



**निविदा सूचना सं | TENDER NOTICE No: HY/FCD/OT-19/2022-23, date: 27.01.2023**

कार्य का नाम | Name of the work : **“Annual Maintenance contract for Support services for maintenance of Administrative group of buildings, Maintenance of Blocks and Buildings in Factory area, Maintenance of Railway lines, Maintenance of periphery fencing, Maintenance of Internal & External water supply, Maintenance of Horticulture etc.” - for a period of 12 months.**

विभाग का नाम | Name of the Department : **फैक्टरी सिविल विभाग | FACTORY CIVIL DEPARTMENT**

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 16.02.2023** 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 16.02.2023**. 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-Hyderabad, HPEP shall not be responsible for any delay due to any reasons (including postal delay) in receiving the tender documents.

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**1 NOTICE INVITING TENDER**

सं. SNo.	निविदा सूचना सं. Tender Notice No.	कार्य का नाम Name of work	Approx. Estimated Value of work	Earnest Money Deposit (EMD)	Period of Contract
1	HY/FCD/OT-19 / 2022-23, date: 27.01.2023	<i>Annual Maintenance contract for Support services for maintenance of Administrative group of buildings, Maintenance of Blocks and Buildings in Factory area, Maintenance of Railway lines, Maintenance of periphery fencing, Maintenance of Internal &amp; External water supply, Maintenance of Horticulture etc.</i>	Rs. 1,64,22,081/- plus GST	Rs. 3,28,450/-	TWLEVE (12) months  (Ref. Clause 3.6 of NIT)

SNo	Description	
1	Cost of tender documents	Rs. 1000 /- (if download from Web) Rs 2000 /- (if purchased from Office)
2	Last date & Time for sale of tender documents	15.02.2023 at 14:00 hours from the office of DGM / Fy. Civil-Planning
3	Last date for receipt of tender	16.02.2023 at 11:00 hours
4	Date, time and place of tender opening	16.02.2023 at 13:15 hours, at VENDOR COMPLEX, BHEL, RC Puram, HYDERABAD-502032.
5	Any corrigendum	Tenderers are advised to go through the web site regularly
6	Maintenance & Defect Liability Period	Refer Clause 3.13 of NIT

**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. 49,26,630/-). 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:
- (i) **Three similar works** completed / executed each costing not less than the amount equal to **Rs. 65,68,840/-** -- [or]
  - (ii) **Two similar works** completed / executed each costing not less than the amount equal to **Rs. 82,11,050/-** -- [or]
  - (iii) **One similar work** completed / executed costing not less than the amount equal to **Rs. 1,31,37,670/-**.

**Similar Work:**

- (1) **All kinds of housekeeping works [or] all kinds of labour intensive works [or] all types of material handling works [or] all types of support services works [or] all types of civil works [or] all types of store support services works shall be considered as similar works for qualification of this work.**

**Notes:**

- (a) Copy of satisfactory completion certificate of contract of similar work should be attached. Copy of the work order, Agreement and BOQ also should be submitted as support documents.
- (b) If the completion certificates are from private organisation the same shall be supported with TDS certificate.
- (c) Only works executed in India shall be considered for similar work.
- (d) 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).**
- (e) 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 (A) Taxes & Duties- GST Clauses:**

- (1) **Only valid GST registered bidders will be considered for the tender.** The GSTIN of the bidder should be clearly mentioned in the offer.
- (2) If bidder is exempted from GST registration under any provision of the GST Law, a declaration with due supporting documents should be furnished for considering the offer.
- (3) Bidder to quote the applicable taxes in the following manner:
  - (i) Harmonized System of Nomenclature (HSN) of Goods
  - (ii) Services Accounting Code (SAC) of Services.
  - (iii) IGST/CGST/SGST/UTGST: Rate of Tax to be quoted as extra in % against the space provided.
- (4) Bidders to ensure correct applicability of IGST/CGST/SGST/UTGST based on the Inter / Intra state movement of goods/services.
- (5) In case Bidder has opted for GST Composition Scheme, the same may be stated explicitly both in their technical and price bids. An undertaking to the effect that any change in the status of the bidder will be intimated.
- (6) Any other taxes & duties not covered anywhere above may be indicated separately.

**(B) Taxes deducted at source:**

- (1) TDS as per the extant statutes shall be deducted.
- (2) In case bidder does not provide PAN details, higher rate of tax shall be deducted as per the Act.
- (3) Concessional certificates, if any, should be provided well in time for lower deduction of tax.

**(C) Terms & Conditions to be complied in GST:**

- (1) All invoices (incl. Credit Notes, Debit Notes) to contain BHEL HPEP GSTIN ie 36AAACB4146P1ZG. Invoices submitted should be in the format as specified under GST Law. All details as mentioned in Invoice Rules including Dealer GST registration number (GSTIN), invoice number with date of issue, quantity, rate, value, taxes with nomenclature – CGST, SGST, UGST, IGST mentioned separately, HSN Code / SAC Code etc.
- (2) Reimbursement of GST amount will be made only upon completion of the following:
  - (i) Bidder declaring such invoice in their GSTR-1 Return/ IFF
  - (ii) Receipt of Goods or Services and Submission of Tax invoice by BHEL
  - (iii) The tax invoice is reflected in the GSTR2B of BHEL, HPEP (buyer). Payment of GST will be made only if it is matching with data uploaded by the Bidder in GST portal.
- (3) In case of discrepancy in the data uploaded by the bidder in the GSTN portal vis-a-vis the tax invoice or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit. The same would be available in PRADAN Portal for the bidder's information. Bidder has to rectify the data discrepancy in the GSTN portal or issue credit note or debit note (details also to be uploaded in GSTN portal) for the shortages or rejections in the supplies or additional claims for processing of such invoices.
- (4) In cases where invoice details have been uploaded by the bidder but failed to remit the GST amount to GST Department within stipulated time, then GST on the invoices in default will be recovered from the bidder along with the applicable interest.
- (5) 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, such GST amount will be recoverable from bidder along with interest levied/leviable on BHEL.
- (6) Under GST regime, BHEL has to discharge GST liability on LD recovered from bidders. Hence applicable GST shall also be recoverable from bidders on LD amount. For this Tax Invoice digitally signed will be issued by BHEL indicating the respective supply invoice number. The same can be downloaded from PRADAN Portal.
- (7) GST TDS deducted as per GST Act, is uploaded in GSTN portal along GSTR7. Bidders can directly download the GST TDS Certificate from the GSTN Portal.
- (8) Bidders to note that Rules & Regulations pertaining to E-way bill & E-Invoicing system are to be strictly adhered to, as and when notified by Govt. authorities

**2.1.3 PENALTY CLAUSE:**

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

**1. DELAY IN COMPLETION OF WORK:**

In the event of delay in completion of the awarded work beyond the contractual / approved completion 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. Refer Clause 3.6 of NIT for Period of Contract.

**2. DELAY IN DEPOSITION OF SECURITY DEPOSIT:**

If the Contractor fails to deposit the required Security Deposit within TWO (02) 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.

**3. DELAY IN COMMENCEMENT OF WORK:**

If the Contractor fails to commence the work within THREE (03) WEEKS 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.

**4. VIOLATION OF SAFETY NORMS:**

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

**5. DEPLOYMENT OF SITE SUPERVISOR:**

The Contractor shall engage at least **ONE Site Supervisor** from the date of commencement of work till completion of the work or as directed by the Engineer-In-Charge to ensure SAFETY, ATTENDANCE, WORK DISTRIBUTION etc., of the personnel deployed under the Contract including SUPERVISION of the work. In case of absence of Supervisor for more than 10 working days, the Contractor shall make necessary arrangements with a substitute. No separate payment shall be made by BHEL to the Contractor on account of deployment of Site Supervisor(s).

If the Contractor fails to deploy the Supervisor for **more than TEN (10) working days** in a calendar month other than authorised absence / leaves / holidays, a penalty equal to 50% of the Wage of a Semiskilled Worker for each non-deployed working day beyond the above period subject to a maximum of 10% of the respective calendar month's gross bill shall be levied and recovered from any of his bills lying with BHEL along with GST, as applicable.

**6. DISBURSEMENT OF PPEs:**

The Contractor shall provide and issue all PPEs including Uniforms to all his employees deployed under the contract at the beginning of the Contract.

If the Contractor fails to issue PPEs, especially **Uniforms, Safety Helmet, Shoes within TWO (02) months from the date of commencement** of work or date of joining in case of new employee, a penalty of 0.5% of the Unit rate of PPE per person per week delay or part thereof subject to a maximum of 1% of the Contract value shall be levied and recovered from any of his bills lying with BHEL along with GST, as applicable.

**7. SUBMISSION OF DOCUMENTS FOR IR CLEARANCE:**

The Wage period for the workmen of the Contractor engaged 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 (i.e., on 7<sup>th</sup> day of the calendar month following the wage month) irrespective of delay in payment of Bill(s) by BHEL to the contractor, for whatsoever reason.

For timely processing of bills, the Contractor has to submit all necessary documents required for IR Clearance within SIX (06) weeks after the closure of the respective wage month.

If the Contractor fails to submit the documents for IR clearance within **SIX (06) weeks** after the closure of the respective wage month for whatsoever reason, a penalty of 0.5% of the value of respective wage month's gross bill per week delay or part thereof subject to a maximum 10% of the value of respective wage month's gross bill shall be levied and recovered from any of his bills lying with BHEL along with GST, as applicable.

## 8. TIMELY SUPPLY OF TOOLS & MATERIAL:

All tools and materials listed in SUPPLY OF TOOLS & MATERIALS of the contract shall be provided by the Contractor to the workers engaged under the contract **within TWO (02) weeks** from the date of commencement of contract and shall be made available on day-to-day basis till completion of contract. No separate payment shall be made by BHEL to the Contractor on account of supply of tools and materials.

If the Contractor fails to supply tools and materials within **TWO (02) weeks** from the date of commencement of contract **[and / or]** if the Contractor fails to replace the defective tools / non-working tools / worn out spares within TWO (02) weeks from the date of non-functioning of tool/tools **[and / or]** if the Contractor fails to issue periodical consumables like trowels, soaps, oils etc., within TWO (02) weeks from the 1<sup>st</sup> day of calendar month, **a gross penalty of Rs. 500/- per week delay or part thereof subject to a maximum 1% of the Contract value** shall be levied and recovered from any of his bills lying with BHEL along with GST, as applicable.

**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 Submission of incomplete or wrong or misleading information in Techno-Commercial Bid (Part – A) or not enclosing Financial turnover or experience or prequalification data along with Techno-Commercial Bid (Part – A) may lead to disqualification of the bid.**

- 2.2.7 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.
- 2.2.8 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.
- 2.2.9 Part 'B' Price bid will be opened only in respect of those Tenderers who are qualified in Techno-Commercial Bid.
- 2.2.10 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.
- 2.2.11 The Tenderer should submit the tender documents intact without detaching any page / pages.
- 2.2.12 The Name of the Tenderer should be written or the Contractor's seal to be put on the sealed envelope.
- 2.2.13 Before making the offer, the Tenderers are advised to carefully go through the terms and conditions, which form part of the Agreement.
- 2.2.14 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.
- 2.2.15 **Each and every page of the tender document should be stamped & signed by the Tenderer.**
- 2.2.16 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 16.01.2023**. 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 **16.02.2023 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.
- 2.2.17 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**. Email: [venu@bhel.in](mailto:venu@bhel.in)
- 2.2.18 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.

**2.2.19 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:**

- (i) 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
- (ii) 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
- (iii) 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 BHEL fair wages, 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 visit and 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, to understand the nature of work / quantum of work in its true perspective to avoid any complications in future or after opening of bids.** 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 into 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 or damage to property, and/or 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.

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 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 PRE-BID DISCUSSIONS:**

- (a) Bidders are advised to acquire full knowledge of the NIT, Scope of work, Place of work, Site conditions of the work, working hours, work permit, minimum manpower to be deployed, Labour License, Payment terms & conditions; Payment of Wages, Bonus, PF, ESI as per statute / BHEL norms etc., distribution of PPEs & Uniforms, obtaining IR Clearances for billing etc.
- (b) Bidders are also advised to go through the complete description of Items, Units, Quantities and Unit Rates of Schedule of Quantities.
- (c) **Bidders are advised to obtain all kinds of clarifications before closure of bidding. Once bidding is closed or Technical Bids are opened, NO CLARIFICATION(S) / QUERIES IN ANY FORM SHALL BE PERMITTED.**
- (d) **Clarification(s) / queries raised by the bidder after closure of bidding and before evaluation of the Technical Bids may lead to disqualification of his bid. Price bid of such disqualified bidder shall not be opened and EMD of such disqualified bid shall be forfeited. Tender**



evaluation shall be continued with remaining bidders.

