



## TENDER DOCUMENT

For Tender Enquiry No.: **HRM/TS/22/02**

For

**“labour supply contract for data punching, Dak Distribution & other Misc. activities at ADM building, Guest House, Transport Pool, & Canteen Departments for the year 2022-23”**

### **Contact Person:**

Name: Akhilesh Kumar  
Designation: Sr. Engineer (HR-CLC)  
Email: [akhileshyadav@bhel.in](mailto:akhileshyadav@bhel.in)  
PH: 0510- 2770001 (EXtn2446)

Name: Gaurav Sahu  
Designation: Addl. Engineer (HR-CLC)  
Email: [gauravsahu@bhel.in](mailto:gauravsahu@bhel.in)  
PH: 0510- 2770001 (Extn 2451)

Tender due date: **25/10/2022; 13:15 hrs.**

Tender Opening date: **25/10/2022; 14:00 hrs.**



# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: **HRM/TS/22/02**

## Schedule "A"

### DETAILS OF TENDER DOCUMENT

#### SCOPE of work:

The detailed content of tender document are as follows:

| Sl. No. | Description                         | Annexure                      | Page no |
|---------|-------------------------------------|-------------------------------|---------|
| 1       | Details Of Tender                   | Schedule "A"                  | 2       |
| 2       | Notice for Inviting Tender          | Schedule "B"                  | 3       |
| 3       | Scope of Work & Work Specifications | As per s.n. 1 of Schedule "B" | 3       |
| 4       | Qualifying Requirements             | Schedule "C"                  | 5       |
| 5       | Terms and conditions                | As per GTC attached           | -       |
| 6       | Technical Bid                       | As per clause II(C) of GTC    | -       |
| 7       | Forms and Formats                   | As per Contract labour act    | 7-16    |

Price quoted should be as per price bid format, from JS-145 for labour contracts and enclosed a soft copy to the enquiry (refer clause II(A) of GTC).

GTC- General Terms and Conditions of Enquiry



# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/22/02

## Schedule "B"

### NOTICE FOR INVITING TENDER

| S. No | Particulars                                 | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Brief Description of work                   | <i>Labor supply for punching, dak distribution &amp; other miscellaneous activates at ADM Building &amp; Canteen</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2     | Tender Evaluation Criteria                  | <i>(as per Schedule A)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3     | Duration of Contract                        | <i>From 26.11.2022 to 25.11.2023</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4     | Last date of receipt of the Tender          | <i>Up to 13:15 hrs. on 20/10/2022</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5     | Date of opening of Techno – Commercial Bid. | <i>14:00 hrs. on 25/10/2022</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6     | Address for submitting the Tender           | <i>(as in clause II (C) of GTC)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7     | Earnest Money Deposit * (EMD)               | <b>Rs. 244970/-</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8     | Cost of Tender                              | <i>Nil</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9     | Validity of Offer                           | <i>30 Days</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10    | Security Deposit                            | <i>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. Refer clause IX (A) of GTC.</i>                                                                                                                                                                                                                                                                                                                                                               |
| 11    | Contract award distribution                 | <i>The contract shall be divided in two parties in the ratio of 60:40. All the eligible bidders will be categorized from L1 to LH bidder (LH will be the bidder who quoted highest rate) on basis of their quoted rates. In case of equal rates at the same level, toss/lottery shall be drawn among all the contractors having quoted equal rates for grading from lower to higher rates. This list shall be referred for award of work. L1 bidder shall get the 60% of work, whereas after counter offer (if required) L2 shall be given 40% respectively of the work at L1 rate.</i> |
| 12    | Reverse Auction (RA)                        | BHEL Shall be resorting to reverse auction (RA) (Guidelines as available on <a href="http://www.bhel.com">www.bhel.com</a> ) for this tender. RA shall be conducted among the techno-commercially qualified bidders. 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) do(es) not participate in the reverse auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking.                                                |



# Bharat Heavy Electricals Limited, Jhansi

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Tender Enquiry No: **HRM/TS/22/02**

