNEST MONEY DEPOSIT
3.3	SECURITY DEPOSIT
3.4	STATUTORY REQUIREMENTS
3.5	MANPOWER
3.5.A	SAFETY
3.6	PERIOD OF CONTRACT
3.7	FAILURE TO COMPLY WITH CONTRACT
3.8	PAYMENT TO THE CONTRACTOR
3.9	PRICE VARIATION CLAUSE
3.10	SUB-CONTRACTING
3.11	LAWS GOVERNING THE CONTRACT
3.12	LEGAL JURISDICTION
4	DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR
5	ARBITRATION & CONCILIATION
6	CONTRACT WORK DESCRIPTION – SCHEDULE “A”
7.A	PRO-FORMA FOR OFFERING TECHNICAL BID
7.B	SPECIAL TERMS AND CONDITIONS
7.C	SPECIFICATION INFORMATION TO THE CONTRACTOR
7.D	EVALUATION OF PRICE BID
7.E	MSE SUPPLIER
7.F	PRO-FORMA FOR PRICE BID
8.A	DECLARATION BY THE TENDERER
8.B	CERTIFICATE BY CHARTERED ACCOUNTANT
8.C	BID SECURING DECLARATION FORM
8.D	UNDERTAKING BY TENDERER FOR DEPLOYMENT OF CANDIDATES
9	GENERAL TERMS AND CONDITIONS OF CONTRACT AGREEMENT



10	SPECIAL INSTRUCTIONS
11	ISSUE OF MATERIAL: SCHEDULE-"B"
12	SERVICES: SCHEDULE-"C"
13	REVERSE AUCTION
14	PRO-FORMA FOR CONTRACT AGREEMENT
15	PRO-FORMA FOR BANK GUARANTEE (in-lieu of SECURITY DEPOSIT)
16	LIST OF CONSORTIUM BANKS
17	OTHER DETAILS OF THE CONTRACTOR



## 1 NOTICE INVITING TENDER

SNo.	Tender Notice No.	Name of work	Approx. Estimated Value of work	Earnest Money Deposit (EMD)	Period of Contract
1	<i>HY/FCD/OT-12/2022-23, date: 23.09.2022</i>	<i>Renovation of Conference Hall in External Services Dept., 02 Annexe, 2<sup>nd</sup> Floor - in 2<sup>nd</sup> Phase</i>	<b>Rs. 4,77,545</b>	<b>Rs. 9,560/-</b>	<b>TWO (2) months</b> <b>(Ref. Clause 3.6 of NIT)</b>

SNo	Description	
1	Cost of tender documents	<b>Rs. 1000 /-</b> (if download from Web) <b>Rs 2000 /-</b> (if purchased from Office)
2	Last date & Time for sale of tender documents	<b>13.10.2022 at 14:00 hours</b> <b>from the office of DGM / Fy. Civil-Planning</b>
3	Last date for receipt of tender	<b>14.10.2022 at 11:00 hours</b>
4	Date, time and place of tender opening	<b>14.10.2022 at 13:15 hours,</b> at VENDOR COMPLEX, BHEL, RC Puram, HYDERABAD-502032.
5	Any corrigendum	Tenderers are advised to go through the web site regularly
6	<b>Maintenance period</b>	<b>TWELVE (12) months</b>

**SCOPE OF WORK:** The details of the scope of work is attached in **SCHEDULE -A.**

## 2.0 PREQUALIFICATION REQUIREMENTS:

The following conditions have to be satisfied by the tenderer, with documentary proof to be enclosed with tender bid (Technical):

- 2.0.1** Average annual financial turnover during the last three years, ending 31<sup>st</sup> March of the previous financial year (should submit balance sheet and P&L account for last 3 years – certified by Chartered Accountant), should be at least 30% of the estimated cost (**Rs. 1,43,270**). Further, if the tenderer fails to submit the figure (s) for any of the three years, non-submitted year will be considered as “0” (Zero) for averaging the turnover. In the three years turnover, previous year turnover is compulsory.
- 2.0.2** Particulars of experience / credentials for the works executed of any labour intensive nature during not older than 7 years (Completion and experience certificate of the works to be enclosed) ending last day of month previous to the one in which applications are invited should be either of the following:
- Three similar works** completed/executed each costing not less than the amount equal to 40% of the estimated cost of each work (**Rs. 1,91,020/-**) -- [or]
  - Two similar works** completed/executed each costing not less than the amount equal to 50% of the estimated cost of each work (**Rs. 2,38,780/-**) -- [or]
  - One similar work** completed/executed costing not less than the amount equal to 80% of the estimated cost of each work (**Rs. 3,82,040 /-**)

### Similar Work:

**All types of Civil related works like carpentry or masonry or fabrication or painting etc., shall be treated as Similar Work.**



**Notes:**

- (1) If the experience certificate for any work executed in BHEL, RC Puram in the past three years contains any adverse remarks, the same shall be a disqualification factor;  
For this purpose, works executed or still under execution during present financial year and / or during preceding three consecutive financial years, irrespective of date of awardal, shall be considered (whether documents are produced or not by the bidder for this tender).
  - (2) The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site [www.bhel.com](http://www.bhel.com).
- 2.0.3** Tenderer should furnish performance certificate of similar earlier executed works
- 2.0.4** The offers of the Tenderers who are on the banned list and also the offer of the Tenderers who engage the services of the banned firm shall be rejected. The list of banned firms is available on BHEL website [www.bhel.com](http://www.bhel.com).
- 2.0.5** Tenderer should furnish valid ESI Code Number and PF Code Number. If PF, ESI registration is not available then Tenderer should submit an undertaking to obtain applicable PF, ESI coverage of all our workmen to be deployed for the above work before commencement of the work as per NIT conditions.
- 2.0.6** Tenderer shall furnish PAN details (in case not available, proof of having applied with acknowledgement from concerned authority should be furnished) and Income Tax Assessment / declaration copy for the last three (3) year should be enclosed with the bid (self-attested copies).
- 2.0.7** Tenderer should obtain Labour License (Central Government) before commencement of work as applicable or if available to be enclosed along with the tender.
- 2.0.8** It is required to furnish GST number & certificate.

**2.1 FINANCIAL TERMS AND CONDITIONS:**

**2.1.1** Refer Clause 3.8 for Payment Terms.

**2.1.2 TAXES AND DUTIES - GST clauses applicable for the tender:**

All the terms and conditions of the contract with respect to Taxes and Duties are subject to the new Taxation Laws introduced from time to time (eg: GST). The terms and conditions shall be modified in accordance with the provisions of new laws (eg: GST).

Following points to be complied with respect to GST:

- (a) IGST / CGST / SGST / UTGST: Rate of Tax to be quoted as extra in %
- (b) In case GST credit is delayed / denied to BHEL due to non/delayed receipt of goods and/or tax invoice or expiry of timeline prescribed in GST law for availing such ITC, or any other reasons not attributable to BHEL, GST amount shall be recoverable from the Contractor along with interest levied / leviable on BHEL.
- (c) 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 the Contractor along with interest levied / leviable on BHEL.
- (d) The Contractor should arrange to send to BHEL, Hyderabad along with all the required documents as in Purchase Order, Tax Invoice (Original for Recipient) along with his bills.
- (e) The Contractor has to ensure correct applicability of IGST / CGST / SGST / UTGST based on the Inter /Intra state movement Supply of goods and services or both.
- (f) Taxes and duties prevalent on the contractual delivery date or the actual delivery date (in case of delay) whichever is lower shall be paid. Composition Scheme to be addressed.
- (g) Contractor should note that the Invoice is to be raised quoting HSN Code of Goods or Accounting Code of Services or both wherever applicable.



- (h) Invoice should mention BHEL-HPEP-HYDERABAD GSTIN: 36AAACB4146P1ZG or GSTIN of BHEL Nodal Agency as mentioned in PO.
- (i) In case of any short supply of goods or services, Contractor has to raise a credit note for short supplied quantity as per GST provisions.
- (j) Any GST liability arising on BHEL under reverse charge before actual receipt of goods and or services and/or invoice thereof would be subject to recovery of interest leviable for the period between the date of such liability and actual date of eligibility of ITC based on receipt of goods, receipt of invoices and other conditions specified in GST law, as applicable.
- (k) Contractor should mention their GST registration number in all their invoices and invoices shall be in the format as specified / prescribed under GST laws. Invoices should necessarily contain Invoice Number (in case of multiple numbering system is being followed for billing like SAP Invoice No., Commercial Invoice No. etc., then the Invoice No. which is linked / uploaded in GSTN network should be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN / SAC Code, etc.
- (l) A declaration to the effect that all tax liability as per GST rules and regulations shall be discharged.

### 2.1.3 **PENALTY TERMS:**

**The following Penalties are envisaged in the contract and shall be assessed and recovered independently:**

#### (a) **DELAY IN COMPLETION OF WORK:**

In the event of delay in completion of the awarded work beyond the contractual delivery date, a **penalty of 0.5% of the Contract value per week delay or part thereof subject to a maximum of 10% of the Contract value** shall be levied and recovered from any of his bills lying with BHEL along with GST, as applicable.

#### (b) **DELAY IN DEPOSITION OF SECURITY DEPOSIT:**

If the Contractor fails to deposit the required Security Deposit within TWO weeks period from the date of issue of LoI [or] as requested by BHEL, EMD shall be forfeited and the Contractor / Tenderer may be suspended from being eligible for bidding in any contract with BHEL for a period of TWO years from the date of notification, in case of continuous defaulter including recovery of penalties / interests prevailing as per BHEL Policies, applicable, as on date of tendering.

#### (c) **DELAY IN COMMENCEMENT OF WORK:**

If the Contractor fails to commence the work within FIFTEEN (15) calendar days from the date of issue of LoI or as requested by BHEL, a **penalty of 0.5% of the Contract value per week delay or part thereof subject to a maximum of 10% of the Contract value** shall be levied and recovered from any of his bills lying with BHEL along with GST, as applicable.

(d) Violation of applicable safety, health and environment related norms, a penalty of Rs. 5,000/- (Rupees Five thousand) per occasion shall be imposed.

2.1.4 **Over-Run Compensation**- Not applicable.

2.1.5 **ADVANCE PAYMENT:** No Advance payment shall be made to the Contractor.

## 2.2 INSTRUCTIONS TO TENDERER:

### 2.2.1 Tender is a TWO part bid system.

The tender documents consist of Part – A and Part – B as detailed below:



Part – A: Techno-commercial Bid

Part – B: Price Bid, to be submitted in sealed cover as per Tender conditions.

**Submission of tender covers for each work (separately) should be as per sub-Clauses hereunder.**

**2.2.2** Cover ‘A’ – for Technical and Commercial Bid (sealed cover) super scribing the Tender Notice No., Name of work, Contractor name and address and Part – A (Techno-Commercial Bid). The format for Techno-Commercial Bid is attached to the Tender Document.

**Note:**

The Tenderer should not indicate the price or rate at any place in the Part-A: Techno-Commercial bid. If any Tenderer submits combined bid i.e., Tech. Bid and Price Bid in one cover, such offer shall be summarily rejected. The Tenderer should expressly accept all the terms and conditions of the Tender. The bid / tender which does not comply with the BHEL Terms & Conditions shall be rejected as non-responsive / non-conforming and non-acceptable.

**2.2.3** Cover ‘B’ – for Price Bid (**sealed cover**) super scribing the Tender Notice No., Name of work, Contractor name and address and Part – B (Price Bid). The format for Price Bid is attached to the Tender Document.

**2.2.4** Cover ‘C’ -This cover should contain sealed Cover ‘A’ (Techno-Commercial bid) and sealed Cover ‘B’ (Price bid). The cover shall be sealed and super scribed with Tender Notice No., Name of work and Contractor name and address.

**2.2.5** The Techno-Commercial Bid (Part - A) and General Conditions of Contract shall be attached to Techno-commercial offer with each page duly signed by the tenderer (at the bottom of each page) as a token of acceptance.

**2.2.6** Part ‘B’ – the price Bid should not carry any conditions. Service Charge in ( $\pm$ ) % should be quoted in clear terms in the format given by BHEL. The Service Charge in ( $\pm$ ) % should be quoted in figures as well as in words.

**2.2.7** PRICE BID - The tenderers are required to submit their quotation for all the items listed in the Price Bid format given along with the tender documents. The Service Charge % should be quoted after careful study of the actual job requirement so that, in case the contract is awarded, contractor should not express any difficulty in execution of the contract.

**2.2.8** Part ‘B’ Price bid will be opened only in respect of those Tenderers who are qualified in Techno-Commercial Bid.

**2.2.9** The tender forms, both Part ‘A’ & ‘B’, duly filled in all respects should be signed on each page by the Tenderer. Any alteration, erasure or over-writing shall render the tender invalid. Alteration neatly carried out and duly attested over with the full signature of the Tenderer however is permitted.

**2.2.10** The Tenderer should submit the tender documents intact without detaching any page / pages.

**2.2.11** The Name of the Tenderer should be written or the Contractor’s seal to be put on the sealed envelope.

**2.2.12** Before making the offer, the Tenderers are advised to carefully go through the terms and conditions, which form part of the Agreement.

**2.2.13** All entries in the tender document should be in one ink. Corrections, over writing, cuttings etc., are not permitted. All columns in the tender form should be filled without leaving any blank in any page of the tender. In case any of the columns is left blank, the tender would be rejected.



- 2.2.14 Each and every page of the tender document should be stamped & signed by the Tenderer.
- 2.2.15 Tender documents consisting of Part 'A' & 'B' duly sealed in separate envelopes should be sealed in another envelope and should be deposited in the Vendor Complex, HPEP, BHEL-RC Puram, Hyderabad-502032 addressed to **Sr. Dy. General Manager / Purchase, Co-ordn., HPEP, BHEL, RC Puram, Hyderabad, Telangana-502032** so as to reach on or before **11:00 hours on 14.10.2022**. The tender documents may also be sent either by registered post / Speed Post / Courier so as to reach on or before the said date and time. Part 'A' of tender form i.e., Techno-Commercial Bid will be opened on **14.10.2022 at 13:15 hours** on the same day in the presence of tenderers or their representatives who are present for the tender opening. Tenderers who qualify in the Techno-commercial Bid will be intimated to attend the tender opening of Part 'B' - Price bid at a date to be notified separately. Part 'B' i.e., Price Bid will be opened at the specified date in the presence of the tenderers or their representative who are notified to attend the tender opening.
- 2.2.16 For any further details required, **In-Charge, Planning Dept. / Fy. Civil & Projects, HPEP, BHEL, RC Puram, Hyderabad-502032**, may be contacted in person or through Telephone Nos.: **040-2318 4180 / 2318 5227. Email: ldv@bhel.in**
- 2.2.17 BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The company has no obligation to accept the lowest tender. Offer of the Tenderer if prima-facie found not comparable with the quantum of work envisaged and the bid is a desperate effort to be L1, then the offer is liable to be rejected. BHEL's decision in this regard shall be final and binding.
- 2.2.18 The Minimum Wages as per statute or BHEL notified wages revised (whichever is higher) from time to time are payable. The Tenderer would be required to pay allowances / incentives as decided and communicated by BHEL.
- 2.2.19 **VALIDITY OF RATES: The rates quoted should be valid for 120 days initially from the date of opening of the Techno-Commercial bid.**
- 2.2.20 **DISCREPANCY IN WORDS & FIGURE QUOTED IN PRICE BIDS:**
- 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 / or
  - 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 (i) and (ii) above; and / or
  - If there is such discrepancy in the offer, the same shall be conveyed to the Tenderer / bidder with target date up to which the Tenderer / bidder has to send his acceptance on the above lines and if the Tenderer / bidder does not agree to the decision of the BHEL, the bid is liable to be ignored.
- 2.2.21 Wherever it is quantity based work, including main work and sub-work, the tenderer should quote his rates against each item /work (main as well as sub-work / item).
- 2.2.22 In case of quantity based work contracts, the tenderer should quote the rates against each item keeping in view the prevailing applicable Minimum wages / BHEL wages whichever is higher statutory payments and other payments if any and other obligations as per the statutory provisions and amendments thereto and also as directed by BHEL from time to time.
- 2.2.23 BHEL reserves the right to award the contract to one or more contractors simultaneously as deemed fit at the initial stage or during the contract period.



