



Bharat Heavy Electricals Limited

POWER SECTOR – SOUTHERN REGION – SERVICE AFTER SALES
39, Sarojini Devi Road, Ek Tara Building, Secunderabad – 500003.(Telangana)
Ph: 040-27702905/27700827. E-Mail: njs@bhel.in



Ref No: BHEL/PSSR/SAS/SCT/SECURITY/T-33/21-22

Date: 13.01.2022

TENDER

Tender No:33/2021-22

Dt.: 13.01.2022

To,

SUBMIT IN TWO PARTS

Time and Date of submission

Dtd: 03.02.2021 on/before 11:00Hrs.

Dear Sir,

Sub: Contract for providing normal watch & ward security services at BHEL-SAS Secunderabad office (EK Tara Building) – Reg.

We are proposing to avail the services of experienced security guards at BHEL-SAS Secunderabad office. You are requested to kindly furnish your lowest quote for providing security services on monthly basis.

1.0 SCOPE OF WORK: -

- 1.1 Security service shall be provided on 24x7 basis by the contractor at **Bharat Heavy Electricals Limited**, Power Sector- Southern Region-SAS, 39, Sarojini Devi Road, Secunderabad – 500 003 by deploying security guards. The premises which include (ground plus two floors) three departments SAS, SSBG, ROD, Electrical installations and EPABX Centre etc.
- 1.2 Detailed terms & conditions stipulated in Annexure-B.

2.0 TENDER SUBMISSION AND OPENING:

- 2.1 THE QUOTATIONS ARE TO BE SUBMITTED IN TIME SO AS TO REACH THIS OFFICE ON OR **BEFORE 11.00 HRS. OF 03.02.2022**. TECHNICAL BIDS WILL BE OPENED ON DUE DATE AND TIME AT 11:30 HRS. PRICE BIDS OPENING DATE WILL BE INTIMATED. THE FIRMS MAY SEND ANY AUTHORIZED REPRESENTATIVE (with authorization letter) FOR ATTENDING THE TENDER OPENING.

Sealed Tenders, (Superscribing Tender No: T-33/2021-22) are invited as per the following documents forming part of tender documents:

**Tender signed on all pages,
Documents as per clause 4.0**



Technical Bid.

Price schedule

-ANNEXURE – A



Price bid



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- **Please note that the tenders to be submitted in two part bids i.e. the first cover shall be Technical Bid which should contain as mentioned above. These annexures to be enclosed in first cover and to be sealed which will form Technical bid.**
- **The other cover should contain only Price Bid and to be sealed. These two sealed covers i.e. Technical Bid and Price Bid to be kept in a Main Cover and to be sealed. The Main Cover should be superscribed with following details.**

Tender No / Date _____

Job Description _____

Date of Tender Opening _____

The Tender to be addressed to:

General Manager / SAS,
Bharat Heavy Electrical Ltd.,
Power Sector Southern Region,
Services After Sales,
EK Tara Building,
39, Sarojini Devi Road,
SECUNDERABAD – 500 003.

Bidder has to submit their offer in hard copy.

3.0 SERVICE CHARGES:

- 3.1 Service charges quoted shall be fixed for the contract period and wages of guards shall be governed as per Telangana Govt. GO, notified time to time.
- 3.2 Please submit price schedule as per **ANNEXURE-A.**
- 3.3 Prices quoted will be taken as the TOTAL PRICE FOR CARRYING OUT THE ENTIRE WORK AS PER THE SCOPE OF WORK SPECIFIED AND ALL THE RELEVANT DETAILS FURNISHED IN THIS TENDER. The rates must be quoted **both in figures and in words.** All corrections to be initialed. **In case of variance between figures and words, the rates advantageous to BHEL shall be taken as final for all purposes.**
- 3.4 The rates offered shall be firm inclusive of everything and no variation will be allowed whether in cost of labour or any other factor affecting the price of the contract.



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3.5 BHEL does not bind itself to accept the lowest tender. BHEL reserves the right to accept or reject the lowest or any other tender without assigning any reason and the work may be allotted to one or more than one contractors.

3.6 **Incomplete price bid is liable to be rejected.**

4.0 QUALIFICATION CRITERIA:

4.1 Bidder should submit income tax registration (PAN).

4.2 Bidder should submit GST Registration/application reference number (if any specific exemption is available, a declaration with due supporting documents).