- (e) **Clarification(s) queries raised by the bidder after opening of Price Bids may lead to disqualification of his bid and EMD of such disqualified bid shall be forfeited.**

(Vendors to furnish this mandate on their Letter Head. )	
To Dy. Manager/Finance-CM Bharat Heavy Electricals Limited Ramachandrapuram Hyderabad 502 032	Ref No: _____ Date: _____ Ref No. _____
Dear Sir,	
Sub: Details for National Electronic Fund Transfer	
We request and authorize you to effect payment through NEFT to our Bank account, subject to RBI Guidelines, as per the details given below	
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) : _____	
Thanking you,	(Signature with Seal) _____ Authorised Signatory Name _____ Designation _____
Certified that the particulars furnished above are correct as per our records	
Date _____	(Signature of authorized official of bank) _____ Bank Stamp _____

- (f) **If any bidder raises clarification(s) / queries after opening of Price Bids or after conducting Reverse Auction, offer of such bidder shall be disqualified and disciplinary action against such disqualified bidder shall be initiated as per BHEL Rules. However, Tender evaluation shall be continued with remaining bidders as per BHEL Rules.**

2.2.36 The Contractors / Firms who are quoting 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.
- 3.0.3** BHEL reserves the right to split up the work into convenient portions and award them to different contractors.
- 3.0.4** The tenderer shall keep the contents of his tender and rates quoted by him to be kept confidential.
- 3.0.5** 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.
- 3.0.6** The bid prepared by the Bidder including all correspondence etc. relating to his offer / bid shall be in ENGLISH language.
- 3.0.7** The tenderers must sign on all the pages of tender documents, including the NIT, which forms part of tender document.
- 3.0.8** **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 awarded in BHEL.**
- 3.0.9** Contractor shall follow general instructions and obligations of the Contractors as prescribed.
- 3.0.10** Contractor shall arrange Group Insurance and follow all relevant rules applicable from time to time.
- 3.0.11** Supervision of Contract Workforce shall be monitored by Contract Supervisor. Contractor & Supervisor shall be available whenever required.
- 3.0.12** The Contractor is wholly responsible for any loss of life or partial disability of any of their employees while on duty.
- 3.0.13** In case of occurrence of any accident/ injury of Contractor's staff, BHEL will not pay any compensation while they are on duty / off duty and Contractor has to take care of same as a statutory obligation.
- 3.0.14** BHEL reserves the right to reject any or all tenders in part or in full without assigning any reason at any stage.
- 3.0.15** Above mentioned work shall be executed in accordance with the agreement conditions applicable to Labour works as per model contract of BHEL. A copy of the same can be had from the undersigned.
- 3.0.16** 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.
- 3.0.17** **Payment to the workers by Contractor to be made on or before 7<sup>th</sup> 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 and contractor's bill shall not be eligible for HR IR clearance.**
- 3.0.18** **Contractor shall issue wage slips** to the workers before paying wages, maintain attendance, wage register and muster roll of his employees.
- 3.0.19** 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.
- 3.0.20** The company does not expressly or by implication agree that the actual amount of the work to be

done shall correspond therewith, but reserves the right to increase or decrease the quantity of any item or portion of the work as it deems necessary.

- 3.0.21** 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.
- 3.0.22** BHEL reserves the right to short close the contract within period of any time in the event of bad performance of the Contractor or any other reasons detrimental to the interests of BHEL.
- 3.0.23** 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.
- 3.0.24** The tenderer shall not include any additional conditions / alter conditions either in techno-commercial bid or price bid.
- 3.0.25** Contract to be closed in all respects including final measurements recording in M-Book and submitting the FINAL Bill within TWO (02) months from the completion date as mentioned in the tender or approved date of completion whichever is later.
- 3.0.26** 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.

### 3.1 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:

- (i) **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
<b>3. Beneficiary Details:</b>	
A) Name of Beneficiary	: BHARAT HEAVY ELECTRICALS LIMITED
B) Address	: RAMACHANDRAPURAM, HYDERABAD- 502032.
C) Bank Name	: STATE BANK OF INDIA
D) BRANCH NAME	: BHEL TOWNSHIP, 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.**

- (ii) 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 / defect liability 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 BHEL Fair Wages as per circulars 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 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 shall 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:

- (1) All safety equipment such as safety belts, helmets & other equipment (as required for this work) are to be positioned by the contractor and used as per requirement.
- (2) Any casualty or damage caused to the property or person by any untoward incidents while executing this contract will be at the contractor's risk & cost.
- (3) Violation of applicable safety, health & environment related norms, a penalty of Rs. 5,000/- (Rupees Five thousand only) per occasion shall be imposed.
- (4) **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".*

- (5) 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 The Period of Contract shall be initially for a period of (TWELVE) 12 months.**

**3.6.2** The parties, if mutually agreed upon, may extend the period of contract for a further period of TWELVE (12) months or part thereof on the same awarded rates, terms and conditions with a Price Variation Clause providing for any increase in wages of the workmen and consequential increase in PF, ESI etc., by appropriate Government or by BHEL from time to time.

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

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

### 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 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.
- 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 and 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 subject to submission of necessary documents by the Contractor.** 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, it will be specified in the NIT / enquiry and the agreement entered into post award of job.

**3.8.3** 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 labours 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.

**3.8.4** Contract is to be expressed both in terms of required categories of labour and number of labours against each category to ensure that the contractor discharges all the contractual and statutory obligations in respect of labours 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.

**3.8.5** Following conditions shall be adhered strict during the contract period:

- (a) In case there is fall in the achieved output vis-à-vis desired output, contractor shall be warned in two spells.
- (b) If the unsatisfactory performance repeats, contract is liable to be short closed

**3.8.6 The first bill shall be paid to the Contractor only after disbursement all the required PPE's to the work force by the Contractor and submits the relevant documents to BHEL for verification.**

**3.8.7** The Contractor shall initially pay the wages, and other statutory payments etc., within the specified time, related to his workers 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 department(s) and forwarded to Accounts Department along with HR/IR clearance certificate for effecting payment.

**3.8.8** 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.

**3.8.9** 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:**

Any increase in consolidated wages of BHEL RC Puram or increase in Variable Dearness Allowance by appropriate Government to the eligible workmen of contractor(s), shall be reimbursed by BHEL RC Puram to the contractor to that extent of increase on production of proof of payment to the workmen by the Contractor duly verified by the Contract Executing Officer, HR/IR and Finance.

In case of decrease in the Variable Dearness Allowance by the Appropriate Government, the same shall be deducted from the running bills of the Contractor to that extent.

(Note: Increase is admissible on the variable components such as Wages, PF, ESI, and Leave Wages etc., which shall be notified by the BHEL HR/IR, from time to time).

Kindly note any revision in Daily Wages Rate made by BHEL based on GO Notification shall be reimbursed / adjusted based on actual payment made to contract labour.

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

The contractor shall not sub-contract or sub-let or transfer or assign the contract in full or any part thereof to any other person or firm or company without written consent from 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- Hyderabad, HPEP / BHEL PE&SD is situated and no other court shall have the jurisdiction.

### **3.13 MAINTENANCE & DEFECT LIABILITY PERIOD:**

**3.13.1** The Maintenance & Defect Liability Period for the contract shall be **NIL**.

**3.13.2** The Security Deposit shall be released after satisfactory completion of the work including Maintenance & Defect Liability Period and after getting HR/IR clearance and payment of the final bill.

### 3.14 LIST OF PPEs:

- 3.14.1** 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 pairs of dresses (Uniforms) along with stitching.**
  - (b) One safety helmet per annum.**
  - (c) One pair of shoes per annum along with two pairs of socks.**
  - (d) Safety goggles (U.V Protective glasses). (Min.3 nos. per annum)**
  - (e) Safety goggles for Grinders (Min. 4 No's per annum).**
  - (f) One Hand shield per annum.**
  - (g) One Head shield per annum**
  - (h) One pairs of hand gloves (leather) per month.**
  - (i) Cora cloth 1/2 Mt. per month.**
  - (j) One soap per month.**
  - (k) Ear Plugs (Min.12 No's per annum).**
  - (l) Dust masks (Min.24 No's per annum).**
  - (m) Any other relevant safety Personnel Protective Equipment.**
- 3.14.2** Each & Every PPE item should follow BHEL Safety Engineering Standards.
- 3.14.3** The first bill shall be paid to the Contractor only after disbursement all the required PPE's to the work force by the Contractor and submits the relevant documents to BHEL for verification.
- 3.14.4** The Contractor shall provide and issue all PPEs including Uniforms to all his employees deployed under the contract at the beginning of the Contract. If the Contractor makes delay in disbursement of PPEs, especially Uniforms, Safety Helmet, Shoes, penalty shall be imposed as per Penalty Clause, 2.1.3 of NIT.

### 3.15 RISK & COST:

BHEL reserves the right to invoke Risk & Cost Clause in any of the following cases and get the work completed at Risk & Cost of the Contractor:

1. Contractor's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor including unexecuted portion of work does not appear to be executable within balance available period considering its performance of execution.
2. Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
3. Non-completion of work by the Contractor within scheduled completion / delivery period as per Contract or as extended from time to time, for the reasons attributable to the contractor.
4. Termination of Contract on account of any other reason(s) attributable to Contractor.
5. Assignment, transfer, subletting of Contract without BHEL's written permission resulting in termination of Contract or part thereof by BHEL.
6. Non-compliance to any contractual condition or any other default attributable to Contractor.
7. Poor quality of work or supply & usage of poor quality material by the Contractor.
8. Fails or denies to execute the work as per specifications or as directed by the Engineer-In-Charge.

Not limiting to above, BHEL reserves the right to get the work(s) completed by awarding the same to another agency at "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.

#### CALCULATION OF RISK & COST AMOUNT:

$$\text{Risk \& Cost Amount} = [(A-B) + (A \times H/100)]$$

where,

A= Value of Balance scope of Work as per rates of new contract

B= Value of Balance scope of Work as per rates of old contract being paid to the Contractor at the time of termination of contract i.e., inclusive of PVC & ORC, if any.

H = Overhead Factor to be taken as 5

In case (A-B) is less than 0 (zero), value of (A-B) shall be taken as 0 (zero).

#### 3.15.1 RECOVERY OF MONEY:

In event of any amount of money being outstanding at any point of time against the Seller/ Contractor due to excess payment, imposition of liquidated damages, invocation of risk and cost clause or any other reason whatsoever, in the present order/ contract or any other order/ contract from any BHEL Unit, such outstanding amount may be recovered from the payments due to the Seller/ Contractor from the following:

- a. Dues available in the form of bills payable to Seller/contractor, Security Deposit, BGs against the same contract or any other contract.
- b. Dues payable to Seller/contractor against other contracts in the same Region/Unit/Division of BHEL.
- c. Dues payable to Seller/contractor against other contracts in the different Region/Unit/Division of BHEL or any other mode as deemed fit by the Purchaser at its sole discretion including legal options for recovery of dues.

The rights of the BHEL are in addition and without prejudice to any other right they may have to claim the amount of any loss or damage suffered by the BHEL on account of the acts or omissions of the Contractor.

### 3.16 CONFLICT OF INTEREST AMONG BIDDERS / AGENTS:

A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring / Tendering Entity's interests. **The bidder found to have a conflict of interest shall be disqualified.** A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- (a) they have controlling partner (s) in common; [or]
- (b) they receive or have received any direct or indirect subsidy / financial stake from any of them; [or]
- (c) they have the same legal representative / agent for purposes of this bid; [or]
- (d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; [or]
- (e) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components / sub-assembly / Assemblies from one bidding manufacturer in more than one bid; [or]
- (f) In cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorise only agent / dealer. There can be only one bid from the following:
  - (i) The principal manufacturer directly or through one Indian agent on his behalf; and
  - (ii) Indian / foreign agent on behalf of only one principal;[or]
- (g) A Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid; [or]
- (h) In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership / management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister / common business / management units in same / similar line of business.

