



RD:DP:MPX:F-04
Ref: 652650861

ENQUIRY

Date 24-09-2026

Enquiry for **Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D**
Enquiry No:652650861 Enquiry Date : 24-09-2026 Due Date: 05-10-2026 Indicative Delivery Date : 31-10-2028

Sl.No	Item Description	Unit	Qty
1	Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D	UNIT	01

Please submit your offer before due date and time as indicated in tender.

Sl.No	Description	Document Ref.
01	Enquiry, PQC, General Terms & Conditions, Commercial Terms & Conditions etc.	Volume - 1
02	Technical specifications, Scope of Supply etc.	Volume - 2

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PRE QUALIFYING CRITERIA(PQC)

Volume - 1
Enquiry No
652650861

Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS REMARKS	ACCEPTANCE /
1	Pre-Qualification Criteria	As per Annexure-1 Pre-Qualification Criteria		
2				
3				
4				
	Relaxation of Norms for Startups	The condition of Prior Turnover and prior experience is relaxed for all startups whether Micro & Small Enterprises(MSEs) or otherwise subject to meeting of quality and technical specifications in accordance with the relevant provision of GFR,2005 and other DOE-PPD notifications for relaxation norms for startups issued from time to time.		

Signature of the bidder with Seal & Date



GENERAL TERMS & CONDITIONS (GTC)

Volume - 1
Enquiry No
652650861

Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D

SL.No.	Clause	BHEL REQUIREMENT
1	Preferences to MSEs	The bidder may also be a Micro and Small Enterprises (MSE) vendor registered as per MSE act. As per the public procurement policy notified by the Central government. 25% of the tendered quantity is earmarked for MSE suppliers in this tender. Out of the 25% tendered quantity reserved for MSE suppliers, 6.25% shall be earmarked for procurement from MSE owned by SC / ST entrepreneurs. Also 3% shall be earmarked for procurement from MSE owned by women. The definition of MSEs owned by women Entrepreneurs is clarified as under: i. In case of proprietary MSE, Proprietor shall be woman ii. In case of partnership MSE, the women partners shall be holding at least 51% share in the unit. iii. In case of private limited companies, at least 51% shall be held by Women Promoters. (Such enterprise will have to submit relevant document for proof of women ownership during offer submission) In case MSE vendor participating in the tender quotes within the price band of L1 + 15%, they will be allowed to supply the portion of the requirement subject to acceptance of L1 price by MSE vendor. In case of more than one such MSE, the supply shall be shared proportionately. "MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM, II) or valid NSIC certificate or EM II certificate with due validity or Udyog Aadhar Number along with attested copy of a CA certificate (where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. In case any improper / lack of documents is there vendor on their own interest may submit all the relevant documents as stated above, before tender opening. No benefit shall be applicable for this enquiry if any deficiencies in the above required documents are not submitted before tender opening. Documents should be notarized or attested by a Gazetted officer for consideration of MSE certificate. " Such Micro/Small Enterprises registered vendors must state the sub-category to which they belong and submit documentary proof for the same. The sub-categories: (a) Enterprises owned by Scheduled Castes. (b) Enterprises owned by Scheduled Tribes. (c) Enterprises owned by other than above two categories The enterprises under (a) & (b) means the proprietor in case of single owned firm and all partners in case of partnership firm and all directors in case of private/public limited must belong to SC/ST category (Such enterprise will have to submit relevant document for proof of SC/ST category during offer submission) (Note: vendor need to go through General note Of tender condition also for any special instruction & deviation from above.) If more than one valid MSE supplier stands with in rage of L1+15% range, 25% of quantity will be shared till quantity split is feasible & rest of 25% will be awarded to lowest quote of valid MSE supplier.
2	Offer submission (E-procurement)	a. This tender is hosted in E-procurement portal (EPS) and offer to be submitted through EPS portal only. Bidders are requested to submit 2 parts bid offer before due date & time of the enquiry through NIC (https://eprocurebhel.co.in) only. b. Sealed cover bids/E-mails/Fax/Manual offers will not be accepted. c. Offer is to be submitted in Two-part bids system (Technical bid + Price bid) in the e-procurement portal only. d. Scanned copy of the filled Annexures, Tender documents etc., shall be uploaded in the EPS portal. e. At its option, BHEL may consider extending the due date/s for the tender openings. Sufficient notice would be given by BHEL for such extensions and it will be published as corrigendum in following websites: https://eprocurebhel.co.in https://www.bhel.com/tender

		f. Authorization for participation in EPS portal through DSC: e-tender. participation requirements: vendor shall register their Digital signature certificate (DSC) (Class 3-SHA2-2048 BIT signing and encryption). Suppliers are advised to go through the FAQ available in the web portal. DSC shall be registered for the authorized person and all transaction done using that DSC against our tenders shall be taken as valid communication and shall be binding on vendor and is valid legally.
3	Details required with offer	Following documents to be submitted by Bidders along with offer: a. PAN Number b. GSTIN Registration Status c. Name of the Contact Person d. Contact Phone / Mobile e. Email id for correspondence f. Address with PIN code and State
4	GST Clause	1) Taxes and duties to be governed by GST acts. Strict adherence to new provisions by the vendors like timely submission of invoices, tax payment, filing of returns-GSTR-I etc. will form base of new regime for release of payment from BHEL. Hence, any financial loss occurred due to non-compliance of the GST provisions would be endured at defaulter's end. 2) In case GST credit is delayed/ denied to BHEL due to non/delayed receipt of goods and/or tax invoice or expiry of time line 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. 3) 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. 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. d) 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. 5) Vendor shall note that the Invoice has to be raised quoting HSN Code of Goods or Accounting Code of Services or both wherever applicable. 6) Invoice should mention GSTIN of BHEL R&D as mentioned in PO/LO Corporate R&D GST Registration numbers: GST compliant invoice shall mention the GST registration number of Corporate R&D: 36AAACB4146P1ZG 7) Supplier shall mention their GSTIN 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. 8) A declaration to the effect that all tax liability as per GST rules and regulations shall be discharged. 9) Wherever E-invoice is applicable, the tax invoice/CN/DN submitted by the vendor must contain the QR code generated in E-invoice portal & IRN 10) Vendor shall inform HSN/SAC code and the breakup of the applicable tariff/taxes (CGST/SGST/IGST/UGST) based on from and to locations with individual components in part 1 bid.
5	General Terms (additional for CWC contracts only)	a) If the Tender is made by an individual, it shall be signed with his full name and address. In case of a private firm/company, empowered officer/executive shall sign indicating his name, post and address. Documentary evidence shall be provided for his authority giving details of all the partners. If the tender is made by a corporation, it shall be signed by duly authorized Officer who shall produce satisfactory evidence of his authorization. b) Only Indian Suppliers can participate in the tender. c) The tenderer shall make himself or his representative available at CWC dept. of BHEL Corporate R & D for tender related Clarifications as per written/oral intimation to him. d) The successful tenderer shall make himself available at CWC dept. of BHEL Corporate R & D for preparation of contract documents like contract agreement on written/oral intimation. Failure to do so shall entail forfeiture of the EMD. e) Tenderer shall peruse carefully the instructions provided in NIT terms and conditions and the conditions of the agreement form and all other relevant documents before tendering rates for the work. The approximate quantity of work to be executed under each class is given in Technical Bid. The quantities are given with a view to enable the 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 Bharat Heavy Electricals Limited does not accept any deviations (omissions, deductions, or additions) that may be made in the tender documents by the parties tendering. f) BHEL reserves the right to reject any tender or part thereof or all the tenders without assigning any reasons thereof. g) For this procurement, Public Procurement (Preference to Make in India 2017), Order 2017 dated 15-06-2017 ,28-05-2018 and 29-05-2019 and Subsequent Orders issued by

		respective Nodal Ministry shall be applicable even if issued after issue of this NIT but before finalization of this contract/ PO/ WO against this NIT. h) The tender is not divisible.
6	Additional PQR terms	BHEL Reserves the right to carry out Independent verification of the documents submitted towards qualification of PQR. Contact details of the concerned persons are required to be submitted to enable the independent verification process. Non sharing of these details on account and/or no reply from the shared contacts may lead to disqualification on Account of noncompliance of PQR terms.
7	Firm Prices	The prices shall be firm for entire period of contract.
8	Restrictions under rule 144 (xi) of the GFR	Submit the Annexure (provided along with enquiry documents) in your company letter head
9	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 valid NSIC certificate or Udyam Registration certificate along with attested copy of a CA certificate (Format enclosed below) 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. 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 ? ██████████Lacs. 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 ? ██████████Lacs. 3. The above investment in plant and machinery or equipment is within the permissible limit of ██████████.. Lacs and Turnover is within the permissible limit of ? ██████████Lacs 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.
10	PROVISION FOR MICRO & SMALL ENTERPRISES (MSE) SUPPLIERS-CWC CONTRACT	MSE suppliers can avail the intended benefits (EMD exemption/payment terms/RA) only if they submit their offer along with UDYAM certificate. a) Definitions of MSEs owned by Women is under: i) In case of proprietorship firm, proprietor must be woman. ii) In case of partnership firm, the women partners must be holding at least 51% shares in the unit. iii) In case of private limited companies, at least 51% share must be held by women promoters. b) Definitions of MSEs owned by SC/ST is under: i) In case of proprietorship firm, proprietor must be SC/ST. ii) In case of partnership firm, the SC/ST partners must be holding at least 51% shares in the unit. iii) In case of private limited companies, at least 51% share must be held by SC/ST promoters. iv) To avail the benefits of MSE under SC/ST category, the related documents as stated above should be submitted along with tender documents.

11	Preference to Make in India	For this procurement, the local content to categorize a supplier as a Class I local supplier/ Class II local Supplier/ Non local supplier and purchase preference to Class I local supplier, is as defined in Public Procurement (Preference to Make in India), Order 2017 dated 19.07.2024 issued by DPIIT. In case of subsequent orders issued by the nodal ministry, changing the definition of local content for the items of the NIT, the same shall be applicable even if issued after issue of this NIT, but before opening of Part-II bids against this NIT
12	MSE VENDOR DECLARATION	Any Bidder falling under MSE category shall furnish the following details & submit documentary evidence/ Govt. Certificate etc. in support of the same along with their techno-commercial offer. Type under MSE SC/ST Owned Women Owned Others (excluding SC/ST & Women Owned) Micro Small Note: If the bidder does not furnish the above in the tender, offer shall be processed construing that the bidder is not falling under MSE category.
13	TREATMENT OF CASES REGARDING CONFLICT OF INTEREST	The bidder notes that a conflict of interest would said to have occurred in the tender process and execution of the resultant contract, in case of any of the following situations: i) If its personnel have a close personal, financial, or business relationship with any personnel of BHEL who are directly or indirectly related to the procurement or execution process of the contract, which can affect the decision of BHEL directly or indirectly; ii) The bidder (or his allied firm) provided services for the need assessment/ procurement planning of the Tender process in which it is participating; iii) Procurement of goods directly from the manufacturers/ suppliers shall be preferred. However, if the OEM/ Principal insists on engaging the services of an agent, such agent shall not be allowed to represent more than one manufacturer/ supplier in the same tender. Moreover, either the agent could bid on behalf of the manufacturer/ supplier or the manufacturer/ supplier could bid directly but not both. In case bids are received from both the manufacturer/ supplier and the agent, bid received from the agent shall be ignored. However, this shall not debar more than one Authorised distributor (with/ or without the OEM). from quoting equipment manufactured by an Original Equipment Manufacturer (OEM) in procurements under a Proprietary Article Certificate. iv) A bidder participates in more than one bid in this tender process. Participation in any capacity by a Bidder (including the participation of a Bidder as a partner/ JV member or sub-contractor in another bid or vice-versa) in more than one bid shall result in the disqualification of all bids in which he is a party. However, this does not limit the participation of an entity as a sub-contractor in more than one bid if he is not bidding independently in his own name or as a member of a JV. The Bidder declares that they have read and understood the above aspects, and the bidder confirms that such conflict of interest does not exist and undertakes that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s), in this regard. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process. In case, the Bidder is found having indulged in above activities, the same will be considered as a violation of the tender conditions, and suitable action shall be taken by BHEL as per extant policies/ guidelines.
14	Late Tenders	Tenders received after due date/time(12:00hrs) will not be considered
15	Discrepancy in words and figures	(a) If, in the price structure quoted for the required goods/ Services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly. (b) 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 (c). 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 (a) and (b) above. (d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with

		target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
16	Two Part bid clarifications	In the case of Two-part bid, the vendor should furnish technical and commercial clarifications, if any, within stipulated time mentioned, failing which, it will be construed that the vendor is not interested in the tender and BHEL shall not consider the offer for further evaluation.
17	Price Impacts	In the event of any bidder, after finalizing the technical specifications and scope of supply, opting to revise their original bid, they have to submit the Price-Impact only. The Original price bid along with Price-Impact bid shall be opened during price bid opening. Unsolicited price impacts will not be considered.
18	Price bid evaluation	All offers in price bid opening or reverse auction shall be evaluated in Indian currency based on unit price, packing & forwarding, taxes/duties, freight charges if any, exchange rate. Loading due to non-acceptance of our standard commercial terms will be evaluated as per the LOADING FACTORS form as enclosed along with the enquiry.The exchange rate declared by State Bank of India under TT Selling rate on the technical bid open date shall be adopted for evaluating foreign currency bids.
19	Banned List	The offers of the bidders who are in the banned list and 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 website www.bhel.com . Guidelines for suspension of business dealings with suppliers/contractors are available on www.bhel.com under supplier registration page
20	Over All L1	Order will be placed on overall L1 basis. Vendors should quote for all items, otherwise the offer will be rejected.
21	Additional Information	Suppliers are requested to visit our web site regularly for any updates and additional information, "All corrigenda, addenda, amendments, time extensions clarifications, etc. to the tender will be hosted on BHEL website only". The corrigendum will not be published in news paper.
22	Arbitration	Subject to the exclusive jurisdiction of the Medchal, Malkajgiri Courts, Telengana State , India , in respect of any suit or other legal proceedings relating to this contract.
23	Fraud Prevention Policy	The Bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website http://www.bhel.com and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.
24	Signing & Stamping	Documents of BHEL's all Terms and conditions submitted with the offer shall be signed and stamped in each page of authorized representative of the bidder

Documents submitted with the offer shall be signed and stamped in each page of authorized representative of the bidder

Read and agreed for all the above general terms and conditions

Signature of the bidder with Seal & Date



COMMERCIAL TERMS & CONDITIONS (CTC)

Volume - 1
Enquiry No
652650861

Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS REMARKS	ACCEPTANCE /
1	Validity of Offer	90 days from date of techno-commercial bid opening.		