4.3 Bidder should submit valid license from Telanagana Government authorities for carrying out Security services in Telangana under the registration of Private Security Agency (Regulation) Act 2005 (PSARA).

4.4 Minimum one year experience of execution of security services works in any Central Govt./State Govt./PSU/Private company/any organisation executed after 31st March 2017.

(Experience proof from BHEL shall contain work order copies and experience proof from other than BHEL shall contain work order copies along with Form 26AS/TDS certificate/bank statement for payment from the organisation for the work executed).

4.5 Agency must have office establishment at Hyderabad.

4.6 Declaration regarding non-availing 12% benefit towards EPF and EPS (as admissible from time to time) under the scheme **Pradhan Mantri Rojgar Protsahan Yojana (PMRPY)**.

If bidder is availing the benefit as mentioned above, the amount of benefit availed will be deducted from the bills payable to the contractor.

Bidders failing to meet the qualifying criteria described above will be treated as disqualified.

5.0 **EMD (*MSMED and NSIC are not acceptable towards EMD*)**

Earnest Money is to be paid by each bidder. The rate of earnest money deposit shall be as under.

EMD for this work shall be **Rs. 30,000/-**.

EMD may be submitted only in the following forms:



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- i) Cash deposit as permissible under the extant Income Tax Act (before tender opening).
- ii) Electronic Fund Transfer credited in BHEL account (before tender opening)

In case of Electronic Fund Transfer, bank details are as follows:

Account Name: **BHARAT HEAVY ELECTRICALS LTD,**
 Account No: **10610819499,**
 IFS CODE: **SBIN0000912,**
 BANK: **STATE BANK OF INDIA,**
 BRANCH: **SAIDAPET BRANCH, CHENNAI,**
 MICR CODE: **600 002 045.**

On transfer of amount through EFT, receipt of the same to be enclosed along with technical bid in a separate sealed envelope.

- iii) Bankers cheque/pay order/demand draft in favor of BHEL (along with offer).
- iv) Fixed Deposit Receipt (FDR) 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)

If EMD is submitted in the mode of (iii) Bankers cheque/pay order/DD or (iv) FDR, the same should be forwarded along with covering letter mentioning the tender reference, description & due date for tender submission (mention the same details on envelope also) to the following address so as to reach us on/before due date.

DGM - Sub Contracts,
 Bharat heavy Electrical Ltd.,
 Power Sector Southern Region,
 Services After Sales,
 EK Tara Building,
 39, Sarojini Devi Road,
 SECUNDERABAD – 500 003.
 Phone: 040 27702905.



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EMD will be forfeited as per NIT Conditions, if:

- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes a modification in his tender which is not acceptable to BHEL.
 - ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/Contract.
- EMD given by all unsuccessful tenderers will be refunded normally within 15 days of award of work.
 - EMD of successful tenderer will be retained as part of Security Deposit.
 - 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 determined under these guidelines.

6.0 TERMS OF PAYMENT:

- 6.1 100% monthly payment shall be made on completion of each month against submission of bills along with time sheet duly certified by HR In-Charge, BHEL SAS Secunderabad.
- 6.2 GST shall be payable extra on proof of GST remittance.
- 6.3 Bills are to be submitted along with the PF & ESI remittance challan copy of previous month and statement of bank credit of wages for the current billing month.

7.0 BILLS SUBMISSION:

The bills are to be submitted through BHEL/HR In-Charge addressed to
 "General Manager / SAS,
 Bharat Heavy Electrical Ltd.,
 Power Sector Southern Region,
 Services After Sales,
 EK Tara Building,
 39, Sarojini Devi Road,
 SECUNDERABAD – 500 003.

GST Number: 36AAACB4146P1ZG



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8.0 VALIDITY:-

- 8.1 This rate contract will be valid for a period of **ONE YEAR**. If services found satisfactory the contract may be extended further as per terms.
- 8.2 Contract can be terminated at any time by BHEL with 2 weeks' prior notice under following circumstances.
 - 8.2.1 Failure to pay salary to the security guards by stipulated time.
 - 8.2.2 Failure to provide proof of statutory remittance like PF & ESI.
 - 8.2.3 Failure to provide proof of GST remittance.
 - 8.2.4 Any misconduct by the security staff employed by the contractor.