#### 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 labours 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 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.
- 4.14** 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 HPEP HR-IR circulars / instructions issued from time to time and to keep all the records in Form C as per the said Act.
- 4.15** 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.
- 4.16** 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.
- 4.17** **The Wage period for the Workmen of Contractor engaged 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 (i.e., on 7<sup>th</sup> day of the calendar month following the wage month) irrespective of delay in payment of Bill by BHEL to the contractor, for whatsoever reason.**  
**Note: The disbursement of wages shall be preponed to the 6<sup>th</sup> day, if the 7<sup>th</sup> day happens to be a holiday.**

- 4.18** Failure to pay the wages by 7<sup>th</sup> of every month will lead to taking of necessary action in accordance with the relevant Laws, Rules & Regulations
- 4.19** 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.
- 4.20** 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.
- 4.21** 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.
- 4.22** 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.
- 4.23** The liability for compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- 4.24** 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.
- 4.25** 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.
- 4.26** 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
- 4.27** 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.

- 4.28** 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.
- 4.29** 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.
- 4.30** 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.
- 4.31** Contractor shall inform his PAN to BHEL. Income tax as applicable will be deducted at source by BHEL from the bills of contractor.
- 4.32** 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.
- 4.33** 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.
- 4.34** 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.
- 4.35** BHEL shall be indemnified against all losses, Claims, prosecutions etc. under any law.
- 4.36** 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.
- 4.37** 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.
- 4.38** 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.
- 4.39** 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.

- 4.40** 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.
- 4.41** 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.
- 4.42** 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.
- 4.43** 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.
- 4.44** In case of any extra work executed by the contractor, the contractor will be paid on pro-rata basis.
- 4.45** All the Terms and Conditions as mentioned in Work Order shall also form a part of the Agreement.
- 4.46** 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.
- 4.47** 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.
- 4.48** The contractor shall be wholly responsible for the behavior of the workmen at the work place and outside, in the BHEL premises.
- 4.49** 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.
- 4.50** 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.
- 4.51** BHEL shall be entitled to recover any payment made on behalf of the contractor under any law or otherwise.
- 4.52** 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 **CONCILIATION & ARBITRATION:**

### **CONCILIATION:**

The parties agree that if at any time, 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, 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.

The Annexure together with its formats will be treated as if the same is part hereof and shall be as effectual as if set out herein in this GCC/Agreement/Contract/MOU etc.

The purchaser/contractor/seller etc. agrees that the purchaser/contractor/MOU etc., may make any amendments or modifications to the provisions stipulated in the Annexure-2 to this GCC/Agreement/Contract/MOU etc., from time to time and confirms that it shall be bound by such amended or modified provisions of the Annexure-2 with effect from the date as intimated by BHEL to it.

### **ARBITRATION:**

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 the Head of BHEL Unit / region / division 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 Hyderabad only at state of Telangana.

The cost of arbitration shall be borne as per the award of the arbitrator. Subject to the arbitration in terms of clause as stated in Annexure - \_\_\_\_, the courts at Sangareddy 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 enterprises (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 commercial contract (s) between central public sector enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments /Organisations (excluding disputes concerning railways, income tax, customs & excise departments). Such dispute or difference shall be taken up by either party for resolution through AMECD as mentioned in DPE OM No. 4(1) / 2013-DPE (GM)/FTS-1835 dated. 22.05.2018”

## 6 CONTRACT WORK DESCRIPTION: SCHEDULE - A

**Name of work:** “Annual Maintenance contract for Support services for maintenance of Administrative group of buildings, Maintenance of Blocks and Buildings in Factory area, Maintenance of Railway lines, Maintenance of periphery fencing, Maintenance of Internal & External water supply, Maintenance of Horticulture etc.” - for a period of 12 months.

SNo.	Description of the item	Unit	Skill	No. of skill Operations per day	No. of Operations for each skill for 12 months	Total Quantity
<b>Part-A: Support Services for Maintenance of Buildings in Factory area.</b>						
<b>Part-A1: Administrative Building in Factory area.</b>						
<b>A1.1</b>	<b><u>Maintenance of Carpentry Works in Admin Building:</u></b> Attending day to day complaints related to carpentry repairs including Fixing of tower bolts, door closures, aldrops, door stoppers, Mortise locks, door hinges, pelmets, glasses to aluminium doors & windows, glasses to wooden windows & MS windows, peg stays, MS window handles, frames for split AC's, Window AC frames, ventilator glasses, white boards, name boards, car number boards, screws to wooden tables and wooden chairs, aluminium door shutters, wooden door shutters, wooden window shutters, aluminium door closures, repairing of tower bolts, door closures, aldrops, door stoppers, Mortise locks, door hinges, pelmets, MS window handles, wooden / aluminium partitions, wooden windows, door shutters, Sintex door shutters, venetian / vertical blinds, wooden cup boards, side racks and other furniture, ventilators, AC frames, repairs to ABC hall furniture, repairs to ED's Secretariat furniture like executive table, conference tables etc., Shifting of furniture like almirah, tables, side racks, filing cabinets, computer, sofa sets, guest cushion chairs and other furniture and Polishing wood finish for all partitions, railings etc., in Administrative Building.					
A1.1.i	Basic Wage	Operations	SW	2	250	500
A1.1.ii	Leave Wage	Leaves	SW		13	26
A1.1.iii	Holiday Wage	Holidays	SW		11	22
A1.1.iv	PPEs	PPE Sets	SW		1	2

<b>A1.2</b>	<b><u>Maintenance of Internal Water Supply in Admin Building:</u></b> Attending day to day complaints related to internal water supply repairs in Administrative Building including Fixing of wash basin, IWC, EWC, bib cocks, stop cocks, pillar cocks, angle cocks etc., urinary pots, waste pipe connection, PVC connection, flush kit, flush tank, laying of GI pipe lines including cutting, threading, fixing etc., nahany traps, ball cocks, valves, mirrors, soap trays, soap water containers, towel rods, Jaquar flush valves, tiles (small areas). Repairing of flush tanks & flush kits, bib cock, angle cock, stop cock, pillar cocks. Arresting leakage of flush tank, PVC connection, waste pipe connection, ball cocks, GI lines, nahany traps, gate valves etc. Repairing of urinary flush valves and pillar cocks by removing and clearing of dust from filter and re-fixing.					
A1.2.i	Basic Wage	Operations	SW	2	250	500
A1.2.ii	Leave Wage	Leaves	SW		13	26
A1.2.iii	Holiday Wage	Holidays	SW		11	22
A1.2.iv	PPEs	PPE Sets	SW		1	2
<b>A1.3</b>	<b><u>Maintenance of Misc. Masonry Works in Admin Building:</u></b> Attending day to day complaints related to masonry repairs in Administrative Building including Repair works like making AC frame pockets, misc. plastering, brick work, PCC, filling road cuttings, filling pot holes, open drain repair, wall cracks repair, seepage repairs in duct room, toilets, chambers repairs, kerb stone repairs, parking areas repair, washing areas repair in canteen. Fixing of fan hooks, fixing of door frames, ventilators etc.					
A1.3.1.i	Basic Wage	Operations	SW	1	250	250
A1.3.1.ii	Leave Wage	Leaves	SW	1	13	13
A1.3.1.iii	Holiday Wage	Holidays	SW	1	11	11
A1.3.1.iv	PPEs	PPE Sets	SW	1	1	1
A1.3.2.i	Basic Wage	Operations	USW	1	239	239
A1.3.2.ii	Leave Wage	Leaves	USW	1	12	12
A1.3.2.iii	Holiday Wage	Holidays	USW	1	11	11
A1.3.2.iv	PPEs	PPE Sets	USW	1	1	1
<b>A1.4</b>	<b><u>Miscellaneous Painting Works in Admin Building:</u></b> Painting works like kerb stone painting, MS grills painting, cabins painting, white washing, internal walls painting, corridors painting, toilets painting, doors, windows of wood & steel painting, railings painting etc. and attending any other day to day complaints in respect of masonry and painting works.					
A1.4.1.i	Basic Wage	Operations	SW	1	250	250
A1.4.1.ii	Leave Wage	Leaves	SW		13	13
A1.4.1.iii	Holiday Wage	Holidays	SW		11	11
A1.4.1.iv	PPEs	PPE Sets	SW		1	1
A1.4.2.i	Basic Wage	Operations	SSW	1	250	250
A1.4.2.ii	Leave Wage	Leaves	SSW		13	13

A1.4.2.iii	Holiday Wage	Holidays	SSW		11	11
A1.4.2.iv	PPEs	PPE Sets	SSW		1	1
<b>A1.5</b>	<b><u>Cleaning Activities in ED Office:</u></b> Continuous cleaning activities exclusively in ED's Office, including cleaning of furniture, floor mopping, other activities specified by the ED's secretariat time to time.					
A1.5.i	Basic Wage	Operations	USW	1	239	239
A1.5.ii	Leave Wage	Leaves	USW		12	12
A1.5.iii	Holiday Wage	Holidays	USW		11	11
A1.5.iv	PPEs	PPE Sets	USW		1	1
<b>A1.6</b>	<b><u>Miscellaneous Cleaning Activities:</u></b> Cleaning of Badge reader, Turnstiles, Terminal services, Fiber Hubs, UPS systems, Personal Computers (CC), 240 DC Powers supplies, Terminals, Cleaning of all CC rooms etc. complete as directed by Engineer-In-Charge.					
A1.6.1.i	Basic Wage	Operations	SSW	1	250	250
A1.6.1.ii	Leave Wage (it was 13 against 14 in previous)	Leaves	SSW		13	13
A1.6.1.iii	Holiday Wage	Holidays	SSW		11	11
A1.6.1.iv	PPEs	PPE Sets	SSW		1	1
A1.6.2.i	Basic Wage	Operations	USW	1	238	238
A1.6.2.ii	Leave Wage	Leaves	USW		12	12
A1.6.2.iii	Holiday Wage	Holidays	USW		11	11
A1.6.2.iv	PPEs	PPE Sets	USW		1	1
<b>A1.7</b>	<b><u>Miscellaneous Activities in Factory Civil Stores:</u></b> Assisting in Factory Civil Divisional stores like up keeping materials, issuing of material, drawl of materials from other stores, receipt of materials from collection cells / suppliers, unpacking the materials, arranging the materials in specified areas / racks, distribution of documents pertaining to divisional stores etc.					
A1.7.i	Basic Wage	Operations	SW	1	250	250
A1.7.ii	Leave Wage	Leaves	SW		13	13
A1.7.iii	Holiday Wage	Holidays	SW		11	11
A1.7.iv	PPEs	PPE Sets	SW		1	1
<b>A1.8</b>	<b><u>Attending to certain auxiliary activities</u></b> as detailed below, to be carried out by Factory Civil Projects Department: Making site clearance; Creating approach to inaccessible places; Material re-shifted to stores / shops / work sites in organised way; Cutting, bending / drilling, machining; Material movement and arrangement; Unboxing of packages; drawing BHEL store material; Shifting of submersible motors, pumps, monoblock motors from bore wells, pump houses, carrying of GI & CI Pipes, specials of various sizes to various locations in factory premises					
A1.8.1.i	Basic Wage	Operations	SSW	1	250	250
A1.8.1.ii	Leave Wage	Leaves	SSW		13	13
A1.8.1.iii	Holiday Wage	Holidays	SSW		11	11

A1.8.1.iv	PPEs	PPE Sets	SSW		1	1
A1.8.2.i	Basic Wage	Operations	USW	1	238	238
A1.8.2.ii	Leave Wage	Leaves	USW		12	12
A1.8.2.iii	Holiday Wage	Holidays	USW		11	11
A1.8.2.iv	PPEs	PPE Sets	USW		1	1