## **Note**

### **EMD”:**

|                                                        |                                                        |
|--------------------------------------------------------|--------------------------------------------------------|
| For works/ services with estimates up to Rs 10 Crs     | 2% of the estimated cost                               |
| For works/ services with estimates more than Rs 10 Crs | 20 lakhs plus 1% of the estimated cost over Rs 10 crs. |

The EMD may be accepted only in the following forms:

Electronic Fund Transfer credited in BHEL account (before tender opening)

***BHEL account details: Bank Name: - SBI; A/c No.: - 10670828866; IFSCCode: - SBIN0003807***

***A/c Holder Name: - BHARAT HEAVY ELECTRICALS LIMITED***

(iii) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)

In case total EMD amount is more than Rs 20 Lakh, the amount in excess of Rs 20 lakh may be accepted in the form of Bank guarantee from scheduled bank. The Bank guarantee in such cases shall be valid for at least 6 months.

The contractors may physically visit the work place before quoting their rates. For relevant details, please visit our website “[www.bhel.com](http://www.bhel.com)” & “[www.bheljhs.co.in](http://www.bheljhs.co.in)”



# Bharat Heavy Electricals Limited, Jhansi

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Tender Enquiry No: **HRM/TS/22/02**

**Schedule : 'C'**

## QUALIFYING REQUIREMENTS

1. Should have independent ESI Code number
2. Should have PAN/TAN number
3. Should have Pan Based Service Tax number
4. Should have VAT/TIN No. if material is supplied/consumed
5. Self-Declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any Unit/Region/Office of BHEL/ Any PSU
6. Self-Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
7. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Schedule: I
8. Financial Strength and Experience:

i) **Average Annual financial** turnover during the last 3 years, ending 31<sup>st</sup> March 2022, Should be at least **22.05 lakhs** .

If no balance sheets/Financial statements are available for all the three years, then the average shall be calculated by dividing the sum of turnover of submitted balance sheet/Certificate from CA/Financial statement for three years.

**Note**-Provisional /Actual Turnover for financial year 2021-22 duly certified by CA shall also be acceptable for evaluation purpose.

ii) **Experience** of having completed similar work (any contract executed on labour basis) during last 7 years ending 31.03.22 should be either of the following: -

- a. Three similar works each costing not less than Rs **29.40** Lakhs  
Or
- b. Two similar works each costing not less than Rs **36.75** Lakhs  
Or
- c. One similar work, each costing not less than Rs **58.79** Lakhs

**Note:** Similar work to be defined as any contract executed on labour basis . Copy of work Order /Purchase order and Work completion/ Execution Certificate for the experience to be submitted along with Technical Bid if experience in Govt. sector. In case of experience in Private Sector, Copy of work Order /Purchase order and Work completion/ Execution Certificate for the experience and relevant TDS Certificate must be attached as evidence.



# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: **HRM/TS/22/02**

**TENDER ENQUIRY No. HRM/TS/22/02**

## **Self-Declaration**

1. I / We have not been found guilty by a Court of law in India for any crimes of fraud, dishonesty or moral turpitude.
2. I / We are not been blacklisted/under hold/banned or delisted by BHEL Jhansi or any Unit/office of BHEL or any other organization, before or till, on the date of tender opening.
3. I / We shall not be influenced by anyone in deployment of labour, for this contract.
4. I / We will deploy persons preferably with experience developed in BHEL Jhansi, for this contract.
5. I / We will ensure that the manpower deployed for this contract shall be competent to carry out the assigned task
6. I / We shall deploy manpower after acceptance of the Head of the Executing Department
7. I / We agree that BHEL shall reserve the right to reject any labour deployed – if found not having the requisite documents, proficiency, experience, etc for the relevant task, or if found involved in any misconduct
8. I / We undertake that we shall pay minimum wages to the labour employed by us for this contract, and also undertake to abide by all statutory and regulatory requirements, as also to the references, terms and conditions mentioned in the tender document, while carrying out work at BHEL Jhansi.
9. I / We undertake that, wherever applicable, we shall pay Stamp Duty Charges on Security Deposit to the Government

**(Signature of the Contractor with Name. Designation & Seal)**

## गेट पास आवेदन प्रपत्र

(ठेकेदार के संविदा श्रमिकों हेतु।)

1. ठेकेदार का नाम .....
2. कार्य का स्वरूप .....
3. कार्य आदेश सं/दिनांक .....
4. कार्य आदेश अवधि .....
5. कार्य स्थल (विभाग एवं कोड) 

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|
6. गेट का नाम जिससे प्रवेश/वर्हिगन होगा .....
7. कर्मचारी की ड्यूटी का समय .....