9.0 SECURITY DEPOSIT:

- 9.1 Successful bidder shall furnish the security deposit immediately on issue of the Letter of Intent/ Work Order and before the commencement of work. Security deposit will be released only after one month after completion of contract period. Successful bidder shall submit no dues signed by all security guards engaged by them for releasing Security Deposit amount.
- 9.2 The total amount of security deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.
- 9.3 Modes of deposit:

The balance amount (after converting EMD to security deposit) to make up the required Security Deposit (i.e. 5% of the contract value) may be accepted in the following forms:

- i) Cash (as permissible under the extant Income Tax Act)
- ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL & shall be kept valid up to one month after completion of contract period as mentioned (clause 8.0).
- iv) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the successful bidder, a/c BHEL)
- v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of successful bidder)



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furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

- 9.4 At least 50% of the Security Deposit, including the EMD, shall be collected before start of the work. Balance 50% of the Security Deposit shall be collected by deducting 10% of the gross amount progressively from each of the running bills of the successful bidder till the total amount of the security deposit is collected.
- 9.5 Security deposit will be refunded one month after completion of contract period.
- 9.6 The security deposit shall not carry any interest.

10.0 STATUTORY REQUIREMENTS :

- 10.1 Contractor has to submit the proof of PF, ESI and GST remittance etc.
- 10.2 The contractor shall comply with contract labour (R&A) act and shall possess the registers & forms as stipulated in the Act in a neat and complete manner for verification of statutory authorities and the company officials.

11.0 TAXES AND DUTIES

11.1 All taxes and duty other than GST & Cess and BOCW Cess

The successful bidder shall pay all (save the specific exclusions as enumerated in this contract) taxes, fees, license charges, deposits, duties, tolls, royalty, commissions, Stamp Duties, or other charges / levies, which may be levied on the input goods & services consumed and output goods & services delivered in course of his operations in executing the contract. In case BHEL is forced to pay any of such taxes, BHEL shall have the right to recover the same from his bills or otherwise as deemed fit.

11.2 Goods and service Tax (GST) & Cess

Bidder's price/rates shall be exclusive of GST & Cess (if applicable) (herein after termed as GST). Successful bidder shall submit to BHEL the GST compliant tax invoice/debit note/revised tax invoice on the basis of which BHEL will claim the input tax credit in its return.



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Agency shall furnish proof of GST registration with GSTN Portal covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on BHEL for this project/ work.

Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules wherein the 'Bill To' details as per Clause 7.0.

GST charged in the tax invoice/debit note/revised tax invoice by the successful bidder shall be released separately to the successful bidder only after successful bidder files the outward supply details in GSTR-1 on GSTN portal and input tax credit of such invoice is matched with corresponding details of outward supply of the successful bidder and has paid the GST at the time of filing the monthly return.

In case BHEL has to incur any liability (like interest etc.) due to denial/reversal of input tax credit in respect of the invoice submitted by the successful bidder, for the reasons attributable to the successful bidder, the same shall be recovered from the successful bidder.

In case BHEL is deprived of the Input tax credit due to any reason attributable to successful bidder, the same shall not be paid to the successful bidder. Tax invoice/debit Note/revised tax invoice shall contain the particulars as prescribed in GST law.

TDS under GST is applicable and shall be deducted at prevailing rates on gross invoice value from the running bills. E-way bills / Transit passes / Road Permits, if required for materials / T&P etc., bought into the project site is to be arranged by the successful bidder only.

If RCM is applicable, GST will be paid by BHEL to the department at applicable rate.

Statutory Variations

Statutory variations are applicable under the GST Acts, against production of proof. The changes implemented by the Central / State Government during the tenure of the contract viz. increase / decrease in the rate of taxes, applicability, etc. and its impact on upward revision / downward revision are to be suitably paid/ adjusted from the date of respective variation. The bidder shall give the benefit of downward revision in favour of BHEL. No other variations shall be allowed during the tenure of the contract.

11.3 Direct Tax

BHEL shall not be liable towards Income Tax of whatever nature including variations thereof arising out of this contract as well as tax liability of the



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bidder and their personnel. Deduction of tax at source at the prevailing rates shall be effected by BHEL before release of payment as a statutory obligation, unless exemption certificate is produced by the bidder. TDS certificate will be issued by BHEL as per the provisions of Income Tax Act.