Part-A2: Maintenance of Blocks and Buildings in Factory area.						
<b>A2.1</b>	<b><u>Carpentry / Masonry / Painting works:</u></b>					
	Attending in routine carpentry / masonry / Misc. Painting activities like changing of window, glass panes, partitions, door locks/hinges, door closures, fixing of door frames, cleaning of terraces, doors, glasses of partitions, windows, re-plastering/re-flooring of wall/floor patches etc. which are not susceptible for measurements. The rate quoted shall include cost of labour, tools and tackles, safety equipments as directed. The materials required for above work will be issued by BHEL on free of cost at BHEL stores.					
A2.1.1.i	Basic Wage	Operations	SW	2	250	500
A2.1.1.ii	Leave Wage	Leaves	SW		13	26
A2.1.1.iii	Holiday Wage	Holidays	SW		11	22
A2.1.1.iv	PPEs	PPE Sets	SW		1	2
A2.1.2.i	Basic Wage	Operations	SSW	2	250	500
A2.1.2.ii	Leave Wage	Leaves	SSW		13	26
A2.1.2.iii	Holiday Wage	Holidays	SSW		11	22
A2.1.2.iv	PPEs	PPE Sets	SSW		1	2
<b>A2.2</b>	<b><u>Roof leaking / Rain water leakage complaints:</u></b>					
	Attending roof leakages complaints, rain water pipe leakages at all heights on Annexe buildings, blocks, cleaning of roof, removal of weeds on buildings, blocks, dusting of partitions, cabin & window glasses in Annexe buildings, cleaning of storm water lines in blocks and outside the blocks, road gully chambers, fixing of kerb stones, cleaning of cob webs, repairing of MS door/windows etc., which are not susceptible for measurements.					
A2.2.1.i	Basic Wage	Operations	SW	1	250	250
A2.2.1.ii	Leave Wage	Leaves	SW		13	13
A2.2.1.iii	Holiday Wage	Holidays	SW		11	11
A2.2.1.iv	PPEs	PPE Sets	SW		1	1
A2.2.2.i	Basic Wage	Operations	SSW	1	250	250
A2.2.2.ii	Leave Wage	Leaves	SSW		13	13
A2.2.2.iii	Holiday Wage	Holidays	SSW		11	11
A2.2.2.iv	PPEs	PPE Sets	SSW		1	1
A2.2.3.i	Basic Wage	Operations	USW	2	239	478
A2.2.3.ii	Leave Wage	Leaves	USW		12	24
A2.2.3.iii	Holiday Wage	Holidays	USW		11	22
A2.2.3.iv	PPEs	PPE Sets	USW		1	2

<b>A2.3</b>	<b><u>Drainage Complaints:</u></b> Attending routine drainage complaints and chokages in entire Factory area and Admn. Building area, removing waste from canteen septic tanks and removing the silt and roots from the sewer lines at all depths including repair of the manholes etc., cleaning open drain etc. complete as directed by the Engineer-In-Charge. The rate quoted shall include cost of labour, tools and tackles, cleaning rods, safety equipments as directed.					
A2.3.1.i	Basic Wage	Operations	SW	1	250	250
A2.3.1.ii	Leave Wage	Leaves	SW		13	13
A2.3.1.iii	Holiday Wage	Holidays	SW		11	11
A2.3.1.iv	PPEs	PPE Sets	SW		1	1
A2.3.2.i	Basic Wage	Operations	SSW	2	250	500
A2.3.2.ii	Leave Wage	Leaves	SSW		13	26
A2.3.2.iii	Holiday Wage	Holidays	SSW		11	22
A2.3.2.iv	PPEs	PPE Sets	SSW		1	2
<b>A2.4</b>	<b><u>For Emergency purpose:</u></b> Engaging of unskilled services for removal of surplus earth, levelling the road side berms, collection of heaps of ferrous and non-ferrous scrap items, empty oil drums, garbage, removal of stones, wood in Factory area, including cleaning the areas as directed. The rate quoted shall include cost of tools & tackles, safety equipment like shoes, hand gloves etc., complete as directed by the Engineer in charge. <b>(This item is to be operated on obtaining specific Admin. Approval of AGM / Fy. Civil for specific purpose.)</b>					
A2.4.i	Basic Wage	Spl.Opn	USW	1	0	0

Part-B: Support Services for Maintenance of Railway Lines & Periphery Fencing in Factory area.						
Part-B1: Maintenance of Railway Lines in Factory area.						
<b>B1.1</b>	<b><u>Railway lines Maintenance:</u></b> Removing the existing railway lines / gantry lines carefully and re-laying the new track with all points / crossings etc., as per revised layout, using materials issued by Dept. to proper level & gauge and Maintenance of Railway track and gantry tracks including correcting of alignment defects, keeping rails in required level, maintaining gauge within permissible limits, lubricating the turnouts through packing of sleepers, cleaning the grooves at level crossing and providing clear visibility using at all required tools and plants etc. complete as directed by Engineer-in-charge. The total length of the track to be maintained is 17.40 km and 51 turnouts. (Daily 4.60 km track is to be maintained on an average and minimum of one labour are required per 0.92 km track maintenance of the track) The rate quoted shall include cost of maintenance of track and with all turnouts, tools, tackles and personal protective equipment equipments etc. The agency should supply tools like beats, shovels, railway crowbars, gauge, jack, spirit level etc. to the railway gang man.					
B1.1.1.i	Basic Wage	Operations	SW	3	240	720
B1.1.1.ii	Leave Wage	Leaves	SW		12	36
B1.1.1.iii	Holiday Wage	Holidays	SW		11	33
B1.1.1.iv	PPEs	PPE Sets	SW		1	3
B1.1.2.i	Basic Wage	Operations	SSW	2	240	480
B1.1.2.ii	Leave Wage	Leaves	SSW		12	24
B1.1.2.iii	Holiday Wage	Holidays	SSW		11	22
B1.1.2.iv	PPEs	PPE Sets	SSW		1	2
B1.1.3.i	Basic Wage	Operations	USW	5	239	1195
B1.1.3.ii	Leave Wage	Leaves	USW		12	60
B1.1.3.iii	Holiday Wage	Holidays	USW		11	55
B1.1.3.iv	PPEs	PPE Sets	USW		1	5
Part-B2: Maintenance of Periphery Fencing and other Miscellaneous Works in Factory area.						
<b>B2.1</b>	<b><u>Peripheral Fencing:</u></b> Providing assistance for attending the Misc. works such as repairs to fencings inside and along factory boundary wall of factory and up keeping of 29 building, 51 & 52 stores and 90 building, removal of posters, banners, tying of banners and removal of pamphlets from the entrances of blocks and buildings etc. complete as directed by Engineer-in-charge. The rate quoted shall include cost of tools, tackles and safety equipment etc.					
B2.1.i	Basic Wage	Operations	USW	3	240	720
B2.1.ii	Leave Wage	Leaves	USW		12	36
B2.1.iii	Holiday Wage	Holidays	USW		11	33
B2.1.iv	PPEs	PPE Sets	USW		1	3

Part-C: Support Services for Maintenance of Water Supply in Factory area.						
Part-C1: Maintenance of Internal Water Supply in Factory area.						
<b>C1.1</b>	<b><u>Internal Water Supply:</u></b> Attending in routine water supply and sanitary complaints like controlling overflow of storage tanks, repair & replacement of ball cocks, taps, pillar cocks, flush tanks, AC/CI pipe joints, giving water connections to wash basins, sinks, repair of sensor based valves, laying / dismantling of GI lines upto 1½" dia, complete including cost of labour, tools and tackles, safety equipments as directed. The materials like GI pipes, ball cocks, stop cocks, taps etc. will be issued by BHEL on free of cost at BHEL stores.					
C1.1.1.i	Basic Wage	Operations	SW	1	260	260
C1.1.1.ii	Leave Wage	Leaves	SW		14	14
C1.1.1.iii	Holiday Wage	Holidays	SW		11	11
C1.1.1.iv	PPEs	PPE Sets	SW		1	1
C1.1.2.i	Basic Wage	Operations	SSW	2	250	500
C1.1.2.ii	Leave Wage	Leaves	SSW		13	26
C1.1.2.iii	Holiday Wage	Holidays	SSW		11	22
C1.1.2.iv	PPEs	PPE Sets	SSW		1	2
<b>C1.2</b>	<b><u>Plumbing repairs:</u></b> Attending routine plumbing complaints which are not susceptible for measurements for attending the complaints on Manjeera water supply lines which are laid and commissioned recently throughout the factory blocks, Annexes / Stores etc., in Factory area for supply of drinking water for 24 hours continuously and also for cleaning of water storage tanks upto 2000 litres capacity etc., in the all Factory blocks.					
C1.2.1.i	Basic Wage	Operations	SSW	1	250	250
C1.2.1.ii	Leave Wage	Leaves	SSW		13	13
C1.2.1.iii	Holiday Wage	Holidays	SSW		11	11
C1.2.1.iv	PPEs	PPE Sets	SSW		1	1
C1.2.2.i	Basic Wage	Operations	USW	1	239	239
C1.2.2.ii	Leave Wage	Leaves	USW		12	12
C1.2.2.iii	Holiday Wage	Holidays	USW		11	11
C1.2.2.iv	PPEs	PPE Sets	USW		1	1
<b>C1.3</b>	<b><u>Sewer lines maintenance:</u></b> Assisting in operation / maintenance of sewer lines by engaging manpower for monitoring the man holes cleaning / sewer lines cleaning works, Including removing the chamber covers with the help of USW for exhaust of poisonous gases from the manholes / sewer line before entering into man holes for cleaning of chambers and also to take care of any gases in the man hole with the help of required apparatus and all as directed by Engineer-In-Charge.					
C1.3.i	Basic Wage	Operations	SSW	1	250	250
C1.3.ii	Leave Wage	Leaves	SSW		13	13
C1.3.iii	Holiday Wage	Holidays	SSW		11	11

C1.3.iv	PPEs	PPE Sets	SSW		1	1
<b>Part-C2: Maintenance of External Water Supply in Factory area.</b>						
<b>C2.1</b>	<b>External Water Supply:</b> Providing assistance to Water supply operators for maintenance of water supply lines of all sizes ranging from 40 mm to 300 mm dia. at all heights of the blocks and buildings, below or above the ground level as desired by Dept., The scope of work includes repair of valves, replacing gland ropes, cleaning of valve chambers, laying of new lines, caulking the lead joints, dewatering of valve chambers, shifting of pipes and valves etc., from stores to work spot and vice versa wherever necessary etc. complete. <b>All required materials will be issued by BHEL on free of cost at BHEL stores.</b> The rate quoted shall include cost of labour, tools and tackles, safety equipments as directed. The services of the personnel if required should attend the works round the clock.					
C2.1.1.i	Basic Wage	Operations	SW	1	260	260
C2.1.1.ii	Leave Wage	Leaves	SW		14	14
C2.1.1.iii	Holiday Wage	Holidays	SW		11	11
C2.1.1.iv	PPEs	PPE Sets	SW		1	1
C2.1.2.i	Basic Wage	Operations	SSW	2	250	500
C2.1.2.ii	Leave Wage	Leaves	SSW		13	26
C2.1.2.iii	Holiday Wage	Holidays	SSW		11	22
C2.1.2.iv	PPEs	PPE Sets	SSW		1	2
C2.1.3.i	Basic Wage	Operations	USW	2	239	478
C2.1.3.ii	Leave Wage	Leaves	USW		12	24
C2.1.3.iii	Holiday Wage	Holidays	USW		11	22
C2.1.3.iv	PPEs	PPE Sets	USW		1	2
<b>C2.2</b>	<b>LIG Pump House:</b> Providing assistance in operation of LIG pump house by attending operation of pumps and bore wells, maintenance of open area of about 50000 Sq.m surrounding the LIG pump house and maintenance of new planted fruit plants etc. complete all as directed by Engineer-In-Charge. The rate quoted shall include cost of tools, tackles and safety equipment.					
C2.2.i	Basic Wage	Operations	USW	3	239	717
C2.2.ii	Leave Wage	Leaves	USW		12	36
C2.2.iii	Holiday Wage	Holidays	USW		11	33
C2.2.iv	PPEs	PPE Sets	USW		1	3