- 2.2.24** BHEL reserves the right to reject any bid, which is technically unacceptable and unworkable. Further, BHEL also reserves the right to reject any or all tenders without assigning any reasons thereof.
- 2.2.25** BHEL reserves the right to cancel the contract at the initial stage or during the contract period without assigning any reason to the tenderers.
- 2.2.26** Wherever prescribed formats are specified for the tenderers use, Tenderers shall use the same for making his Claims.
- 2.2.27** Tender document should be complete in all respects.
- 2.2.28** Successful tenderers shall enter into an Agreement on stamp paper of Rs. 200/- for having accepted the rates, terms and conditions of the contract as per the pro-forma given by BHEL.
- 2.2.29** The Offers should be in full conformity with the terms and conditions of this tender. No contra conditions are acceptable. Incorrect and incomplete tenders are liable to be rejected. Tenders not submitted in the prescribed forms shall be rejected.
- 2.2.30** BHEL reserves the right to accept or reject any tender in part or full at their discretion without assigning any reason.
- 2.2.31** If a tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, then BHEL reserves the right to reject such tender at any stage.
- 2.2.32** If the tenderer indulges in any unethical practice for securing the contract, the offer of such tenderer shall be rejected.
- 2.2.33** Any written communication required to be sent to the contractor in writing shall be sent at the address mentioned on the tender form or to any other address subsequently intimated by Contractor in writing to BHEL HPEP for the contract purposes or to his email address.
- 2.2.34 SITE VISIT:**
- (a) Before quoting, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions, position of materials and labour related procedures & practices. They should be well versed with BHEL General Conditions of Contract, Instructions to tenderers, drawings wherever applicable and specifications and all other documents which form part of the agreement to be entered into subsequent to award of work. The tenderers shall specially note that it is the tenderer's responsibility to provide any item which is not specially mentioned in the specification or drawing, but which is necessary to complete the work
  - (b) The tenderer / bidder and any of his authorized personnel or agents will be granted permission by the BHEL to enter upon its premises and lands for the purpose of site visit. However, the bidder shall express condition that he, his personnel, and agents will be responsible against all liability in respect thereof, including death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
  - (c) The tenderer / bidder should inform the BHEL at least Two days (time may be fixed in consultation with tender issuing authority) in advance about the proposed site visit. The Bidder, at his own responsibility and risk is encouraged to visit, inspect and survey the Site and its surroundings and satisfy himself before submitting his bid as to the form and nature of the Site, the means of access to the Site, the accommodation he may require, etc.
  - (d) In general, tenderers / bidders shall themselves obtain all necessary information. A tenderer / bidder shall be deemed to have full knowledge of the Site, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed. The cost of visiting the Site shall be at



(Vendors to furnish this mandate on their Letter Head. )	
<p>To                  Dy. Manager/Finance-CM                  Bharat Heavy Electricals Limited                  Ramachandrapuram                  Hyderabad 502 032</p> <p>Dear Sir,</p> <p style="text-align: center;">Sub: Details for National Electronic Fund Transfer</p> <p>We request and authorize you to effect payment through NEFT to our Bank account, subject to RBI Guidelines, as per the details given below</p> <p>A. Sup code (As per PO/SCO) / Staffno :                  B. (Name as per PO/SCO) :                  (Retd Employee to indicate address here)                  C. PAN of Beneficiary :                  D. TIN of Beneficiary :                  E. e-mail address of Beneficiary :                  F. City (of Beneficiary) :                  G. Bank Name :                  H. Branch (of Bank) :                  I. A/c Number :                  J. A/c type (Savings or Current) :                  K. MICR Code of the branch (9 digit) :                  L. IFSC for NEFT (11 char) :                  M. IFSC for RTGS (If different from L) :</p> <p>Thanking you,</p>	<p>Ref No: Date: Ref No.</p> <p>(Signature with Seal) _____                  Authorised Signatory Name _____                  Designation _____</p> <p>Authorized Signatory Name _____                  Designation _____</p>
<p>Certified that the particulars furnished above are correct as per our records</p> <p>Date _____ (Signature of authorized official of bank)                  Bank Stamp _____</p>	

the Bidders' own expense. Any deviations of information in the report and the actual site will not be the responsibility of the BHEL

**2.2.35** The Contractors / Firms who are quoting for tenders for the first time in BHEL, Ramachandrapuram are requested to provide the following NEFT details (Bank official Signature) along with cancelled cheque. This information is required for transactions between BHEL and the Contractors / Firms.

**3.0 GENERAL TERMS & CONDITIONS:**

- 3.0.1** Contractor shall obtain Labour License (Central / State Government) before commencement of work as applicable.
- 3.0.2** In case Contractor engages labour from outside State to execute the said work, he is required to obtain license under Inter State Migrant Workmen (RE&CS) Act 1979  
 Note: BHEL reserves the right to split up the work into convenient portions and award them to different contractors.
- 3.0.3** The tenderer shall keep the contents of his tender and rates quoted by him to be kept confidential.
- 3.0.4** All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of Bid shall be borne by Bidder. BHEL in no case shall be responsible or liable for these costs regardless of the outcome of the Bidding process.
- 3.0.5** The bid prepared by the Bidder including all correspondence etc. relating to his offer / bid shall be in ENGLISH language.
- 3.0.6** The tenderers must sign on all the pages of tender documents, including the NIT, which forms part of tender document.
- 3.0.7** A tender may be rejected while scrutiny of techno-commercial bid, in case there is any unsatisfactory past performance in the execution of an earlier contract.
- 3.0.8** Contractor shall follow general instructions and obligations of the Contractors as prescribed.



- 3.0.9** Contractor shall arrange Group Insurance and follow all relevant rules applicable from time to time.
- 3.0.10** The total safety of operation is Contractor's responsibility. Contractor should provide the following as per requirement to each workman and any additional PPEs, if required in executing the contract.
- a. Two pair of dresses in the beginning of the contract.
  - b. One safety helmet per annum.
  - d. One pair of shoe per annum along with two pairs of socks.
  - e. Safety goggles (U.V Protective glasses). (Min.3 nos. per annum)
  - f. Safety goggles for Grinders (Min. 4 No's per annum).
  - g. One Hand shield per annum.
  - h. One Head shield per annum
  - i. One pairs of hand gloves (leather) per month.
  - j. Cora cloth 1/2 Mt. per month.
  - k. One soap per month.
  - l. Ear Plugs (Min.12 No's per annum).
  - m. Dust masks (Min.24 No's per annum).
  - n. Any other relevant safety Personnel Protective Equipment.
- 3.0.11** Every PPE item should follow BHEL Safety Engineering Standards.
- 3.0.12** Supervision of Contract Workforce shall be monitored by Contract Supervisor. Contractor & Supervisor shall be available whenever required.
- 3.0.13** The Contractor is wholly responsible for any loss of life or partial disability of any of their employees while on duty.
- 3.0.14** In case of occurrence of any accident/ injury of Contractor's staff, BHEL will not pay any compensation while they are on duty and Contractor has to take care of same as a statutory obligation.
- 3.0.15** BHEL reserves the right to reject any or all tenders in part or in full without assigning any reason at any stage.
- 3.0.16** Above mentioned work shall be executed in accordance with the agreement conditions applicable to Labor works as per model contract of BHEL. A copy of the same can be had from the undersigned.
- 3.0.17** Upon awardal of the work, within 7 (SEVEN) days the party has to execute an agreement with BHEL as per model contract before commencement of work.
- 3.0.18** Payment to the workers by Contractor to be made on or before 7th day of every month without fail through their common Bank accounts, otherwise suitable action shall be taken at Contractor's risk and cost. CASH / CHEQUE TRANSACTIONS made for payment of Wages are NOT acceptable.
- 3.0.19** Contractor has to issue wage slips to the workers before paying wages, maintain attendance, wage register and muster roll of his employees.
- 3.0.20** The quantities mentioned in the agreement schedule are worked out from the relevant data in the company and may or may not be the actual required for execution.
- 3.0.21** The company does not expressly or by implication agree that the actual amount of the work to be done shall correspond there with, but reserves the right to increase or decrease the quantity of any item or portion of the work as it deems necessary.
- 3.0.22** If any information furnished by the tenderer is found false at a later stage, the tenderer shall be Black listed and the existing agreement and contract will also be cancelled at the risk and cost of the Contractor.
- 3.0.23** BHEL reserves the right to short close the contract with in period of any time in the event of bad performance of the Contractor or any other reasons detrimental to the interests of BHEL.



- 3.0.24** The agencies are advised to visit the work site to understand the nature of work / quantum of work in its true perspective to avoid any complications in future.
- 3.0.25** The tenderer shall not include any additional conditions / alter conditions either in techno-commercial bid or price bid.
- 3.0.26** **Contract to be closed in all respects including final measurement recording in M-Book and Contractor has to submit the Final Bill within TWO (02) months from the completion date as mentioned in the tender or approved date of completion whichever is later.**
- 3.0.27** If the due date of tenders opening extended because of poor response the agencies who have already submitted tender bids earlier need not submit revised tender. The original tender only will be considered for evaluation.
- 3.0.28 RISK PURCHASE:**
- (i) If there is a delay in execution of the work or denial, the work shall be awarded to another agency on “**RISK PURCHASE**” basis at the risk & cost of the contractor and the additional expenditure incurred due to same shall be recovered from any of the outstanding amounts of the Contractor lying with BHEL.
  - (ii) In case the contractor fails to execute the work within the scheduled time or due to any other reasons, BHEL reserves the right to get the same completed through some other party on “**RISK PURCHASE**” basis at the risk & cost of the contractor and any additional expenditure incurred due to the same shall be recovered from any of the outstanding amounts of the Contractor lying with BHEL.
- 3.0.29 MAINTENANCE PERIOD: The maintenance period is TWELVE months.**

### **3.1 ELIGIBILITY CRITERIA:**

- 3.1.1** In case the contractor is a Partnership Firm or a Company, the same should be a registered under the relevant Indian Partnership Act 1932 or Companies Act, 1956 and well established organization having at least three years existence in business consecutively for the past three years.
- 3.1.2** The Successful tenderer has to get the license from Central Labour Dept., under Contract Labour (Regulation & Abolition) Act 1970 for the areas and nature of work, which they will be performing as part of the contract.
- 3.1.3** Tenderer should have independent ESI Employer code under ESI Act 1948.
- 3.1.4** Tenderer should have independent PF code under Employee Provident Fund and Miscellaneous Provisions Act 1952.
- 3.1.5** Photocopy of letter from ESI Corp. and PF Commissioner’s Office to establish that tenderer is independently registered as an employer under ESI and PF to be produced.
- 3.1.6** The tenderer shall also mention the PAN Number issued by Income Tax Department, copy of the PAN card or PAN number allotment letter shall be submitted along with the tender documents.
- 3.1.7** There should be no litigation or charge under investigation / enquiry / trial against the Tenderer, or conviction in a court of law or suspension or blacklisting by any organization on any ground. Tenderer shall confirm this in the Declaration. During the course of work, if any such information comes to light, the contract may be terminated.
- 3.1.8** The opinion / decision of BHEL regarding the bid shall be final and conclusive. BHEL reserves the right to reject any or all the bids at any time without assigning any reason.
- 3.1.9** In case the tenderer has a relative employed in BHEL, the authority inviting tender shall be informed of this fact in writing at the time of submission of tender, failing which the tender may be disqualified, or if such fact comes to light subsequently, the contract may be terminated.
- 3.1.10** For the works which are continuous in nature, and which require regular interaction and monitoring, the contractor shall have an Office/Establishment in Hyderabad.



### 3.2 EARNEST MONEY DEPOSIT:

Tenderers / Bidders are requested to submit the bid securing declaration form as per ANNEXURE-A, B, C.

**3.2.1 Amount as mentioned in Clause-1 above towards EMD** to be enclosed along with technical bid in the form of Demand Draft / Banker's cheque / EFT drawn on any nationalized bank / scheduled bank in the name of "**Bharat Heavy Electricals Limited**" payable at **Hyderabad** and should be enclosed to the tender bid. No other means of payment shall be accepted. EMD / any money due to the tender by BHEL shall not carry any interest.

#### Modes of deposit:

(a) **Electronic Fund Transfer credited in BHEL account (Before opening of Tender). In case EMD is remitted through EFT mode, the Account details to be mentioned as per below:**

#### BANK ACCOUNT DATA FOR RTGS/NEFT MODE OF PAYMENT

1. Party Code  
2. Option : RTGS/NEFT  
**3. Beneficiary Details:**  
A) Name of Beneficiary : BHARAT HEAVY ELECTRICALS LIMITED  
B) Address : RAMACHANDRAPURAM, HYDERABAD- 502032.  
C) Bank Name : STATE BANK OF INDIA  
D) BRANCH NAME : BHELTOWNSHIP, HYDERABAD- 502032.  
E) Account No. : 62048154115  
F) Account type : Current A/c  
G) Bank IFSC Code : SBIN0020075  
H) Bank MICR Code : 500002370

**Kindly note, the Acknowledgement copy to be enclosed with the Technical bid.**

(b) Bankers cheque / Pay order / Demand draft shall be in favor of BHEL (enclosed along with offer).

**3.2.2** Tenders received without EMD as specified above shall be rejected. If EMD accompanies price bid, such bids shall not be considered and will be rejected. No adjustment of EMD shall be made with EMD submitted earlier with other tenders of BHEL or any outstanding amount. If EMD is not in line with amount called for, the EMD as well as the quotations will be returned and unopened to the tenderers.

**3.2.3** EMD of unsuccessful bidders shall be returned promptly upon award of Contract and EMD of successful bidder will be returned upon the bidder's accepting the contract and furnishing the requisite security deposit.



### 3.2.4 **FORFEITURE OF EMD**

- (a) EMD by the Tenderer will be forfeited in following conditions, if:  
After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- (i) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI / Contract.
  - (ii) EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant “Guidelines on Suspension of business dealings with suppliers/ contractors” and forfeited/ released based on the action as determined under these guidelines.
  - (iii) The EMD will be forfeited if the accepted tender is withdrawn
- (b) EMD shall not carry any interest.  
(c) EMD of successful tenderer will be retained as part of Security Deposit.  
(d) If only a part of the work included in the tender had been awarded to the tenderer, proportionate amount of EMD will be retained.

### 3.3 **SECURITY DEPOSIT:**

- 3.3.1** Upon acceptance of his tender bid, the successful tenderer must deposit Security Deposit within the time specified in the letter of intent. Security Deposit shall be collected from the successful tenderer. The rate of Security Deposit shall be as below:
- 3.3.2** The total amount of Security Deposit shall be 5% of the awarded contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.
- 3.3.3** The successful tenderer on receipt of letter of intent can convey his acceptance in writing for conversion of EMD into security deposit.
- 3.3.4** If the work is awarded, the agency has to pay 50% of SD in advance on contract value before commencement of work after adjusting of EMD amount.
- 3.3.5** The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:
- (i) Local cheques of Scheduled Banks (subject to realization), Demand Draft in favour of BHEL.
  - (ii) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
  - (iii) 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).
  - (iv) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL).

Note: BHEL shall 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.

- 3.3.6** At least 50% of the required Security Deposit, including the EMD, 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.



- 3.3.7** If the value of work done or required to be done at any time exceeds the awarded contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be recovered from payment/s due to the Contractor.
- 3.3.8** Failure by the successful tenderer/bidder to deposit the security deposit amount as mentioned above within the stipulated time, which will include any extension that may be granted by the authorities, will render his earnest money deposit liable to forfeiture and his tender shall be consider as withdrawn. Security Deposit shall not be refundable to the contractor except in accordance with the terms of the contract.
- 3.3.9** The Security Deposit will be released along with the final bill or after completion of maintenance period for the work, whichever will be later, subject to the condition that nothing is outstanding against the Contractor. **The security deposit component like FDR, Bank guarantee, other financial instruments as per NIT should be collected in person from BHEL by the representative who is authorized by the agency.**
- 3.3.10** No interest shall be payable by BHEL on earnest money or security deposit or any money due to the contractor by BHEL.
- 3.3.11** **Refer Clause-2.1.3 Penalty Terms of NIT for delay in deposition of Security Deposit.**
- 3.4 STATUTORY REQUIREMENTS:**
- 3.4.1** While quoting the rate, the tenderers are advised to take note of minimum wages / BHEL Fair Wages as per circular issued by BHEL R.C.Puram HR/IR department payable to workmen.
- 3.4.2** The tenderer will be required to comply with all the statutory provisions such as Bonus, if applicable any, (% as prevailing in BHEL RC Puram) if applicable, PF (12%), EDLI (0.5%), ESI, Gratuity, GST whichever is applicable as per norms and other applicable taxes, BHEL Fair Wages prevailing at the time of payment or arrears thereof, declared Holidays, leave, AP Labour Welfare Fund etc. The contractor shall submit the documentary evidence of payment on account of submission of statutory payments made to the concerned agencies every month and same may be submitted for clearance of bill.
- 3.4.3** The tenderer shall comply with the provisions of the Factories Act 1948, Contract Labour (Regulation and und and Miscellaneous Provisions Act 1952, Minimum Wages Act 1948, Payment of Gratuity Act 1972, Industrial Disputes Act, 1947, Payment of Bonus Act 1965, if applicable, Employers Liability Act 1938, Inter State Migrants Workmen (Regulation of employment and conditions of Service) Act 1979 State Govt. Labour Welfare Fund Act, and or any other Laws and Rules that may be applicable from time to time to the workers engaged by him. The tenderer, when required by the Company shall produce the registers and records for verification and comply with other directions issued by the company for compliance of the
- 3.4.4** The tenderer shall fully indemnify the loss if any caused to BHEL due to any default or non-observance of any of the laws, or any omission or commission or inability on the part of the Tenderer or his representative.
- 3.4.5** The tenderer shall, keep and produce for inspection at all times, forms, registers and other records required to be maintained under various statutes in order to enable scrutiny by the Company whenever required.
- 3.4.6** The tenderer shall produce to the Company, the documentary proof of payment of the said statutory dues. Non-observance of the provisions will be construed as default by the Tenderer in making such payment, and payment of his bill will be deferred despite other legal action.
- 3.4.7** The Income tax as applicable will be deducted from the bill of the contractor.
- 3.4.8** The tenderer will be required to maintain the daily attendance of his labours in the prescribed Pro-



forma for accounting payment of wages, deduction towards ESI & PF Contributions, payment of Bonus, if applicable, leave etc.