### संविदा श्रमिक का व्यक्तिगत विवरण

(एक से अधिक संविदा श्रमिकों के आवेदन हेतु अलग से सूची संलग्न करें)

संविदा श्रमिक का नाम..... जन्म तिथि/आयु.....  
 पिता का नाम..... पहचान चिन्ह.....  
 स्थाई पता..... वर्तमान पता.....

संविदा श्रमिक का  
हस्ताक्षर युक्त फोटो  
ठेकेदार द्वारा सत्यापित)

शैक्षिक योग्यता/ तकनीकी योग्यता .....  
 आधार न0..... मोबाइल न0.....

भविष्य निधि खाता संख्या

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

कर्मचारी रा.बी. निगम खाता संख्या

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

कारखाना प्रबन्धक/शॉप प्रभारी के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

ठेकेदार या उसके सुपरवाइजर के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

आर्बिट्रेट गेट पास सं0..... दिनांक..... हस्ताक्षर आर्बिटनकर्ता.....

विभागाध्यक्ष-मा.सं./सं.प्र. प्रभारी के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

### सुरक्षा एजेन्सी द्वारा भरने के लिए

पासों के विधाराधीन रहने तक..... से..... तक श्री.....  
 नियोजक..... को कारखाने में प्रवेश हेतु अनुमति दी जाती है।  
 पास संख्या..... जारी होने की तिथि से दिनांक..... तक ही वैध होगी तथा प्रत्येक माह/तीन  
 दिन के पश्चात् 25 तारीख को बी.एच.ई.एल सुरक्षा एजेन्सी द्वारा नवीनीकृत किया जायेगा।

हस्ताक्षर सुरक्षा प्रभारी  
बी0एच0ई0एल0 मॉसी (ज0प्र0)

# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: **HRM/TS/22/02**

## FORM A

### FORMAT OF EMPLOYEE REGISTER

#### [PART A: FOR ALL ESTABLISHMENTS]

Name of the Establishment.....Name of Owner.....LIN.....

| Sl. No. | Employee Code | Name | Surname | Gender | Father's/ Spouse Name | Date of Birth# | Nationality | Education Level | Date of Joining | Designation |
|---------|---------------|------|---------|--------|-----------------------|----------------|-------------|-----------------|-----------------|-------------|
| 1       | 2             | 3    | 4       | 5      | 6                     | 7              | 8           | 9               | 10              | 11          |

| Category Address *(HS/S/SS/US) | Type of Employment | Mobile | UAN | PAN | ESIC IP | LWF | AADHAAR | Bank A/c Number | Bank | Branch (IFSC) | Present Address | Permanent |
|--------------------------------|--------------------|--------|-----|-----|---------|-----|---------|-----------------|------|---------------|-----------------|-----------|
| 12                             | 13                 | 14     | 15  | 16  | 17      | 18  | 19      | 20              | 21   | 22            | 23              | 24        |

| Service Book No. | Date of Exit | Reason for Exit | Mark of Identification | Photo | Specimen Signature/ Thumb Impression | Remarks |
|------------------|--------------|-----------------|------------------------|-------|--------------------------------------|---------|
| 25               | 26           | 27              | 28                     | 29    | 30                                   | 31      |

\*(Highly Skilled/Skilled/Semi Skilled/Un Skilled)

**#Note.**—In case the age is between 14 to 18 years, mention the nature of work, daily hours of work and Intervals of rest in the remarks Column.

# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/22/02

## FORM B

### FORMAT FOR WAGE REGISTER

| Rate of Minimum Wages and since the date:.....                     |                |              |                    |                       |                 |               |       |                   |             |                                 |       |
|--------------------------------------------------------------------|----------------|--------------|--------------------|-----------------------|-----------------|---------------|-------|-------------------|-------------|---------------------------------|-------|
|                                                                    | Highly Skilled | Skilled      | Semi-Skilled       | Un-Skilled            |                 |               |       |                   |             |                                 |       |
| Minimum Basic                                                      |                |              |                    |                       |                 |               |       |                   |             |                                 |       |
| DA                                                                 |                |              |                    |                       |                 |               |       |                   |             |                                 |       |
| Overtime                                                           |                |              |                    |                       |                 |               |       |                   |             |                                 |       |
| Name of the Establishment.....Name of Owner.....LIN.....           |                |              |                    |                       |                 |               |       |                   |             |                                 |       |
| Wage period From To (Monthly/Fortnightly/Weekly/Daily/Piece Rated) |                |              |                    |                       |                 |               |       |                   |             |                                 |       |
| Sl. No. in Employee register                                       | Name           | Rate of Wage | No. of Days worked | Overtime hours worked | Basic           | Special Basic | DA    | Payments Overtime | HRA         | *Others                         | Total |
| 1                                                                  | 2              | 3            | 4                  | 5                     | 6               | 7             | 8     | 9                 | 10          | 11                              | 12    |
|                                                                    |                |              |                    |                       |                 |               |       |                   |             |                                 |       |
| Deduction                                                          |                |              |                    |                       |                 |               |       |                   | Net Payment | Employer Share PF Welfare Found |       |
| PF                                                                 | ESIC           | Society      | Income Tax         | Insurance             | Others          | Recoveries    | Total |                   |             |                                 |       |
| 13                                                                 | 14             | 15           | 16                 | 17                    | 18              | 19            | 20    | 21                | 22          |                                 |       |
|                                                                    |                |              |                    |                       |                 |               |       |                   |             |                                 |       |
| Receipt by Employee/Bank Transaction ID                            |                |              |                    |                       | Date of Payment |               |       | Remarks           |             |                                 |       |
| 23                                                                 |                |              |                    |                       | 24              |               |       | 25                |             |                                 |       |

\* In case of Mines Act any Leave Wages paid should be shown in the Others Column and specifically mentioned in the Remarks column also.

## FORM C

### FORMAT OF REGISTER OF LOAN/RECOVERIES

| Name of Establishment .....LIN..... |                                   |                                                |                   |                      |                           |         |
|-------------------------------------|-----------------------------------|------------------------------------------------|-------------------|----------------------|---------------------------|---------|
| Sl. Number in Employee register     | Name                              | Recovery Type (Damage/loss/fine/advance/loans) | Particulars       | Date of damage/Loss* | Amount                    |         |
| 1                                   | 2                                 | 3                                              | 4                 | 5                    | 6                         |         |
|                                     |                                   |                                                |                   |                      |                           |         |
| Whether show cause issued*          | Explanation heard in presence of* | Number of Instalments                          | First Month /Year | Last Month /Year     | Date of Complete Recovery | Remarks |
| 7                                   | 8                                 | 9                                              | 10                | 11                   | 12                        | 13      |
|                                     |                                   |                                                |                   |                      |                           |         |

\*Applicable only in case of damage/loss/fine.



# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/22/02

## FORM D

### FORMAT OF ATTENDANCE REGISTER

Name of Establishment..... Name of Owner .....  
LIN.....

For the Period From To

| Sl. Number<br>in Employee<br>register | Name | Relay# or<br>set work | Place of work* | Date<br>1234... 31<br>IN<br>OUT | Summary<br>No.<br>of day | Remarks<br>No. of<br>hours | **Signature<br>of<br>Register<br>Keeper |
|---------------------------------------|------|-----------------------|----------------|---------------------------------|--------------------------|----------------------------|-----------------------------------------|
| 1                                     | 2    | 3                     | 4 5            | 6 7                             | 8                        | 9                          | 10                                      |

# Relay and \*Place of Work in case of Mines only (Underground/Opencast/Surface)

In case an employee is not present the following to be entered: (R for Rest/L for Paid Leave/A for absent/O for Weekly Off/C for Establishment Closed)

\*\* Not necessary in case of E Form maintenance.