<b>C2.3</b>	<b><u>Water Storing Reservoirs:</u></b> Maintenance of water storage reservoirs, adjacent areas by sweeping the area, cleaning the floors/removing the weeds, grass cutting and disposal of the debris/garbage at the nearest bins on the daily basis.1 unskilled services are required for carrying out the above job per day for one operation. Checking the electrical switch boards, panels, replacement of spares, laying and joining cables, repairing of motors at site and routine checkup of power points at all bore wells, Main water works, Bore well water works at LIG and 09 Block reservoir and any other allied electrical works in connection with water supply etc. complete all as directed by Engineer-In-Charge. The electrician shall have necessary tools for checking and repairing at all heights. All required materials will be issued by BHEL on free of cost at BHEL stores. The rate quoted shall include cost of labour, tools and tackles, safety equipments as directed.					
C2.3.1.i	Basic Wage	Operations	SW	1	260	260
C2.3.1.ii	Leave Wage	Leaves	SW		14	14
C2.3.1.iii	Holiday Wage	Holidays	SW		11	11
C2.3.1.iv	PPEs	PPE Sets	SW		1	1
C2.3.2.i	Basic Wage	Operations	SSW	1	250	250
C2.3.2.ii	Leave Wage	Leaves	SSW		13	13
C2.3.2.iii	Holiday Wage	Holidays	SSW		11	11
C2.3.2.iv	PPEs	PPE Sets	SSW		1	1
C2.3.3.i	Basic Wage	Operations	USW	1	239	239
C2.3.3.ii	Leave Wage	Leaves	USW		12	12
C2.3.3.iii	Holiday Wage	Holidays	USW		11	11
C2.3.3.iv	PPEs	PPE Sets	USW		1	1

Part-D: Maintenance of Horticulture Works in Factory area.						
Part-D1: Support Services for Maintenance of Horticulture Works in Factory area.						
<b>D1.1</b>	<b><u>Lawns, Hedges and Borders:</u></b> Maintenance including watering of lawns, hedges and borders through sprinkler system wherever sprinkler system available including cleaning of spray heads wherever required, watering through hose pipes wherever sprinkler system is not available, cutting of hedges and borders, mowing of lawns by power lawn mower including power connection to the nearest power point, sweeping and disposal of cut grass, weeding of lawns, hedges and borders, application of manures, fertilizers, insecticides, as and when required and as directed by Engineer-In-Charge. Also it includes repair and replanting.					
D1.1.i	Basic Wage	Operations	USW	22	209	4598
D1.1.ii	Leave Wage	Leaves	USW		11	242
D1.1.iii	Holiday Wage	Holidays	USW		11	242
D1.1.iv	PPEs	PPE Sets	USW		1	22
<b>D1.2</b>	<b><u>Flower beds &amp; rock gardens and plant boxes:</u></b> Maintenance including preparation of flower beds by digging of 30 cm deep, application of fertilizers and manures, refilling and leveling etc., marking, seed sowing (or) planting including gap filling, application of manures and fertilizers and spraying of pesticides and insecticides, weeding and mulching, removal of dead flowers, watering the beds and also includes repair and replanting etc. complete as directed by Engineer-In-Charge.					
D1.2.i	Basic Wage	Operations	USW	3	209	627
D1.2.ii	Leave Wage	Leaves	USW		11	33
D1.2.iii	Holiday Wage	Holidays	USW		11	33
D1.2.iv	PPEs	PPE Sets	USW		1	3
<b>D1.3</b>	<b><u>Trees &amp; Shrubs:</u></b> Maintenance including watering, mulching and weeding the top soil, application of manures, fertilizers, pesticides and insecticides, pruning and trimming of trees, gap filling as and when required. It also includes propagation of trees and shrubs at nursery etc. complete as directed by Engineer-In-Charge.					
D1.3.i	Basic Wage	Operations	USW	3	209	627
D1.3.ii	Leave Wage	Leaves	USW		11	33
D1.3.iii	Holiday Wage	Holidays	USW		11	33
D1.3.iv	PPEs	PPE Sets	USW		1	3

<b>D1.4</b>	<b><u>Potted Plants:</u></b> Maintenance including watering once daily, mulching and weeding the soil including top dressing, turning the pots, application of manures, fertilizers, pesticides and insecticides, pruning and shaping, repotting including removing from pot, trimming the roots, filling the new soil, planting etc., colouring the pots including mixing the colour and applying, repotting the broken pots, as and when required. Placing of decorative pots in buildings including shifting the pots on rotations. This also includes arrangement of pots on important occasions, mixing of potting soils, propagation of plant material in nursery as and when required as directed by Engineer-In-Charge.					
D1.4.1.i	Basic Wage	Operations	SSW	2	250	500
D1.4.1.ii	Leave Wage	Leaves	SSW		13	26
D1.4.1.iii	Holiday Wage	Holidays	SSW		11	22
D1.4.1.iv	PPEs	PPE Sets	SSW		1	2
D1.4.2.i	Basic Wage	Operations	USW	2	209	418
D1.4.2.ii	Leave Wage	Leaves	USW		11	22
D1.4.2.iii	Holiday Wage	Holidays	USW		11	22
D1.4.2.iv	PPEs	PPE Sets	USW		1	2
<b>Part-D2: Support Services for Maintenance of Horticulture Works - Machinery</b>						
<b>D2.1</b>	<b><u>Supply of Tractor:</u></b> Supply of Tractor with trailer, driver along with 4 Nos Unskilled workers for watering the plants where irrigation facility is not available, removal of garden garbage cut branches, transportation of red earth/manure etc., within factory and Admn building area upto a distance of 3 km as directed by the Engineer in charge. Tractor should work 8hors a day each operation. Tractor model should be of year 2000 or after. Tractor trailer should have hydraulic lift facility etc. complete as directed by Engineer-In-Charge. Payment will be done for the item only when tractor, trailer, driver and supporting 4 USW (excluding driver) are present in totality.					
D2.1.i	Basic Wage	Operations	USW	4	226	904
D2.1.ii	Leave Wage	Leaves	USW		11	44
D2.1.iii	Holiday Wage	Holidays	USW		11	44
D2.1.iv	PPEs	PPE Sets	USW		1	4
D2.1.v	<b>Tractor with trailer</b>	Tractor Days		1	226	226
<b>D2.2</b>	<b><u>Cleaning of Fountains:</u></b> Cleaning of fountains by engaging 4 Nos of USW for each operation in Factory area by using bleaching powder and required tools, Brushes, filling of water etc., complete all as directed by Engineer-In-Charge. All required materials should be supplied by agency. Cleaning operations to be done in every 15 days.					
D2.2.i	Basic Wage	Spl.Opn	USW	4	20	80

<b>D2.3</b>	<b><u>Water Tanker:</u></b> Providing 5000 litres water tanker with driver whenever required inside the Factory area with tractor. The cost includes keeping the water tanker at least 8 hours at single point to fulfill the requirement and also if required in a day with the same tractor 2 or 3 trips are more to be provided. The required water will be given by BHEL main water works. The Payment will be made for each trip of water supply with tractor, trailer and driver.				
D2.3.i	Tanker including all as above	Tanker Days		1	44

### SUMMARY

SNo.	Description	Unit	Skill	No. of Operations	Total Operations for 12 months
(i)	<b>Total Basic Operations</b>	<b>Operations</b>	SW	17	4250
			SSW	19	4730
			USW	55	12194
			<b>Total</b>	<b>91</b>	<b>21174</b>
(ii)	<b>Total Leaves</b>	<b>Leaves</b>	SW	17	221
			SSW	19	245
			USW	55	626
			<b>Total</b>	<b>91</b>	<b>1092</b>
(iii)	<b>Total Holidays</b>	<b>Holidays</b>	SW	17	187
			SSW	19	209
			USW	55	605
			<b>Total</b>	<b>91</b>	<b>1001</b>
(iii)	<b>Total PPEs</b>	<b>PPE Sets</b>	SW	17	17
			SSW	19	19
			USW	55	55
			<b>Total</b>	<b>91</b>	<b>91</b>
(iv)	<b>Total Special / Emergency Operations</b>	<b>Spl.Opn</b>	USW	5	80
(v)	<b>Total Tractor Days</b>	<b>Tractor Days</b>		1	226
(vi)	<b>Total Tanker Days</b>	<b>Tanker Days</b>		1	44

**Legend:**

SW: Skilled Worker

SSW: Semiskilled Worker

USW: Unskilled Worker

**NOTES:**

1. Quantities mentioned in the SCHEDULE-A are tentative & indicative only. Quantities finalised by BHEL during course of execution shall be as per actual site requirement and shall be final.
2. The first bill shall be paid to the Contractor only after disbursement all the required PPE's to the work force by the Contractor and submits the relevant documents to BHEL for verification.

## 6.A SUPPLY OF TOOLS & MATERIALS:

As the Contract deals with skilled, semiskilled and unskilled labours, following tools shall be made available by the Contractor at his own cost to respective Contract labour on all working days to attend their day-to-day works covered under the Contract.

Returnable tools can be taken back by the Contractor after completion of the contract period.

### 6.A.1 LIST OF TOOLS & MATERIALS:

#### PART-A: TOOLS FOR SUPPORT SERVICES WORKS:

SNo.	Tool Description	Quantity	Returnable / Non-Returnable
(1)	Metal Drilling Machine with Bit 3 mm, 2.5 mm and 2 mm <b>Make: BOSCH</b> Note: Damaged / worn out spares shall be replaced with new one.	1 Set	Machine: Returnable Bits: Non-Returnable
(2)	Hammer Drilling machine with Bits 6 mm, 8 mm and 10 mm <b>Make: BOSCH</b> Note: Damaged / worn out spares shall be replaced with new one.	1 Set	Machine: Returnable Bits: Non-Returnable
(3)	Wood Cutting (plywood cutting) Machine with two Blades per month. Note: Damaged / worn out spares shall be replaced with new one.	1 Set	Machine: Returnable Blades: Non-Returnable
(4)	Screw driver set	2 Sets	Returnable
(5)	Screw Driver 18" with Wooden Handle	2 Nos.	Returnable
(6)	Round Chisel 8"	2 Nos.	Returnable
(7)	Flat (Long) Chisel 12"	2 Nos.	Returnable
(8)	Pipe Wrench 10", 12", 14"	1 No. each size	Returnable
(9)	Hammer 2 Pounds	2 Nos.	Returnable
(10)	GI Pipe threading machine, upto 50 NB size	1 Set	Returnable
(11)	Hack Saw Frame with blade. Note: Damaged / worn out spares shall be replaced with new one.	1 Set	Frame: Returnable Blades: Non-Returnable
(12)	Star Screw Driver Set (all sizes)	1 Set	Returnable
(13)	Cutting Plier	2 Nos.	Returnable
(14)	Drainage rods (50 m total length)	2 Sets	Returnable
(15)	Safety belt and 25 to 40 mm dia Nylon / Cotton Rope of 12 m length, for cleaning manholes	2 Sets each	Returnable
(16)	Soaps – for Drainage workers	12 Nos. per month	All Non-Returnable
	Coconut Oil – 200ml – for Drainage workers	4 Nos. per month	
	Bamboo Sticks / Flats of min. 10 feet long each	4 Nos. per month	
(17)	Carpentry wood Drill machine with set of drilling bits Note: Damaged / worn out spares shall be replaced with new one.	1 Set	Machine: Returnable Blades: Non-Returnable
(18)	Glass cutter (Damaged cutter shall be replaced with new one)	1 No.	Returnable
(19)	Masonry Trowel Note: Damaged / worn out trowel shall be replaced with new one.	1 Trowel per month	Non-Returnable
(20)	Plumb bob for Masonry with 3 m thread	1 No.	Returnable
(21)	Metallic Measuring Tape for Masonry (min. 3 m length)	1 No.	Returnable
(22)	Wooden trowel for Masonry with handle Note: Damaged / worn out trowel shall be replaced with new one.	1 No. per month	Non-Returnable
(23)	Metal Plastering trowel with handle	1 No. per month	Non-Returnable

**PART-B: TOOLS FOR RAILWAY MAINTENANCE AND PERIPHERY FENCING:**

SNo.	Tool Description	Quantity	Returnable / Non-Returnable
(1)	Shovel with handle	4 Nos.	Returnable
(2)	Railway Crow bars	4 Nos.	Returnable
(3)	Track Punch	3 Nos.	Returnable
(4)	Required track maintenance wrenches	1 Set	Returnable