12.0 SPECIAL TERMS & CONDITIONS:

- 12.1 Presently we require 06 (Six) Nos. of security guards (02 persons for each shift). However, payment shall be made on the actual deployment of manpower, verified as per time sheet during the month.
- 12.2 In addition to payment of wages, two pairs of uniform (with logo) once in a year and one pair of shoes with two pairs of socks to be provided by the contractor to security guards.
- 12.3 Contractor shall pay wages to his guards immediately on conclusion of the month or in any case **not later than 05th of the succeeding month only** through NEFT.
- 12.4 Delayed, non-payment or short payment of wages to his employees by the contractor shall be taken seriously by BHEL and contract may be terminated if no valid reason is found.
- 12.5 The contractor shall pay Basic, VDA, HRA, Bonus and relieving OT charges every month to all the security guards deployed on prorated basis as per the duties performed.
- 12.6 Whenever there is any increase of wages or DA over and above the wages mentioned above the same will be borne by BHEL including the consequential benefits like PF, ESI etc., (Company contribution). The hike in Wages/DA/Consequential payments will be paid by you in the first place and reimbursement sought from BHEL without any additional service charges. GST at applicable rates will be paid extra by BHEL over the bill amount on proof of remittance of GST (to be submitted to BHEL every month).
- 12.7 In case of any dispute (or) differences arises between the parties under the contract, the decision of BHEL will be final and binding on the contractor.
- 12.8 Any Accommodation and medical facilities shall not be provided by BHEL for the Security personnel engaged by the Contractor.



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13.0 Suspension of business dealings

“BHEL reserves the right to take action against contractors who either fail to perform or Tenderers/Contractor who indulge in malpractices, by suspending business dealings with them in line with BHEL guidelines issued from time to time”.

14.0 *BHEL reserves the right to accept or reject any or all Offers without assigning any reasons thereof. BHEL also reserves the right to cancel the Tender wholly or partly without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD).*

Thanking you.

**Yours faithfully,
For and on behalf of BHEL,**

Sd/-

**(N Jaya Shankar)
DGM/SCT**

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ANNEXURE-A**PRICE SCHEDULE FORMAT**

S.NO	DESCRIPTION	RATE (Rupees)
1.	BASIC	5,000.00
2.	VDA(Payable from 01.10.2021 to 31.03.2022)	6783.75
	Total (A)	11783.75
3.	PF @ 12% (on Sl. No. 1+2)	1414.05
4.	ESI @ 3.25% (on Sl. No. 1+2)	382.97
5.	HRA @30% (on Sl. No. 1)	1500.00
6.	ESI on HRA @ 3.25% (on Sl. No. 5)	48.75
7.	<u>BONUS @ 8.33%</u> (on A) or 7000/- per Year whichever is higher.	981.98
8.	TOTAL (Sl. No. 1+2+3+4+5+6+7)	16111.50
9.	Relieving Charges 1/6 (on Sl.No.8)	2685.25
10.	Sub-Total (Sl.No. 8+9) (Rounded)	18797.00
11.	Service Charges in amount	
12.	Total Charges (Sl.No. 10+11)	

Total Charges (In words): Rs. _____

APPLICABLE TAXES SHALL BE TREATED AS EXTRA.

* If bidder is availing 12% benefit towards EPF and EPS (as admissible from time to time) under Pradhan Mantri Rojgar Protsahan Yojana (PMRPY), the amount of benefit availed will be deducted from the bills payable to the contractor.

Note:

The VDA & rates of PF, ESI, Bonus indicated in above calculation sheet are the latest minimum statutory rates applicable as per the following government websites.

<https://labour.telangana.gov.in/minimumWages.do>

(Minimum wages under various schedule employments with effect from 01.04.2021 sl.no.65)

VDA as per TS Govt. Notification effective from 01.10.2021



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https://www.epfindia.gov.in/site_docs/PDFs/MiscPDFs/ContributionRate.pdf

<https://www.esic.nic.in/contribution>

1. Whenever there is any variation of DA or Wages, the contractor shall be intimated about the same, upon which the contractor shall pay new wage / DA rates including consequential payments over them like PF, ESI etc., and seek reimbursement from BHEL.
2. Whenever there is any variation of statutory payments like PF, ESI, Bonus etc., the contractor shall be intimated about the same, upon which the contractor shall make payment including consequential payments over them and seek reimbursement from BHEL.
3. If RCM is applicable, GST will be paid by BHEL to the department at applicable rate.
4. **The rates must be quoted both in figures and in words.**
5. The service charges in amount to be quoted by the bidders in Sl. No. 11, should be positive, otherwise bid will be rejected.
6. In case it is found that there are more than one L-1 bidder, the selection of L1 bidder (to whom contract shall be awarded) shall be made as per the Lottery System in front of qualified bidders/representatives present at the time of price bid opening.