Note : All the clauses of the above format should be filled and submitted with the Techno Commercial Bid (Part-1). The filled in BHEL Commercial terms & Conditions format submitted with technical bid, responding to all the clauses duly signed with seal **only shall be considered**. Any other Commercial terms & conditions of bidders entered else where in their offer shall not be considered and are liable for rejection.

Read and understood the above commercial terms and conditions

Signature of the bidder with Seal & Date



OTHER TERMS & CONDITIONS

Volume - 1
Enquiry No
652650861

Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS REMARKS	ACCEPTANCE /
1	Security Deposit (SD)	Successful bidder shall submit a security deposit at the time of release of order and the amount will not carry any interest. The amount of security deposit will be 5% of the total contract value. Modes of Deposit: Security Deposit of 5% of the total 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 R&D A/c10202162640. (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. (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 Contractor A/c BHEL). (v) 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) (vi) Insurance Surety Bonds (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)		
2	Interest on SD	(a) Bidder agrees to submit performance security required for execution of the contract before start of the work. In case of delay in submission of performance security, enhanced performance security which would include interest (Repo rate+ 4%) for the delayed period, shall be submitted by the bidder. Further, if performance security is not submitted till such time the first bill becomes due, the amount of performance security due shall be recovered as per terms defined in NIT/ contract, from the bills along with due interest. (b) Security Deposit of 5% of the contract value may be accepted in the following forms: (i) Local cheques of Scheduled Banks (subject to realization)/Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL (EFTACCNT NO.:10202162640) (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) (v) Insurance Surety Bonds (vi) Cash (as permissible under the extant Income Tax Act) (c) In case of contract with running bills, At least 50% of the required Security Deposit, should be paid before start of the work. Balance of the Security Deposit can be paid @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 completed. (d) Security Deposit shall be refundable to the contractor in accordance with the terms of the contract mentioned below: - The Security Deposit will be released along with the final bill or after completion of maintenance period for the work, whichever will be later, subject to the condition that nothing is outstanding against the Contractor. (e) If the value of work done at any time exceeds the 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 (f) If the value of the work done at any time exceeds the accepted agreement value, Security Deposit shall be correspondingly enhanced and the extra Security Deposit shall be immediately deposited by the vendor or recovered from the payments due to him. (g) Failure to deposit the Security Deposit within the stipulated time cancellation of the award of work. (h) BHEL reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the vendor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of the contract. BHEL reserves the right to set off the Security Deposit, against any claims of any other contracts with BHEL. (i) No interest shall be payable by BHEL on Security Deposit or on any money due to the vendor	
3	Destination Clause	All prices to be quoted on FOR Destination basis i.e. BHEL Corporate R&D, Vikasnagar, Hyderabad – 500042	
4	LD / Penalty Clause	Time is the essence of the contract. Contractor shall execute the daily activity as per the scope of contract in accordance with the instructions from BHEL authorized officials. If the contractor fails to initiate the scope of work (ANNEXURE-5 & ANNEXURE-6) or fails to perform any activity after issuing the Work Order within the stipulated time OR Suspension of Work during the contract period; the contractor is liable to pay at a rate of 0.50 % per week or part thereof for the value of the undelivered portion of the contract value, subject to a maximum penalty of 10% of the contract value	

5	Payment Terms	Payments shall be made according to deployed worker's attendance on monthly basis at the end of the calendar month as below: • For Micro and Small Enterprises (MSE): Payment shall be made within 45 days from the date of submission of invoice and service report / necessary documents. • For Medium Scale Enterprises: Payment shall be made within 60 days from the date of submission of invoice and service report / necessary documents. • For Non-MSME: Payment shall be made within 90 days from the date of submission of invoice and service report / necessary documents. Vendor to indicate appropriate applicable HSN Code for Goods as well as SAC for Services based on Inter/Intra state. In case the bidder has opted for composite GST scheme, the same may be stated explicitly in both and Techno-Commercial & Price Bids. BHEL will pay only basic price to the vendor and release the GST payment only when the proof of remittance to Govt. of India is submitted. Detailed Payment terms are mentioned in Section 7 of Special Conditions of Contract (SCC) of Annexure 1 of NIT.	
6	Mandatory Invoice Submission/ Registration through the Suvidha Portal of BHEL	For Indian Suppliers: Irrespective of the value of the invoice amount, the bidder / vendor should necessarily upload the invoice(s) on BHEL SUVIDHA portal at https://suvidha.bhel.in/suvidha/ for bills/Invoice(s) processing. All documents as per WO checklist, along with additional documents (if any), must be uploaded on the portal. It is mandatory that tax invoices with a net amount (including taxes) exceeding Rs five lakhs uploaded on the portal are digitally signed using a Class 3 Digital Signature Certificate (DSC) issued by a licensed Certifying Authority. Submission of invoice document in hard copy is allowed for invoices with a net amount (including taxes) equal to and upto Rs five lakhs, in case they were not digitally signed and uploaded on the portal	
7	Invoice Settlement for MSME Suppliers	In respect of procurement of goods or services from Micro, Small and Medium enterprises (MSMEs), the settlement of invoice shall be only through TReDS platforms authorised by the Reserve Bank of India. Presently BHEL Corp. R&D is registered with the following TReDS platforms: RXIL, M1xchange and Invoicemart. Such MSME suppliers to select their preferred TReDS platform before award of contract. They also will have the option to change the TReDS platform from the drop-down menu on Suvidha portal of BHEL, at the time of invoice submission. The routing of invoices through the TReDS platform shall not be construed as mandating discounting of such invoices and the MSME suppliers shall have the option to avail or not avail financing or discounting of its receivables on the TReDS platform. In case discounting is not availed by MSME supplier on	

		TReDS, the trade receivables will be paid through TReDS as per the payment timelines indicated in the contract	
8	Contract Period	Period of Contract Two (02) Years from Contract Start Date	
9	Withdrawal Clause	In case the supplier withdraws their offer before placement of order, BHEL reserves the right not to send next enquiry(ies). In case the supplier withdraws the quotation after its acceptance by BHEL or fails to supply the goods or services as per the terms and conditions of contract, or at any time repudiated the contract wholly or in part, BHEL shall be at liberty to cancel the Purchase Order and to recover from the supplier the extra cost and other loss, incidentals due to the breach of contract on the part of the supplier.	
10	Procedure to be followed in case FD is submitted for SD/Performance Security	1. Fixed Deposit should be pledged in favour of “BHEL Corporate R&D, Hyderabad”. 2. The fixed deposit should be endorsed by the bidder in the name of company, at the backside by stating that “I/We are endorsing this FD in favour of BHEL Corporate R&D, Hyderabad” (the endorsement should be duly signed by the depositor/s on revenue stamp). 3.The FD should be accompanied with authority letter from the bidder, authorizing BHEL Corporate R&D, Hyderabad for unconditional encashment of FD as per the format given in Annexure-C-1 enclosed with this tender document. 4. The FD should be accompanied with CC copy of authority letter from the bidder, addressed to Branch Manager of the FD issuing bank, authorizing BHEL Corporate R&D, Hyderabad for unconditional encashment of FD as per the format given in Annexure-C-2 enclosed with this tender document. 5. The FD should be accompanied with letter from the Branch Manager of the FD issuing bank, confirming lien in favour of BHEL Corporate R&D, Hyderabad & unconditional encashment of FD as per the format given in Annexure-C-3 enclosed with this tender document.	
11	Firm Prices	No variations in the Service Charges quoted/as agreed upon will be allowed during the period of Contract except the increase/decrease of D.A/minimum wages due to revised wages as declared from time to time by the State Government and whenever the GST/or any other statutory payments are revised by the Government. The final Service Charges agreed by BHEL will be firm for the contract period or extended period of contract. Detailed Payment terms are mentioned in Section 7 of Special Conditions of Contract (SCC) of Annexure 1 of NIT	

Signature of the bidder with Seal & Date



ITEM SPECIFICATIONS

Volume - 2
Enquiry NO
652650861

Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D

SL.No.	Item			
1	Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D)	As per Annexure-4 & Annexure-5	
G	General Specifications			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	General & Other Specifications	As per Terms & Conditions of Annexure-1 to Annexure-10	

* Vendors are advised to write specifications in detail and not to write like 'Complied/ Yes / No ' etc. in specifications.

Signature of the bidder with Seal & Date

LOADING FACTORS



NOTE : IN CASE OF DEVIATION TO BHEL TENDER SPECIFIED TERMS, LOADING FACTOR INDICATED IN FOLLOWING TABLE WILL BE APPLIED TO QUOTED PRICE WHILE EVALUATING THE LOWEST QUOTE

A. LOADING FACTOR FOR PAYMENT TERMS		
SLNO	COMMERCIAL TERMS	LOADING FACTOR ON ACCEPTABLE DEVIATIONS
A	Payment Terms (As per tender)	Any deviation from BHEL payment terms, if accepted (by BHEL), shall be loaded @ "Repo rate+4%" for the period of relaxation sought by the bidder, for the purpose of bid evaluation.
B. PENALTY FOR DELAYED DELIVERY		
SLNO	COMMERCIAL TERMS	LOADING FACTOR ON ACCEPTABLE DEVIATIONS
B	LD Clause (As per tender)	Incase of deviations to the BHEL LD clause, loading is applicable to the extent to which not agreed by bidder.

AUTHORISATION LETTER FOR E-PAYMENT/ NEFT / RTGS
(PLEASE FILL UP THE FORM COMPLETELY IN CAPITAL LETTERS ON YOUR COMPANY LETTERHEAD ONLY)

Vendor Code (to be filled by BHEL)	
------------------------------------	--

Type of Request (Tick one)	NEW	CHANGE
1 Company Name		
2 Address		
3 City with PIN Code		
4 State		
5 PAN Number		
6 TIN/ VAT No.		
7 CST No.		
8 Service Tax No.		
9 Name of Contact Person		
10 Mobile number		
11 Ph. no. with STD Code		
12 Fax No. with STD Code		
13 Email ID		
14 Website (URL)		

BANK DETAILS FOR EFT / RTGS

1	Bank Name	
2	Branch	
3	Branch Code	
4	Branch Address	
5	Branch Phone No	
6	Account No.	
7	Account Type: SB/ Current/ other (Specify)	
8	MICR Code	
9	IFSC Code	

I, as an authorized representative / owner of the above named company, hereby state as under:

1. Enclosed here with a cancelled cheque in support of our company’s bank details.
2. Authorize BHEL R&D Hyderabad, to electronically make payments to the designated bank account with bank charges, if any, to our account.
3. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.
4. I hereby certify that the particulars given above are true, complete and correct.
5. This authority remains in full force until BHEL receives and acknowledge written notification requesting change or cancellation.

Date :
Company
Seal

Authorised Signatory
Designation :



RD:MPX:F-13

Bharat Heavy Electricals Limited

Corp. R&D DIVISION

VIKAS NAGAR,

HYDERABAD- 500 042 (INDIA)

VENDOR REGISTRATION FORM

(Indigenous supplier)

[FORM TO BE SUBMITTED* BY THE BIDDER ALONG WITH TECHNICAL-BID]

Before filling, please refer to instructions on page-4

1.0 VENDOR PROFILE:

1.1 Name and address of the vendor:

Phone Nos.:

Fax No.:

Email: 1. 2.

1.2 Local representative name & address in Hyderabad/Secundrabad :

Phone Nos.:

Fax No.:

Email:

Contact Person:

Mobile No:

2.0 TYPE OF ORGANISATION:

PROPRIETORSHIP	Company:	Sister Concern (mention vendor registration number of main organization)	
Partnership	CORPORATION	Small Scale Industry	ANY OTHER(Please specify)

In case of SSI unit, copy of registration to be enclosed. It is requested that MSME registration certificate to be enclosed and tick the following:

Type of Major Activity: Manufacturing / Service
Category of Enterprise: Micro / Small / Medium
Social Category : GENERAL / SC / ST / OBC
Udyog Adhaar Number (UAN):

3.0 ANNUAL TURN OVER:

#	Year	Turn-Over, Rs.
1	Current Year(budgeted)	
2	Previous year (200 - 0)	
3	Prior Year (200 - 0)	

4.0 NAME AND ADDRESS OF THE BANKER:

- 4.1 Bank Name
- 4.2 Branch name
- 4.3 Account number
- 4.4 Account Type
- 4.5 MICR Code:
- 4.6 IFSC Code(RTGS/NEFT):
- 4.7 Bank Phone number(s),

Blank cheque, duly cancelled, to be enclosed.
Please note that all payments shall be made through Electronic clearance services to your above account against the orders executed, if any.