**PART-C: TOOLS FOR WATER WORKS:**

SNo.	Tool Description	Quantity	Returnable / Non-Returnable
(1)	Pipe Wrench – 24” [Make: Taparia / ISI Marked]	2 Nos.	Returnable
(2)	Pipe Wrench – 18” [Make: Taparia / ISI Marked]	1 No.	Returnable
(3)	Pipe Wrench – 14” [Make: Taparia / ISI Marked]	2 Nos.	Returnable
(4)	Pipe Wrench – 12” [Make: Taparia / ISI Marked]	2 Nos.	Returnable
(5)	Spanner – 24 x 27 set	1 Set	Returnable
(6)	GI Pipe threading machine, upto 80 NB size	1 Set	Returnable
(7)	Hammer with handle (2 Pound)	1 No.	Returnable
(8)	Screw Driver – 12”	1 No.	Returnable
(9)	Monkey Spanner	1 No.	Returnable
(10)	Cutting Plier	1 No.	Returnable
(11)	Hack Saw Frame with blade. Note: Damaged / worn out spares shall be replaced with new one.	1 Set	Frame: Returnable Blades: Non-Returnable
(12)	Safety Belt for attending pipe line repairs at height	4 Nos.	Returnable
(13)	Multi-meter	1 No.	Returnable
(14)	Tong Tester	1 No.	Returnable
(15)	Electric Tester	3 Nos.	Returnable

**PART-D: TOOLS FOR HORTICULTURE WORKS:**

SNo.	Tool Description	Quantity	Returnable / Non-Returnable
(1)	Lawn Mower (with min. 3 HP Motor)	1 No.	Returnable
(2)	Garden Scissor (big size) for trimming border plants	3 Nos.	Returnable
(3)	Garden Scissor (small size) for pruning plants	2 Nos.	Returnable
(4)	Electric Tester	1 No.	Returnable
(5)	Screw driver set	1 Set	Returnable
(6)	Spanner set	1 Set	Returnable
(7)	Cutting Plier	1 No.	Returnable
(8)	Horticulture Tools (Garden Trowel, Garden Fork, Hand Cultivator)	2 Nos. each	Returnable
(9)	Garden Spade (approx. 2 feet long)	1 No.	Returnable

**6.A.2 SPECIAL NOTES ON TOOLS & MATERIALS:**

- (1) The Contractor shall maintain proper Record / Registers for all tools issued to his workforce and submit to BHEL, on demand.
- (2) The Contractor shall bring all tools inside Factory with proper Entry Gate Passes for taking back the “Returnable” tools after closure / completion of Contract.
- (3) The Contractor at his own cost shall make available of all tools including required spares on day-to-day basis till completion of the contract and BHEL shall not make any payment to the Contractor on account of supply of tools / spares.



- (4) The Contractor at his own cost shall carry out preventive maintenance of all tools / spares supplied / made available under the Contract and replace the tools / spares with new ones free of cost, as & when tools / spares found to be not functioning / defective / worn out / damaged and BHEL shall not make any payment to the Contractor on account of carrying out maintenance and / or replacement of tools / spares with new ones.
- (5) In addition to above, the Contractor at his own cost shall provide special tool(s), if required, for completion of the work during the contract period and BHEL shall not make any payment to the Contractor on account of this.
- (6) If the Contractor makes delay in providing the above tools / material, Penalty shall be imposed as per Penalty Clause, 2.1.3 of NIT.



**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	PART-A
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	CONCILIATION & ARBITRATION	
6	CONTRACT WORK DESCRIPTION – SCHEDULE “A”	
6.A	SUPPLY OF TOOLS & MATERIALS	
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	REVERSE AUCTION	
12	PRO-FORMA FOR BANK GUARANTEE (in-lieu of SECURITY DEPOSIT)	
13	LIST OF CONSORTIUM BANKS	
14	OTHER DETAILS OF THE CONTRACTOR	
15	PRO-FORMA FOR CONTRACT AGREEMENT	
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



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> <b>Notes:</b> <b>(1) Financial Turnover of AY 2022-23, AY 2021-22 and AY 2020-21 only shall be considered.</b> <b>(2) If Returns or Turnover of any of the above Assessment Year(s) is / are not provided, same shall be considered as ZERO.</b>	<b>Assessment Years:</b> <b>2022-23:</b> <b>2021-22:</b> <b>2020-21:</b>
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>	<b>YES / NO</b>

- a) Tenderer undertakes that photocopies in support of the above, wherever applicable, are attached.  
b) If answers at S No. 1, 2, 3, 4, 8 and 13 are not available or mentioned "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 quantities 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; 3.6 for Period of Contract; 3.8 for Payment Terms and 3.13 for Maintenance & Defect Liability Period.](#)
- (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 **UDYAM certificate or valid NSIC certificate** along with attested copy of a CA certificate (Format enclosed at Annexure-B) 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 labourers 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 for MSME bidder**

This is to Certify that M/S ..... (hereinafter referred to as 'company') having its registered office at ..... is registered under Micro, Small and Medium Enterprises Development Act , 2006 ( **MSMED Act, 2006**) having **Udyam Registration Number No:**.....Category:....., (Micro/Small/Medium)(Copy enclosed).

Further Verified from the Books of Accounts, the **investment and turnover** of enterprise for the latest audited financial year ..... is as follows:

1. Investment in plant and machinery or equipment (i.e. all tangible assets other than land and building, furniture and fittings) calculated as specified by the Ministry of Micro Small and Medium Enterprises vide its notification No. S.O.2119 (E) Dated: 26.06.2020 is Rs.....Lakhs.
2. Turnover of the enterprise calculated as specified by the Ministry of Micro Small and Medium Enterprises vide its notification No. S.O.2119 (E) Dated: 26.06.2020 is Rs.....Lakhs.
3. The above investment in plant and machinery or equipment is within the permissible limit of Rs..... Lakhs **and** Turnover is within the permissible limit of Rs..... Lakhs applicable for..... Micro / Small / Medium (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 & Defect Liability 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 **BONUS PAYMENT:** The contractor shall pay bonus to all his workmen for the contract period as per the applicable provisions of the payment of Bonus Act 1965 and its rules & amendments issued from time to time and as per the circulars issued by BHEL, HPEP, HR/IR from time to time.

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 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.

9.8 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.

9.9 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)

9.10 The contractor shall observe

- (i) Weekly rest day
- (ii) The Company List of Holidays.

9.11 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.

9.12 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.

9.13 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.

9.14 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.

9.15 **The Contractor shall pay BHEL fair wages (which consists of State minimum wages and additional payments) to their workmen.**

**The Contractor shall pay allowances / incentives as decided and communicated by BHEL, from time to time.**

**Reimbursement of any increase in BHEL fair wages to the Contractor after payment of the same to the eligible workers engaged under the contract shall be as per Price Variation Clause of the Contract.**

9.16 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.

9.17 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.

9.18 Non-compliance of provisions under any Acts/Rule/instructions/guidelines shall make the contractor liable for penal action including termination of contract.

9.19 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.

9.20 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.

- 9.21 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.
- 9.22 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.
- 9.23 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.
- 9.24 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.
- 9.25 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.
- 9.26 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.
- 9.27 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.
- 9.28 The contractor shall keep his work place clean and safe to avoid injuries to men and damage to finished products / equipment.
- 9.29 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.
- 9.30 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.
- 9.31 The contractor shall ensure adherence to all statutory requirements applicable to BHEL.
- 9.32 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.
- 9.33 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.

- 9.34** 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.
- 9.35** 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.
- 9.36** The Income tax as applicable will be deducted from the bill of the contractor.
- 9.37** The 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.
- 9.38** 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.
- 9.39** In addition to the above holidays mentioned 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 Contractor shall extend paid Holiday/s to his workmen.
- 9.40** 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.
- 9.41** 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.
- 9.42** The contractor should engage only those labours who shall be more than 18 (eighteen) years of age.
- 9.43** The contractor shall not resort to subcontracting under any circumstances without written consent from BHEL
- 9.44** The contractor shall provide the required safety equipment to the labours engaged by him.
- 9.45** 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.
- 9.46** A copy of the agreement between contractor and his labour shall be submitted to the Contract Labour Cell of HR-IR section
- 9.47** 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.
- 9.48** 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.
- 9.49** 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.

- 9.50 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.
- 9.51 Supplementing or explaining the same as may be from time to time shall be done by the Company official.
- 9.52 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.
- 9.53 The Company shall have the privilege of ordering modifications, omissions, or additions at any time before completion of the work.
- 9.54 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.
- 9.55 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.
- 9.56 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.
- 9.57 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.
- 9.58 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.
- 9.59 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.
- 9.60 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.
- 9.61 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.
- 9.62 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.
- 9.63 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.
- 9.64 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.

- 9.65** 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.
- 9.66** 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.
- 9.67** 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.
- 9.68** 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.
- 9.69** 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.
- 9.70** 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.
- 9.71** 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 / dharnas 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.
- 9.72** 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.
- 9.73** 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.
- 9.74** 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.
- 9.75** 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.
- 9.76** 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.

- 9.77 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 **NIT Terms & Conditions shall be part of the Contract Agreement and in case of any ambiguity or contradiction between Contract Agreement and NIT after conclusion of Agreement, Contract Agreement shall prevail.**
- 9.85 **Till conclusion of the Agreement, refer respective clauses of NIT for any ambiguity in proforma of Agreement.**
- 9.86 **FORCE MAJEURE:**

The following shall amount to Force Majeure conditions:

1. Acts of God, Act of any Government, War, Sabotage, Riots, Civil, Flood, Fire, Cyclone, Earthquake, and Epidemic, Pandemic over which the Contractor has no control;

If the contractor suffers delay in the due execution of the contract due to delays caused by Force Majeure conditions, as defined above, the agreed time for completion of the work covered by this contract shall be extended by a period of time equal to the period of delay, provided that on the occurrence of any such contingency, the contractor immediately reports to BHEL in writing the causes for the delay but the Contractor shall not be eligible for any compensation on this account.

## 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 reporting to inside the factory area with vehicles the agency are requested to engage drivers 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:

<b>Un-Skilled Worker</b>	:	<b>Rs. 565.65</b>	per day inclusive of weekly off
<b>Semi-Skilled Worker</b>	:	<b>Rs. 602.99</b>	per day inclusive of weekly off
<b>Skilled Worker</b>	:	<b>Rs. 638.80</b>	per day inclusive of weekly off

- (i)** **Leaves and Holidays**  
plus 12 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.

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

BHEL shall be resorting to Reverse Auction (guidelines available on 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.

11.1 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.

11.2 BUSINESS RULES FOR REVERSE AUCTION:

ANNEXURE-I

BUSINESS RULES FOR REVERSE AUCTION

This has reference to the Tender No: **HY/FCD/OT-19/2022-23, date: 27.01.2023.**

BHEL shall finalise the Rates for the supply of "*Annual Maintenance contract for Support services for maintenance of Administrative group of buildings, Maintenance of Blocks and Buildings in Factory area, Maintenance of Railway lines, Maintenance of periphery fencing, Maintenance of Internal & External water supply, Maintenance of Horticulture etc.*" - for a period of 12 months, 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 –

- (i) BHEL Tender Enq. No.: **HY/FCD/OT-19/2022-23, date: 27.01.2023,**
- (ii) Bidders' technical & commercial bid (in case of two part bid)



- (iii) subsequent correspondences between BHEL and the bidders, if any.

#### 11.2.1 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.

#### 11.2.2 SCHEDULE FOR REVERSE AUCTION:

The Reverse Auction is tentatively scheduled on: **DD.MM.2023**

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

#### 11.2.3 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.

#### 11.2.4 BID PRICE:

The Bidder has to quote for the work “*Annual Maintenance contract for Support services for maintenance of Administrative group of buildings, Maintenance of Blocks and Buildings in Factory area, Maintenance of Railway lines, Maintenance of periphery fencing, Maintenance of Internal & External water supply, Maintenance of Horticulture etc.*” - for a period of **12 months**, 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.

#### 11.2.5 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.

#### 11.2.6 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.**

#### 11.2.7 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.

#### 11.2.8 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.

#### 11.2.9 POST AUCTION PROCEDURE:

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

#### 11.2.10 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.

#### 11.2.11 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.

#### 11.2.12 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).

**11.2.13** 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}.

#### 11.2.14 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.

#### 11.2.15 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.

#### 11.2.16 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).

**11.2.17** Bidders' bid will be taken as an offer to execute the work/ supplies the item as per Tender / Enquiry No: **HY/FCD/OT-19/2022-23, date: 27.01.2023**. 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).

**11.2.18** 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.

- 11.2.19** BHEL's decision on award of the contract shall be final and binding on all the Bidders.
- 11.2.20** 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.
- 11.2.21** 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.
- 11.2.22** Other terms and conditions shall be as per bidder's techno-commercial offers and other correspondences, if any, till date.
- 11.2.23** 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.
- 11.2.24** 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.