- 3.4.9** The tenderer shall have to follow the provisions of Payment of Bonus Act 1965, if applicable and Rules 1975, and is liable to pay Bonus to his workers.
- 3.4.10** The tenderer will have to extend paid National Holidays and Festival Holidays to their workmen as per BHEL RC Puram direction or as per the provisions of the relevant Act and the Rules thereof. However, if due to exigencies of work the contractor engages his workmen on National Holidays or Festival Holidays contractor shall pay additional wages as prescribed under the provisions of the Act.

**3.5 MANPOWER:**

- 3.5.1** The Contractor shall provide the required manpower for executing the contracted work. The contractor shall not engage a person who is less than 18 years of age.
- 3.5.2** The contractor shall be responsible for safety of his workers while they are engaged for work connected with the contract. The Contractor shall be responsible for the appropriate usage of the Uniform and PPE's by their workmen.
- 3.5.3** The contractor, as the employer of his workmen, shall manage them. In the event of any dispute arising between the Tenderer and his employees, the Tenderer alone is solely responsible for resolving the dispute between them and BHEL will in no way be responsible for settling the dispute either statutory or otherwise.
- 3.5.4** The contractor will be solely responsible for executing the agreed work and the employees of BHEL will only oversee the proper execution of work. The contractor or his representatives shall be available in the factory to control and supervise his workers and take down instructions from the designated officials of BHEL. The cost of deployment of Supervisor has to be borne by the Contractor.
- 3.5.5** The contractor shall have full control over his workmen w.r.t determining service conditions, discharge, dismiss, or otherwise terminate their services at any time. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- 3.5.6** The contractor shall employ only such personnel who are medically fit. The company has right to direct the contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.
- 3.5.7** The contractor shall employ only such personnel who have not been found unfit for employment in Organizations such as Central/State/Public Undertakings by the Police authorities. Persons against whom criminal cases are pending or under investigation and persons found guilty of offences involving moral turpitude shall not be engaged for executing work.
- 3.5.8** The Contractor shall comply with all the operational rules and regulations, including safety and security rules framed by the company from time to time wherein the Contractor or his workmen happen to be operating / working. In the event of any of the workmen of the contractor violating any of the said rules and regulations, the Contractor would be required to remove forthwith such workmen from the company's premises.
- 3.5.9** Out of total manpower to be deployed the Contractor shall to the extent possible to deploy 15% scheduled castes and 7.5% of scheduled tribe community.



### 3.5.A SAFETY:

- (i) All safety equipment such as safety belts, helmets & other equipment (as required for this work) are to be positioned by the contractor & used as per requirement.
- (ii) Any casualty or damage caused to the property or person by any untoward incidents while executing this contract will be at the contractors risk & cost.
- (iii) Violation of applicable safety, health & environment related norms, a penalty of Rs. 5,000/- (Rupees Five thousand only) per occasion shall be imposed.
- (iv) **COMPENSATION IN CASE OF DEATH / PERMANENT INCAPACITATION OF PERSON DUE TO UNINTENDED / UNFORESEEN OCCURRENCES**  
Any compensation paid to victim shall be recovered from Contractor, agency or firm, if the accident is attributable to negligence of Contractor, agency or firm or any of its employees.
  - (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 execution of works / manufacturing / operation & maintenance of works incidental thereto at BHEL Factory / 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 / Offices / Townships and premises / Project sites.*
  - (c) *Compensation in respect of each of the victims:*
    - (i) *In the event of death or permanent disability resulting from loss of both limbs: 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 provision to Section 2 (I) of the Employees Compensation Act, 1923".*
- (v) The agency has to produce medical fitness certificate for his workmen for suitability of workers to work even on heights.

### 3.6 PERIOD OF CONTRACT:

3.6.1 This is a time bound contract.

3.6.2 **The Contract shall be, initially, for a period of TWO (2) months.**

3.6.3 The parties, if mutually agreed upon, may extend the period of contract for a further period of **TWO (2) months** or part thereof on the same rates, terms and conditions. During extended period, any increase in wages of the workmen and consequential increase in PF, ESI, Bonus etc., shall not be payable to the Contractor.

3.6.4 BHEL is at liberty to terminate the Agreement by giving 30 days notice in writing.

Note: If the contractor fails to execute the contract, BHEL reserves the right to execute the contract through any other contractors at the risk and cost of the contractor and the company reserves the right to take appropriate action against the defaulted contractor (wherever applicable).

### 3.7 FAILURE TO COMPLY WITH CONTRACT:

3.7.1 Notwithstanding anything contained in any other clause, BHEL reserves the right to terminate the contract due to any failure on the part of the Tenderer in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the BHEL about the failure on the part of the Tenderer shall be final and binding on the tenderer.



- 3.7.2** In case of any damage to the existing building, structures, materials, tools, furniture and fixtures, machines etc., caused from contractor's end directly or indirectly, the cost of its repairs or replacement will be recovered from the contractor. If there is any work stoppage in any area of the Plant due to the fault of the contractor, the contractor is liable to compensate the same.
- 3.7.3** In the event of any failure on the part of the tenderer, BHEL shall have the right without prejudice to any other right or remedies, to get the work done through any other agency and the Tenderer shall be liable to compensate BHEL for any losses on this account. The additional cost, loss, if any incurred by BHEL will be recovered from the bills, security deposits, other dues, directly from the Tenderer or by initiating appropriate legal action.
- 3.7.4** If the contractor fails to execute the contract, BHEL reserves the right to execute the contract through any other contractors at the risk and cost of the contractor and the company reserves the right to take appropriate action against the defaulted contractor (wherever applicable).

### **3.8 PAYMENT TERMS:**

**3.8.1 Payment to the Contractor shall be based on the quantum of work executed as certified by the Engineer-In-Charge.**

- 3.8.2** Normally, the periodicity of payment to the contractor shall be on a calendar month basis. The Contractor shall raise the bill for payment as per the contractual terms & conditions mentioned in the contract, which should be duly certified by the BHEL official in charge of the contract work. In certain cases due to direct association of work with customer project, payment is made after completion of work. In such cases same will be specified in the NIT / enquiry and the agreement entered into post award of job.

The Contractor shall raise the bill for payment as per the contractual terms and conditions mentioned in the contract, duly supported by attendance sheet for all the contract labors capturing therein for each of the Contract labour total time engaged during each day on the job and the same to be duly certified by the BHEL official in charge of the contracted work.

Contract is to be expressed both in terms of required categories of labour and number of labors against each category to ensure that the contractor discharges all the contractual and statutory obligations in respect of labors engaged on the job. At the same time required output in terms of units, tonnage etc. is also to be stated to correlate achieved output vis-à-vis desired output.

Following conditions shall be adhered strict during the contract period:

- (i) In case there is fall in the achieved output vis-à-vis desired output, contractor shall be warned in two spells.
  - (ii) If the unsatisfactory performance repeats, contract is liable to be short closed.
- 3.8.3** The Contractor shall initially pay the wages, and other statutory payments etc., within the specified time, related to his workmen and then claim bills from BHEL. The contractors would be required to submit their claims / bills along with the proof of payment of wages, PF, ESI etc., to the respective statutory departments. The claims / bills will be scrutinized, certified and processed for payment by the respective user departments and forwarded to Accounts Department along with HR/IR clearance certificate for effecting payment.
- 3.8.4** The contractor shall be responsible for safety of his workers while they are engaged for work connected with the contract. The Contractor shall be responsible for the appropriate usage of the Uniform and PPEs by their workmen.
- 3.8.5** The contractor shall pay bonus to all his workmen as per the applicable provisions of the payment of Bonus Act 1965 and its rules amendments from time to time if applicable for contract period.



**Contractor has to ensure payment of Bonus to his workers as per Payment of Bonus Act, 1965, before claiming final bill and BHEL shall not reimburse any amount towards this.**

**3.8.6** Penalty shall be calculated as per respective clause and such amount shall be deducted from running bill on monthly basis.

### **3.9 PRICE VARIATION CLAUSE:**

**This is a Firm Price contract.** The rates quoted by the contractor shall be firm for entire period of the contract including extended period, if any, for whatsoever reason. The bidder shall quote a firm price.

During contract period or during extended period, any increase in consolidated wages of BHEL RC Puram or increase in variable Dearness Allowance by appropriate government to the eligible workmen of the Contractor shall not be reimbursed by BHEL to the Contractor or to his employees and no compensation is payable, in this regard, for whatsoever reason.

**The prices shall be firm throughout contract execution and shall not be subjected to any escalation on any account for whatsoever reason.**

### **3.10 SUB-CONTRACTING:**

The contractor shall not sub-contract or transfer or assign the contract in full or any part thereof to any other person or firm or company without the previous express written approval of BHEL.

### **3.11 LAWS GOVERNING THE CONTRACT:**

**3.11.1** The contract will be governed by the Laws of India for the time being in force and as amended or made from time to time.

**3.11.2** All disputes shall be settled in accordance with the Laws of India for the time being in force and as amended from time to time.

**3.11.3** All disputes arising out of or in relation to this contract or Agreement shall be settled by mutual discussions through Conciliation and in the event of failure of conciliation, such disputes shall be referred to Arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996.

### **3.12 LEGAL JURISDICTION:**

In respect of all matters arising out of or pertaining to the contract, the cause of action there of shall be deemed to have arisen only at RC Puram, Hyderabad, where BHEL - HPEP / BHEL PE&SD is situated. All legal proceedings pertaining to the above matters or dispute shall be instituted only in courts having territorial jurisdiction over the place where BHEL-HPEP / BHEL PE&SD is situated and no other court shall have the jurisdiction.

## **4 DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR:**

**4.1** The duties, responsibilities and obligations of the contractor including statutory responsibilities mentioned in this document are indicative and not exhaustive. Contractors are required to confirm with the concerned authorities for proper and complete compliance.

**4.2** The contractor will abide by the provisions of Child Labour (Prohibition & Regulation) Rules 1988.

**4.3** The following documents / forms under Contract Labour (Regulation & Abolition) Act 1970 and relevant rules therein shall be maintained by the contractor:

- (i) A notice showing the wage period and date of disbursement of wages to be displayed at the place of work and a copy sent by the contractor to the HR Department (Rule 75).
- (ii) A register of workmen Form XIII (Rule 75)
- (iii) Employment card Form XIV (Rule 76)
- (iv) Service Certificate Form XV (Rule 77)



- (v) Muster Roll, Wage Register, Deductions Register, overtime Register Etc.
  - (vi) Half yearly return to be sent (In duplicate) by the contractor to the licensing officer. Form – XXIV (Rule 82 (I)) with a copy to HRM Department regularly.
  - (vii) All statutory registers and records shall be preserved in original for a period of Ten years and should be made available even after the contract is over for verification.
- 4.4** The contractor shall comply with the provisions of Contract Labour (R & A) Act 1970 including provisions relating to welfare and Health facilities as provided under the Contract Labour (R& A) Act 1970 and relevant rules.
- 4.5** All the Contractors shall submit the half yearly / yearly returns to Regional Labour Commissioner (Central), Hyderabad or appropriate authority as required under contract Labour (Regulation & Abolition) Act 1970 and forward a copy to HR Department.
- 4.6** BHEL, HPEP, RC PURAM – Hyderabad is a Notified Area under the provisions for ESI Act 1948. The contractor shall comply with the provisions of ESI Act, and will be responsible for any liability arising during the tenure of the work contract under the Act. The contractor should ensure ESI coverage and facilities to his workers (i.e. ESI code no. and ESI card etc.) as per ESI Scheme from ESI authorities including Medical Benefit etc.  
The contractor shall arrange for filing of family declaration forms in respect of their contract labors and deposit the same in ESI office for issue of Identity card by ESI authorities. The contractor may deduct required ESI contribution from the wages of their employees as per law and deposit the same (Employees share) along with his contribution to the ESI authorities.
- 4.7** Workmen insured under ESI Act only shall be deployed in contract work. For the Persons not covered under the provisions of ESI Act, the contractor shall take required insurance under Employees Compensation Act 1923 with medical benefit.
- 4.8** The tenderer shall submit bi-annual return in Form 6 along with monthly Challans to the appropriate authority under the provisions of Employee's State Insurance Act 1948, under intimation to HR Dept.
- 4.9** Notwithstanding anything contrary to this, in the event of accident, the contractor shall be required to submit accident / injury report to the concerned authorities with a copy of the same to the designated BHEL Executive immediately and ensure the compliance of the ESI Act and rules made therein.
- 4.10** The tenderer shall submit the following returns to the appropriate authority under the provisions of Employee's Provident Fund and Misc. Provisions Act 1952, Employees' Pension Scheme 1995 under intimation to HR Dept.
- (i) Monthly return in Form 12 A along with form 5 & 10 (addition and deletion) and monthly Challan or any other form as modified by PF authorities
  - (ii) Annual Return in Form 6A along with Form 3A.  
(till this procedure is discontinued by the PF authorities)
- 4.11** The Contractor shall maintain the following records as required under the Employees Provident Fund and Miscellaneous Provisions Act 1952, Employee's Pension Scheme 1995.
- (i) Declaration of Nomination, Form No.2 Para 33 and 61 (1).
  - (ii) Attendance.
  - (iii) Wage Register.
  - (iv) Any other documents / registers as required
- 4.12** The contractor shall regularly on or before prescribed date of every month pay the amount of contribution (employer's contribution as well as the employee's contribution) as per the Employee's Provident Fund and Miscellaneous Provisions Act 1952, Employees' Pension Scheme 1995 and Employee's State Insurance Act 1948.



- (i) The contractor may recover from his workmen, the employee's contribution in accordance with the provisions of the said act and the Scheme but shall not recover the employer's contribution or the other charges from his employees in any manner.
  - (ii) The contractor shall submit along with monthly bills to BHEL, statement showing the recoveries of contributions in respect of employees employed by or through him along with the proof of Deposit of such contribution with the Concerned Authority and shall also furnish to BHEL such information, in the capacity of principal Employer, as required to be furnished under the provisions of the schemes under the Employees P.F. and Misc. Provisions Act 1952 and ESI Act, 1948 to the authorities under the said Acts.
  - (iii) The Contractor shall arrange for his own P.F. and ESI Code Number from the PF and ESI authorities respectively. The expenditure incurred by the contractor towards payment of the Employers' PF Contribution and Administrative charges, if any, are already included in the estimated price of BHEL.
- 4.13** Any increase in consolidated wages of BHEL RC Puram or increase in variable Dearness Allowance by appropriate government to the eligible workmen of the Contractor shall not be reimbursed by BHEL to the Contractor.
- 4.14** **Any failure to comply with the statutory requirements on the part of contractor shall disqualify such contractor from all contracts awarded to him and his name shall be black-listed for future tenders / contracts. In addition, the Contractor's security deposit shall be forfeited apart from consequential legal action against him.**
- 4.15** The contractor shall maintain Form D as per Rule 5 of the Payment of Bonus Act, 1965 if applicable. The contractor is further liable to pay bonus to his employees in accordance with the payment of Bonus Act 1965 on completion of contract as per HR-IR circular / instructions issued from time to time and to keep all the records in Form C as per the said Act.
- 4.16** The contractor will be required to contribute towards gratuity payment of his employees (contract workers) required as per Payment of Gratuity Act. He will also be responsible to pay retrenchment compensation under the Act. In case of short closing of contract by either side, the Contractor shall settle all dues payable to workmen including Bonus on last working day.
- 4.17** In case the contractor employs women, he will discharge his obligation under law in respect of such women workers such as prohibition of engaging them during night hours, prohibition of employing them more than 9 hours per day, provision of crèche facility, grant of maternity leave as per rules etc.
- 4.18** The Wage period for the Workmen of Contractors engaged on long contracts shall be Calendar Month and the contractor shall be responsible for making payment of wages within 7 days of the closure of the wage month (on 07th day of the calendar month following the wage month) The disbursement shall be proponed to the 6th day, if the 7th day happens to be a holiday. The Contractor would be required to open an Account for Electronic Fund Transfer (EFT) of his Bills / Claims from BHEL as well as EFT of wages / OT / other payments of his workmen from his Bank Account to the Bank Accounts of his workmen so that risks associated with cash transactions can be avoided.
- 4.19** The Contractor shall be required to issue monthly Wage slips / OT Slips to their workmen. Further, the Contractors claims are to be accompanied by a Certificate from BHEL Official certifying that "the Wage / OT Slips for the previous month / current month have been issued by the contractor to all their workmen". Further, the contractor would be required to issue Annual PF Statement from the PF Authorities for all his workmen engaged in BHEL HPEP, RC PURAM, HYD-502032 before submitting claim for refund of Security Deposit for the respective years.
- 4.20** In case contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the Security deposit / other dues payable under the contract can be utilized by BHEL to discharge the liability of the contractor.