5.0 REGISTRATION PARTICULARS(relevant copies to be enclosd)

- 5.1 IT Permanent Account No.(PAN):
- 5.2 State Sales Tax/VAT Registration No:
- 5.3 Central Sales Tax Registration No:
- 5.4 ED Registration No:

5.5 Service Tax Registration No:
5.6 PF Account No:
5.7 Labour Licence No:
5.8 ESI Account No:

6.0 **CONTACT PERSON:** S/Sri:
Designation: Phone / Mobile No:

7.0 **TOTAL NUMBER OF EMPLOYEES:**

Graduates(Engr/Scientists/Mgmt/Fin.)	Consultants	Workers		
		Sup./Skilled	Semiskilled	Unskilled

8.0 **LIST OF PRODUCTS/ SERVICES OFFERED:**

#	Products/ Services	Capacity
1		
2		
3		
4		
5		

9.0 **REFERENCE LIST :**

(Only recognized public and private sector companies, attach if printed copy available)

#	Customer	Volume / Year
1		
2		
3		
4		
5		

10.0 **INFRASTRUCTURE / FACILITIES:**

#	Facility (with specifications)	Age/ Year procured
1		
2		
3		
4		
5		

11.0 **REGISTRATION WITH OTHER BHEL UNIT/UNITS:**

#	Unit	Registration No	Year
1			
2			
3			
4			

12.0 **ANY OTHER INFORMATION :**

DECLARATION:

The information furnished above is true and authentic.

(CEO / PROPRIETOR)

SEAL:

DATE:

Note:

1. Registered bidders, having BHEL (R&D) registration no. or have submitted this format for registration, need not furnish this information again.
2. The competent authority reserves the right to accept or reject the registration.
3. Vendors approved for registration will be informed by mail / email, as convenient. A separate communication will be sent in case of non-registration also, citing reasons thereof.
4. BHEL reserves the right to take penal action as deemed fit if any of the information provided by the vendor(s) is found to be incorrect.
5. AGM, Head (MM) may be contacted for clarification/additional information on registration.

Instructions

1. Fill all items. Please mention “N.A.” for items/ clauses not applicable.
2. Use A4 sheets for this document and the enclosures. Use of additional sheets is permitted if space provided is not adequate.
3. Attach copies of latest documents in respect of items 5.0 (Registration no.s)
4. Photographs of registered office and the chief executive/proprietor shall be furnished.

(Compliance to be submitted on the Bidder's Letterhead)
(as applicable)
Annexure

Sub: Compliance to Government of India order OM No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020 regarding restrictions under Rule 144 (XI) of the General Financial Rules (GFRs), 2017

BHEL enquiry ref:	652650861
Our quotation ref:	

We, The Bidder have read and understood the contents of the office Memorandum & the Order (Public Procurement No. 1) both bearing no. F.No.6/18/2019/PPD of 23rd July 2020 issued by Ministry of Finance, Government of India on insertion of Rule 144 (Xi) in the General Financial Rules (GFRs) 2017 and the amendments & clarifications thereto, regarding restrictions on availing/procurement of goods and services, of any Bidder from a country which shares a land border with India and/or sub-contracting to contractors from such countries.

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country **or**, if from such a country, has been registered with the Competent Authority (**strikeout whichever is not applicable**). I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]"

(Note: Non-compliance of above said GoI Order and its subsequent amendment, (if any), by any bidder(s) shall lead for commercial rejection of their bids by BHEL).

For and behalf of _____ (Name of the bidder)

(Signature, date & seal of authorized signatory of the bidder)

TERMS AND CONDITIONS

- 1. **Scope of Work:** Job Contract for AC Maintenance Works as per **Scope of Work (ANNEXURE-5 & ANNEXURE-6)**.
- 2. **Contract Period:** The contract execution period shall be **Two (02) Years** from the date of commencement of contract.
- 3. **Nature of Work:** Maintenance Works Contract.
- 4. **Location:** BHEL Corporate R&D, Hyderabad-500042.
- 5. **Evaluation Criteria:** **Evaluation of the tender will be done on overall quote basis exclusive of GST.** Order will be placed on overall L-1 percentage as per PRICE BID for complete scope of work.

PRE-QUALIFICATION CRITERIA

The following conditions have to be satisfied by the tenderer, with documentary proof to be enclosed with technical bid.

- 1. **Similar Experience:** Experience of having successfully completed similar works during last seven years prior to enquiry date and should be either of the following:
 - 1.1 **Three similar completed works** each of value not less than **40% (Rs 4.99 L)** of estimated cost put to tender (Or)
 - 1.2 **Two similar completed works** each of value not less than **50% (Rs 6.24 L)** estimated cost put to tender (Or)
 - 1.3 **One similar completed works** each of value not less than **80% (Rs 9.99 L)** estimated cost put to tender.
 - 1.4 **Copy of Completion/Performance** Report from the organization where the work is executed along with Work Order/ Work Order copy is to be enclosed.
 - 1.5 **Similar Works:** All works related to: Any Comprehensive Annual Maintenance Contracts (CAMC) or Annual Maintenance Contracts (AMC) for Window, Split, Cassette, or Ducted Air Conditioners / Operation and Maintenance (O&M) Contracts for HVAC (Heating, Ventilation and Air Conditioning) Systems, Central AC Plants, or Package Air Conditioning (PAC) Units / Installation Works of ACs, Refrigeration Equipment, Chillers and Other Cooling Systems are considered as similar works.
- 2. **Financial Turnover:** Average annual financial turn over during last 3 years, ending 31st March of the previous financial year, should be **30% (Rs 3.75 L)** of the estimated cost as mentioned against work in this notice. **Agency should submit duly audited Balance Sheet and Profit & Loss Account/CA Certified Turnover Documents with UDIN No. for last 3 years or Form 26AS, if accounts are not auditable.**
 - 2.1 Turnover-Previous Year (FY. 2025--26)
 - 2.2 Turnover-1 Year before Previous Year (FY. 2024-25)
 - 2.3 Turnover-2 Years before Previous Year (FY. 2023-24)

TECHNICAL ACCEPTANCE CRITERIA

- 1. **Site Visit Confirmation Declaration:** Vendor has to visit BHEL Corporate R&D Division, Vikasnagar, Hyderabad Campus to inspect the site of maintenance works and its environments and submit a SITE VISIT CONFIRMATION DECLARATION in the prescribed format available as ANNEXURE-3. Site visit confirmation declaration should be submitted along with Technical Bid Documents, failing to which, technical bid will be rejected.
- 2. **Item specification / PRICE CALCULATION SHEET / WAGE BREAK-UP SHEET acceptance:** Bidder shall mandatorily accept item specifications and work scope as described in Annexure 5, Annexure 6 and Annexure 4 wage break up sheet.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. GENERAL INSTRUCTION TO TENDERERS:

1.1. DESPATCH INSTRUCTIONS:

- i. The General Conditions of Contract form part of the Tender specifications. For this tender, bidders shall use electronic Signature viz Digital Signature Certificate while uploading the tender documents on the e-procurement portal. The information furnished shall be complete by itself. The tenderer is required to furnish all the details and other documents as required in the following pages.
- ii. Tenderers are advised to study all the tender documents carefully. Any submission of tender by the tenderer shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. Should the tenderers have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the drawings or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc., he shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender. Tenderer's request for clarifications shall be with reference to Sections and Clause numbers given in the tender documents. The specifications and terms and conditions shall be deemed to have been accepted by the tenderer in his offer. Non-compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the tender.
- iii. Integrity pact (IP) shall be applicable for all tenders / contracts if indicated in NIT. This IP shall be issued as part of the Tender documents and shall be submitted by the bidder along with Techno-commercial bid duly filled, signed and stamped by the authorized signatory who signs the bid. Entering into this pact shall be a preliminary qualification.

1.2. SUBMISSION OF TENDERS:

- 1.2.1. The tenderers must submit their tenders to Officer inviting tender as per instructions in the NIT.
- 1.2.2. Tenders shall be submitted through E-Procurement portal as per instruction in NIT. Tenderers to upload offers well in advance in order to avoid last minute congestion in e-procurement website. However, after submission of the tender, the tenderer can re-submit revised tender but before due date and time of submission of tender as notified.
- 1.2.3. Tenders shall be opened by Officer of BHEL at the time and date as specified in the NIT. For this tender, bidders may attend through online mode, if provisions are available in e-procurement portal.
- 1.2.4. Tenderers whose bids are found techno commercially qualified shall be notified through e-procurement system about the date and time of opening of the Price Bids. BHEL's decision in this regard shall be final and binding.
- 1.2.5. The information given in the tender documents is for general guidance and shall not be construed as contractually binding on BHEL/ Owner. All relevant data/ information as may be necessary for bidding shall have to be obtained/ collected by the Tenderer.
- 1.2.6. The Tenderers are advised to physically visit the site to acquaint and satisfy themselves about the weather conditions, working culture in the area, socio-political environment, safety & security aspects, law & order situation, law of the land, transportation routes, various distances, surroundings of plant/ project premises together with all statutory, obligatory, mandatory requirements of various authorities and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the discharge of various obligations under the Contract during contract period including extended period (if any).
- 1.2.7. The submission of bid will tantamount to due diligence having been done and it shall be deemed that:
 - a) The Tenderer has obtained all necessary information as to risks, contingencies and other circumstances which may influence or affect the Works.
 - b) the Tenderer accepts total responsibility for having foreseen all difficulties and costs of successfully completing the Works.
 - c) the Tenderer accepts that, the Contract Price shall not be adjusted to take account of any unforeseeable or unforeseen difficulties or costs and the Tenderer shall not raise any claims/ disputes against BHEL and/ or Owner at later date in any manner whatsoever.

1.3. LANGUAGE:

- 1.3.1. The tenderer shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tenders, the metric system of units shall be used.
- 1.3.2. All entries in the tender shall either be typed or written legibly in ink. Erasing and over-writing is not permitted and may render such tenders liable for rejection. All cancellations and insertions shall be duly attested by the tenderer.

1.4. PRICE DISCREPANCY:

- 1.4.1. Price Bid opening: During opening of price bids, if there is any difference between the amount in figures and in words, the amount quoted by the bidder in words shall be taken as correct.
- 1.4.2. Reverse Auction: In case of Reverse Auction, the successful bidder shall undertake to execute the work

Signature and Seal of the Contractor

1.4.3. As per overall price offered by him during the Reverse Auction process. (Guidelines as available on www.bhel.com on “supplier registration page”).

1.5. QUALIFICATION OF TENDERERS:

i) Only tenderers who have previous experience in the work of the nature and description detailed in the Notice Inviting Tender and/or tender specification are expected to quote for this work duly detailing their experience along with offer.

ii) Offers from tenderers who do not have proven and established experience in the field shall not be considered.

iii) The offers of the bidders who are on the debarred list shall be rejected. Further, offer of the bidders, who engage the services of the debarred firms or associated with the debarred firm, for present bid, shall also be rejected. The list of debarred firms is available on BHEL web site www.bhel.com.

iv) Offers from tenderers who do not comply with the latest guidelines of Ministry/Commissions of Govt. of India shall not be considered.

1.6. EVALUATION OF BIDS:

i) Technical Bids submitted by the tenderer will be opened first and evaluated for fulfilling the Pre- Qualification Criteria, Technical Acceptance Criteria, Financial Turnover and Electrical License and other conditions in NIT/Tender documents, based on documentary evidences submitted along with the offer.

ii) In case the same qualifying experience is claimed by more than one agency, then:

a. The agency who has executed the work as per documentary evidence submitted shall only be qualified. Scope of qualifying work should be totally with the agency who has executed and in case it is only labour and consumables without T&P, then the credentials of execution is assigned to the first agency and not to the agency who has executed only as labour supply contractor. Further, BHEL reserves the right to ask for any other proof for the said job.

b. However, if the same is on account of subletting, part of scope by one agency to another agency in a project of BHEL, experience of both the agencies may be considered for the sublet portion of the work provided subletting has been done with the approval of BHEL.

iii) In case the qualifying experience is claimed by bidder is based on ‘Work Order’ and ‘Experience Certificates’ from any organization other than BHEL (main agency), then it shall be the responsibility of the bidder to submit (in addition to the experience certificate from main agency) relevant certificate regarding qualifying experience from the end Customer or the Turnkey-Contractor (if any) who has awarded the work to main agency, as a proof for having executed subject qualifying work. BHEL reserves the right to ask for any other proof for the said job.

iv) Assessing Bidder’s Capacity for executing the current tender shall be as per Notice Inviting Tender.

v) Price Bids of shortlisted bidders shall only be opened through the electronic price bid opening with/without Reverse Auction, at the discretion of BHEL. Unless specified otherwise in the tender, the L1 bidder amongst all the shortlisted bidders shall be considered for award. However, the L1 bidder shall have no claim on the award & BHEL reserves the right to award the tender at its sole discretion.

vi) Price Bids of unqualified bidders shall not be opened. Reasons for rejection shall be intimated in due course either through system generated e-mail or through letter/e-mail after award to successful bidder.

vii) Evaluation of the tender will be done on overall quote basis exclusive of GST. Order will be placed on overall L-1 percentage as per BOQ for complete work.