### **11.3 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 : *M/s. xxxx*

Date of Auction : (i) *Date: XX.XX.2022*  
(ii) *Online RA timing: 13.30 to 14.30 hrs*  
(iii) *Online auction website: https://\_\_\_\_\_*

Documents Attached: : i) Business rules for Reverse Auction (ANNEXURE-I)  
(To be sent to the i) Process Compliance Form (ANNEXURE-III)  
bidders) i) Details of item (s) to be Reverse Auctioned (ANNEXURE-V)  
i) Post RA Price confirmation by bidder(ANNEXURE-VI)



**11.4 PROCESS COMPLIANCE FORM:**

**ANNEXURE-III**

**PROCESS COMPLIANCE FORM**

(The bidders are required to print this on their company's letter head and sign, stamp before RA)

To

M/s. XX

(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-19/2022-23, date: 27.01.2023**, for the work of "**Annual Maintenance contract for support services for maintenance of Administrative group of buildings, Maintenance of Blocks and Buildings in Factory area, Maintenance of Railway lines, Maintenance of periphery fencing, Maintenance of Internal & External water supply, Maintenance of Horticulture etc.**" - **for a period of 12 months.**

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. {XXXX}.

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: Sign this document and FAX / email it to M/s {XXXX} at {.....} prior to start of the Event.**



**11.5 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 :	

**11.6 ITEMS FOR REVERSE AUCTION:**

ANNEXURE-V

**DETAILS OF ITEMS FOR REVERSE AUCTION**

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



11.7 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-19/2022-23, date: 27.01.2023**

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:

## 12 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:

- (i) The liability of the Bank under this Guarantee shall not exceed \_\_\_\_\_<sup>8</sup>
- (ii) This Guarantee shall be valid up to \_\_\_\_\_.<sup>9</sup>
- (iii) 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.

12 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		

**14 OTHER DETAILS OF THE CONTRACTOR:**

**OTHER DETAILS OF THE CONTRACTOR**

<b>SNo</b>	<b>Description</b>	<b>Data to be filled by the Bidder / Contractor</b>
<b>1</b>	Name of the Contractor :	
<b>2</b>	Full Address :	
<b>3</b>	Contractor's Code No. :	
<b>4</b>	Contact Person :	
<b>5</b>	Mobile / Phone / Fax :	
<b>6</b>	Email id :	
<b>7</b>	Details of DD / Cash receipt (to be enclosed along with the bid)	
<b>(a)</b>	DD / Cash Receipt No for EMD :	
<b>(b)</b>	DD / Cash Receipt No. for cost of Tender document :	
<b>8</b>	Particulars of experience / credentials as detailed in the notice (Completion certificate of works to be enclosed ) :	
<b>9</b>	ESI No. (copy to be enclosed) (in case not available, proof of having applied with acknowledgement from Concerned authorities to be enclosed)	
<b>10</b>	PF CODE No. (copy to be enclosed) :	Please read Pre-Qualification criteria (Clause-2.0)
<b>11</b>	PAN No. (Copy to be enclosed)	
<b>12</b>	Provisional GSTIN / GSTIN	
<b>13</b>	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.	
<b>14</b>	Annual turnover during 3 years. (supporting documents to be enclosed)	



15 **PRO-FORMA FOR CONTRACT AGREEMENT:**

AGREEMENT NO.:

DATE: \_\_\_\_\_

Name of the work:-

This Agreement is made on \_\_\_\_\_ between M/s Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad - 502032 having its registered office at 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.: \_\_\_\_\_, the company had called tenders for "\_\_\_\_\_ " which are annexed hereto.

In pursuance of the said contractor's price quotation dated: \_\_\_\_\_, the company has awarded the work of "\_\_\_\_\_ " hereinafter called "the said work" as per terms and conditions stipulated in the above tender notice as per schedule enclosed herewith containing full details of description of work, payment terms and vide LOI/Work order No.: \_\_\_\_\_  
Date: \_\_\_\_\_ subject to the terms and conditions stipulated hereunder in addition to conditions stipulated in the said tender notice.

**1. NOW IT IS HEREBY AGREED AS FOLLOWS:**

- 1.1 That the agreement shall come into operation from \_\_\_\_\_ and will be in force up to \_\_\_\_\_. Maintenance & Defect Liability Period is -NIL-.
- 1.2 As per terms and conditions the contractor has to deposit total SD amount Rs. \_\_\_\_\_ i.e., (5% of Rs. (awarded value)/-). Contractor has to deposit 50% of total SD i.e., Rs. \_\_\_\_\_/- before commencement of work. Accordingly, the agency has deposited Rs. \_\_\_\_\_/- (SD) vide \_\_\_\_\_ and the balance security deposit amount has to be recovered in the running bills for the due fulfilment of the contract to the satisfaction of the first party.
- 1.3 **REFUND OF SECURITY DEPOSIT:**  
Security Deposit of contractor shall be refunded only after the expiry of the contract period and Maintenance & Defect Liability 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 Contractor.**
- 1.4 **No interest shall be payable by BHEL on earnest money or security deposit or any money due to the contractor by BHEL.**
- 1.5 **NIT Terms & Conditions shall be part of the Contract Agreement and in case of any contradiction between Contract Agreement and NIT after conclusion of Agreement, Contract Agreement shall prevail.**
- 1.6 **Till conclusion of the Agreement, refer respective clauses of NIT for any ambiguity in proforma of Agreement.**
- 1.7 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 contractor 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.

**1.8 BONUS PAYMENT:**

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 issued from time to time for the contract period and as per the circulars issued by BHEL, HPEP, HR/IR from time to time.

**1.9 OVER RUN COMPENSATION: Not applicable.**

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

**1.11** 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.

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

- (i) Contract Labour (R & A) Act, 1970 & applicable Rules thereof
- (ii) 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)
- (iii) Payment of Wages Act, 1936
- (iv) ESI Act, 1948
- (v) EPF & Misc. Prov. Act, 1952
- (vi) Employees Compensation Act, 1923.
- (vii) A.P Labour Welfare Fund Act, 1987
- (viii) Inter State Migrant Workmen (RE & CS) Act, 1979
- (ix) Payment of Bonus Act, 1965
- (x) Payment of Gratuity Act, 1972
- (xi) Equal Remuneration Act, 1976
- (xii) The Company's instructions as issued from time to time in regard to working hours, wages, leave, holidays etc.

**1.13** 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.

**1.14** 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.

**1.15** 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.**

- |            |   |
|------------|---|
| Form XIII  | : Register of workmen employed by contractor (Rule 75)                  |
| Form XIV   | : Employment card issued by contractor (Rule 76)                        |
| Form XVI   | : Muster Roll (Rule 78(1)(a)(i))  |
| Form XVII  | : Register of wages (Rule 78(1)(a)(i))                                  |
| Form XVIII | : Register of wages-cum Muster Roll (in case of Weekly payment)         |
| Form XIX   | : Wage Slip (Rule 78)(b)  |
| Form XX    | : Register of deduction for damages or loss (Rule 78)(1)(a)(ii)         |
| Form XXI   | : Register of files (Rule 78)(1)(a)(ii)                                 |
| Form XXII  | : Register of advances (Rule 78)(1)(a)(ii)                              |
| Form XXIII | : Register of overtime (Rule 78)(1)(a)(iii)                             |
| Form XXIV  | : Return to be sent by the contractor to licensing 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 at Contractor's own cost.

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 (ix)
  - (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 Licensing 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) Crèche facilities to be provided for the use of children of women as per Rule 25(2)(vi)
  - (q) The contractor shall observe
    - (i) Weekly rest day
    - (ii) The Company List of Holidays.
- 1.16** 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.
- 1.17** 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
- 1.18** 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.
- 1.19** 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.
- 1.20** The Contractors shall pay BHEL fair wages (which consists of state minimum wages and additional payments) whichever is higher to their workers. The Contractor shall pay allowances / incentives as decided and communicated by BHEL, from time to time. Reimbursement of any increase in BHEL fair wages to the Contractor after payment of the same to the eligible workers engaged under the contract shall be as per Price Variation Clause of the Contract.

- 1.21 The Contractor shall comply with all the statutory provisions such as Bonus (% as prevailing in BHEL RC Puram), PF (12%), EDLI (0.5%), ESI, Gratuity, Service Tax(Composite) 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.
- 1.22 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.
- 1.23 Non-compliance of provisions under any Acts/Rule/instructions/guidelines shall make the contractor liable for penal action including termination of contract.
- 1.24 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.
- 1.25 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.
- 1.26 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.
- 1.27 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.
- 1.28 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.
- 1.29 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.
- 1.30 It shall be contractor's sole responsibility to protect the public and his employees against accident from any cause and provide required safety equipment and shall indemnify the Company against any claims for damages for injury to the person(s) or property / properties 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.
- 1.31 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
- 1.32 No work shall be done on Sundays or on 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.

- 1.33 The contractor shall keep his work place clean and safe to avoid injuries to men and damage to finished products / equipment.
- 1.34 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.
- 1.35 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.
- 1.36 The contractor shall ensure adherence to all statutory requirements applicable to BHEL.
- 1.37 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.
- 1.38 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.
- 1.39 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.
- 1.40 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.
- 1.41 The Income tax as applicable will be deducted from the bill of the contractor.
- 1.42 The Contractor shall 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, leave etc.
- 1.43 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.
- 1.44 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 Contractor shall extend paid Holiday/s to his workmen.
- 1.45 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.
- 1.46 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.
- 1.47 The contractor should engage only those labourers who shall be more than 18 (eighteen) years of age.
- 1.48 **SUB-CONTRACTING:**  
The contractor shall not sub-contract or sub-let or transfer or assign the contract in full or any part thereof to any other person or firm or company without written consent from BHEL.
- 1.49 The contractor shall provide the required safety equipment to the labours engaged by him.

- 1.50 Contractor shall issue "Employment Card" to all labour and supervisors covered under the job work contract as prescribed under the Contract Labour (R&A) Acts/Rules.
- 1.51 A copy of the agreement between contractor and his labour shall be submitted to the Contract Labour Cell of HR-IR section
- 1.52 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.
- 1.53 The quantities mentioned in the agreement schedule are worked out from the relevant drawings / estimations of the Company and may or may not be the actuals required for execution.
- 1.54 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.
- 1.55 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. Supplementing or explaining the same as may be from time to time shall be done by the Company official.
- 1.56 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.
- 1.57 The Company shall have the privilege of ordering modifications, omissions, or additions at any time before completion of the work.
- 1.58 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.
- 1.59 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.
- 1.60 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.
- 1.61 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.
- 1.62 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.
- 1.63 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.
- 1.64 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.
- 1.65 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.

- 1.66** All safety equipment such as safety belts, helmets & other equipment (as required for this work) are to be positioned by the contractor and used as per requirement.
- 1.67** Any casualty or damage caused to the property or person by any untoward incidents while executing this contract will be at the contractor's risk & cost.
- 1.68** Violation of applicable safety, health & environment related norms, a penalty of Rs. 5,000/- (Rupees Five thousand only) per occasion shall be imposed.
- 1.69 SAFETY:**
- (1)** 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.
  - (2)** Any casualty or damage caused to the property or person by any untoward incidents while executing this contract will be at the contractor's risk & cost.
  - (3)** Violation of applicable safety, health & environment related norms, a penalty of Rs. 5,000/- (Rupees Five thousand only) per occasion shall be imposed.
  - (4) 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".
  - (5)** The agency has to produce medical fitness certificate for his workmen for suitability of workers to work even on heights.
- 1.70** The agency has to produce medical fitness certificate for his workmen for suitability of workers to work on heights
- 1.71** 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.
- 1.72** 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.
- 1.73** 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.
- 1.74** The 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.

- 1.75** 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.
- 1.76** 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.
- 1.77** 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.
- 1.78** 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.
- 1.79** 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.
- 1.80** 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/dharnas 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.
- 1.81** 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.
- 1.82** BHEL reserves the 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.
- 1.83** 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.
- 1.84** 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.
- 1.85** 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 EMD/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.
- 1.86** In case of any suit or other legal proceeding arising under this contract, the courts at Sangareddy Dist., only shall have the jurisdiction.
- 1.87** The Company reserves the right to enter into parallel agreement with one or more contractors at their discretion.