- 4.21** The workmen of the contractors shall wear uniform while attending duty in BHEL campus. The uniform shall be provided by Contractor to his workmen. The Contractor/his authorized representative shall ensure wearing of the Uniform by his workmen in the BHEL premises.
- 4.22** The liability for compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- 4.23** NATIONAL & FESTIVAL HOLIDAYS (as declared by BHEL):
- (i) The contractor will give paid National Holidays and Festival Holidays to the workers as per Section 5 of National and Festival Holidays Act. However, if due to the exigency of work if any of his workmen is required to work on National Holiday or Festival Holiday, the contractor has to pay wages as per Section 5, sub section 2 and 3 of the said Act.
  - (ii) Besides the four national holidays i.e. 15<sup>th</sup> August, 26<sup>th</sup> January, 2<sup>nd</sup> October and 1<sup>st</sup> May (May day) if Govt. declares any other day as a national holiday same will be treated as paid holiday for the purpose of this contract. Accordingly, the contractor shall be required to provide paid holiday to its workers for the same. If any of the contract worker works on such additional declared national holiday, he will be entitled to additional wage for the said day.
  - (iii) In addition to the above holidays mentioned herein above, in the event the Central / State Government declares any other holiday/s and if such Holiday/s is/are applicable to BHEL, RC Puram, Hyderabad also, then the tenderer/contractor shall extend paid Holiday/s to his workmen. The tenderer shall take into account all such occasions while quoting in the tender.
- 4.24** GENERAL ELECTIONS: If the General Elections are held for State Assembly / Parliament and Government declares a public holiday for exercising the franchise, the contractor shall give their workmen half day leave in "First" shift only. The contractor's workmen working in "Second" and "Night" shifts will be required to exercise their franchise during their own time.
- 4.25** The Contractor shall maintain the following Documents, Registers, Forms as required under the FACTORIES Act 1948 and Rules 1950 thereof.
- (I) Leave Register Form No. 15
  - (II) Nomination Form No. 25
- 4.26** The contractor will extend leave with wage to his workers at the rate of one day for every 20 days work. To facilitate the proper execution of the Factories Act, these leaves shall be allowed during the same calendar year. The contractor will pay the un-availed portion of leave in cash along with monthly wages / at the end of Contract period.
- 4.27** Contractor has to ensure that all his workmen are granted one day weekly off after every 48 hrs. of working. The workmen working for more than 48 hours in any week shall be paid wages twice the ordinary rate of wage in accordance with the provisions of Section 59 of the Factories Act, 1948 read with the A.P Factories Rules 1950.
- 4.28** The contractor shall follow safety rules and regulations as per provisions of Factories Act 1948, and Rules at his own expense and arrange for the safety provisions as appended to these conditions or rules framed by the government from time to time.
- 4.29** The Contractor shall be required to deposit GST as applicable to Central and State Tax Authority, Hyderabad before the stipulated date, if same is applicable as per rules in force from time to time. The amount so spent can be claimed from BHEL after submitting the proof / necessary documents of the same.



- 4.30** Contractor shall inform his PAN to BHEL. Income tax as applicable will be deducted at source by BHEL from the bills of contractor.
- 4.31** All the Registers and Records, forms, Notices maintained under the relevant Acts and Rules should be produced on demand before the Inspector or any other authority under the Act, failing which the contract may be terminated without any notice.
- 4.32** Contractor shall be required to submit a list of his workers to be deployed for the works contract giving details regarding Name of contract worker, Fathers Name, permanent and Present Address, Date of Birth, Qualification, Caste-SC / ST / OBC, ESI No, PF No. and the family details.
- 4.33** The contractor shall abide by all the labour legislations and other laws including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, the Factories Act, 1948, the Payment of Wages Act, 1936, the Minimum Wages Act, 1948, ESI Act, 1948, Employee Provident Fund Act, 1952, AP Labour Welfare Fund Act, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, and other relevant Acts applicable to his workmen under this Contract.
- 4.34** BHEL shall be indemnified against all losses, Claims, prosecutions etc. under any law.
- 4.35** The contractor shall promptly furnish all information and document required by BHEL authorities for the purpose of complying with the responsibilities of Occupier of the factory and shall render all the necessary assistance for the same.
- 4.36** The contractor shall maintain proper discipline of his workmen and shall ensure that his workers do not cause any loss or theft or damage to any company's property. The contractor shall also be responsible for the good conduct of his workmen.
- 4.37** The contractor shall ensure and maintain uninterrupted progress of the work in accordance with instructions given to him on behalf of BHEL from time to time.
- 4.38** In case the contractor makes default in commencing the work within the time specified by BHEL without any reasonable cause, disputes any of the terms and conditions of the contract or refuses to execute the contract or any part thereof at any stage, the contract shall, without prejudice to any other right or remedies available to BHEL, be liable to be cancelled / terminated in part or in whole. In the event of such cancellation / termination of contract, the contractor shall be liable; to compensate BHEL for all losses incurred by BHEL including the loss suffered on account of having the work executed through any other contractor or department as may be convenient to BHEL, in accordance with the exigencies of the work. In case only a part of the contract is cancelled, the remaining portion of contract may be allowed be executed by the contractor.
- 4.39** The Contractor shall without fail give up-to-date information in writing of the attendance of the workers engaged by him. The Contractor will also submit the required documents and certificates as prescribed from time to time for the clearance and the payment of the Bill.
- 4.40** Whenever any sum of money is found to be recoverable from or payable by the contractor, the same will be deducted from any sum that may due or which at any time there after becomes due to the contractor under this contract or under any other contract or from his security deposit. In case the recoveries are not complete even after such deduction, the contractor shall pay the same or the balance thereof from the security deposit.
- The contractor shall immediately thereafter pay such further sums as may be required to replenish the shortage caused by such recoveries in the amount of security deposit.
- 4.41** During the period of contract, if the contractor is awarded any other job work contract in BHEL, the contractor shall have to inform the designated BHEL official before accepting the other work.



- 4.42** In case of failure on the part of the Contractor to execute the work awarded to him within the stipulated time, the sum equivalent to the EMD as per BHEL Works Policy shall be forfeited as per the Undertaking provided by the tenderers, after a week's notice issued by the awarding officer and BHEL may in its discretion award the contract to any other party.
- 4.43** In case of any extra work executed by the contractor, the contractor will be paid on pro-rata basis.
- 4.44** All the Terms and Conditions as mentioned in Work Order shall also form a part of the Agreement.
- 4.45** BHEL shall have the right to deduct any sum from the bill of the contractor for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract, Non- payment of wages or of deduction made from his or their wages which are not justified by the terms of the contract or non-observance of the said contract Labour regulations.
- 4.46** The contractor shall be responsible for observance of local laws, employment of personnel, payment of taxes etc. As far as possible, workers shall be engaged from the local areas in which the work is being executed.
- 4.47** The contractor shall be wholly responsible for the behavior of the workmen at the work place and outside, in the BHEL premises.
- 4.48** The contractor shall be responsible for safe custody of BHEL's property like materials, tools etc., entrusted to him and if necessary arrange insurance at his own expense.
- 4.49** The contractor shall be responsible to make good and rectify at his own expense any defect, which may develop or may be noticed within the period of the contract.
- 4.50** BHEL shall be entitled to recover any payment made on behalf of the contractor under any law or otherwise.
- 4.51** BHEL Officer In-charge shall have the right to stop the work at any stage or at any time by giving the contractor seven days' notice in writing.



## 5 ARBITRATION & CONCILIATION:

Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Unit issuing the Contract. The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause, the seat of arbitration shall be at Hyderabad.

The cost of arbitration shall be borne as per the award of the Arbitrator. Subject to the arbitration in terms of Clause above, the Courts at Sangareddy, Telangana State shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

**In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable:**

In the event of any dispute or difference, relating to the interpretation and application of the provisions of the Contract, such dispute or difference shall be referred by either Party for arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the Parties to the dispute, provided, however, any Party aggrieved by such award may make further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties hereto finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

### CONCILIATION CLAUSE:

The Parties agree that if at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, effect, interpretation or breach of the agreement, contract or the Memorandum of Understanding (delete whichever is inapplicable), which the Parties are unable to settle mutually), arise inter-se the Parties, the same may, be referred by either party to Conciliation to be conducted through Independent Experts Committee to be appointed by competent authority of BHEL from the BHEL Panel of Conciliators.

The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof.



6 CONTRACT WORK DESCRIPTION: SCHEDULE - A

Name of work: "Renovation of Conference Hall in External Services Dept., 02 Annexe, 2nd Floor - in 2nd Phase".

SNo.	Description of the item	Unit	Quantity
1	<b>Dismantling the existing wooden / aluminium partitions</b> into small units including removing doors, glass panes, etc., transporting, planing, cutting, and <b>re-assembling of partitions</b> , doors, glass panes etc., complete. Rate quoted shall include the cost of all materials required for reassembling such as nails, screws, fevicol etc., complete all as directed by the Engineer-In-Charge.	Sq.m	50.00
2	<b>Supplying and fixing aluminium partitions</b> with new anodised aluminum box section of size 101.60x 44.45x 2.00mm for verticals, and with 63.50x 38.10x 2.00mm for horizontals spacing suitable to the site requirements and as approved by Engineer-In-Charge. Wherever doors are coming, wooden runners are to be provided in the box section. The rate shall include grouting of frame to the floor properly fixed at ends to walls, <b>supply and fixing of 12 mm thick toughened glass</b> in required sizes, cost of aluminum sections, frosted film on glass in specific design and sizes, labour etc. complete.(The door opening shall be deducted for payment).	Sq.m	85.00
3	<b>Supply and fixing of 12 mm thick toughened glass glazed single door</b> shutter with door hardwares "Dorma / Ozone" make like floor springs, pivot patch fittings, bottom locks, 'D' Handles and providing with "3M" frosted film in required design etc. complete as directed by Engineer-In-Charge. The above door shutter shall be fixed to the aluminium / wooden / glazed door frames of the cabins. The rate shall include cost of all materials, glass, door hardwares, frosted film, labour charges etc., complete.	Sq.m	6.00
4	<b>Providing and fixing in true horizontal level 600 mm x 600 mm false ceiling</b> system manufactured by M/s. Armstrong World Industries using DUNE SUPREME RH 99 MICROLOOK EDGE WITH SILHOUETTE GRID, using hot dipped galvanized steel section, rotary stitched main tee of size 15mm x 42 mm web height, having 0.36 mm gauge at every 600 mm centre to centre maximum and rotary stitched cross tee of size 15 mm x 42 mm, having 0.33 mm gauge at every 600 mm. c/c. and wall angle of size 19 x 19 mm., having 0.35 mm gauge fixed to the periphery of the wall. The above grid is suspended at every 600mm c/c. in both directions using 2.0 mm. thick pre-straightened GI wire, and laying Dune Supreme Microlook Edge ceiling tiles manufactured by M/s. Armstrong World Industries, of size 600mmx600mmx15mm having NRC 0.50, Light reflectance of >85% (WT), thermal conductivity k = 0.052-0.057 W/m0K, Humidity Resistance of 99% (having LIFETIME GUARANTEE against SAG), having Fire Performance CLASS O / CLASS 1 (BS 476), surface having 3 coats of white paint - crisp finely granulated with microporations, back of the tile duly sanded with a coat of protective paint over the formed grid and complete in all respects, Boards where light fixtures to be fixed shall be handed over to Department. M/s- Armstrong etc complete all as directed by Engineer-In-Charge.	Sq.m	13.00
5	<b>Supplying and fixing aluminum partitions</b> with new anodised aluminum box section of size 101.60 x 44.45 x 2 mm for verticals, and with 63.50 x 38.10 x 2 mm for horizontals spacing suitable to the site requirements and as approved by Site-In-Charge. Wherever doors are coming wooden runners are to be provided in the box section. The rate shall include grouting of frame to the floor properly fixed at ends to walls, cost of aluminum sections, labour etc., complete all as directed by Engineer-In-Charge. (The door opening shall be deducted for payment).	Sq.m	10.00



**7.A TECHNO-COMMERCIAL BID:**

**TECHNO-COMMERCIAL BID**

To,  
Bharat Heavy Electricals Limited  
H.P.E.P., RC PURAM,  
HYDEDRABAD-502032

Dear Sir,

I / We hereby offer to carry out the work “ \_\_\_\_\_ ”  
against Tender Enquiry No. \_\_\_\_\_

I / We have carefully perused the following documents connected with the above mentioned work and agree to abide with the same.

S No.	Description	
2.0	PREQUALIFICATION REQUIREMENTS	
2.1	FINANCIAL TERMS AND CONDITIONS	
2.2	INSTRUCTIONS TO TENDERER	
3.0	GENERAL TERMS AND CONDITIONS	
3.1	ELIGIBILITY CRITERIA	
3.2	EARNEST MONEY DEPOSIT	
3.3	SECURITY DEPOSIT	
3.4	STATUTORY REQUIREMENTS	
3.5	MANPOWER	
3.5.A	SAFETY	
3.6	PERIOD OF CONTRACT	
3.7	FAILURE TO COMPLY WITH CONTRACT	
3.8	PAYMENT TO THE CONTRACTOR	
3.9	PRICE VARIATION CLAUSE	
3.10	SUB-CONTRACTING	
3.11	LAWS GOVERNING THE CONTRACT	
3.12	LEGAL JURISDICTION	
4	DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR	
5	ARBITRATION & CONCILIATION	
6	CONTRACT WORK DESCRIPTION – SCHEDULE “A”	
7.B	SPECIAL TERMS AND CONDITIONS	
7.C	SPECIFICATION INFORMATION TO THE CONTRACTOR	
7.D	EVALUATION OF PRICE BID	
7.E	MSE SUPPLIER	
8.A	DECLARATION BY THE TENDERER	
8.B	CERTIFICATE BY CHARTERED ACCOUNTANT	
8.C	BID SECURING DECLARATION FORM	
8.D	UNDERTAKING BY TENDERER FOR DEPLOYMENT OF CANDIDATES	
9	GENERAL TERMS AND CONDITIONS OF CONTRACT AGREEMENT	
10	SPECIAL INSTRUCTIONS	
11	ISSUE OF MATERIAL: SCHEDULE-“B”	
12	SERVICES: SCHEDULE-“C”	
13	REVERSE AUCTION	
14	PRO-FORMA FOR CONTRACT AGREEMENT	
15	PRO-FORMA FOR BANK GUARANTEE (in-lieu of SECURITY DEPOSIT)	
16	LIST OF CONSORTIUM BANKS	
17	OTHER DETAILS OF THE CONTRACTOR	
Note:	Tender document cost which is in the form of RTGS / NEFT shall be enclosed in Part –A only	
7.F	PRICE BID	PART-B

PART-A



I / We further agree to execute all the works referred to in the said documents as per the General terms and conditions.

I am / We are in possession of independent PF, ESI Codes.