1.7. DATA TO BE ENCLOSED:

Full information shall be given by the tenderer in respect of the following:

i) INCOME TAX PERMANENT ACCOUNT NUMBER:

Certified copies of Permanent Account Numbers as allotted by Income Tax Department for the Company/Firm/Individual Partners etc. shall be furnished along with tender.

ii) ORGANIZATION CHART:

The organization chart of the tenderer’s organization, including the names, addresses and contact information of the Directors/Partners shall be furnished along with the offer.

iii) An attested copy of the Power of Attorney, in case the tender is signed by an individual other than the sole proprietor.

iv) IN CASE OF INDIVIDUAL TENDERER:

His / her full name, address, PAN and place & nature of business.

v) IN CASE OF PARTNERSHIP FIRM:

The names of all the partners and their addresses, copy of the partnership deed/instrument of partnership duly certified by the Notary Public shall be enclosed.

Signature and Seal of the Contractor

vi) IN CASE OF COMPANIES:

a) Date and place of registration including date of commencement certificate in case of Public Companies (certified copies of Memorandum and articles of Association are also to be furnished).

b) Nature of business carried on by the Company and the provisions of the Memorandum relating thereof.

vii) GST REGISTRATION, EPFO REGISTRATION AND ESI REGISTRATION Copies to be submitted mandatorily.**1.8. AUTHORIZATION AND ATTESTATION:**

Tenders shall be signed by a person duly authorized/empowered to do so, for which a Power of Attorney is to be submitted along with the tender offer. For company, a Power of Attorney shall be submitted.

1.9. VALIDITY OF OFFER:

The rates in the Tender shall be kept open for acceptance for a minimum period of 90 (Ninety) days from latest due date of offer submission (including extension, if any). In case BHEL (Bharat Heavy Electricals Ltd) calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenderers.

1.10. EXECUTION OF CONTRACT AGREEMENT:

The successful tenderer's responsibility under this contract commences from the date of issue of the Letter of Award/ Work order by Bharat Heavy Electricals Limited.

The successful tenderer shall be required to execute an agreement in the prescribed form, with BHEL, within a reasonable time after the acceptance of the Letter of Award/ work order, and in any case before releasing the first running bill. The contract agreement shall be signed by a person duly authorized/empowered by the tenderer.

1.11. REJECTION OF TENDER AND OTHER CONDITIONS:

1.11.1. The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender nor any tender and reserves to itself full rights for the following without assigning any reasons whatsoever:

a) To reject any or all of the tenders.

b) To split up the work amongst two or more tenderers as per NIT.

c) To award the work in part if specified in NIT.

d) In case of either of the contingencies stated in (b) and (c) above, the time for completion as stipulated in the tender shall be applicable.

1.11.2. Conditional tenders, unsolicited tenders, tenders which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc. are liable to be rejected.

1.11.3. Tenders are liable to be rejected in case of unsatisfactory performance of the tenderer with BHEL or tenderer under suspension (debarred) by any unit / region / division of BHEL or tenderers who do not comply with the latest guidelines of Ministry/Commissions of Govt of India. BHEL reserves the right to not consider a bidder for further processing of tender in case it is observed that they are overloaded and may not be in a position to execute this job as per the required schedule of the 'NIT'. The decision of BHEL will be final in this regard.

1.11.4. If a tenderer who is a proprietor expires after the submission of his tender or after the acceptance of his tender, BHEL may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, BHEL may then cancel such tender at their discretion, unless the firm retains its character. In case BHEL resolves to cancel the tender under this clause, BHEL will issue a notice in this regard containing reasons as to the cancellation of tender. The contractor shall be required to furnish his response to such notice within a period of 14 days from the date of receipt of such notice through any means (BHEL reserves the right to decrease the period up to 05 days). BHEL after due consideration of the representation made by contractor shall communicate its final decision within a reasonable period. In case contractor fails to submit any response to the notice issued by BHEL within the period stipulated in the notice, BHEL at its discretion may proceed to cancel the contract. Contractor shall not be eligible for any compensation whatsoever for the cancellation of contract under this clause

1.11.5. BHEL will not be bound by any Power of Attorney granted by changes in the composition of the firm made subsequent to the execution of the contract. BHEL may, however, recognize such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.

1.11.6. If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract if awarded and forfeit the Earnest Money/Security Deposit/any other money due.

1.11.7. Canvassing in any form in connection with the tenders submitted by the Tenderer shall make his offer liable to rejection.

1.11.8. In case the Proprietor, Partner or Director of the Company/Firm submitting the Tender, has any relative or relation employed in BHEL, the authority inviting the Tender shall be informed of the fact as per specified format, along with the Offer. Failing to do so, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money/Security Deposit.

1.11.9. The successful tenderer (Contractor) shall not sub-contract any portion of work detailed in the tender specification undertaken by him without written permission of BHEL's HOD. BHEL, at its discretion, may consider the written request from the Contractor and permit subletting of part scope. However, the Contractor is solely responsible to BHEL for the work awarded to him.

Signature and Seal of the Contractor

- 1.11.10.** The Tender submitted by a techno commercially qualified tenderer shall become the property of BHEL who shall be under no obligation to return the same to the bidder.
- 1.11.11.** Unsolicited discount received after the due date and time of Bid Submission shall not be considered for evaluation. However, if the party who has submitted the unsolicited discount/rebate becomes the L-1 party, then the awarded price i.e. contract value shall be worked out after considering the discount so offered.
- 1.11.12.** BHEL shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.
- 1.11.13.** The nature of contract is Works and this tender is Non-divisible.
- 1.11.14.** Technical-bids will be scrutinized on opening of Technical-bid. In case the agency has not satisfied all the above conditions with documentary proof the offer will be rejected and price- bid will not be opened.
- 1.11.15.** Tenderer presently working with BHEL R&D should submit requisite documents, even though such documents are submitted by them in previous contracts. All the columns shall be filled with proper information.
- 1.11.16.** The contractors are requested to sign and stamp on all pages in the documents.
- 1.11.17.** **The contractors have to thoroughly understand the Price Break-up Sheet available as ANNEXURE-4 before quoting the price bid. Deployment of Tools & Tackles (As per Clause No.: 3.b.i of CONTRACTOR'S OBLIGATIONS under SPECIAL TERMS AND CONDITIONS OF CONTRACT OF ANNEXURE-1), applicable License/Govt. Charges etc. before quoting the price bid as BHEL will not reimburse any of these costs and all these costs shall be borne by contractor only.**
- 1.11.18.** BHEL R&D reserves the right to reject or cancel the tender at any stage of the tender process without assigning any reasons thereof.
- 1.12. INTIMATION OF CHANGE OF NAME/ RE-CONSTITUTION OF THE ORGANIZATION:**
In the event of the organization (Proprietorship/Partnership/Company) undergoing any change of name or reconstitution, prior intimation of the same shall be given to BHEL. Upon such changes coming into effect, the same is to be intimated to BHEL immediately with supporting documents as applicable.

2. DEFINITIONS

- 2.1.** Definition: The following terms shall have the meaning hereby assigned to them except where the context otherwise requires
- i) BHEL shall mean Bharat Heavy Electricals Limited, a company registered under Indian Companies Act 1956, having its Registered Office at BHEL HOUSE, SIRI FORT, NEW DELHI – 110 049, and its office at Corporate Research and Development, Vikasnagar, Hyderabad, Telangana- 500042.
 - ii) “EXECUTIVE DIRECTOR” or “GENERAL MANAGER (In- charge)” or “GENERAL MANAGER” shall mean the Officer in Administrative charge of the respective UNIT.
 - iii) “COMPETENT AUTHORITY” shall mean BHEL Officers who are empowered to act on behalf of BHEL.
 - iv) “ENGINEER” or “ENGINEER IN CHARGE” shall mean an Officer of BHEL as may be duly appointed and authorized by BHEL to act as “Engineer” on his behalf for the purpose of the Contract, to perform the duty set forth in this General Conditions of Contract and other Contract documents.
 - v) “SITE” shall mean the places or place at which the plants/equipments are to be erected or work to be executed and services are to be performed as per the specification of this Tender.
 - vi) “CLIENT OF BHEL” or “CUSTOMER” shall mean the project authorities with whom BHEL has entered into a contract for supply of equipments or provision of services.
 - vii) “CONTRACTOR” shall mean the successful Bidder/Tenderer who is awarded the Contract and shall include the Contractor’s successors, heirs, executors, administrators and permitted assigns.
 - viii) “CONTRACT” or “CONTRACT DOCUMENT” shall mean and includes the Agreement or Work Order, the accepted appendices of Rates, Schedules, Quantities if any, Offer submitted by contractor including acceptance to General Conditions of Contract, Special Conditions of Contract, Instructions to the Tenderers, Drawings, Technical Specifications, the Special Specifications if any, the Tender documents, subsequent amendments /corrigendum to Tender mutually agreed upon and the Letter of Intent/Award/Acceptance issued by BHEL. Any conditions or terms stipulated by the contractor in the tender documents or subsequent letters shall not form part of the contract unless, specifically accepted in writing by BHEL in the Letter of Intent/Award and incorporated in the agreement or amendment thereof.
 - ix) “GENERAL CONDITIONS OF CONTRACT” shall mean the ‘Instructions to Tenderers’ and ‘General Conditions of Contract’ pertaining to the work for which above tenders have been called for.
 - x) “TENDER SPECIFICATION” or “TENDER” or “TENDER DOCUMENTS” shall mean General Conditions, Common Conditions, Special Conditions, Price Bid, Rate Schedule, Technical Specifications, Appendices, Annexures, Corrigendums, Amendments, Forms, Procedures, Site information etc. and drawings/documents pertaining to the work for which the tenderers are required to submit their offers. Individual specification number will be assigned to each Tender Specification.
 - xi) “LETTER OF INTENT/ AWARD” shall mean the intimation by a Letter/Fax/email to the tenderer that the tender has been accepted in accordance with provisions contained in the letter. The responsibility of the contractor commences from the date of issue of this letter and all terms and conditions of the contract are applicable from this date.

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xii) "COMPLETION TIME" shall mean the period by 'date/month' specified in the 'Letter of Intent/Award' or date mutually agreed upon for handing over of the intended scope of work, the erected equipment/plant which are found acceptable by the Engineer, being of required standard and conforming to the specifications of the Contract.

xiii) "PLANT" shall mean and connote the entire assembly of the plant and equipments covered by the contract.

xiv) "EQUIPMENT" shall mean equipment, machineries, materials, structural, electricals and other components of the plant covered by the contract.

xv) "TESTS" shall mean and include such test or tests to be carried out on the part of the contractor as are prescribed in the contract or considered necessary by BHEL in order to ascertain the quality, workmanship, performance and efficiency of the contractor or part thereof.

xvi) "APPROVED", "DIRECTED" or "INSTRUCTED" shall mean approved, directed or instructed by BHEL.

xvii) "WORK or CONTRACT WORK" shall mean and include supply of all categories of labour, specified consumables, tools and tackles and Plants required for complete and satisfactory site transportation, handling, stacking, storing, erecting, testing and commissioning of the equipments to the entire satisfaction of BHEL.

xviii) "SINGULAR AND PLURALS ETC" words carrying singular number shall also include plural and vice versa, where the context so requires. Words imparting the masculine Gender shall be taken to include the feminine Gender and words imparting persons shall include any Company or Associations or Body of Individuals, whether incorporated or not.

xix) "HEADING" – The heading in these General Conditions are solely for the purpose of facilitating reference and shall not be deemed to be part thereof or be taken as instructions thereof or of the contract.

xx) "MONTH" shall mean calendar month unless otherwise specified in the Tender.

xxi) 'Day' or 'Days' unless herein otherwise expressly defined shall mean calendar day or days of twenty-four (24) hours each. A Week shall mean continuous period of seven (7) days.

xxii) "COMMISSIONING" shall mean the synchronization testing and achieving functional operation of the Equipment with associated system after all initial adjustments, trials, cleaning, re-assembly required at site if any, have been completed and Equipment with associated system is ready for taking into service.

xxiii) "WRITING" shall include any manuscript type written or hand written or printed statement or electronically transmitted messages, under the signature or seal or transmittal of BHEL.

xxiv) "TEMPORARY WORK" shall mean all temporary works for every kind required in or for the execution, completion, maintenance of the work.

xxv) 'CONTRACT PRICE' or 'CONTRACT VALUE' shall mean the sum mentioned in the LOI/LOA/Contract Agreement subject to such additions thereto or deductions there from as may be made under provisions hereinafter contained.

xxvi) 'EXECUTED CONTRACT VALUE' shall mean actual value of works executed by the contractor and certified by BHEL. This value shall not include PVC, ORC, Extra Works and Taxes.

xxvii) "COMMENCEMENT DATE" or "START DATE" shall mean the commencement/start of work at Site as per terms defined in the Tender.

xxviii) "SHORT CLOSING" or "FORE CLOSING" of Contract shall mean the premature closing of Contract, for reasons not attributable to the contractor and mutually agreed between BHEL and the contractor.

xxix) "TERMINATION" of Contract shall mean the pre-mature closing of contract due to reasons as mentioned in the contract.

xxx) "DE MOBILIZATION" shall mean the temporary winding up of Site establishment by Contractor leading to suspension of works temporarily for reasons not attributable to the contractor.

xxxi) "RE MOBILIZATION" shall mean the resumption of work with all resources required for the work after demobilization.

xxxii) "OVERRUN CHARGES (ORC)" shall mean and include all the costs incurred by the Contractor during the extended period of the contract, including but not limited to any cost arising out of idle labour, administrative cost, T & P and machinery.