- 1.88** Disputes, grievances between the contractor and his labour, will have to be settled by the Contractor only within two weeks.
- 1.89** 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.
- 1.90** Wherever BHEL/COMPANY standards are mentioned, copies of which are enclosed shall be strictly followed.
- 1.91** 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.
- 1.92** 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.
- 1.93 FORCE MAJEURE:**  
The following shall amount to Force Majeure conditions:  
1. Acts of God, Act of any Government, War, Sabotage, Riots, Civil, Flood, Fire, Cyclone, Earthquake, and Epidemic, Pandemic over which the Contractor has no control;  
If the contractor suffers delay in the due execution of the contract due to delays caused by Force Majeure conditions, as defined above, the agreed time for completion of the work covered by this contract shall be extended by a period of time equal to the period of delay, provided that on the occurrence of any such contingency, the contractor immediately reports to BHEL in writing the causes for the delay but the Contractor shall not be eligible for any compensation on this account.
- 1.94 CONCILIATION & ARBITRATION:**  
**CONCILIATION:**  
The parties agree that if at any time, 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, 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.  
The Annexure together with its formats will be treated as if the same is part hereof and shall be as effectual as if set out herein in this GCC/Agreement/Contract/MOU etc.  
The purchaser/contractor/seller etc. agrees that the purchaser/contractor/MOU etc., may make any amendments or modifications to the provisions stipulated in the Annexure-2 to this GCC/Agreement/Contract/MOU etc., from time to time and confirms that it shall be bound by such amended or modified provisions of the Annexure-2 with effect from the date as intimated by BHEL to it.
- ARBITRATION:**  
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 the Head of BHEL Unit / region / division 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 Hyderabad only at state of Telangana.

The cost of arbitration shall be borne as per the award of the arbitrator. Subject to the arbitration in terms of clause as stated in Annexure - \_\_, the courts at Sangareddy 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 enterprises (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 commercial contract (s) between central public sector enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments /Organisations (excluding disputes concerning railways, income tax, customs & excise departments). Such dispute or difference shall be taken up by either party for resolution through AMECD as mentioned in DPE OM No. 4(1) / 2013-DPE (GM)/FTS-1835 dated. 22.05.2018”

## **2. SPECIAL INSTRUCTIONS:**

- 2.1 The contractor has to produce the bank guarantee, in the prescribed proforma 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 or Maintenance & Defect Liability Period whichever is later.**
- 2.2** When the materials are reporting to inside the factory area with vehicles the agency are requested to engage drivers with commercial transport vehicle driving license.
- 2.3**
  - (1)** The quantity of raw materials drawn, if any from the stores and balance unused should be accounted and returned to the stores.
  - (2)** Ensure cleanliness of the preparation area/work spot before and after the work on daily basis.
  - (3)** The quantity shall be counted, measured and weighed and certified by authorized persons
  - (4)** The quantities may slightly vary depending on the requirement and shall be informed in advance by BHEL.
  - (5)** The payment shall be as per actual quantity prepared, executed and accounted.
  - (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 will 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 backlisting / banning the said contractor from participating

in the future bidding / tendering in BHEL.

**2.4 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:

<b>Un-Skilled Worker</b>	:	Rs. _____	per day inclusive of weekly off
<b>Semi-Skilled Worker</b>	:	Rs. _____	per day inclusive of weekly off
<b>Skilled Worker</b>	:	Rs. _____	per day inclusive of weekly off

**(i) Leaves and Holidays**

plus 12 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.

**Note: 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 proforma (the proforma will be given at the time of request of experience). The Factory Civil department shall forward it to HR-IR and shall be forwarded to Finance. The Finance will certify the value of work executed/paid by BHEL. Finally HR-IR will issue the experience certificate.**

**3. GENERAL TERMS AND CONDITIONS:**

**3.1** Contractor shall obtain Labour License (Central / State Government) before commencement of work as applicable.

**3.2** 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

**3.3 LIST OF PPEs:**

The total safety of operation is Contractor's responsibility. Contractor should provide the following as per requirement to each worker and any additional PPEs if required in executing the contract.

**(a) Two pair of dresses (Uniforms) in the beginning of the contract, including stitching.**

**(b) One safety helmet per annum.**

**(c) One pair of shoe per annum along with two pairs of socks.**

**(d) Safety goggles (U.V Protective glasses). (Min.3 nos. per annum)**

**(e) Safety goggles for Grinders (Min. 4 No's per annum).**

**(f) One Hand shield per annum.**

**(g) One Head shield per annum**

**(h) One pairs of hand gloves (leather) per month.**

**(i) Cora cloth 1/2 (half) metre per month.**

**(j) One soap per month.**

**(k) Ear Plugs (Min.12 No's per annum).**

**(l) Dust masks (Min.24 No's per annum).**

**(m) Any other relevant safety Personnel Protective Equipment.**

**3.4** Each & Every PPE item should follow BHEL Safety Engineering Standards.

**3.5** The first bill shall be paid to the Contractor only after disbursement all the required PPE's to the work force by the Contractor and submits the relevant documents to BHEL for verification.

**3.6** The Contractor shall provide and issue all PPEs including Uniforms to all his employees deployed under the contract at the beginning of the Contract. If the Contractor makes delay

in disbursement of PPEs, especially Uniforms, Safety Helmet, Shoes, penalty shall be imposed as per Penalty Clause of the Contract.

- 3.7 Supervision of Contract Workforce shall be monitored by Contract Supervisor. Contractor & Supervisor shall be available whenever required.
- 3.8 The Contractor is wholly responsible for any loss of life or partial disability of any of their employees while on duty.
- 3.9 In case of occurrence of any accident/ injury of Contractor's staff, BHEL will not pay any compensation while they are on duty / off duty and Contractor has to take care of same as a statutory obligation.
- 3.10 Payment to the workers by Contractor to be made on or before 7<sup>th</sup> 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 and contractor's bill shall not be eligible for HR/IR clearance.**
- 3.11 Contractor shall issue wage slips to the workers before paying wages, maintain attendance, wage register and muster roll of his employees.
- 3.12 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.
- 3.13 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.

#### **4. RISK & COST:**

BHEL reserves the right to invoke Risk & Cost Clause, in any of the following cases and get the work completed at Risk & Cost of the Contractor:

- 4.1 Contractor's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor including unexecuted portion of work does not appear to be executable within balance available period considering its performance of execution.
- 4.2 Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
- 4.3 Non-completion of work by the Contractor within scheduled completion / delivery period as per Contract or as extended from time to time, for the reasons attributable to the contractor.
- 4.4 Termination of Contract on account of any other reason(s) attributable to Contractor.
- 4.5 Assignment, transfer, subletting of Contract without BHEL's written permission resulting in termination of Contract or part thereof by BHEL.
- 4.6 Non-compliance to any contractual condition or any other default attributable to Contractor.
- 4.7 Poor quality of work or supply & usage of poor quality material by the Contractor.
- 4.8 Contractor fails or denies or delays to execute the work as per specifications or as directed by the Engineer-In-Charge.

Not limiting to any of above cases, BHEL reserves the right to get the work(s) completed by awarding the same to another agency on "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 and the Contractor shall agree for the same.

#### **CALCULATION of Risk & Cost Amount:**

Risk & Cost Amount= [(A-B) + (A x H/100)]

where,

A= Value of Balance scope of Work as per rates of new contract

B= Value of Balance scope of Work as per rates of old contract being paid to the Contractor at the time of termination of contract i.e., inclusive of PVC & ORC, if any.

H = Overhead Factor to be taken as 5

In case (A-B) is less than 0 (zero), value of (A-B) shall be taken as 0 (zero).

#### **4.9 RECOVERY OF MONEY:**

In event of any amount of money being outstanding at any point of time against the Seller/ Contractor due to excess payment, imposition of liquidated damages, invocation of risk and cost clause or any other reason whatsoever, in the present order/ contract or any other order/ contract from any BHEL Unit, such outstanding amount may be recovered from the payments due to the Seller/ Contractor from the following:

- a. Dues available in the form of bills payable to Seller/contractor, Security Deposit, BGs against the same contract or any other contract.
- b. Dues payable to Seller/contractor against other contracts in the same Region/Unit/Division of BHEL.
- c. Dues payable to Seller/contractor against other contracts in the different Region/Unit/Division of BHEL or any other mode as deemed fit by the Purchaser at its sole discretion including legal options for recovery of dues.

The rights of the BHEL are in addition and without prejudice to any other right they may have to claim the amount of any loss or damage suffered by the BHEL on account of the acts or omissions of the Contractor.

#### **5. PERIOD OF CONTRACT**

##### **5.1 The Period of Contract shall be initially for a period of (TWELVE) 12 months.**

**5.2** The parties, if mutually agreed upon, may extend the period of contract for a further period of TWELVE (12) months or part thereof on the same awarded rates, terms and conditions with a Price Variation Clause providing for any increase in wages of the workmen and consequential increase in PF, ESI etc., by appropriate Government or by BHEL from time to time.

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

**5.4** 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 agency at the risk & cost of the contractor and the company reserves the right to take appropriate action against the defaulted contractor (wherever applicable).

#### **6. FAILURE TO COMPLY WITH CONTRACT:**

**6.1** 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.

**6.2** 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.

**6.3** 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.

## **7. PAYMENT TO THE CONTRACTOR:**

- 7.1** Payment to the Contractor shall be based on the quantum of work executed as certified by the Engineer-In-Charge.
- 7.2** 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 contracted work.
- 7.3** In certain cases, due to direct association of work with customer project, payment is made after completion of work. In such cases, it will be specified in the NIT/enquiry and the agreement entered into post award of job.
- 7.4** 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 labours 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.
- 7.5** Contract is to be expressed both in terms of required categories of labour and number of labours against each category to ensure that the contractor discharges all the contractual and statutory obligations in respect of labours 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.

## **8. PRICE VARIATION CLAUSE:**

Any increase in consolidated wages of BHEL RC Puram or increase in Variable Dearness Allowance by appropriate Government to the eligible workmen of contractor(s), shall be reimbursed by BHEL RC Puram to the contractor to that extent of increase on production of proof of payment to the workmen by the Contractor duly verified by the Contract Executing Officer, HR/IR and Finance.

In case of decrease in the Variable Dearness Allowance by the Appropriate Government, the same shall be deducted from the running bills of the Contractor to that extent. (Note: Increase is admissible on the variable components such as Wages, PF, ESI, and Leave Wage etc., which shall be notified by the HR/IR, from time to time).

Kindly note any revision in Daily Wages Rate made by BHEL based on GO Notification will be reimbursed / adjusted based on actual payment made to contract labour.

## **9. GST CLAUSES:**

Following points to be complied with:

- 9.1** 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 vendor along with interest levied / leviable on BHEL.
- 9.2** In case vendor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from vendor/contractor along with interest levied / leviable on BHEL.
- 9.3** The bidder shall 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.
- 9.4** Vendor to ensure correct applicability of IGST/CGST/SGST/UTGST based on the Inter / Intra state movement Supply of goods and services or both.



- 9.5 Taxes and duties prevalent on the contractual delivery date or the actual delivery date (in case of delay) whichever is lower shall be applicable paid. Composition Scheme to be addressed.
- 9.6 Vendor shall note that the Invoice has to be raised quoting HSN Code of Goods or Accounting Code of Services or both wherever applicable.
- 9.7 Invoice should mention BHEL-HPEP-HYDERABAD GSTIN: 36AAACB4146P1ZG or GSTIN of BHEL Nodal Agency as mentioned in PO.
- 9.8 In case of any short supply of goods or service Vendor has to raise a credit note for short supplied quantity as per GST provisions.
- 9.9 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.
- 9.10 Supplier shall mention their GSTN registration number in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall 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 shall 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.
- 9.11 A declaration to the effect that all tax liability as per GST rules and regulations shall be discharged.

#### **10. MAINTENANCE & DEFECT LIABILITY PERIOD:**

**10.1 The Maintenance & Defect Liability Period for the contract shall be NIL.**

**10.2** The Security Deposit shall be released after satisfactory completion of the work and Maintenance & Defect Liability Period and after getting IR clearance and payment of final bill.

#### **11. PENALTY CLAUSES:**

**Refer Clause 2.1.3 of NIT**

In witness thereof, the parties mentioned above have signed the agreement on the day and year above written in the presence of

Signature of the Contractor  
Witness: Signature, Name and Address.

Signature of the officer on  
behalf of the company

Signature, Name and Address.