## FORM E

### FORMAT OF REGISTER OF REST/LEAVE/LEAVE WAGES UNDER THE MINES ACT, 1952, THE SALES PROMOTION EMPLOYEES (CONDITIONS OF SERVICE) ACT, 1976 AND THE WORKING JOURNALISTS (CONDITIONS OF SERVICE) AND MISCELLANEOUS PROVISIONS ACT, 1957

Name of Establishments..... Name of Owner.....LIN.....

For the Year

| Sl. Number<br>in Employee<br>Register | Name | No. of days<br>worked in<br>the Year | Details of Compensatory Rest |       |                     |                 |                    |
|---------------------------------------|------|--------------------------------------|------------------------------|-------|---------------------|-----------------|--------------------|
|                                       |      |                                      | Opening<br>Balance           | Added | Rest Not<br>Allowed | Rest<br>Availed | Closing<br>Balance |
| 1                                     | 2    | 3                                    | 4                            | 5     | 6                   | 7               | 8                  |

| Details of Earned Leave |       |                  |                    | Details of Medical Leave |       |                  |                    |
|-------------------------|-------|------------------|--------------------|--------------------------|-------|------------------|--------------------|
| Opening<br>Balance      | Added | Leave<br>Availed | Closing<br>Balance | Opening<br>Balance       | Added | Leave<br>Availed | Closing<br>Balance |
| 9                       | 10    | 11               | 12                 | 13                       | 14    | 15               | 16                 |

| Details of Other Leave |       |               |                 | Remarks |
|------------------------|-------|---------------|-----------------|---------|
| Opening Balance        | Added | Leave Availed | Closing Balance |         |
| 17                     | 18    | 19            | 20              | 21      |

**Note.**—The Register for the month of January for the year will show the Leave Opening Balance for the year also and for the month December will show the Closing Balance for the year.

## FORM II

[Under rule 21(1) and rule 29(2) of the Contract Labour (Regulation and Abolition) Central Rules, 1971; and rule 7(1), rule 7(2) and rule 14(2) of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980]

**APPLICATION FOR LICENCE/RENEWAL OF LICENCE UNDER THE  
CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970  
(37 OF 1970)/THE INTER-STATE MIGRANT WORKMEN  
(REGULATION OF EMPLOYMENT AND CONDITIONS  
OF SERVICE) ACT, 1979 (30 OF 1979)\*:**

**A. Details of the contractor**

1. Name of the contractor:
2. LIN/PAN No. of the contractor:
3. Email Id of the contractor:
4. Mobile No. of the contractor:

**B. Details to be filled only in case of application for licence\***

Particulars of Establishment where workman is to be employed—

- (a) Name of the Principal Employer:
- (b) Number and date of Certificate of Registration of the Establishment under the Act:

Particulars of Contract Labour—

- (a) Nature of work in which workman is employed or is to be employed in the Establishment:
- (b) Duration of the proposed contract work (please give particulars of proposed date of commencement and completion):
- (c) Name and address of the Agent or Manager of Contractor at the work-site:
- (d) Maximum number of workmen proposed to be employed on the Establishment on any date:
- (e) Whether a certificate by the Principal Employer, in Form III is enclosed:

**C. Details to be filled only in case of application for renewal of licence\***

- (a) Number and date of the licence:
- (b) Date of expiry of the licence:

# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/22/02

## D. Details of licence fee and security deposit

(a) Amount of licence fee, name of the Bank, demand draft No. and date/ transaction no. and date in case the amount has been deposited in the notified bank account.

(b) Amount of security deposit, name of the Bank, demand draft No. and date/ transaction no. and date in case the amount has been deposited in the notified bank account.

Signature of the Applicant (Contractor)

Place .....

Date.....

\* Please strike off whichever is not applicable.