2.2. LAW GOVERNING THE CONTRACT AND COURT JURISDICTION:

This contract shall be governed by the Law for the time being in force in the Republic of India. Subject to clause 3 of this contract, the Civil Court having original Civil Jurisdiction at Hyderabad, shall alone have exclusive jurisdiction in regard to all matters in respect of the Contract.

2.3. ISSUE OF NOTICE:

2.3.1. SERVICE OF NOTICE TO THE CONTRACTOR:

Any notice to be given to the Contractor under the terms of the contract shall be served by sending the same by Email/ Registered Post/Speed Post to or leaving the same at the Contractor's last known address of the principal place of business (or in the event of the contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as notified in writing by the Contractor to BHEL. Such

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dispatch or display posting or leaving of the notice as the case may be shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.

2.3.2. SERVICE OF NOTICE TO BHEL:

Any notice to be given to BHEL In-charge of the Unit under the terms of the Contract shall be served by sending the same by Registered/AD or Speed post to BHEL address or changed address as notified in writing by BHEL to the Contractor.

2.4. USE OF LAND:

No land belonging to BHEL shall be occupied by the contractor without written permission of BHEL.

2.5. COMMENCEMENT OF WORK:

2.5.1. The contractor shall commence the work as per the time indicated in the Letter of Intent/Award/Work order from BHEL and shall proceed with the same with due expedition without delay.

2.5.2. If the contractor fails to start the work within stipulated time as per LOI/ LOA/Work order or as intimated by BHEL, then BHEL at its sole discretion shall have the right to cancel the contract. The Earnest Money and/or Security Deposit furnished by the contractor to under this tender will stand forfeited without any further reference to him and without prejudice to BHEL's other rights and remedies under this contract and the applicable laws in this regard.

2.5.3. All the work shall be carried out under the direction and to the satisfaction of BHEL.

2.6. MODE OF PAYMENT:

All payments due to the contractors shall be made by e-mode only, unless otherwise found operationally difficult for reasons to be recorded in writing and approved by contract executing department.

2.7. RIGHTS OF BHEL:

BHEL reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.

2.7.1. To withdraw any portion of work and/or to restrict/alter quantum of work as indicated in the contract during the progress of work and get it done through other agencies to fulfil BHEL's commitment due to emergent reasons.

Where the contractor fails to deploy adequate manpower to meet the contractual target, BHEL reserves the right to deploy manpower to meet such shortfall, through any other agency for expediting activities in the interest of the project. Supplied manpower shall be put on job by the contractor. Fulfilling of all obligations towards payments and other statutory compliances related to such manpower shall be the contractor's responsibility. In case of contractor's failure to fulfil his obligations in respect of such manpower, BHEL shall be entitled to act as provided herein.

2.7.2. BREACH OF CONTRACT, REMEDIES AND TERMINATION:

2.7.2.1 THE FOLLOWING SHALL AMOUNT TO BREACH OF CONTRACT:

I. Vendor fails to perform as per the activity schedule or fails to supply spare parts material.

II. Non-completion of work by the Supplier/Vendor within scheduled delivery/ completion period as per contract or as extended from time to time.

III. Vendor fails to perform as per the activity schedule and there are sufficient reasons even before expiry of the delivery/ completion period to justify that supplies shall be inordinately delayed beyond contractual delivery/ completion period.

IV. Vendor fails to replace the defective equipment/ material/ component.

V. Withdrawal from or abandonment of the work by the Supplier/Vendor before completion as per contract.

VI. Assignment, transfer, subletting of Contract by the Supplier/Vendor without BHEL's written permission resulting in termination of Contract or part thereof by BHEL.

VII. Non-compliance to any contractual condition or any other default attributable to Supplier/Vendor.

VIII. Any other reason(s) attributable to Vendor towards failure of performance of contract. In case of breach of contract, BHEL shall have the right to terminate the Purchase Order/ Contract either in whole or in part thereof without any compensation to the Vendor.

IX. Any of the declarations furnished by the contractor at the time of bidding and/ or entering into the contract for work are found untruthful and such declarations were of a nature that could have resulted in non-award of contract to the contractor or could expose BHEL to adverse consequences, financial or otherwise.

X. Supplier/Vendor is convicted of any offence involving corrupt business practices, antinational activities or any such offence that compromises the business ethics of BHEL, in violation of the Integrity Pact entered into with BHEL has the potential to harm the overall business of BHEL.

Note-Once BHEL considers that a breach of contract has occurred on the part of Vendor, BHEL shall notify vendor by way of notice in this regard. Contractor shall be given an opportunity to rectify the reasons causing the breach of contract within a period of 14 days.

In case the contractor fails to remedy the breach, as mentioned in the notice, to the satisfaction of BHEL, BHEL shall have the right to take recourse to any of the remedial actions available to it under the relevant provisions of contract.

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LD against delay in executed work in case of Termination of Contract:

LD against delay in executed work shall be calculated in line with LD clause, for the delay attributable to contractor. For limiting the maximum value of LD, contract value shall be taken as Executed Value of work till termination of contract.

Method for calculation of “LD against delay in executed work in case of termination of contract” is given below.

- i). Let the time period from scheduled date of start of work till termination of contract excluding the period of Hold (if any) not attributable to contractor = T1
- ii). Let the value of executed work till the time of termination of contract = X
- iii). Let the Total Executable Value of work for which inputs/fronts were made available to contractor and were planned for execution till termination of contract = Y
- iv). Delay in executed work attributable to contractor i.e. $T2 = [1 - (X/Y)] \times T1$
- v). LD shall be calculated in line with LD clause of the Contract for the delay attributable to contractor taking “X” as Contract Value and “T2” as period of delay attributable to contractor.

2.7.2.2 REMEDIES IN CASE OF BREACH OF CONTRACT:

- i) Wherein the period as stipulated in the notice issued has expired and Contractor has failed to remedy the breach, BHEL will have the right to terminate the contract on the ground of "Breach of Contract" without any further notice to contractor.
- ii) Upon termination of contract, BHEL shall be entitled to recover an amount equivalent to 10% of the Contract Value for the damages on account of breach of contract committed by the Contractor. This amount shall be recovered by way of encashing the security instruments like performance bank guarantee etc available with BHEL against the said contract. In case the value of the security instruments available is less than 10% of the contract value, the balance amount shall be recovered from other financial remedies (i.e. available bills of the contractor, retention amount, from the money due to the Contractor etc. with BHEL) or the other legal remedies shall be pursued.
- iii) wherever the value of security instruments like performance bank guarantee available with BHEL against the said contract is 10% of the contract value or more, such security instruments to the extent of 10% contract value will be encashed. In case no security instruments are available or the value of the security instruments available is less than 10% of the contract value, the 10% of the contract value or the balance amount, as the case may be, will be recovered in all or any of the following manners:
- iv) In case the amount recovered under sub clause (a) above is not sufficient to fulfil the amount recoverable then; a demand notice to deposit the balance amount within 30 days shall be issued to Contractor.
- v) If Contractor fails to deposit the balance amount within the period as prescribed in demand notice, following action shall be taken for recovery of the balance amount:
 - a. From dues available in the form of Bills payable to defaulted Contractor against the same contract.
 - b. If it is not possible to recover the dues available from the same contract or dues are insufficient to meet the recoverable amount, balance amount shall be recovered from any money(s) payable to Contractor under any contract with other Units of BHEL including recovery from security deposits or any other deposit available in the form of security instruments of any kind against Security deposit or EMD.
 - c. In-case recoveries are not possible with any of the above available options, Legal action shall be initiated for recovery against defaulted Contractor.
- vi) In addition to the above, imposition of liquidated damages, debarment, termination, de-scoping, short-closure, etc., shall be applied as per provisions of the contract.

Note: The defaulting contractor shall not be eligible for participation in any of the future enquiries floated by BHEL to complete the balance work. The defaulting contractor shall mean and include:

(a) In case defaulted contractor is the Sole Proprietorship Firm, any Sole Proprietorship Firm owned by same Sole Proprietor.

(b) In case defaulted contractor is The Partnership Firm, any firm comprising of same partners/ some of the same partners (but not including any new partner); or sole proprietorship firm owned by any partner(s) as a sole proprietor.

2.7.3. In case Contractor fails to deploy the resources as per requirement informed by BHEL in writing to expedite the work, BHEL can deploy own/hired/otherwise arranged resources and recover the expenses incurred from the dues payable to contractor. Recoveries shall be actual expenses incurred plus 5% overheads.

2.7.4. Whenever any Claim or Claims for payment of any sum of money(s) arises under this or any other contract against the contractor, BHEL shall be entitled to withhold and also have a lien to retain such sum of money(s) in whole or in part from any money(s) payable to contractor and/or security deposits furnished or deducted in cash from the bills of contractor, (if any) under this contract. In the event of the securities or the amounts payable to Contractor, being insufficient to cover BHEL claims, then BHEL shall be entitled to withhold and have a lien to the extent of such claims from any sum or sums found payable or which at any time thereafter may become payable to the contractor under this or any other contract with BHEL.

a) Claim or Claims for payment of any sum of money(s) arising from the Contractor under this or any other contract against the contractor, shall mean, the sum of money(s) actually incurred by BHEL in fulfilling the contractual

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responsibilities of contractor under the contract, to which he has failed to fulfil plus applicable overheads (@ 5%) along with interest as applicable under the Contract on total amount (i.e. money actually incurred plus overheads)

b) It is an agreed term of the contract that, the sum or sums of money so withheld or retained under the lien by BHEL will be kept withheld or retained as such by BHEL till the claims arising out of this or any other contract are finally adjudicated wither through Arbitration or a Court of competent jurisdiction as the case may be in accordance with the terms of contract. Intimation given by the BHEL Engineer regarding withholding of such money(s) shall be considered as sufficient and relevant date for all purposes. No Interest shall be payable on such sum(s) of money which becomes due or as the case may be adjudged to be due from BHEL to Contractor, whether under contract or otherwise.

c) Where the contractor is a partnership firm, BHEL shall be entitled to withhold and also have a lien to retain towards such claims in whole or in part, from any other money(s) payable to any partner, whether in his individual capacity or otherwise.

d) If any money(s) shall, as a result of any claim or application made under the relevant provisions of any Labour Welfare Act and/ or Rules, including but not limited to Contract Labour Regulation & Abolition Act, Minimum Wages Act, Payment of Gratuity Act, BOCW (RE&CS) Act, Provident Fund Act, Employee State Insurance Act, be directed to be paid by the BHEL, such money shall be deemed to be moneys payable to the BHEL by the Contractor.

e) Where the Contractor fails to repay to BHEL such moneys along with applicable overheads (@ 5%) and interest, as aforesaid within seven days of being demanded, BHEL shall be entitled to recover the same from Contractor's bills/ Security Deposit or any other money(s) payable to Contractor under this Contract or any other Contract with BHEL.

2.8. RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF LOCAL LAWS, EMPLOYMENT OF WORKERS ETC.:

The following are the responsibilities of the contractor in respect of observance of local laws, employment of personnel, payment of taxes etc.

2.8.1 As far as possible, Unskilled Workers shall be engaged from the local areas in which the work is being executed.

2.8.2 The contractor at all times during the continuance of this contract shall, in all his dealings with local labour for the time being employed on or in connection with the work, have due regard to all local festivals and religious and other customs.

2.8.3 The contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations, Notifications etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer's Liability Act, Industrial Disputes Act, Employers Provident Fund and Miscellaneous Provisions Act, 1952, Employees State Insurance Scheme, Contract Labour (Regulation and Abolition) Act, 1970, Payment of Bonus & Gratuity Act, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act 1996, The Building and Other Construction Workers' Welfare Cess Act 1996 and other Acts, Rules, and Regulations for labour/workers as applicable and as may be enacted by the State Government and Central Govt. during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also comply with provisions of and give all such notices to the local Governing Body, Police and other relevant Authorities as may be required by the Law. The Contractor shall without any fail maintain all the registers/records in proper formats as per all the Acts, Rules and Regulations mentioned in this clause.

2.8.4 The Contractor shall obtain independent License under the Contract Labour (Regulations and Abolition) Act, 1970 for engaging contract labour as required from the concerned Authorities based on the certificate (Form- V or as applicable) issued by the Principal Employer/Customer.

2.8.5 The contractor shall pay and bear all taxes, fees, license charges, cess, duties, deposits, tolls, royalties, commission or other charges which may be leviable on account of his operations in executing the contract.

2.8.6 Contractor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precautions etc. as may be required for safe and satisfactory execution of contract.

2.8.7 The contractor shall be responsible for the proper behaviour and observance of all regulations by the staff/workers employed by him.

2.8.8 The contractor shall ensure that no damage is caused to any person/property of other parties working at site/company" premises. If any such damage is caused, it is responsibility of the contractor to make good the losses or compensate for the same.

2.8.9 All the properties/equipments/components of BHEL loaned with or without deposit to the contractor in connection with the contract shall remain properties of BHEL/their Client/Customer.