I / We undertake to obtain applicable the PF, ESI coverage of all our workmen to be deployed for the above work and also agree for recovery of appropriate PF, ESI contributions from wages / bills

Strike out which is not applicable

Signature of Tenderer  
Date: \_\_\_\_\_



**PART - A**  
**TECHNICAL BID - I**

Tender Enquiry No. :

Date: \_\_\_\_\_

**Details of the Contractor**

(a) **Name and Address of the Firm** :

Contact person :  
Vendor code :  
(if already allotted by BHEL)  
Phone / Mobile No :  
Email id :

(b) **Name and address of the Proprietor / Director / Partners** :

(c) Is any contract being operated under the control of the tenderer in BHEL (if Yes, furnish the details) : Yes / No

SNo.	Location / Address	Value of Work	Date of Completion
1			
2			
3			

(d) Is any relative of tenderer employed in BHEL (if Yes, furnish the details) : Yes / No

SNo.	Name	Staff No / Designation	Location / Unit / Dept
1			
2			
3			

Signature of Tenderer  
Date: \_\_\_\_\_



**PART – A**

**TECHNICAL BID - II**

The contractor shall confirm the enclosure of all the below documents without which tenderer may not be eligible to participate in the tender:

1	<b>ESI Code No.</b> (enclose copy of ESI code allotment letter of ESI authority)	
2	<b>PAN</b>	
3	<b>PF Code No.</b> (enclose copy of PF code allotment letter of EPF authority)	
4	<b>GST REGISTRATION NUMBER</b>	
4.1	State in which registered	
4.2	Type of GST Registration : Composite or Regular ( Indicate Composite or Regular)	
4.3	Whether Casual Taxable person or non-resident taxable person or regular taxable person	
4.4	Place from where the services are rendered	
5	Banker's Name & Address	
6	Bank A/C No. & Branch	
7	Have you quoted rates for all the activities, as indicated in the price bid ( Part – B )	YES / NO
8	<b>Financial Turnover for preceding three Financial years duly certified by qualified Chartered Accountant:</b> Notes: (i) If Returns for AY 2022-23 are filed by the Bidder, Financial Turnover of AY 2022-23, AY 2021-22 and AY 2020-21 shall be considered. (ii) If Returns for AY 2022-23 are not filed by the Bidder as on date of filing of the Bid, Financial Turnover of AY 2021-22, AY 2020-21 and AY 2019-20 shall be considered. However, a certificate issued by Chartered Accountant regarding non-filing of Returns for AY 2022-23 should be submitted along with bid for Techno-Commercial evaluation of the bid.	Assessment Years: 2022-23: 2021-22: 2020-21: 2019-20:
9	Details of EMD (RTGS / NEFT has to be enclosed along with Technical bid).	Amount : Details : Bank : Branch :
10	Details of tender document cost (RTGS / NEFT has to be enclosed along with Technical bid).	Amount : Details : Bank : Branch :
11	<b>Particulars of Experience / Credentials:</b> <b>As per pre-qualification requirements, Work completion certificates to be enclosed.</b> If Tenderer submits Private Company experience, the following documents should be submitted along with technical bid: Awardal Copy, Agreement Copy, TDS, otherwise bid shall be liable for rejection.	
12	Labour License(State/Central) validity up to In case not available, bidder shall submit the License before commencement of the work.	
13	<b>Reverse Auction acceptance</b>	YES / NO

Note: (i) Photocopy in support of above wherever applicable should be attached.  
(ii) If answers at S No. 1, 2, 3, 4, 8 are not available or "No" then the bid is liable to be rejected.

Signature of Tenderer  
Date: \_\_\_\_\_



**7.B SPECIAL TERMS AND CONDITIONS OF CONTRACT:**

- 7.B.1** The quantity of raw materials drawn, if any from the Stores and balance unused should be accounted and returned to the Stores.
- 7.B.2** Ensure cleanliness of the preparation area / work spot before and after the work on daily basis.
- 7.B.3** The quantity shall be counted, measured, weighed, and certified by the authorized persons.
- 7.B.4** The quantity may vary depending on the requirement and shall be informed in advance by BHEL.
- 7.B.5** The payment shall be as per actual quantity prepared, executed and accounted.
- 7.B.6** In case of delay of payment of wages to the contract labour by the contractor, for more than a week, the Contract Executing Officer may initiate action for payment of wages directly from BHEL side and recover the same from the payments due to the contractor along with penalty as decided by the respective product head. In case, the contractor default / fail to pay wages to the contract labour repeatedly (more than once) the Contract Executing Officer shall take action for payment of wages directly by BHEL and contract may be short closed despite blacklisting / banning the said contractor from participating in the future bidding / tendering in BHEL.
- 7.B.7 Experience Certificate:** On completion of contract, the contractor shall be issued an experience certificate on the total performance of the contractor such as technical competency, implementation of statutory provisions in time, such as payment of wages to the worker, payment of PF contribution, payment of ESI contribution, Payment of bonus if any, issue of PPE, uniform clothes, safety shoes etc., based on which the contractors future bid, if any in BHEL will be evaluated. **Refer Clause-9 and sub-clauses, in this regard.**

**7.C SPECIFIC INFORMATION TO THE CONTRACTOR:**

- (i) **Refer Clauses 2.1.3 of NIT for Penalty Terms; 3.5.A of NIT for Safety; and 3.8 for Payment Terms.**
- (ii) **Quantities mentioned in the Schedule-A are tentative & indicative only and may vary as per actual site requirement. Quantities finalised by BHEL during course of execution shall be final.**

**7.D EVALUATION OF PRICE BID:**

- 7.D.1** **A single percentage (%)** must be quoted for all categories mentioned in the Price Bid Pro-forma as the job would be awarded to one or more successful tenderers, as per NIT criteria.
- 7.D.2** Price bid evaluation shall be made on the basis of service charge (%) quoted by the tenderer.
- 7.D.3** In case more than one agency becomes L1 by quoting same value, further sealed quotations shall be called for, from those L1 agencies only, to decide final agency with further lowest rates. No agency shall quote more than his original tender value, while re-quoting.
- 7.D.4** In case more than one bidder happens to occupy the L1 status even after opening of above sealed quotations, the L1 bidder shall be decided by a toss / draw of lots, in the presence of the respective L1 bidder(s) or their representative(s).
- 7.D.5** Contractor shall take total care to educate himself to know the prevailing wages, bonus and other statutory amounts payable to contract labour in BHEL RC Puram and quote rates taking into account all aspects of the contract.



**7.E MSE SUPPLIER:**

MSE suppliers can avail the intended benefits (Tender documents fee of cost, exemption of EMD) only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure-B where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.

**7.F PRO-FORMA FOR PRICE BID:**

Enclosed as a separate File.



**8.A DECLARATION BY TENDERER:**

**ANNEXURE-A**

**DECLARATION BY TENDERER**

I, \_\_\_\_\_ aged \_\_\_\_\_ years,  
S/o \_\_\_\_\_ residing at \_\_\_\_\_.

Hereby declare as follows:

- (i) That my nationality is \_\_\_\_\_.
- (ii) That I am a major and eligible to enter into contract / my firm / my company is competent to enter into an agreement.
- (iii) I shall employ only such personnel who have not been found unfit for employment in Organizations such as Central / state / Public undertaking by the Police Authorities.
- (iv) I shall not employ persons against whom Criminal cases are pending or under investigation.
- (v) I shall also not employ persons found guilty of offences involving moral turpitude for executing work in BHEL contracts.
- (vi) That there are no Criminal cases pending or under investigation against me or my firm or company.
- (vii) I have not been found guilty of offences involving moral turpitude nor any of the company directors / partners of my firm have been found guilty of offences involving moral turpitude.
- (viii) Neither my-self nor my firm nor my company has been declared insolvent in the past.
- (ix) I have taken due care and efforts to furnish only information which are true in the tender document.
- (x) I shall employ labours who are more than 18 years of age and having sound physical and mental health.
- (xi) I shall keep Photograph / identity proof / residential proof of the laborers to be employed against this tender and arrange for police verification.

[Signature with Name & seal of the Tenderer]

Date: \_\_\_\_\_



**8.B CERTIFICATE BY CHARTERED ACCOUNTANT (on letter head):**

**ANNEXURE-B**

**Certificate by Chartered Accountant on letter head**

This is to Certify that M/s \_\_\_\_\_ (hereinafter referred to as 'company') having its registered office at \_\_\_\_\_ is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-II) \_\_\_\_\_ dated: \_\_\_\_\_ Category: \_\_\_\_\_ (Micro/Small).

Further verified from the Books of Accounts that the investment of the company as on date ..... as per MSMED Act 2006 is as follows:

- 1. For manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale industries via its notification No. S.O. 1722 (E) dated October 5, 2006 :)  
Rs. \_\_\_\_\_ Lakhs.
- 2. For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act.2006.)  
Rs. \_\_\_\_\_ Lakhs.

The above investment of Rs. \_\_\_\_\_ Lakhs is within permissible limit of Rs. \_\_\_\_\_ Lakhs for \_\_\_\_\_ Micro/ Small (strike off which is not applicable)

Category under MSMED Act 2006.

Date:

(Signature)

Name:

Membership number:

Seal of Chartered Accountant



**8.C BID SECURING DECLARATION FORM:**

**ANNEXURE-C**

**BID SECURING DECLARATION FORM**

I / We, the undersigned, declare that:

I / We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I / We accept that I / we will automatically be suspended from being eligible for bidding in any contract with BHEL for a period of **two years** from the date of notification, if I am /we are in breach of any obligation(s) under the bid conditions, because I/we:

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I / We understand this Bid-Securing Declaration shall expire if I am/we are not the successful Bidder, upon the earlier of (i) our receipt of your notification of the name of the successful Bidder; or (ii) **thirty days** after the expiration of my / our Bid.

Signature of Tenderer

Date: \_\_\_\_\_  
Place: \_\_\_\_\_



**8.D UNDERTAKING BY TENDERER FOR DEPLOYMENT OF CANDIDATES AS PER NIT:**

**ANNEXURE-E**

**UNDERTAKING BY TENDERER FOR DEPLOYMENT OF CANDIDATES AS PER NIT**

I / We, M/s \_\_\_\_\_, address \_\_\_\_\_

through this undertaking confirms and undertake that we shall deploy required candidates as per NIT qualification / experience and the full details of persons will be submitted at the time deployment for scrutiny of BHEL within 2 days from the date of LOI.

Signature of Tenderer

Date: \_\_\_\_\_

Place: \_\_\_\_\_



## 9 GENERAL TERMS & CONDITIONS OF CONTRACT AGREEMENT:

### 9.1 REFUND OF SECURITY DEPOSIT:

Security Deposit of contractor shall be refunded only after the expiry of the contract period including Maintenance period, if any and based on the certification of successful completion of the contract and payment of PF, ESI and applicable statutory dues by the concerned Officials / department and submission of an Undertaking from the contractor, that in case of Claims from any of the statutory authorities, the same would be indemnified by the Contractor. **The Security Deposit component like FDR, Bank Guarantee, and other Financial Instruments as per NIT should be collected in person from BHEL by the representative who is authorized by the Tenderer / Contractor.**

9.2 The Contractor shall initially pay the wages, and other statutory payments etc., with in the specified time, related to his workmen and then claim bills from BHEL. The contractors would be required to submit their Claims along with the proof of payment of wages, PF, ESI etc., to the respective statutory departments. The claims will be scrutinized and certified for payment by the respective department and forwarded to Accounts Department along with HR/IR clearance certificate for effecting payment.

9.3 **The contractor shall pay bonus to all his workmen as per the applicable provisions of the payment of Bonus Act 1965 and its rules for contract period, if applicable and as per the circular issued by HR/IR. The bonus element is to be considered in the quote and BHEL shall not reimburse any amount towards this. The bonus amount payable shall be as per the HR Circular of HPEP, BHEL, RC Puram, Hyderabad.**

9.4 **The contractor shall be responsible for safety of his workers while they are engaged for work connected with the contract. The Contractor shall be responsible for the appropriate usage of the Uniform and PPEs by their workmen.**

9.5 The contractor shall provide Personal Protective Equipment including one pair per year safety shoe of standard specified by BHEL safety department and two pairs of socks to all his workmen during the contract period.

9.6 The contractor shall fully comply with the following enactments / guidelines:

- (a) Contract Labour (R & A) Act, 1970 & applicable Rules thereof
- (b) Minimum Wages Act 1948 (Wage Rates not less than that notified by State Labour Department / Central Labour Department / notified by BHEL, RC Puram (whichever is higher) from time to time)
- (c) Payment of Wages Act, 1936
- (d) ESI Act, 1948
- (e) EPF & Misc. Prov. Act, 1952
- (f) Employees Compensation Act, 1923.
- (g) A.P Labour Welfare Fund Act, 1987
- (h) Inter State Migrant Workmen (RE & CS) Act, 1979
- (i) Payment of Bonus Act, 1965
- (j) Payment of Gratuity Act, 1972
- (k) Equal Remuneration Act, 1976
- (l) The Company's instructions as issued from time to time in regard to working hours, wages, leave, holidays etc.

9.7 (a) The contractor shall obtain License from the Competent Authority if he engages 20 (twenty) or more workmen in BHEL RC Puram under Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall submit a valid Contract Labour License to BHEL, RC Puram, on or before the date of commencement of contract.

(b) The contractor shall obtain License from the Competent Authority if he engages 5 (five) or more workmen under Inter State Migrant Workmen (RE & CS) Act, 1979 in case the contractor engages workmen recruited from outside State of Telangana in which BHEL RC Puram located. The Contractor shall submit a valid Contract Labour License to BHEL, RC Puram, on or before the date of commencement of contract.



**9.8** The Contractor shall produce the following Registers and forms (as applicable) before commencement of work, for verification by the Contract Executing Officer / Contract

Labour Cell of the company, **without which labour entry permission will not be granted.**

- (a) Form XIII - Register of workmen employed by contractor (Rule 75)
- (b) Form XIV - Employment card issued by contractor (Rule 76)
- (c) Form XVI - Muster Roll (Rule 78(1)(a)(i))
- (d) Form XVII - Register of wages (Rule 78(1)(a)(i))
- (e) Form XVIII - Register of wages-cum Muster Roll (in case of weekly payment)
- (f) Form XIX - Wage Slip (Rule 78)(b)
- (g) Form XX - Register of deduction for damages or loss (Rule 78)(1)(a)(ii)
- (h) Form XXI - Register of files (Rule 78)(1)(a)(ii)
- (i) Form XXII - Register of advances (Rule 78)(1)(a)(ii)
- (j) Form XXIII - Register of overtime (Rule 78)(1)(a)(iii)
- (k) Form XXIV - Return to be sent by the contractor to licencing Officer (Rule 82)(1)

The contractor shall maintain the above and any other registers and forms applicable under various Acts/Rules neatly, completely and legibly for inspection by various statutory authorities and by the company officials even at short notice. All above registers shall be maintained at the place of work.

In addition to the above the following are required to be taken care by the contractor under Contract Labour (R&A) Act 1970.