(To be filled in the office of the Licensing Officer)

Date of receipt of the application with DD for fees/Security Deposit

Signature of the Licensing Officer

## FORM V

[Under rule 24(1-A) of the Contract Labour (Regulation and Abolition) Central Rules, 1971; and rule 10(3) of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980]

### APPLICATION FOR ADJUSTMENT OF SECURITY DEPOSIT

1. Name of the contractor :
2. LIN/PAN No. of the contractor :
3. Email Id of the contractor :
4. Mobile No. of the contractor :
5. Name of the principal employer :
6. LIN/PAN No. of the Principal Employer :
7. Email Id of the Principal Employer :
8. Mobile No. of the Principal Employer :
9. Details of security deposit :

| No. and date of licence | Date of expiry of previous licence | Whether the previous licence of the contractor was suspended or revoked | Amount of previous security deposit | Amount, number and date of demand draft/transaction slip of the balance security deposit deposited if any | No. and date of certificate of registration of the establishment in relation to which the fresh licence is applied for | Name and location of fresh contract work |
|-------------------------|------------------------------------|-------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| (1)                     | (2)                                | (3)                                                                     | (4)                                 | (5)                                                                                                       | (6)                                                                                                                    | (7)                                      |

Place.....

Date.....

Seal & Signature of the Applicant

# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/22/02

## FORM VI

[Under rule 25(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971; and rule 11(1) of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980]

Government of India

Office of the Licensing Officer

## LICENCE

Licence No. ....

Dated..... Fee paid Rs.....

1. Licence is hereby granted to .....under sub-section (1) of section 12 of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) or sub-section (1) of section 8 of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 (30 of 1979)\* subject to the conditions specified in the Annexure.
2. Name and location of work .....
3. Name of the principal employer.
4. Registration Certificate no. and date of the principal employer.
5. The licence shall remain in force till.....(date to be indicated)].
6. Maximum number of contract labour/migrant workmen to be employed on a single day under the licence :

Date.....

Signature and Seal of the Licensing Officer

## RENEWAL

[Under rule 29 of the Contract Labour (Regulation and Abolition) Central Rules, 1971; and rule 14 of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980]

Date of Renewal    Fee paid for renewal    Date of Expiry    Seal and Signature of the Licensing Officer

- 1.
- 2.
- 3.

\* Please strike off whichever is not applicable.



# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/22/02

## FORM VII

[Under rule 25(2)(viii) and rule 81(3) of the Contract Labour (Regulation and Abolition) Central Rules, 1971; and rule 26(3) and 239(1) of the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Central Rules, 1998]

### NOTICE OF COMMENCEMENT/COMPLETION OF WORK

- (1) Name of the principal employer under the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970)/Employer under the Building and Other

Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (27 of 1996)\*

- (2) LIN/Pan No.  
(3) Email Id  
(4) Mobile No.  
(5) Name of the contractor under the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) (if applicable)  
(6) LIN/Pan No.  
(7) Email Id  
(8) Mobile No.  
(9) No. and date of Certificate of Registration/Licence \* .....  
(10) Name of person in-charge of the work :  
(11) LIN/Pan No. of person in-charge of work  
(12) Email Id of person in-charge of work  
(13) Mobile No. of person in-charge of work  
(14) The nature of work involved and the facilities, including any plant and machinery provided in the case of a building or other construction work  
(15) The arrangements for the storage of explosives, if any, to be used in the building or other construction work.

I/We hereby intimate that the work (Name of work) given to (name of the contractor) having [licence/Registration Certificate No. .... dated .....]\* has been/is likely to be commenced/completed with effect from (date)/on (date).

Signature of the Principal Employer/Contractor/Employer\*

To

The Inspector

.....  
.....

\* Please strike off whichever is not applicable.

## FORM VIII

[Under rule 77 of the Contract Labour (Regulation and Abolition) Central Rules, 1971; rule 241(2)(b) of the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Central Rules, 1998; and rule 50 of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Central Rules, 1980]

### SERVICE CERTIFICATE

1. Name of contractor/employer \*:
2. LIN/PAN No. of the contractor/employer \*:
3. Email Id of the contractor/employer \*:
4. Mobile No. of the contractor/employer \*:
5. Nature and location of work:
6. Name of Principal Employer \*:
7. LIN/PAN No. of the Principal Employer: \*

*The Rationalisation of Forms and Reports under  
Certain Labour Laws Rules, 2017 (Relevant Provisions)*