2.8.10 The contractor shall use such properties for the purpose of execution of this contract. All such properties/equipments/components shall be deemed to be in good condition when received by the contractor unless he notifies within 48 hours to the contrary. The contractor shall return them in good condition as and when required by BHEL. In case of non-return, loss, damage, repairs etc. the cost thereof as may be fixed by BHEL Engineer will be recovered from the contractor.

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2.8.11 Also, no idle charges will be admissible in the event of any stoppage caused in the work resulting in contractor's labour and Tools & Plants being rendered idle due to any reason at any time.

2.8.12 The contractor shall not stop the work or abandon the site for whatsoever reason of dispute, excepting force majeure conditions. All such problems/disputes shall be separately discussed and settled without affecting the progress of work. Such stoppage or abandonment shall be treated as breach of contract and dealt with accordingly.

2.8.13 BHEL is a no-smoking zone. This rule shall be observed by all workmen at all times while inside BHEL.

2.8.14 Workers shall not indulge in gambling or consumption of liquor while inside BHEL.

2.8.15 No workmen shall enter BHEL in inebriated condition.

2.8.16 Contractor shall not post any worker at a workplace without instructing him of all safety requirements, technical requirements and all rules of proper conduct in line with Factories Act and BHEL Rules and regulations.

2.9. TIME OF COMPLETION:

2.9.1 The time for completion shall be as mentioned in the LOA/Work order. The time for completion shall be reckoned from the date of commencement of work at Site as certified/notified in writing by BHEL Engineers.

2.10. STRIKES & LOCKOUT:

2.10.1 The contractor will be fully responsible for all disputes and other issues connected with his labour. In the event of the contractor's labour resorting to strike or the Contractor resorting to lockout and if the strike or lockout declared is not settled within a period of one month, it may be considered as 'Breach of Contract' and the remedies may be executed, at the discretion of BHEL.

2.10.2 For all purposes whatsoever, the employees of the contractor shall not be deemed to be in the employment of BHEL.

2.11. FORCE MAJEURE:

2.11.1. "Force Majeure" shall mean circumstance which is:

- a) beyond control of either of the parties to contract,
- b) either of the parties could not reasonably have provided against the event before entering into the contract,
- c) having arisen, either of the parties could not reasonably have avoided or overcome, and
- d) is not substantially attributable to either of the parties and

Prevents the performance of the contract, such circumstances include but shall not be limited to:

- i) War, hostilities, invasion, act of foreign enemies.
- ii) Rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war.
- iii) Riot, commotion or disorder by persons other than the contractor's personnel and other employees of the contractor and sub-contractors.
- iv) Strike or lockout not solely involving the contractor's personnel and other employees of the contractor and sub-contractors.
- v) Encountering munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the contractor's use of such munitions, explosives, radiation or radio-activity.
- vi) Natural catastrophes such as earthquake, tsunami, volcanic activity, hurricane or typhoon, flood, fire, cyclones etc.
- vii) Epidemic, pandemic etc.

2.11.2. The following events are explicitly excluded from Force Majeure and are solely the responsibilities of the non-performing party: a) any strike, work-to-rule action, go-slow or similar labour difficulty (b) late delivery of equipment or material (unless caused by Force Majeure event) and (c) economic hardship.

2.11.3. If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within 15 (fifteen) days after the occurrence of such event.

2.11.4. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed. The Time for Completion shall be extended by a period of time equal to period of delay caused due to such Force Majeure event.

2.11.5. Delay or non-performance by either party hereto caused by the occurrence of any event of Force Majeure shall not

- a) Constitute a default or breach of the Contract.
- b) Give rise to any claim for damages or additional cost expense occasioned thereby, if and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure.

2.11.6. BHEL at its discretion may consider short closure of contract after 1 year of imposition of Force Majeure in line with extant guidelines. In any case, Supplier/Vendor cannot consider deemed short-closure after 1 year of imposition of Force Majeure

2.12. INSURANCE:

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- 2.12.1.** It is the sole responsibility of the contractor to insure his materials, equipment, workmen etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work will be carried out in a protected area and all the rules and regulations of the client /BHEL in the area of project which are in force from time to time will have to be followed by the contractor.
- 2.12.2.** If due to negligence and or non-observation of safety and other precautions by the contractors, any accident/injury occurs to the property / manpower belong to third party, the contractor shall have to pay necessary compensation and other expense, if so decided by the appropriate authorities.

2.13. SETTLEMENT OF DISPUTE:

- 2.13.1.** If any dispute or difference of any kind whatsoever shall arise between BHEL and the Supplier/Vendor, arising out of the contract for the performance of the work whether during the progress of contract termination, abandonment or breach of the contract, it shall in the first place referred to Designated Engineer for amicable resolution by the parties. Designated Engineer (to be nominated by BHEL for settlement of disputes arising out of the contract) who within 60 days after being requested shall give written notice of his decision to the contractor. Save as hereinafter provided, such decision in respect of every matter so referred shall forthwith be given effect to by the Supplier/Vendor who shall proceed with the work with all due diligence, whether he or BHEL desires to resolve the dispute as hereinafter provided or not. If after the Designated Engineer has given written notice of this decision to the party and no intention to pursue the dispute has been communicated to him by the affected party within 30 days from the receipt of such notice, the said decision shall become final and binding on the parties. In the event the Supplier/Vendor being dissatisfied with any such decision or if amicable settlement cannot be reached then all such disputed issues shall be resolved through conciliation in terms of the BHEL Conciliation Scheme 2018.

2.13.2. CONCILIATION:

Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the "Dispute") shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure as per BHEL Conciliation Scheme 2018. The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided in - "Procedure for conduct of conciliation proceedings" (as available in www.bhel.com).

Note: Ministry of Finance has issued OM reference No. 1/2/24 dated 03.06.2024 regarding "Guidelines for Arbitration and Mediation in Contracts of Domestic Public Procurement. In the said OM it has been recommended that Government departments/ Entities/agencies are to encourage mediation under the Mediation Act, 2023. The said Act has not yet been notified by the Government. Therefore, the clause "Settlement of Disputes" shall be modified accordingly as and when the Mediation Act 2023 gets notified.

2.13.3. ARBITRATION:

- 2.13.4.** Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted or otherwise) 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 (hereinafter referred to as the 'Dispute'), then, either Party may, refer the disputes to IAMC (International Arbitration and Mediation Centre, Hyderabad) and such dispute to be adjudicated by Sole Arbitrator appointed in accordance with the IAMC Rules.
- 2.13.4.1.** A party willing to commence arbitration proceeding shall invoke Arbitration Clause by giving notice to the other party in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice') before referring the matter to IAMC. The Notice shall be addressed to the Head of the Unit, BHEL, executing the Contract and shall contain the particulars of all claims to be referred to arbitration with sufficient detail and shall also indicate the monetary amount of such claim including interest, if any.
- 2.13.4.2.** After expiry of 30 days from the date of receipt of aforesaid notice, the party invoking the Arbitration shall submit that dispute to IAMC and that dispute shall be adjudicated in accordance with IAMC Arbitration Rules. The matter shall be adjudicated by a Sole Arbitrator who shall necessarily be a Retd. Judge having considerable experience in commercial matters to be appointed/nominated by IAMC. The cost/expenses pertaining to the said Arbitration shall also be governed in accordance with the IAMC Rules. The decision of the party invoking the Arbitration for reference of dispute to a IAMC for adjudication of that dispute shall be final and binding on both the parties and shall not be subject to any change thereafter.
- 2.13.4.3.** The fee and expenses shall be borne by the parties as per the IAMC rules.
- 2.13.4.4.** The Arbitration proceedings shall be in English language and the seat and venue of Arbitration shall be Hyderabad.
- 2.13.4.5.** Subject to the above, the provisions of Arbitration & Conciliation Act 1996 and any amendment thereof shall be applicable. All matters relating to this Contract and arising out of invocation of Arbitration clause are subject to the exclusive jurisdiction of the Court(s) situated at Hyderabad.
- 2.13.4.6.** Notwithstanding any reference to the Designated Engineer or Conciliation or Arbitration herein, a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree. Settlement of Dispute clause cannot be invoked by the Contractor, if the Contract has been mutually closed or 'No Demand Certificate' has been furnished by the Contractor or any Settlement Agreement has been signed between the Employer and the Contractor.
- 2.13.4.7.** It is agreed that Mechanism of resolution of disputes through arbitration shall be available only in the cases where the value of the dispute is less than Rs. 10 Crores.
- 2.13.4.8.** In case the disputed amount Claim, Counter claim including interest is Rs. 10 crores and above, the parties shall be within their rights to take recourse to remedies other than Arbitration, as may be available to them under the applicable laws after prior intimation to the other party. Subject to the aforesaid conditions, provisions of the

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Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof as amended from time to time, shall apply to the arbitration proceedings under this clause.

2.13.4.9. In case, multiple arbitrations are invoked (whether sub-judice or arbitral award passed) by any party to under this contract, then the cumulative value of claims (including interest claimed or awarded) in all such arbitrations shall be taken in account while arriving at the total claim in dispute for the subject contract for the purpose of clause 14.2.9. Disputes having cumulative value of less than 10 crores shall be resolved through arbitration and any additional dispute shall be adjudicated by the court of competent jurisdiction.

2.13.4.10. In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable: In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD (Administrative Mechanism for Resolution of CPSEs Disputes) as mentioned in DPE OM No. DPE-02/0001/2023-AMRCD-FTS-13578 dated 8th December 2025 and the decision of AMRCD on the said dispute will be binding on both the parties.”

2.14. PAYMENTS:

2.14.1. RUNNING ACCOUNT BILLS (RA BILLS):

i) These are for interim payments when the contracts are in progress. The bills for such interim payments are to be prepared by Contractor in prescribed formats (RA Bill Forms).

ii) Payments shall be made according to deployed worker's attendance at the end of the calendar month and in line with the terms of payments described in the tender documents.

2.14.2. FINAL BILL:

Final Bill' is used for final payment on closing of Running Account for works or for single payment after completion of works. 'Final Bill' shall be submitted as per prescribed format after completion of works as per scope, along with the following:

- i) 'No Claim Certificate' by Contractor.
- ii) Indemnity Bond as per prescribed format.

BHEL shall settle the final bills after deducting all liabilities of Contractor to BHEL.

2.15. CLOSING OF CONTRACTS:

The Contract shall be considered completed and closed upon completion of contractual obligations and settlement of Final Bill. Upon closing of Contract, BHEL shall issue a performance/ experience certificate as per standard format, based on specific request of Contractor as per extant BHEL guidelines through the online portal available at <https://siddhi.bhel.in> only.

2.16. 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.

The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms / principal / agents, shall be rejected. The list of banned firms is available on BHEL web site www.bhel.com.

If any bidder / supplier / contractor during pre-tendering / tendering / post tendering / award / execution / post-execution stage indulges in any act, including but not limited to, mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or tampers the tendering process or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, or does anything which is actionable under the Guidelines for Suspension of Business dealings, action may be taken against such bidder / supplier / contractor as per extant guidelines of the company available on www.bhel.com and / or under applicable legal provisions. Guidelines for suspension of business dealings is available in the webpage:

http://www.bhel.com/vender_registration/vender.php

2.17. CARTEL FORMATION:

The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process. In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines

2.18. FRAUD PREVENTION POLICY:

Bidder along with its associate /collaborators /sub-contractors /sub-vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

2.19. ORDER OF PRECEDENCE:

In the event of any ambiguity or conflict between the contract documents, the order of precedence shall be in the order below:

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- a. Contract Agreement with its Amendments
- b. Clarifications/Corrigenda/Errata etc. issued in respect of the tender documents by BHEL
- c. Notice Inviting Tender (NIT)
- d. Price Bid
- e. Special Conditions of Contract (SCC)
- f. General Conditions of Contract (GCC)
- g. Forms and Procedures

2.20. OTHER ISSUES:

2.20.1 Value of Non-judicial Stamp Paper for Bank Guarantees and for Contract Agreement shall be not less than Rs 200/- unless otherwise required under relevant statutes.

2.20.2 In case of any conflict between the General Conditions of Contract and Special Conditions of Contract, provisions contained in the Special Conditions of Contract shall prevail.

2.20.3 Unless otherwise specified in NIT, offers from consortium/ JVs shall not be considered.

2.21. TREATMENT OF CASES REGARDING CONFLICT OF INTEREST:

The bidder notes that a conflict of interest would said to have occurred in the tender process and execution of the resultant contract, in case of any of the following situations:

- i If its personnel have a close personal, financial, or business relationship with any personnel of BHEL who are directly or indirectly related to the procurement or execution process of the contract, which can affect the decision of BHEL directly or indirectly;
- ii The bidder (or his allied firm) provided services for the need assessment/ procurement planning of the Tender process in which it is participating;
- iii Procurement of goods directly from the manufacturers/suppliers shall be preferred. However, if the OEM/Principal insists on engaging the services of an agent, such agent shall not be allowed to represent more than one manufacturer/ supplier in the same tender. Moreover, either the agent could bid on behalf of the manufacturer/ supplier or the manufacturer/ supplier could bid directly but not both. In case bids are received from both the manufacturer/ supplier and the agent, bid received from the agent shall be ignored. However, this shall not debar more than one Authorised distributor (with/ or without the OEM) from quoting equipment manufactured by an Original Equipment Manufacturer (OEM) in procurements under a Proprietary Article Certificate.
- iv A bidder participates in more than one bid in this tender process. Participation in any capacity by a Bidder (including the participation of a Bidder as a partner/ JV member or sub-contractor in another bid or vice-versa) in more than one bid shall result in the disqualification of all bids in which he is a party. However, this does not limit the participation of an entity as a sub-contractor in more than one bid if he is not bidding independently in his own name or as a member of a JV.