- (a) Copy of license to be displayed at the work spot as required under Rule 25 (2) 9.
- (b) Rates of wages, hours of work, wage period, date of payment, name and address of inspector, date of payment of unpaid wage in English, Hindi and Telugu are to be displayed as per rule 81 (1) (i).
- (c) Notice showing wage period, place and date of disbursement of wages has to be displayed and a copy of the same is required to be sent to Principal Employer under acknowledgement as per rule 71.
- (d) An abstract of the Act and Rules in the form approved by the Chief Labour Commissioner (Central), New Delhi to be displayed in English and Hindi and Telugu as per rule 79.
- (e) Copies of Notices required to be displayed as per Rule 81(1) (i) and any change occur the same shall be submitted as per Rule 81 (2).
- (f) Notice of commencement of work has to be given as required under Rule 25 (2) (viii) in form VIA
- (g) Register of person employed to be maintained as required under Rule 75
- (h) Employment cards were to be issued as per rule 76 (i)
- (i) Register of wages and muster roll to be maintained as per Rule 78(1)(a)(i)
- (j) Register of fines, deductions and advances to be maintained as per Rule 78(1)(a)(ii)
- (k) Register of overtime to be maintained as per rule 78(1)(a)(iii)
- (l) Wage slips have to be issued as per rule 78(1)(b)
- (m) Half Yearly return for the half year ending \_\_\_\_\_ to be submitted as per Rule 82(1) to the Licencing Officer
- (n) Latrines and Urinals to be provided for the use of the workers as per rule 51 to 56 read with section 18



- (o) First aid facilities to be provided for the use of the workers as per rule 58 read with section 19
  - (p) Creche facilities to be provided for the use of children of women as per Rule 25(2)(vi)
- 9.9** The contractor shall observe
- (a) Weekly rest day
  - (b) The Company List of Holidays.
- 9.10** Contractor shall obtain complete bio-data of the labour, employment certificate and Antecedent verification (issued by Local Police Dept.,) in the prescribed form for each labour and supervisor engaged by him, and shall submit the same to the Human Resource Department/IR section through the contract executing officers before commencement of the work.
- 9.11** The entry permits are to be issued to the Contract Labour by Assistant Commandant / Plant (CISF), based on the requisition submitted by Contract Executing Officer and forwarded by Executive in charge of Contract Labour Cell of HR IR section.
- 9.12** Every contractor shall submit a notice regarding commencement and completion of work in Form-VI A&B [Rule 25(viii) & 81(3)] to Contract Labour Cell of HR IR section through his contract executing officer, for forwarding the same to State / Central Labour Department as applicable.
- 9.13** The contractor shall make himself or his representative available at the work spot every day during execution of work, for effective supervision. The Contractor or his supervisor shall submit list of shift wise contract labour engaged by him in duplicate to CISF Personnel at J Gate on daily basis.
- 9.14** The Contractors shall pay to their workmen applicable minimum wages / BHEL Fair Wages whichever is higher.
- 9.15** The Contractor shall comply with all the statutory provisions such as Bonus (% as prevailing in BHEL RC Puram) if applicable, PF (12%), EDLI (0.5%), ESI, Gratuity, Service Tax, Swachh Bharat Cess as per norms and other applicable taxes, BHEL Fair Wages prevailing at the time of payment or arrears thereof, declared Holidays, leave, AP Labour Welfare Fund etc. The contractor shall submit the documentary evidence of payment on account of submission of statutory payments made to the concerned agencies every month and same may be submitted for clearance of bill.
- 9.16** The contractor shall attend to all inspections notified / conducted by the personnel department, Labour department, P.F. authorities, Factory Inspectors, ESI inspectors or any other such authorities under the Act, failing which appropriate action shall be initiated.
- 9.17** Non-compliance of provisions under any Acts/Rule/instructions/guidelines shall make the contractor liable for penal action including termination of contract.
- 9.18** Contractor shall furnish in a separate letter, his place of residence and postal address. The delivery at the above named place or posting in a Post Box regularly maintained by the Postal Department or sending letters registered for acknowledgement of any notice, letter or other communication to the contractor shall be deemed sufficient service thereof upon the contractor. Change in address shall come into force at any time by an instrument executed by the contractor and delivered to the Company official who has signed the contract.
- 9.19** The contractor must satisfy himself by personal study and examination of the specifications furnished and understand thoroughly the scope of proposed work in detail and all conditions affecting the work before entering into the contract. There shall not be at any time, dispute/complaint of any nature regarding scope of work and interpretation of specifications or any misunderstanding with regard to nature or omission of the work to be done nor shall any application for compensation in terms of time and money shall be accepted by Company regarding the above.
- 9.20** Contractor shall in his absence keep competent agent constantly on the works and any directions or explanations given by the "Contract Signing Officer" or his representative to such agent shall be held to have been given to the contractor himself.



- 9.21** Contractor on the advice of the Company official shall immediately remove any person/s employed by him, who may in the opinion of the Company official is incompetent or misconducts himself and such persons shall not be again employed on the works without written permission of the Company official.
- 9.22** Wherever required, the contractor shall erect and maintain at his own cost temporary weather proof sheds at such places approved by the Company for keeping materials under cover.
- 9.23** The contractor shall give all notices required by the Acts, Regulation, Bye-laws, and pay all fees in connection therewith unless and otherwise arranged and decided in writing with the Company. He shall also ensure that no attachments are made against materials or work forming part of or for the use of the contractor. In all such cases, contractor shall protect and indemnify the Company against any claim or liability arising from or based on the violation of any such laws, ordinances, regulations, orders, decrees or attachment either by himself or by his employees.
- 9.24** It shall be contractor's sole responsibility to protect the public and his employees against accident from any cause and provide required safety equipment's and shall indemnify the Company against any claims for damages for injury to the person or property resulting from any such accidents and shall, where the provisions of the Employees compensation Act does not apply, take steps to properly insure against any claims thereunder.
- 9.25** In the event of any accident in respect of which compensation may become payable under the Employees Compensation Act. VIII of 1923 whether by the contractor or by the Company as principal, it shall be lawful for the Company to retain out of monies due and payable to the contractor such sum or sums of money as may, in the opinion of the Company shall be final in regard to all matter arising in this clause.
- 9.26** No work shall be done on Sundays or on any other declared Holidays of the Company without the written permission of the Company officer in charge of the work and HR/IR section of Contract Labour Cell. The contractor shall comply with the provisions of the Factories Act 1948 if the same are applicable.
- 9.27** The contractor shall keep his work place clean and safe to avoid injuries to men and damage to finished products / equipment.
- 9.28** On the occurrence of an accident, which results in the death of any of the workmen employed by the contractor or which is so serious as to be likely to result in the death of any such workmen, the contractor shall within 24 hours of the happening of such an accident intimate in writing to the Company official in charge of the work. The Contractor will also pay compensation as determined by the Authorities.
- 9.29** The contractor shall indemnify the Company against all losses or damages sustained by the Company resulting directly or indirectly from his failure to give intimation in the manner aforesaid including the penalties or dues if any and become payable by the Company, as a consequence of failure, the Company to give notice under the Employees Compensation Act 1923 or otherwise confirm to the provisions of the said Act in regard to such accident.
- 9.30** The contractor shall ensure adherence to all statutory requirements applicable to BHEL.
- 9.31** The contractor shall ensure abidance by all the labour laws especially including Contract Labour (R&A) Act 1970, Payment of wages Act 1936, Employees Compensation Act 1923, Factories Act, 1948, Minimum Wages Act 1948, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, ESI Act 1948 and Provident Fund Misc. Prov. Act 1952 etc., as amended from time to time.
- 9.32** The contractor shall fully indemnify the loss if any caused to BHEL due to any default or non-observance of any of the laws, or any omission or commission or inability on the part of the contractor or his representative.
- 9.33** The contractor shall, keep and produce for inspection at all times, forms, registers and other records required to be maintained under various statutes in order to enable scrutiny by the Company whenever required.
- 9.34** The contractor shall produce to the Company, the documentary proof of payment of the said statutory dues. Non-observance of the provisions will be construed as default by the contractor in



making such payment, and payment of his bill will be deferred despite other legal action.

- 9.35** The Income tax as applicable will be deducted from the bill of the contractor.
- 9.36** Each Contractor shall maintain the daily attendance of his labours in the prescribed Pro-forma for accounting payment of wages, deduction towards ESI & PF Contributions, leave etc.
- 9.37** The contractor will have to extend paid National Holidays and Festival Holidays to their workmen as per BHEL RC Puram direction or as per the provisions of the relevant Act and the Rules thereof. However, if due to exigencies of work the contractor engages his workmen on National Holidays or Festival Holidays contractor shall pay additional wages as prescribed under the provisions of the Act.
- 9.38** In addition to the above holidays mentioned at Clause 39, in the event the Central / State Government declares any other holiday/s and if such Holiday/s is/are applicable to BHEL, RC Puram, Hyderabad also, then the Contractor shall extend paid Holiday/s to his workmen.
- 9.39** The contractor shall obtain a separate Provident Fund Code for his establishment and ensure implementation of Provident Fund & Misc. Prov. Act 1952 in the case of all eligible Labours engaged by him in the BHEL RC Puram (employees) and in the process shall conform to all stipulated conditions under the Provident Fund & Misc. Provisions Act 1952 and rules framed thereunder. The PF contribution i.e. 12% shall be paid on total wages paid to the contract labour.
- 9.40** Notwithstanding the above clause, in case of any financial loss incurred by company on account of contravention of the Provident Fund regulations or any regulations of rule by the contractor, the contractor shall submit an undertaking to indemnify the company to the extent of the loss incurred by the company.
- 9.41** The contractor should engage only those labours who shall be more than 18 (eighteen) years of age.
- 9.42** The contractor shall not resort to subcontracting under any circumstances without written consent from BHEL
- 9.43** The contractor shall provide the required safety equipment to the labours engaged by him.
- 9.44** Contractor shall issue "Employment Card" to all labour and supervisors covered under the labour / works / job work contract as prescribed under the Contract Labour (R&A) Acts/Rules.
- 9.45** A copy of the agreement between contractor and his labour shall be submitted to the Contract Labour Cell of HR-IR section
- 9.46** Whenever the term "CONTRACTOR" is used, it shall be understood to refer to the particular person, firm or corporation with whom an agreement has been made by the concerned Company official for executing the work defined in the concerned agreement and for the purpose of instructions regarding compliance with contract conditions, it shall include the contractor's authorised agents, who are entrusted with the work by contractor.
- 9.47** The quantities mentioned in the agreement schedule are worked out from the relevant drawings in the Company and may or may not be the actuals required for execution.
- 9.48** The Company does not expressly or by implication agree that the actual amount of the work to be done at BHEL shall correspond there with, but reserves the right to increase or decrease the quantity of operations / unit / number of persons deployed etc., or portion of the work as he deems necessary.
- 9.49** All the works shall be carried out in accordance with the directions and to the satisfaction of the Company official in accordance with the drawings, specifications and instructions.
- 9.50** Supplementing or explaining the same as may be from time to time shall be done by the Company official.
- 9.51** For all modifications, omissions or additions to the specifications, the Company shall issue revised written instructions and no modifications, omission or addition shall be made unless so authorized



and directed by the Company in writing.

- 9.52** The Company shall have the privilege of ordering modifications, omissions, or additions at any time before completion of the work.
- 9.53** All materials, articles and workmanship shall be the best of their respective kinds for the class of work described in the contract specifications and schedule and materials to be obtained by the contractor shall be from sources approved by the Company.
- 9.54** Sample of materials shall be furnished by the contractor at his expense to the Company when called for before executions of any work. On approval of the sample of materials by authorized Official of the Company, the Contractor shall take up the work.
- 9.55** The contractor shall be solely responsible for executing the agreed work and the employees of BHEL will only oversee the proper execution of work. The contractor or his representatives shall be available in the factory to control and supervise his workers and take down instructions from the designated officials of BHEL. The cost of deployment of Supervisor has to be borne by the Contractor.
- 9.56** The contractor shall have full control over his workmen w.r.t determining service conditions, discharge, dismissal, or otherwise terminate their services at any time. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- 9.57** The contractor shall employ only such personnel who are medically fit. The company has right to direct the contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.
- 9.58** The contractor shall employ only such personnel who found fit for employment in Organizations such as Central/State/Public Undertakings by the Police authorities. Persons against whom criminal cases are pending or under investigation and persons found guilty of offences involving moral turpitude shall not be engaged for executing work.
- 9.59** The Contractor shall comply with all the operational rules and regulations, including safety and security rules framed by the company from time to time wherein the Contractor or his workmen happen to be operating / working. In the event of any of the workmen of the contractor violating any of the said rules and regulations, the Contractor would be required to remove forthwith such workmen from the company's premises.
- 9.60** Out of total manpower to be deployed the Contractor shall to the extent possible deploy 15% scheduled castes and 7.5% of scheduled tribe community.
- 9.61** The Company shall have power to reject at any stage, any work which is considered to be defective in quality of material or workmanship and shall not be debarred from rejecting wrong materials by reasons of having previously passed them in an unworked condition. Any portion of the work or materials rejected or pronounced to be inferior or not in accordance with specifications of the Company shall be taken down and removed from the work site at the contractor's expenses.
- 9.62** The decision of the Company shall be final and binding on the contractor on all technical questions which may arise in the contract with respect to material, workmanship, removal of improper work, specifications, notes, procedures etc.
- 9.63** The decision of the "Contract Signing Officer" or any officer deputed by him duly authorized on his behalf, in respect of the rate of progress and the quality of work or material shall be final and binding on the Contractor.
- 9.64** Contractor shall be deemed to have included in his tender price of all the plant, Machinery and appliances required for the purpose of all operations connected to secure a satisfactory quality of work and rate of progress which in the opinion of the Company will ensure the completion of the work within the time specified.
- 9.65** If at any time, during the progress of work or any part of it such methods or equipment appear to the Company official to be insufficient or inappropriate for ensuring the quality of work required or rate of progress, Company Officials may order the contractor to increase their efficiency or to



improve their quality of work and the contractor shall comply with such order/s and on failure of which the Company may take such action as it deems fit to improve the quality of work or the rate of progress required from the contractor and all such actions taken by the Company shall be at the cost and risk of the contractor.

- 9.66** It is open to the Company to lend or supply to the contractor any tools, implements, materials and machinery that are needed by the contractor, which in the opinion of the Company is essential to improve the quality or progress of work. The contractor shall pay such deposit or charges that may be fixed or determined by the Company for any such articles or machinery lent or hired to the contractor.
- 9.67** Any electric power required for contractor's machinery for the purpose of work shall be supplied by the Company at the written request of the contractor at one point subject to the observance of rules and regulations of Electricity Board / Company and charges there on shall be recovered from the contractor.
- 9.68** The contractor shall comply to all applicable rules & regulations and laws of Central/State Govt. or any local authority and that of the Company with whose system the machinery is supposed to be connected.
- 9.69** All waste material as it accumulates shall be removed from the site to the point of disposal as indicated from time to time by the Company. If this is not adhered to, the Company shall remove the scrap and recover the cost of these operations from the bills of the contractor.
- 9.70** Any sum due from the contractor on account of tools and plants, stores, or any other items provided by the Company shall be deducted from the respective bills / any other payments due to the Contractor. Any loss or damages caused by the workmen of the contractor arising due to any strike/ stoppage of works / agitations / dharmas etc. The Contractor shall be responsible for such actions of their workmen engaged and all such losses or damages incurred to the company shall be recovered from the contractor.
- 9.71** BHEL reserves the right to terminate the contract by issuing Thirty (30) days' Notice on account of failure of the contractor in discharging their respective contractual obligations mentioned in this contract.
- 9.72** BHEL reserves its right to terminate the contract due to any failure on the part of the Contractor in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the BHEL about the failure on the part of the Contractor shall be final and binding on the Contractor.
- 9.73** In case of any damage to the existing building, structures, materials, tools, furniture and fixtures, machines etc., caused from contractor's end directly or indirectly, the cost of its repairs or replacement will be recovered from the contractor. If there is any work stoppage in any area of the Plant due to the fault of the contractor, the contractor is liable to compensate the same.
- 9.74** In the event of any failure on the part of the contractor, BHEL shall have the right without prejudice to any other right or remedies, to get the work done through any other agency and the Contractor shall be liable to compensate BHEL for any losses on this account. The additional cost, loss, if any incurred by BHEL will be recovered from the bills, security deposits, other dues, directly from the contractor or by initiating appropriate legal action.
- 9.75** In case of breach of any of the terms and conditions of the contract, a claim shall be lodged under the bank guarantee with the guarantor or forfeiture of Security Deposit at the discretion of the competent authority of the Company. On successful completion of the contract to the satisfaction of the Company, the bank guarantee/SD shall be released after due claim period.
- 9.76** 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 there under. 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 Hyderabad 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 Sangareddy Courts.

- 9.77** In case of any suit or other legal proceeding arising under this contract, the courts at Sangareddy Dist. only shall have the jurisdiction.
- 9.78** The Company reserves the right to enter into parallel agreement with one or more contractor at their discretion.
- 9.79** Disputes, grievances between the contractor and his labour, will have to be settled by the Contractor only within two weeks.
- 9.80** The labour employed by the Contractor, if found in abetting any fellow labour or Contractors or any BHEL employee, the same shall be considered as an act of indiscipline. Such labourers shall be removed from the services of the contractor, on the advice of BHEL. Further, the Contractor shall initiate every necessary action in accordance with the relevant Laws, Rules & Regulations and enactments of State and Central Government as applicable from time to time.
- 9.81** Wherever BHEL / COMPANY standards are mentioned, copies of which are enclosed shall be strictly followed.
- 9.82** Nothing contained in the contract agreement and its conditions shall be deemed to preclude or render inoperative the service of any notice, letter or other communication upon the contractor personally.
- 9.83** The decision of the "Contract Signing Officer" shall be final and binding on the contractor on all technical questions, which may arise touching the contract with respect to the quality of material, workmanship, removal of improper work, interpretation of the working drawings, specifications, notes, procedures etc.
- 9.84** Over and above the agreed payments payable by the Contractor to the Contract Labours, if any declared by BHEL, shall be borne by BHEL.