73

8. Email Id of the Principal Employer: \*
9. Mobile No. of the Principal Employer: \*
10. Name of the workman or building and other construction worker\*:
11. UAN/Aadhaar No.:
12. Mobile No.:
13. Serial Number in the Register of Workmen:
14. Registration number, date and name of the Board if the building and other construction worker is registered as a beneficiary:
15. Period of Employment:
16. Designation:

Seal and Signature of Contractor

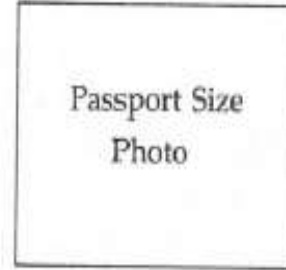
\* Please strike off whichever is not applicable.

## FORM XII

[Under rule 76 of the Contract Labour (Regulation and Abolition)  
Central Rules, 1971]

### EMPLOYMENT CARD

- A. Name Contractor :
- A1. LIN/PAN No. of the contractor :
- A2. Email Id of the contractor :
- A3. Mobile No. of the contractor :
- B. Nature and location of work :
- C. Name of Principal Employer :
- C1. LIN/PAN No. of the Principal employer :
- C2. Email Id of the Principal employer :
- C3. Mobile No. of the Principal employer :
- D. Name of workmen :
- D1. UAN/Aadhaar No.:
- D2. Mobile No. :
1. Serial number in the register of workmen employed .....
2. Nature of Designation .....
3. Wages rate (with particulars of unit, in case of piece-work) .....
4. Date of commencement of employment .....
5. Remarks .....



.....  
Seal and Signature of Contractor



# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/22/02

## Annexure VI

### CONTRACT AGREEMENT

That the Contractor shall carry out and complete the execution of the said works to the entire satisfaction of the Engineer or such other officer authorized by BHEL, within agreed time schedule, the time of completion being the essence of the Contract.

That BHEL shall, after proper scrutiny of the bills submitted by the Contractor; pay to him during the progress of the said works such sum as determined by BHEL in accordance with this Agreement.

That this Agreement shall be deemed to have come into force from the date on which the letter of intent has been issued to the Contractor.

That whenever under this contract or otherwise, any sum of money shall be recoverable from a payable by the Contractor, the same may be deducted in the manner as set out in the General Conditions of Contract or other conditions governing this Agreement.

That all charges on account of Octroi, Terminal and other Taxes including sales tax or other duties on material obtained for execution of the said works shall be borne and paid by the Contractor.

That BHEL shall be entitled to deduct from the Contractor's running bills or otherwise Income Tax under Section 194(C) of the Income Tax Act, 1961.

That BHEL shall be further entitled to recover from the running bills of the contractor or otherwise such sum as may be determined by BHEL from time to time in respect of consumables supplied by BHEL, hire charges for tools and plants issued (where applicable) and any other dues owed by the contractor.

That it is hereby agreed by and between the parties that non-exercise, forbearance or omission of any of the powers conferred on BHEL and/or any of its authorities will not in any manner constitute waiver of the conditions here to contained in these presents and the liability of the Contractor with respect to compensation payable to BHEL or Contractor's obligations shall remain unaffected.

The following documents shall also form part of & shall govern this Agreement:-

(a) Invitation to Tender No. \_\_\_\_\_ dated: \_\_\_\_\_ and the documents Specified therein.



# Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/22/02

## Annexure VI

### CONTRACT AGREEMENT

(b) Contractor's Offer no \_\_\_\_\_ dated \_\_\_\_\_

(c) Work order No. \_\_\_\_\_ dated: \_\_\_\_\_

IN WITNESS HEREOF, the parties hereto have respectively set their signature in the presence of:

(CONTRACTOR)

To be signed by a person holding a valid Power of Attorney

WITNESS: -1. ....

2.....

( On behalf of Bharat heavy Electricals  
For and on behalf of Bharat

Ltd, Jhansi) WITNESS: -  
Heavy Electricals Ltd, Jhansi

1. ....

2. ....

Enclosed:

100 Rs. stamp paper no. \_\_\_\_\_ is part of agreement.



# **Bharat Heavy Electricals Limited, Jhansi**

**Department: HRM**

**Tender Enquiry No: HRM/TS/22/02**