The Bidder declares that they have read and understood the above aspects, and the bidder confirms that such conflict of interest does not exist and undertakes that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s), in this regard. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

In case, the Bidder is found having indulged in above activities, the same will be considered as a violation of the tender conditions, and suitable action shall be taken by BHEL as per extant policies/ guidelines.

For and behalf of -----(Name of the bidder)
(Signature, Date & Seal of Authorized Signatory of the Bidder)

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. SCOPE OF CONTRACT:
Job Contract for AC Maintenance Works in BHEL Corporate R&D, Vikasnagar, Hyderabad-500042 as per Scope of Work (ANNEXURE-5 & ANNEXURE-6).

2. SPECIFICATIONS OF CONTRACT LABOUR/MANPOWER UNIT TO BE PROVIDED BY CONTRACTOR:
The Labour will be provided by the Contractor as per the Scope of Work (**Enclosed as ANNEXURE-5**) shall include the following:

- a. The contractor has to provide **Two (02) Units of Manpower Personnel [i.e. Highly Skilled Workers (HSW-02)]** as per **Scope of Work (ANNEXURE-5)**.
- b. The Workers will be provided by the Contractor for 8 (Eight) Hours on Daily Basis as detailed in the Scope of Work (**ANNEXURE-5**), which shall include the following:

The Contractor has to provide 02 Units of Highly Skilled Personnel (AC Technician) Daily Basis for AC Maintenance Works. Each unit to be engaged in a shift of total 8 hours as mentioned in **Scope of Work (ANNEXURE-5)**. List of required manpower is given in the below table.

Sl. No.	Category of Workers	Qty. (Nos)	Total (Nos)
1	Highly Skilled Worker (HSW)	02	02
Grand Total			02

- c. 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 and is not more than 60 years of age. The contractor has to ensure that the labours are physically fit to perform the day to day duties.
- d. 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.
- e. This tender is a Maintenance Works Contract and the same is not divisible.
- f. The Contract Labour shall be suitably qualified to operate and carry out the work as mentioned in Scope of Work (**ANNEXURE-6**).
- g. The Contractor shall ensure maintenance of Daily Attendance and all other Registers/Records as per the requirement of applicable Labor Laws/Labour Codes / State Government / Central Government / BHEL R&D.
- h. The Contract Labourers may be called to attend emergency maintenance work after the normal shift. The same will be counted as extra unit depending on the number of hours of work and will be certified by the Engineer-in-Charge.
- i. The Contractor should ensure that all the Contract Labourers posted on the jobs shall perform duty maintaining integrity, orderliness and discipline.
- j. The contractor shall ensure that his workers follow and comply with all BHEL safety rules, relevant provision of applicable law pertaining to the safety of workmen, plant and equipment as may be prescribed from time to time without any objection or contest or reservation. In case of any difference between statutory requirement and BHEL Safety Rules referred above, the latter shall be binding on the contractor unless the statutory provisions are more stringent.

3. CONTRACTOR’S OBLIGATIONS:
Towards Selection, Control and Supervision of Employees:

- a. Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.
- b. Contractor has to ensure that the contract labours are equipped with necessary tools and tackles, instruments and personal protection kits required for performing their day to day job.
- i. **Tools & Tackles:** Contractor has to ensure that contract labours (AC Technicians) are equipped with necessary hand tools and tackles are as listed below for AC Maintenance Works and Personal Protection Equipment/Kit (Safety Helmet with Glass Face Mask, Safety Jacket, Safety Gloves, Safety Shoes and Safety Belts) are required for performing their day to day works at his risk and cost. BHEL shall not have any liability for these tools, tackles and equipment.

The list of tools and tackles:

Sl. No.	Description	Qty.	Unit
1	Flaring Tool	1	Set
2	Pipe Bender (Size: 1/2", 3/8" & 5/8")	1	Set
3	Spring Bender (Size: 1/2", 3/8" & 5/8")	1	Set
4	Cutting Plier	1	No
5	Nose Plier	1	No
6	Screw Drivers	1	Set
7	Double End Spanners (Size: 6-22)	1	Set

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8	Ring End Spanners (Size: 6-22)	1	Set
9	Adjustable Spanners (Size: 8" & 12")	1	Set
10	Socket Spanners (Size: 6-22)	1	Set
11	Hack Saw	1	No
12	Manifold Gauge	1	Set
13	Allen Key	1	Set
14	Gas Charging Line with Pressure Gauge	1	Set
15	Vacuum Pump	1	No
16	Water Service Pump	1	No
17	Indoor Washing Cover	1	No
18	Cylinder Adapter for Inner and Outer Thread	1	Set
19	Brush for Coil Cleaning	1	No
20	Air Blower	1	No
21	Brazing Kit	1	No
22	Tool Bag	1	No
23	Ladder (Size: 12 Ft)	1	No

- c. Contractor to maintain appropriate records of his employees deployed to carry out the job(s) and consumption of spare parts.
- d. **Compensation Clause:** For all works having contract value of Rs. 5,00,000/- or above, BHEL shall recover the amount of compensation paid to victim (s) by BHEL towards loss of life / permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below.
- ii. Victim: Any person who suffers permanent disablement or dies in an accident as defined below.
- iii. Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing/operation and works incidental thereto at BHEL factories / 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.
- iv. Compensation in respect of each of the victims:
- A. In the event of death or permanent disability resulting from Loss of both limbs: Rs 10,00,000/- (Rs Ten Lakh)
- B. In the event of further permanent disability: Rs 7,00,000/- (Rs Seven Lakh).
- C. Permanent Disablement: A disablement that is classified as permanent total disablement under the provision to section 2 (i) of the Employee's Compensation Act 1923.
- e. To meet the above eventualities, Contractor, is advised to purchase required Group Personal Accidental Insurance Policy / Policies or Death Cum Personal Accidental Insurance Policy/Policies at his own cost, for both the above sums insured and maintain validity throughout the contract period and extended period, if any, covering all the employees deployed in the work by the Contractor and also covering the third party personnel for the damage(s) / injuries / fatalities caused, for whatsoever reason, either by the Contractor or by the employees of the Contractor or by the machinery deployed by the Contractor.
- f. **Death Cum Personal Accidental Insurance Policy:**
- The Contractor shall necessarily buy death cum personal accidental insurance (24x7) policy for all of his workforce to be deployed under the contract before the start of work. No workforce should enter the BHEL-premises or working area without insurance cover. Copy of the Insurance Policy to be necessarily submitted by the Contractor in the first month itself at the start of the contract. The coverage shall be of ₹10.00 Lakhs per individual. The sum assured (₹10.00 Lakhs) shall become payable to the nominee/legal heir in the event of death due to accident of insured person. In the event of death of any member of workforce deployed by the contractor without proper insurance cover, the contractor shall be liable to pay ₹10.00 Lakhs to the nominee/ legal heir of such deceased member of workforce. Accident Insurance Scheme which will be a yearly cover, offering accidental death & disability on account of an accident. The Contractor will be responsible to pay the premium for all the workforce during the contract. The Contractor must submit documentary evidence to show coverage of all the workforce under the above-mentioned insurance scheme at all times during the validity of contract.
- Note:** If any amount / compensation is required to be paid by BHEL due to failure by the Contractor or due to delay in settlement of compensation, on account of release of such amount by BHEL, same shall be recovered from the Contractor's bills / any amounts lying with BHEL from any contract across pan BHEL, for which Contractor is solely responsible.
- g. Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- h. Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- i. Contractor to ensure that all precautions are taken for safety of his employees and equipment.

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- j. In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues required.
- k. Contractor to provide PF Pass Book to his employees and ensure payment of PF under EPF & Telangana State Govt.
- l. Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI Membership No. / Card of each employee.
- m. The Contractor shall comply with all the guidelines, rules and regulations of statutory requirements under Labor Laws/Labour Codes/ Rules/Regulations/Notifications in relation to the employment of its personnel from time to time.
- n. The Contractor will also keep watch on their labour and will be held liable for any pilferage/ Loss to the Company by their labour.
- o. In case of misconduct by any of the employee of the Contractor, the matter shall be reported to the Contractor in writing, who shall take immediate action under intimation to BHEL.
- p. In case of theft or loss of property due to negligence or carelessness of employee/labour, the Contractor will be responsible and shall make good the BHEL's loss.
- q. 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.
- r. 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.
- s. The Contractor shall ensure payment of statutory prescribed minimum wages as applicable from time to time as per the Gazette of Telangana Government on or before 7th of every month irrespective of bill payment by the Company.
- t. The Contractor will have full and exclusive liability for Wages, PF, ESI, VDA, Bonus, Insurance, Uniform etc.; for the personnel deployed by the contractor and other obligation referred under the law now and thereafter imposed by the Government / Local Bodies. The Contractor shall be fully responsible for the timely payment of wages, provident fund, bonus or any other benefits payable under the aforesaid Acts, Laws and Regulations to the Workforce engaged by him at the work premises of the BHEL. BHEL shall not be responsible for these payments or any other liability on this account. The Contractor shall also indemnify and compensate BHEL for any liability incurred by BHEL, if any, including costs incurred thereon. In that event. the nominated officer of BHEL shall be entitled to recover the amount so paid, from the contractor, including forfeiture of the Security Deposit; and, if the sum so payable and / the Security Deposit is less than BHEL's claim, it shall be lawful for BHEL to recover the balance amount as a debt from the Contractor.
- u. BHEL will have no liability whatsoever concerning the workforce deployed by the Contractor for the purpose. Contractor will ensure that the job is executed through his workforce on his rolls and under no circumstances the contractor will deploy any casual workforce to carry out the job nor shall subcontract the job. Contractors are advised that workforce must be employed without any discrimination on caste or creed basis. Whenever it comes to notice that undue influence (external) is exerted to appoint select workforce, the Contractor shall report the same immediately, with necessary details, to Work Order issuing authority. Any complaints received regarding workforce exploitation (i.e. noncompliance of Labor Laws/Labour Codes, release of less payment/perks, delay in payment etc.) shall be viewed very seriously and necessary action, as deemed fit, shall be initiated against the Contractor. Contractor to take due care of this aspect during execution of the Contract.
- v. Continuation of the Contract shall be based on the performance of the Contractor. The following parameters shall inter-alia be considered while evaluating performance of the contractor like Timely rendering of services; Quality of works/services; Compliance with statutory requirements; Safety consciousness; Maintenance of staff in proper uniform, Timely payment of wages, and other terms & conditions of contract.
- w. The Contractor shall perform the work assignments to the best satisfaction of BHEL. In case of continued unsatisfactory performance over a period of time by the Contractor, BHEL shall intimate the same in writing to the Contractor. However, if the performance of the contractor does not improve even thereafter, then, BHEL shall have the right to terminate the contract at the Contractor's risk and cost, by giving one month's notice. In addition, BHEL shall also have the right to forfeit in full, the Security Deposit deposited by the Contractor.
- x. CHARACTER VERIFICATION: The contractor should get the character checked of all the workforce deployed by them at the work premises, before engaging & deploying them in BHEL premises. The contractor needs to provide to BHEL a declaration to the effect that there is no case with the Police/Court/Regulatory Authorities against their employee.
- y. CARE & TREATMENT: Contractor or his representative should be in regular touch with all his workforce during all work timings. If any member of workforce falls ill or suffers an accident / injury, the contractor or his authorized representative, shall immediately arrange to take him/her for proper medical care. Delay / ignoring will be treated as violation of contractual obligations. Adequate arrangement shall be made for immediate recoupment of the equipment when necessary. In case, while on duty and during the course of engagement in work premises of BHEL under this Agreement, if any of the Contractor's Workforce meet (s) with any injury / indisposition due to accident or other natural calamities, the Contractor shall ensure that immediate and adequate medical aid and subsequent treatment facilities are provided to the person(s) concerned free of cost without fail. First Aid Facility should be provided & maintained by the Contractor so, as to be readily accessible during all working hours. In addition, the Contractor shall also be liable for meeting other statutory liabilities like ESI, Insurance etc. Contractor shall make every arrangement to render all the possible assistance to their workforce in such cases.

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- z. The Workforce deployed by the Contractor will have no right or claim for the permanent absorption in BHEL.
- aa. Contractor has to ensure that the labours employed under him are following the COVID related protocols as per guidelines issued by State / Central Government Authorities from time to time. Contractor has to provide necessary sanitizer, soaps etc. (cost to be borne by contractor) to his labour to maintain their hands hygiene. In case the contract labour has comes into contact with Covid-19 suspect / positive person or develops any symptoms, contractor has to inform the same immediately to the respective Engineer-in-Charge.
- bb. 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. AWARDING OF CONTRACT:

Contract will be awarded on fulfilling the rules and regulations of the BHEL.

5. PENALTY:

- a. Time is the essence of the contract. Contractor shall execute the daily activity as per the scope of contract in accordance with the instructions from BHEL authorised officials. If the contractor fails to initiate the scope of work (**ANNEXURE-5 & ANNEXURE-6**) or fails to perform any activity after issuing the Work Order within the stipulated time OR Suspension of Work during the contract period; the contractor is liable to pay at a rate of 0.50 % per week or part thereof for the value of the undelivered portion of the contract value, subject to a maximum penalty of 10% of the contract value.