## 10 SPECIAL INSTRUCTIONS:

- 10.1** If the tender is made by an individual, it shall be signed with his full name and his address shall be furnished. If it is made by firm, it shall be signed with the co-partnership name by a member of the firm, who shall also sign his own name, also furnish the name and address of each member of the firm. If the tender is made by a corporation, it shall be signed by a duly authorized Officer who shall produce with the tender, satisfactory evidence of his authorization. Such tendering corporation / firm is required to furnish evidence of its existence along with bid.
- 10.2** Whenever a tender is to be accepted, the tenderer, whose tender is under consideration, shall attend the Office of "Officer Inviting the Tender" on the date fixed by written intimation to him. He shall forthwith, upon intimation being given to him by the "Officer Inviting the Tender" (Ex. DGM (CDC)) for acceptance of his tender, complete the execution of the agreement by signing all documents connected therewith. Failure to do so and not to commence the work within one month from the date of intimation, shall entail forfeiture of the earnest money.
- 10.3** Tenderers shall peruse carefully the instructions and directions to the parties given in the tender document and the conditions there of and all other relevant documents before quoting the rates for the work. The approximate quantity of work to be executed under each class is given in the schedule. The quantities are given with a view to enable tenderer to quote his overall rate for each class of work in the tender form and for a uniform comparison of tenders. It shall be definitely understood that the schedule is liable to alterations at the discretion of accepting authority.
- 10.4** **Tenderers shall keep the offer valid for a period of 120 days from the date of opening of tender.** After submitting the tender, he will not recall his offer or modify the terms and conditions thereof. Should the tenderer fail to observe or comply with the foregoing stipulations, the tenderer will automatically be suspended from being eligible for bidding in any contract with BHEL for a period of **two years** from the date of notification.
- 10.5** Tenderers have to quote their rates in the tender schedule legibly written in figures and words and those not submitted in proper form are liable for rejection.



- 10.6 The submission of tender shall be strictly in accordance with the terms and conditions stipulated in this tender notice. No counter conditions will be acceptable or valid.
- 10.7 The tenderers must satisfy themselves by personal study and examination of the drawings / specifications furnished and understand thoroughly the scope of proposed work in detail and all conditions affecting the work before quoting. There shall not be at any time after submission of the tender, dispute/complaint of any nature regarding the scope of work and interpretation of specifications or any misunderstanding with regard to nature or omission of the work to be done nor shall any application for compensation in terms of time and money shall be accepted by BHEL in regard to the above.
- 10.8 Contractor shall be deemed to have included in his tender price of all the plant, machinery and appliances required for the purpose of all operations connected with the work embraced under the contract to secure a satisfactory quality of work and rate of progress which in the opinion of the " Contract Signing Officer" will ensure the completion of the work within the time specified.
- 10.9 The contractor has to produce the bank guarantee, in the prescribed pro-forma valid for the contract period for a value calculated at the rates mentioned, towards security deposit. The claim period under the guarantee shall be valid for six months after expiry of the contract.
- 10.10 When the material are reposting to inside the factory area with vehicles the agency are requested to engage drive with commercial transport vehicle driving license
- 10.11 **Guidelines and statutory payments to Contract work force for submitting tenders for Civil Works as per Circular issued by BHEL.**

Daily wage rate is exclusive of Holiday and Leave Wage.  
Latest Wage rates as on date:

**USW** : **Rs. 558.00** per day inclusive of weekly off  
**SSW** : **Rs. 595.35** per day inclusive of weekly off  
**SW** : **Rs. 631.15** per day inclusive of weekly off

- (i) Leaves and Holidays  
plus 12 days paid holidays / per year  
plus 18 paid leaves / per year
- (ii) P F and E S I contributions wages  
PF @ 13.00% inclusive of administrative charges and ESI @ 3.25% of basic wages  
should be contributed by the contractor on above daily wages.

**Notes:**

- (i) *The Tenderers / Contractors are advised to quote the rates considering the above statutory payments including BONUS and also future increase in wage rate to contract work force. BHEL will not pay any escalation charges in minimum wages during the contract period.*
- 10.12 **After completion of the work, if experience certificate is required for the contractor, the agency has to submit the request on his letter head as per the BHEL standard pro-forma (the pro-forma will be given at the time of request of experience). The Factory Civil department shall forward it to HR-IR for further forwarding it to Finance. The Finance shall certify the value of work executed / paid by BHEL. Finally HR-IR shall issue the experience certificate. Refer Clause 7.B and sub-clauses, in this regard.**



## 11 ~~ISSUE OF MATERIAL: SCHEDULE—B~~

### ~~SCHEDULE—B~~

#### ~~ISSUE OF MATERIALS TO THE CONTRACTOR:~~

~~The following materials will be issued to the contractor unless otherwise specified in any item in the SCHEDULE—A by BHEL.~~

~~11.1 FREE ISSUE ITEMS: Cement, Reinforcement steel (Tor steel), Oxygen gas, Acetylene, Compressed air, Raw structural steel, Electrodes for fabrication, Paints excluding red oxide primer etc., only shall be issued, if required, at BHEL stores.~~

~~11.2 For RMC (Ready mix concrete) items contractor has to arrange the cement quantity on their own cost. (The cement cost is inclusive in these items). Only OPC 43 / 53 Grade Cement should be used. No PPC or Fly ash based or any other kind of cement is permitted.~~

~~11.3 It will be the responsibility of the contractor to submit his demands for stores in writing at least 7 days in advance of the actual requirements.~~

~~11.4 Issue of all store materials is subject to the extent of their availability at the place of issue noted above. The contractor should bring any of the materials shown above in case the BHEL desire so. The contractor shall not be entitled to any claim or compensation for non supply of the materials, for delay in the supply of stores under any circumstances.~~

~~11.5 The materials will be issued only during the working hours. The contractors should have to transport them to site of work at his own cost as soon as there are issued to him.~~

~~11.6 The contractor shall from time to time, render & maintain proper account of all materials issued to him by BHEL. If he fails to do so, no further issues of the materials will be made to him and he shall be held responsible for any delay in the execution of the work which may occur on this account.~~

~~11.7 Where doors, windows, pipes, fittings, specials, glass, paints or others items are issued free of cost to the contractor, the contractor will have to make good at his own cost any loss or damage to part or whole of the items issued to him as above.~~

~~11.8 All surplus material in good condition whether issued free of cost or on cost recovery basis and which are not returned to the BHEL Central Stores and also quantities of materials consumed in excess of the actual requirements shall be charged for at punitive rates which will be 100% more than the issue rates of BHEL. The decision of the Engineer In Charge as to the extent to which the materials have been rendered surplus or have been consumed in excess of the actual requirements shall be final and binding on the contractor.~~

#### ~~11.9 CEMENT:~~

~~For the purpose of determining the actual requirement of cement, the theoretical consumption of cement as per ANNEXURE D of General Conditions of contract shall be considered by the Engineer In Charge.~~

~~The contractor shall construct store shed for storing cement, at his own cost and required site will be shown by the engineer in charge. Contractor shall store cement as directed by the Engineer In Charge and shall maintain the record by entering day to day consumption and receipts. The contractors shall dismantle the temporary shed as soon as completion of work. Final bill will be forwarded subject to above conditions and certification by stores in charge of factory civil department.~~

~~Excess consumption of cement over and above actual requirement shall be charged for at punitive rates which shall be at double the purchased rate of cement by BHEL (at Rs. 235/- per bag) shall be recovered from the bills of the contractor.~~

~~The cement consumption shall be considered as per DSR / CPWD.~~



**11.10 ~~STEEL (REINFORCEMENT STEEL / STRUCTURAL STEEL):~~**

~~Steel will be issued at lengths as stocked by the Bharat Heavy Electricals Limited. The surplus steel is represented by the difference between the quantity received and the quantity required and utilised on the work with an allowance of 5% towards scrap. The scrap will be the property of the contractor; the contractor will be responsible for the removal from the site in time as directed by the Engineer In Charge. The cut pieces and surplus returned shall not be shorted than three meters in length.~~

~~Excess consumption of structural steel / reinforcement steel over & above the actual quantities of materials assessed as per design / drawing after an allowance of 5% towards scrap, as defined above, shall be charged for at punitive rates which shall be at double the "latest purchase rate declared by BHEL" (present latest purchase rate is Rs. 61,470/- per MT) and recovered from the bills of the contractor. The unused material / scrap has to be returned to BHEL scrap yard / stores, as directed by the Engineer In Charge, against SDN (Scrap Delivery Note).~~

**12 SERVICES: SCHEDULE – C**

**SCHEDULE – C**

**12.1 WATER:**

Water required for construction purpose shall be supplied by the Contractor only / BHEL at a convenient point to be determined by the Engineer-In-Charge and the Contractor.

Contractor has to make his own arrangement to distribute the water to places where required including cost of providing and fixing water meters, at his own cost.

The charges for consumption of water shall be as under:

- (i) Rs. 15/- (Rupees FIFTEEN only) per kilo litre, where working water meters are arranged by the Contractor.
- (ii) 1.0% of the total value of civil works, where water meters could not be provided by the contractor subject to prior permission for the same is obtained in writing from the Engineer-In-Charge.

**Note:** In respect of option (ii), where water is consumed on the work, Contract value will be considered for arriving at the total value.

**12.2 ELECTRICITY:**

Electric current, if required, shall be arranged by Contractor only / BHEL at a convenient point to be determined by the Senior Engineer and the Contractor.

Contractor has to make his own arrangement if any extension is required to the different work sites, at his own cost.

The charges for consumption of Electricity shall be as under:

- (i) Energy consumed shall be metered and charged at Rs. 6.00 /- (Rupees SIX only) per unit, where working water meters are arranged by the Contractor.
- (ii) 70 Units per each MT of Structural Steel fabrication, where meter could not be provided by the Contractor subject to prior permission for the same is obtained in writing from the Engineer-In-Charge. Charges for each calculated unit shall be as per Clause-11.2.i, above.



13 REVERSE AUCTION (RA):  
GUIDELINES FOR REVERSE AUCTION (RA)

BHEL shall be resorting to Reverse Auction (guidelines available on [www.bhel.com](http://www.bhel.com)) for this tender. RA shall be conducted among all the techno-commercially qualified bidders, as per latest RA guidelines in effect from time to time.

Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered as initial bids of bidders in RA. In case any bidder(s) does not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking.

13.1 SCOPE:

SCOPE

Against this enquiry for the subject item / system with detailed scope of supply as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE” i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for RA shall be English Reverse (No ties).

*Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit ‘Process compliance form’ (to the designated service provider) as well as ‘Online sealed bid’ in the Reverse Auction.*

English Reverse (No ties) is a type of auction where the starting price and bid decrement are announced before start of online reverse auction. The interested bidders can thereupon start bidding in an iterative process wherein the lowest bidder at any given moment can be displaced by an even lower bid of a competing bidder, within a given time frame. The bidding is with reference to the current lowest bid in the reverse auction. All bidders will see the current lowest quoted price and their rank. The term ‘No ties’ is used since more than one bidder cannot give an identical price, at a given instant, during the reverse auction. In other words, there shall never be a tie in the bids.

13.2 BUSINESS RULES FOR REVERSE AUCTION:

ANNEXURE-I

BUSINESS RULES FOR REVERSE AUCTION

This has reference to the Tender No: [HY/FCD/OT-12/2022-23, date: 23.09.2022](#).

BHEL shall finalise the Rates for the supply of “*Renovation of Conference Hall in External Services Dept., 02 Annexe, 2<sup>nd</sup> Floor - in 2<sup>nd</sup> Phase*” through Reverse Auction mode.

BHEL has made arrangement with M/s. XXXX, who shall be BHEL’s authorized service provider for the same. Bidders should go through the instructions given below and submit acceptance of the same.

The Technical & Commercial terms are as per –

- (iii) BHEL Tender Enq. No.: [HY/FCD/OT-12/2022-23, date: 23.09.2022](#),
- (iv) Bidders’ technical & commercial bid (in case of two part bid)
- (v) subsequent correspondences between BHEL and the bidders, if any.

13.2.1 PROCEDURE OF REVERSE AUCTIONING:

- (i) Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered as initial bids of bidders in RA.
- (ii) **Online Reverse Auction:** The “**bid decrement**” shall be decided by BHEL.
- (iii) If BHEL decides the lowest sealed envelope price bid as the starting price, then the lowest bidder in sealed envelope price bid shall be shown as current L1 automatically by the system and no acceptance of that price is required. System shall have the provision to indicate this bid as current L1.



- (iv) Bidders by offering a minimum bid decrement or the multiples thereof can displace a standing lowest bid and become "L1" and this continues as an iterative process. However, no bidder shall be allowed to lower its bid below the current L1 by more than FIVE (05) decrements at one go.
- (v) After the completion of the online reverse auction, the Closing Price (CP) shall be available for further processing.
- (vi) Wherever the evaluation is done on total cost basis, after Reverse Auction, prices of individual line items shall be reduced on pro-rata basis.

### 13.2.2 SCHEDULE FOR REVERSE AUCTION:

The Reverse Auction is tentatively scheduled on: **xx.yy.2022**

<b>Start Time:</b>	<b>:</b>	<b>13:30 hours</b>
<b>Close Time</b>	<b>:</b>	<b>14:30 hours</b>

### 13.2.3 AUCTION EXTENSION TIME:

- (i) If a bidder places a bid in the last **FIVE (5) minutes** of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another TEN (10) minutes, for the entire auction (i.e., for all the items in the auction), from the time that bid comes in.
- (ii) Please note that the auto-extension will take place only if a bid comes in those last **FIVE (5) minutes** and if that bid gets accepted as the lowest bid. If the bid does not get accepted as the lowest bid, the auto-extension will not take place even if that bid might have come in the last **FIVE (5) minutes**. In case, there is no bid in the last **FIVE (5) minutes** of closing of Reverse Auction, the auction shall get closed automatically without any extension. However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the auto-extension period to avoid complications related with internet connectivity, network problems, system crash down, power failure etc., for which they are solely responsible and neither BHEL nor RA service provider are responsible.
- (iii) The above process will continue till completion of Reverse Auction.
- (iv) Complaints / Grievances, if any, regarding denial of service or any related issue should be given in writing thru email/ fax to M/s. { **XXXX** } with a copy to BHEL within 15 minutes prior to initial closing time of Online Reverse Auction.

### 13.2.4 BID PRICE:

The Bidder has to quote for the work "[Renovation of Conference Hall in External Services Dept., 02 Annexe, 2<sup>nd</sup> Floor - in 2<sup>nd</sup> Phase](#)". Prices inclusive of Execution & Supervision, Material required as per Scope, Packing & Forwarding charges, all the routine & type tests as per tender scope, taxes, duties, freight and insurance as specified in tender document including loading (if indicated by BHEL due to deviations in technical / commercial terms) for the Items specified. Details are as shown in Excel Sheet for calculation of total cost to BHEL.

### 13.2.5 BIDDING CURRENCY AND UNIT OF MEASUREMENT:

Bidding shall be conducted in *Indian Rupees* per *Unit* of the contract / material as per the specifications.

In case of foreign currency bids, exchange rate (TT selling rate of State Bank of India) as on scheduled date of tender opening (Part-I bid) shall be considered for conversion in Indian Rupees. If the relevant day happens to be a Bank holiday, then the forex rate as on the previous bank (SBI) working day shall be taken.

### 13.2.6 VALIDITY OF BIDS:

**Price(s) shall be valid for 120 days from the date of Reverse Auction. These shall not be subjected to any change for whatsoever reason.**

### 13.2.7 LOWEST BID OF A BIDDER:



In case the bidder submits more than one bid, the lowest bid at the end of Online Reverse Auction shall be considered as the bidder's final offer to execute the work.

### 13.2.8 UNIQUE USER ID:

Unique User ID shall be used to all bidders during bidding process. All bids made from the Login ID given to the bidders will be deemed to have been made by the bidders / bidders' company. MSEs and Bidders qualified under PPP-MII, Order 2017 would see their category at all time in their login. Purchase preference, however, is subject to falling within the purchase preference criteria.

### 13.2.9 POST AUCTION PROCEDURE:

BHEL shall proceed only with the Lowest Bidder in the Reverse Auction for further processing.

### 13.2.10 COMMERCIAL / TECHNICAL LOADING:

Any commercial / technical loading shall be intimated to bidders prior to RA. The excel sheet provided in this regard shall cover all these aspects. Commercial / technical loading if any, shall be added by the respective bidder in its price during online sealed bid & Online Reverse Auction. Modalities of loading & de-loading shall be separately intimated to the bidders. The responsibility for correctness of total cost to BHEL shall lie solely with the bidders.

### 13.2.11 COMPUTERIZED REVERSE AUCTION:

Computerized reverse auction shall be conducted by BHEL (through M/s XXXX), on pre-specified date, while the bidders shall be quoting from their own offices/ place of their choice. Internet connectivity shall have to be ensured by bidders themselves.

During the RA process, if a bidder is not able to bid and requests for extension of time by FAX / email / phone then time extension of additional 15 minutes will be given by the service provider provided such requests come before FIVE (5) minutes of auction closing time. However, only one such request per bidder will be entertained.

In order to ward-off contingent situation of connectivity failure bidders are requested to make all the necessary arrangements/ alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the reverse auction successfully. Failure of power or loss of connectivity at the premises of bidders during the Reverse auction cannot be the cause for not participating in the reverse auction. On account of this, the time for the auction cannot be extended and neither BHEL nor M/s. {XXXX} is responsible for such eventualities.