SIGNATURE OF THE CONTRACTOR



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ANNEXURE-B

TERMS AND CONDITIONS:

- a) To provide Security services round the clock on all the **365** days of the year at the aforesaid premises/ buildings/ gates/ installations/ boundary walls. Security personnel (Civil guard) deployed to carry out the job preferably age group of 38 to 58 years and they should know languages Telugu, Hindi and English and should be physically fit.
- b) To provide effective surveillance of the security services.
- c) To guard/patrol/check during day and night and ensure that no theft, pilferage, trespass, accident, nuisance, disturbance of peace and disorderliness etc. takes place in the area.
- d) To man all entry/exit points, regulate and check the flow of men/material and ensure that every entry/exit is as per valid documents and a record of the same be maintained. To guard the premises in such a manner that no property is taken away by any one unauthorized.
- e) To apprehend immediately any trespasser or person moving unauthorized and under suspicious circumstances and deal as per law in consultation with designated office of BHEL.
- f) To search the person and his belongings on a random basis as well as in suspicious cases both during entry and exit and inform the designated officer in case the person is found carrying any unauthorized property of the Company.
- g) To watch habitual offenders and mischief makers and inform the designated officer of BHEL if anything unusual is noticed.
- h) To provide protection in case of assault/apprehension of assault to any employee of BHEL.
- i) To seize goods suspected to be stolen and hand them over to the designated office of BHEL.
- j) To bring any untoward occurrence/incidents in the company premises to the notice of designated officer of BHEL without delay.



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- k) To maintain liaison with Police/Fire/Civil Authorities and Red Cross Authorities, through designated officer of BHEL.
- l) To keep a record of entry and exit of all vehicles and carry out search both while entry and exit.
- m) To maintain proper records/documents as per requirement of the Company in connection with security services. Such records/documents would be entry/exit register of men and material, records of intimation given to designated officers with regard to aforesaid incidents
- n) To ensure that lights/fans and water motors are not in use beyond office hours and are switched off and water taps/valves are turned off.
- o) Tools and tackles will comprise of Torches, batons, lathes, whistles etc.
- p) To take all preventive measures to avoid fire or accident taking place, in coordination with the BHEL/Fire service personnel. However, in case of such an eventuality, suitable action to be taken immediately for fire fighting, inform designated officers of BHEL.
- q) The agency shall indemnify BHEL against any claim, loss, damages occurred (or) caused to BHEL due to wilful acts (or) omissions (or) carelessness (or) negligence's of the security guards employed by the agency.

 An ISO9001-2015 Certified Company	Bharat Heavy Electricals Limited POWER SECTOR – SOUTHERN REGION – SERVICE AFTER SALES 39, Sarojini Devi Road, Ek Tara Building, Secunderabad – 500003.(Telangana) Ph: 040-27702905/27700827. E-Mail: njs@bhel.in	
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CERTIFICATE FOR NO DEVIATION

I, _____ of
 M/s. _____ hereby certify that
 there is no deviation from the Tender conditions either technical or
 commercial and I am agreeing to all the terms and conditions
 mentioned in the Tender Specification.

SIGNATURE OF THE BIDDER

**Bharat Heavy Electricals Limited**

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ON VENDOR LETTER HEAD

Dear Sirs,

Sub: Requirement of information for E-Payment.

FORMAT**DETAILS OF CONTRACTOR FOR E-REMITTANCE OF PAYMENT BY BHEL/SAS**

1. Name & Address of the Contractor :
2. PAN No. :
3. Bank Account No :
4. Type of A/c (CC/Current) :
5. Name of Bank :
6. Name of Branch :
7. Branch Code :
8. Banker's Address(Branch) :
9. MICR No. of the Branch :
10. IFSC Code of the Branch :

Signature with Seal of Vendor

Signature with Seal of Banker