### 13.2.12 PROXY BIDS:

Proxy bidding feature is a pro-bidder feature to safe guard the bidder's interest of any internet failure or to avoid last minute rush. The proxy feature allows bidders to place an automated bid in the system directly in an auction and bid without having to enter a new amount each time a competing bidder submits a new offer. The bid amount that a bidder enters is the minimum that the bidder is willing to offer. Here the system / software bids on behalf of the bidder. This obviates the need for the bidder participating in the bidding process until the proxy bid amount is decrementally reached by other bidders. When proxy bid amount is reached, the bidder (who has submitted the proxy bid) has an option to start participating in the bidding process.

The proxy amount is the minimum amount that the bidder is willing to offer. During the course of bidding, the bidder cannot delete or change the amount of a proxy bid.

Bids are submitted in decrements (decreasing bid amounts). The application automates proxy bidding by processing proxy bids automatically, according to the decrement that the auction originator originally established when creating the auction, submitting offers to the next bid decrement each time a competing bidder bids, regardless of the fact whether the competing bids are submitted as proxy or standard bids. However, it may please be noted that if a manual bid and proxy bid are submitted at the same instant manual bid will be recognized as the L1 at that instant.

In case of more than one proxy bid, the system shall bid till it crosses the threshold value of 'each lowest proxy bid' and thereafter allow the competition to decide the final L1 price.



Proxy bids are fed into the system directly by the respective bidders. As such this information is privy only to the respective bidder(s).

**13.2.13** Bidders are advised to get fully trained and clear all their doubts such as refreshing of Screen, quantity being auctioned, tender value being auctioned etc., from M/s {XXXX}.

**13.2.14 TRAINING:**

M/s. {XXXX}, shall arrange to demonstrate / train the bidder or bidder's nominated person(s), without any cost to bidders. M/s. {XXXX}, shall also explain the bidders, all the business rules related to the Reverse Auction. Bidders are required to submit their acceptance to the terms/ conditions/ modalities before participating in the Reverse Auction in the process compliance form as enclosed. Without this, the bidder will not be eligible to participate in the event.

**13.2.15 FINAL PRICE ACCEPTANCE:**

Successful bidder shall be required to submit the final prices (L1) in prescribed format (Annexure – VI) for price breakup, quoted during the Online Reverse Auction, duly signed and stamped as token of acceptance without any new condition (other than those already agreed to before start of auction), after the completion of auction to M/s. {XXXX} besides BHEL within two working days of Auction without fail.

**13.2.16 ACTION AGAINST VARIATION IN ACCEPTANCE OF THE FINAL BID:**

Any variation between the final bid value and that in the confirmatory signed price breakup document will be considered as tampering the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings (as available on www.bhel.com).

**13.2.17** Bidders' bid will be taken as an offer to execute the work/ supplies the item as per Tender / Enquiry No: **HY/FCD/OT-12/2022-23, date: 23.09.2022**. Bids once made by the bidder, cannot be cancelled / withdrawn and bidder shall be bound to execute the work as mentioned above at bidder's final bid price. Should bidder back out and not execute the contract as per the rates quoted, BHEL shall take action as per extant guidelines for suspension of business dealings (as available on www.bhel.com).

**13.2.18** Bidders shall be able to view the following on their screen along with the necessary fields during Online Reverse Auction:

- (a) Leading (Running Lowest) Bid in the Auction (only total price of package)
- (b) Bid Placed by the bidder
- (c) Start Price
- (d) Decrement value
- (e) Rank of their own bid during bidding as well as at the close of auction.

**13.2.19** BHEL's decision on award of the contract shall be final and binding on all the Bidders.

**13.2.20** BHEL reserves the right to extend, reschedule or cancel the Reverse Auction process at any time, before ordering, without assigning any reason, with intimation to bidders.

**13.2.21** BHEL shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause. In such cases, the decision of BHEL shall be binding on the bidders.

**13.2.22** Other terms and conditions shall be as per bidder's techno-commercial offers and other correspondences, if any, till date.

**13.2.23** If there is any clash between this business document and the FAQ available, if any, in the website of M/s. {XXXX}, the terms & conditions given in this business document will supersede the information contained in the FAQs. Any changes made by BHEL / service provider (due to unforeseen contingencies) after the first posting shall be deemed to have been accepted if the bidder continues to access the portal after that time.

**13.2.24** Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines for suspension of business dealings (as available on www.bhel.com)*, shall be initiated by BHEL.



13.3 MANDATE TO SERVICE PROVIDER:

ANNEXURE-II

MANDATE TO SERVICE PROVIDER

**Note:**

- (i) The case of rescheduled auction event will be considered separate event for the purpose of payment.
- (ii) If the event has been conducted as per mandate, you shall be paid irrespective of RA outcome.

Buyer Name	:	BHARAT HEAVY ELECTRICALS LTD., HPEP, RAMACHANDRAPURAM, HYDERABAD -502032.
Auction to be conducted by	:	<i>M/s. xxxx</i>
Date of Auction	:	(i) <i>Date: XX.XX.2022</i> (ii) <i>Online RA timing: 13.30 to 14.30 hrs</i> (iii) <i>Online auction website: https://_____</i>
Documents Attached: (To be sent to the bidders)	:	(i) Business rules for Reverse Auction (ANNEXURE-I) (ii) Process Compliance Form (ANNEXURE-III) (iii) Details of item (s) to be Reverse Auctioned (ANNEXURE-V) (iv) Post RA Price confirmation by bidder(ANNEXURE-VI)



13.4 PROCESS COMPLIANCE FORM:

ANNEXURE-III

PROCESS COMPLIANCE FORM

To  
M/s. \_\_\_\_\_  
(details of RA Service Provider)

**Sub: Agreement to the Process related Terms and Conditions**

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the RFQ document for {Items} against BHEL Tender / Enquiry / RFQ No.: **HY/FCD/OT-12/2022-23, date: 23.09.2022**, for the work of “*Renovation of Conference Hall in External Services Dept., 02 Annexe, 2<sup>nd</sup> Floor - in 2<sup>nd</sup> Phase.*”

This letter is to confirm that:

- (1) The undersigned is authorized official / representative of the company to participate in RA and to sign the related documents.
- (2) We have studied the Reverse Auction guidelines (as available on www.bhel.com), and the Business rules governing the Reverse Auction as mentioned in your letter and confirm our agreement to them.
- (3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- (4) We also confirm that, in case we become L1 bidder, we will FAX / email the price confirmation and break up of our quoted price as per **ANNEXURE - VI** within **TWO (02)** working days (of BHEL) after completion of RA event, besides sending the same by registered post / courier both to M/s. BHEL and M/s. {\_\_\_\_\_ *RA Service Provider*}

We, hereby confirm that we will honor the Bids placed by us during the auction process.

With regards

Signature with company seal

Name:

Company / Organisation:

Designation within Company / Organization:

Address of Company / Organization:

**Note: The bidders are required to print ANNEXURE-III on their company's letter head and sign, stamp and submit along with Technical Bid (Part-A)**



**13.5 BIDDERS DETAILS:**

ANNEXURE-IV

**LIST OF BIDDERS AND THEIR ADDRESS/ CONTACT PERSON DETAILS**

SNo.	Bidder Details	Contact Person
1	Name of the Bidder :	Name:
	Full Postal Address :	Phone:
	Fax / Email :	Email:
	Initial bid (sealed envelope price bid) :	
	MSE status :	
	PPP-MII status :	
2	Name of the Bidder :	Name:
	Full Postal Address :	Phone:
	Fax / Email :	Email:
	Initial bid (sealed envelope price bid) :	
	MSE status :	
	PPP-MII status :	

**13.6 ITEMS FOR REVERSE AUCTION:**

ANNEXURE-V

**DETAILS OF ITEMS FOR REVERSE AUCTION**

SNo.	Item No.	Description	Quantity	Specification	Enquiry No & date



13.7 RA PRICE CONFIRMATION & BREAKUP:

ANNEXURE-VI

**RA PRICE CONFIRMATION & BREAKUP**  
(To be submitted by L1 bidder after completion of RA)

To  
Xx (RA Service Provider)

CC: M/s BHEL, RC PUARAM, HYDERABAD-502032

Sub: Final price quoted during Reverse Auction and price breakup

Dear Sir,

We confirm that we have quoted –

Rs. \_\_\_\_\_ (in value) and Rupees \_\_\_\_\_ only (in words) for the item (s) covered under Tender Enquiry No.: **HY/FCD/OT-12/2022-23, date: 23.09.2022**

Total price of the items covered under above cited enquiries is inclusive of *Packing & forwarding, GST, E.D., C.S.T., freight and insurance charges up to {.....} District, {.....} State and Type Test Charges etc., (exclusive of service tax), other as per NIT.*

as our final landed prices as quoted during the Reverse Auction conducted today {date} which will be valid for a period of {\_\_ in nos. & in words \_\_} days.

The price break-up is as given below.

Total - Rs. \_\_\_\_\_ (in value) & Rupees \_\_\_\_\_ (in words)  
=====

Yours sincerely,

For \_\_\_\_\_

Name:  
Company:  
Date:  
Seal:



14 PRO-FORMA FOR CONTRACT AGREEMENT:

**PRO-FORMA FOR CONTRACT AGREEMENT**

Agreement No.: Job No.

IR No. Dt:

Name of work:

This agreement is made on \_\_\_\_\_ (date in words) between M/s Bharat Heavy Electricals Limited, Ramachandrapuram, HYDERABAD-502032 having its registered office at Siri Fort, NEW DELHI (hereinafter called "the company" of first part) and M/s \_\_\_\_\_ (hereinafter called "the contractor" of the second part).

Whereas through its tender notice No.: \_\_\_\_\_ date \_\_\_\_\_ the company had called tenders for the work \_\_\_\_\_ (Name of the work), details of which are annexed here to (hereinafter called "the said work") as per terms and conditions stipulated in the above tender notice.

The contractor has quoted his rates vide quotation dated \_\_\_\_\_. In pursuance of the said contractor's quotation dated \_\_\_\_\_, the company after accepting the quotation has awarded the work of \_\_\_\_\_ as per schedule **enclosed** herewith containing full details of description of work, payment terms and rate per unit of work vide LOI / Work Order No: \_\_\_\_\_ date: \_\_\_\_\_ subject to the terms and conditions stipulated hereunder in addition to conditions stipulated in the said tender notice

Now it is hereby agreed as follows

1. That the agreement shall come into operation from \_\_\_\_\_ (date) and will be in force upto \_\_\_\_\_ (date).
2. As per the terms and conditions of the Tender Notice, the contractor has paid Security Deposit worth Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) in the form of: \_\_\_\_\_.
3. **Refund of Security Deposit:** Security Deposit of contractor shall be refunded only after the expiry of the contract period and based on the certification of successful completion of the contract and payment of PF, ESI, BONUS and applicable statutory dues by the concerned Officials / department and submission of an Undertaking from the contractor, that in case of Claims from any of the statutory authorities, the same would be indemnified by the Contractor.

Note: *All the other applicable terms and conditions shall be taken from the previously mentioned NIT conditions mentioned in this document.*



15 PRO-FORMA FOR BANK GUARANTEE (in-lieu of SECURITY DEPOSIT):

**PRO-FORMA FOR BANK GUARANTEE  
(in-lieu of SECURITY DEPOSIT)**

In consideration of the M/s Bharat Heavy Electricals Limited<sup>1</sup> (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at Siri Fort, New Delhi-110049 through its Unit at Ramachandrapuram, Hyderabad -502032 having agreed to exempt (Name of the Vendor / Contractor / Supplier) having its registered office at \_\_\_\_\_<sup>2</sup> (hereinafter called the said Contractor which term includes supplier), from demand under the terms and conditions of the Contract reference No. \_\_\_\_\_ dated \_\_\_\_\_<sup>3</sup> valued at Rs. \_\_\_\_\_<sup>4</sup> (Rupees \_\_\_\_\_)<sup>4</sup> (hereinafter called the said Contract) of Security Deposit for the due fulfillment by the said contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs. \_\_\_\_\_<sup>5</sup> (Rupees \_\_\_\_\_ only), we \_\_\_\_\_ (indicate the name and address of the Bank) having its Head Office at \_\_\_\_\_ (address of the Head Office) (hereinafter referred to as the Bank) at the request of \_\_\_\_\_ [Contractor(s)] do hereby undertake to pay to the Employer an amount not exceeding Rs. \_\_\_\_\_ in the event of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Contract.

We, \_\_\_\_\_ (indicate the name of the Bank), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Employer. Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment hereunder and the Contractor(s) shall have no claim against us for making such payment.

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claim satisfied or discharged or till \_\_\_\_\_<sup>6</sup> office/Department/Division of Bharat Heavy Electricals Limited certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said contractor(s) and also including the satisfactory performance of the equipment during guarantee period and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_<sup>7</sup>, we shall be discharged from all the liability under this guarantee thereafter.

We, (indicate the name of the Bank) further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.



This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We, \_\_\_\_\_ BANK lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed \_\_\_\_\_<sup>8</sup>
- b) This Guarantee shall be valid up to \_\_\_\_\_.<sup>9</sup>
- c) Unless the Bank is served a written claim or demand on or before \_\_\_\_\_<sup>10</sup> all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.

We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

\*Date \_\_\_\_\_ Day of \_\_\_\_\_

for (indicate the name of the Bank)

(Signature of Authorised signatory).

Notes:

\* : This date to be indicated should not be earlier than 60 days after the date contemplated under the contract.

<sup>1</sup> : NAME AND ADDRESS OF THE EMPLOYER. i.e., M/s Bharat Heavy Electricals Limited.

<sup>2</sup> : NAME AND ADDRESS OF THE VENDOR/CONTRACTOR/SUPPLIER.

<sup>3</sup> : DETAILS ABOUT THE NOTICE OF AWARD/CONTRACT REFERENCE.

<sup>4</sup> : PROJECT/SUPPLY DETAILS.

<sup>5</sup> : BG AMOUNT IN FIGURES AND WORDS.

<sup>6</sup> : VALIDITY DATE.

<sup>7</sup> : DATE OF EXPIRY OF CLAIM PERIOD.

<sup>8</sup> : BG AMOUNT IN FIGURES AND WORDS.

<sup>9</sup> : VALIDITY DATE.

<sup>10</sup> : DATE OF EXPIRY OF CLAIM PERIOD.

**Note:** The expiry of claim period shall be TWO (2) months after validity date.



16 LIST OF CONSORTIUM BANKS:

**LIST OF CONSORTIUM BANKS**  
**(w.e.f 22.03.2016)**

SNo	Name of the Bank	SNo	Name of the Bank
<b>A</b>	<b>Nationalised Banks</b>	<b>B</b>	<b>Public Sector Banks</b>
1	Allahabad bank	19	IDBI
2	Andhra bank	<b>C</b>	<b>Foreign banks</b>
3	Bank of Baroda	20	CITI Bank N.A
4	Canara Bank	21	Deutsche Bank AG
5	Corporation bank	22	The Hongkong and Shanghai Banking Corporation Limited
6	Central bank	23	Standard Chartered Bank
7	Indian Bank	24	J P Morgan
8	Indian Oversea Bank	<b>D</b>	<b>Private banks</b>
9	Oriental bank of Commerce	25	Axis Bank
10	Punjab National Bank	26	The Federal Bank Limited
11	Punjab & Sindh Bank	27	HDFC
12	State Bank of India	28	Kotak Mahindra Bank
13	Syndicate Bank	29	ICICI
14	State Bank of Travancore	30	Indusind Bank
15	UCO Bank	31	Yes Bank
16	Union Bank of India		
17	United Bank of India		
18	Vijaya Bank		



17 OTHER DETAILS OF THE CONTRACTOR:

**OTHER DETAILS OF THE CONTRACTOR**

SNo	Description	Data to be filled by the Bidder / Contractor
	Name of the Contractor :	
	Full Address :	
	Contractor's Code No. :	
	Contact Person :	
	Mobile / Phone / Fax :	
	Email id :	
2	Details of DD / Cash receipt (to be enclosed along with the bid)	
(a)	DD / Cash Receipt No for EMD :	
(b)	DD / Cash Receipt No. for cost of Tender document :	
3	Particulars of experience / credentials as detailed in the notice (Completion certificate of works to be enclosed )	
4	ESI No. (copy to be enclosed) (in case not available, proof of having applied with acknowledgement from Concerned authorities to be enclosed)	
5	PF CODE No. (copy to be enclosed) :	Please read Pre-Qualification criteria (Clause-2.0)
6	PAN No. (Copy to be enclosed)	
7	Provisional GSTIN / GSTIN	
8	LABOUR LICENSE (copy to be enclosed if available ) Valid up to In case not available, bidder shall submit the License before commencement of the work.	
9	Annual turnover during 3 years. (supporting documents to be enclosed)	