6. QUANTITY VARIATION AND EXTENSION OF CONTRACT DURATION:

- a. BHEL reserves the right to increase or decrease the quantity/unit at the same rates and terms and conditions of this contract during the contract period. However, contractor shall not claim any compensation due to quantity variation.
- b. BHEL reserves the right to extend the contract period after completion of original contract period of two (02) years with same rates and terms and conditions of the contract.

7. PAYMENT TERMS:

- a. BHEL shall reimburse the **Monthly Basic, VDA, BHEL Addl. Pay, Adhoc Pay (Uniform, Stitching Charges, Shoes, Cap/Badges), PF, ESI, Bonus, Paid Leave and Holidays along with Service Charges** as per the Minimum Wage Structure of Telangana State Government prescribed and revised from time to time (As mentioned in **ANNEXURE-4 / PRICE CALCULATION SHEET / PRICE BREAK-UP SHEET**). Charges incurred towards yearly bonus, uniform, shoe/chappal by the contractor shall be reimbursed as per the rates fixed in **ANNEXURE-4 / PRICE CALCULATION SHEET / PRICE BREAK-UP SHEET** after submission of proof of payment to workmen and subject to certification by the Projects Department.

b. RUNNING ACCOUNT BILLS (RA BILLS):

- i) These are for interim payments when the contracts are in progress. The bills for such interim payments are to be prepared by Contractor in prescribed formats (RA Bill Forms).
- ii) Payments shall be made according to deployed worker's attendance at the end of the calendar month and in line with the terms of payments described in the tender documents.

- **For Micro and Small Enterprises (MSE):**

Payment shall be made **within 45 days** from the date of submission of invoice and service report / necessary documents.

- **For Medium Scale Enterprises and Foreign Suppliers:**

Payment shall be made **within 60 days** from the date of submission of invoice and service report / necessary documents and payment through Wire Transfer in case of Foreign Suppliers.

- **For Non-MSME:**

Payment shall be made within 90 days from the date of submission of invoice and service report / necessary documents.

Vendor to indicate appropriate applicable HSN Code for Goods as well as SAC for Services based on Inter/Intra state. In case the bidder has opted for composite GST scheme, the same may be stated explicitly in both and Techno- Commercial & Price Bids. BHEL will pay only basic price to the vendor and release the GST payment only when the proof of remittance is given.

- c. Over and above reimbursement of wages, BHEL shall also reimburse Contractor Service Charges as quoted by the Contractor and applicable GST, subject to documentary evidence.
- d. Price quoted by the bidder should consider all cost elements like Financing Cost, Cost of Maintenance of Accounts, Insurance-Premium, Overheads, Profit Margins, Conveyance Charges, Statutory Requirements / Obligations like variable DA revised from time to time by Telangana Govt. Minimum Wages , Bonus etc., Contractual Obligations, Tools & Tackles and any other expenditure as deemed relevant by the Bidder or Cost of any other item under its scope and to meet any expenses / exigencies (including bearing of penalty by Bidder as per Tender Document) so as to ensure continuity of services. Quoted price by the bidder must keep in view the prevailing applicable Minimum Wages of the Telangana Government. It is the responsibility of the bidder to educate himself about all obligations to be performed under the contract, the financing cost, administrative expenses, statutory liabilities, etc. in the quoted price.
- e. **The monthly Contractor service charges shall remain firm during the contract period including the extended period, if any.**

- f. Contractor shall submit the bills to BHEL as per the actual units (as mentioned in **ANNEXURE-4 / PRICE CALCULATION SHEET / PRICE BREAK-UP SHEET**) consumed, latest by the 10th day of each month. BHEL shall release the payments, on calendar month basis, through NEFT as per **PAYMENT TERMS CLAUSE 7.b of SPECIAL CONDITIONS OF THE CONTRACT OF ANNEXURE-1** against the submission of invoice along with certification of satisfactory completion by Engineer I/C and all required/clarification documents. All invoices shall indicate work order Number for processing payment and to be submitted in two copies with original signature
- g. Any clarification sought by BHEL, pertains to respective bill, must be clarified by Contractor at the earliest. Otherwise, the delay in payment will be attributed to the Contractor. Aforesaid timeline shall be applicable from the day on which the last clarification/queries sought by BHEL will be settled by the Contractor.
- h. The Contractor will have to intimate the bank account number, and other details of the bank to enable BHEL to credit the payments into the account. No interest shall be payable for delay in making the payments. The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
- i. While claiming the payment, the contractor must certify on the bill that the payment being claimed is strictly within terms of the contract and all the obligations on his part for claiming this payment have been fulfilled as required under the contract.
- j. While claiming the payment, the contractor must certify on the bill that the employers' contribution (12% for EPF incl. EPS) has been made/paid by the Contractor himself and he has not availed the benefits under PMRPY (Pradhan Mantri Rojgar Protsahan Yojana) Scheme so that there is no double payment to the Contractor concerned on account of EPF & EPS.
- k. The Contractor shall positively make the payment of the wages to his employees on or before 7th of every month and should NOT depend on BHEL payment for the same including the annual leave with wages as per Factory Act, 1948. However, no interest payment shall be made for delay in making payment.
- l. The Contractor shall submit the monthly bills along with following documents: Separate E-Challan in proof of depositing the salary into the Bank Accounts of personnel deployed, Salary / Wage Register reflecting PF & ESI etc. deductions, GST Payment Certificate, Employee' State Insurance Corporation (ESIC) Contribution, proof of depositing of amounts towards PF etc. in respect of Labours deployed at BHEL offices only.
- m. All Invoices shall indicate Work Order Number for processing payment.
- n. All payments shall be released by RTGS/EFT as per Contractor's Bank details **as per PAYMENT TERMS CLAUSE 7.b of SPECIAL CONDITIONS OF THE CONTRACT OF ANNEXURE-1** of receipt of Bills/ Invoices.
- o. No advance will be paid for the Contract by BHEL.
- p. **For Indian Suppliers: Irrespective of the value of the invoice amount, the bidder / vendor should necessarily upload the despatch /service /works invoice details on BHEL SUVIDHA portal at <https://suvidha.bhel.in/suvidha/>, prior to despatch / after works completion (or) service suitably. All documents as per PO/WO checklist, along with additional documents (if any), must be uploaded on the portal. It is mandatory that tax invoices with a net amount (including taxes) exceeding Rs five lakhs uploaded on the portal are digitally signed using a Class 3 Digital Signature Certificate (DSC) issued by a licensed Certifying Authority. Submission of invoice document in hard copy is allowed for invoices with a net amount (including taxes) equal to and up to Rs five lakhs, in case they were not digitally signed and uploaded on the portal.**
- q. The material /service/works will not be accepted inside BHEL in absence of the above.
- r. BHEL will not be responsible for payments other than the mentioned in Price Bid. Contractor shall be responsible for payment of gratuity and other statutory payments as per Labor Laws/Labour Codes.
- s. No price variations in the Rates as agreed upon will be allowed during the period of Contract except the increase/decrease of D.A/minimum wages due to revised wages as declared from time to time by the State Government/Central Govt. and whenever the GST/or any other statutory payments are revised by the Government. The final rates agreed by BHEL will be firm for the contract period or extended period of contract and do not vary even in case of deviation of individual items or whole contract on excess as well as on lower side. No price variation and escalation due to increase in materials cost will be allowed.
- t. **PRICE VARIATION CLAUSE:**
 - i. Bidders shall quote their rates based on the revised minimum wages as mentioned in the wage sheet. In case BHEL issues any specific guidelines for payment of additional amount along with minimum wages, the same shall be payable only prospectively from the notified effective date, without any retrospective claim or arrears.
 - ii. Any increase/decrease in like Variable Dearness Allowance or Minimum Wages by Appropriate Government to the eligible workmen of contractors, will be reimbursed by BHEL R&D to the contractor to that extent of increase/decrease on production of proof of payment to the workmen by the Contractor duly verified by the Contract Executing Officer and Finance through Running Bills.
- u. The Contractor should also ensure that the Statutory Dues as per the existing provision of various Labor Laws/Labour Codes, Rules and Regulations, issued from time to time, (like ESI/PF, etc.) are deposited within the specified period to the concerned Government Authorities. All payments of these statutory dues in respect of deployed in BHEL are to be settled by Contractor and BHEL shall in no manner be responsible for any dispute in this regard. Any statutory variation in the rates of said deposits shall also be admissible during the tenure of the contract. Further, the Contractor shall submit the evidence of deposit of EPF / ESI on monthly basis during the course of the contract.
- v. Gratuity-The contractor shall be liable for payment of gratuity under payment of gratuity act 1971 and the amendments/rules made there under.
- w. The payment under this contract shall be made on monthly basis as per scope of work mentioned in **ANNEXURE-4** after complying / ensuring all the statutory / contractual obligations w.r.t contract labours.

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- x. The Contractor shall raise the bill, in triplicate, along with all the necessary documents to BHEL on monthly basis.
- y. The Contractor shall submit the GST compliant invoice to BHEL along with the copy of ESI/EPF Challan & ECR (separate EPF-ECR reflecting names of only those Workforce who are deployed at BHEL premises only) of preceding month generated by EPFO /ESI Portal/Authorities, Wage Register (Form B), i.e. the details of payment of wages to Workforce of the month for which services were provided at BHEL premises & proof of payments (NEFT/RTGS/Bank Statement etc.), Attendance Register (Form D) / system generated Attendance Sheet and any other documents sought by BHEL which will be for the purpose of ensuring that Contractor has complied with all the statutory requirements.
- z. GST: Taxes and duties to be governed by GST acts. Strict adherence to new provisions by the vendors like timely submission of invoices, tax payment, filing of returns-GSTR-I etc. will form base of new regime for release of payment from BHEL. Hence, any financial loss occurred due to non-compliance of the GST provisions would be endured at defaulter's end.
 - i. In case GST credit is delayed/ denied to BHEL due to non/delayed receipt of goods and/or tax invoice or expiry of time line 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.
 - ii. 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.
 - iii. Vendor to ensure correct applicability of IGST/CGST/SGST/UTGST based on Inter / Intra state movement Supply of goods and services or both. 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.
 - iv. Vendor shall note that the Invoice has to be raised quoting HSN Code of Goods or Accounting Code of Services or both wherever applicable.
 - v. Invoice should mention GSTIN of BHEL R&D as mentioned in PO/LO Corporate R&D GST Registration numbers: GST compliant invoice shall mention the GST registration number of Corporate R&D: **36AAACB4146P1ZG**
 - vi. Supplier shall mention their GSTIN 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.
 - vii. A declaration to the effect that all tax liability as per GST rules and regulations shall be discharged.
 - viii. Wherever E-invoice is applicable, the tax invoice/CN/DN submitted by the vendor must contain the QR code generated in E-invoice portal & IRN
 - ix. Vendor shall inform HSN/SAC code and the breakup of the applicable tariff/taxes (CGST/SGST/IGST/UGST) based on from and to locations with individual components in part 1 bid.
 - aa. Contractor also have to give undertaking after each month that not only wages have been disbursed. But, also they have paid their contribution towards ESI & EPF Schemes (with the proof of deposit) and complied with all the Acts (as applicable) which shall be mandatory before the bills are cleared. The EPF-Challan shall be verified/authenticated online through EPFO Portal with the help of TRRN No. by the respective concerned BHEL Unit/ Department.
 - bb. Contractor have to submit an Indemnity Bond in the prescribed form along with the final bill that no wage payment, bonus payment, gratuity, statutory payment or any other payment to contract workers under minimum wage act, workmen compensation act, bonus act or any other relevant act is pending. It shall also be declared that all the applicable PF and ESI contributions w.r.t worker's monthly wage is deposited. BHEL shall not be responsible for these payments or any other liability on this account. The Contractor shall also indemnify and compensate BHEL for any liability incurred by BHEL, if any, including costs incurred thereon. In that event. the nominated officer of BHEL shall be entitled to recover the amount so paid, from the contractor, including forfeiture of the Security Deposit; and, if the sum so payable and / the Security Deposit is less than BHEL's claim, it shall be lawful for BHEL to recover the balance amount as a debt from the Contractor.
 - cc. The Contractor shall be responsible for providing all statutory benefits to the personnel employed by him including Weekly Off Day(s), National Holidays, PF, ESI, Bonus etc.
 - dd. **BONUS:** The contractor shall be liable to pay statutory bonus under The Payment of Bonus Act 1965 and submit proof of disbursement. The contractor shall ensure the payment of Min. Bonus @ 8.33% as per Payment of Bonus Amendment Act 2015. Same is applicable for the Wages up to ₹21,000/-. As per Bonus Amendment Act-2015, bonus is to be computed on ₹7,000/- or the minimum wage for the scheduled employment, as fixed by the Appropriate Government, whichever is higher. The contractor shall strictly comply with the provisions of The Payment of Bonus Act 1965 and The Payment of Bonus Amendment Act-2015. **(Refer ANNEXURE-4/Wage Break-up Sheet)**
 - ee. **UNIFORM:** The contractor has to ensure that uniform and turnout of the workforce shall be smart and proper at all times. Thus, it will be the responsibility of contractor to provide adequate uniform and protective clothing items to all workforce deployed by them. It is also to be noted by the contractor that since BHEL is making payment of uniform allowance to the Contractor, BHEL reserves the right to check the same. The contractor will be solely responsible to procure and issue the prescribed uniform and accessories to the workforce deployed by him and details of the same have been appended below. The uniform shall not be similar to any colour/ pattern prohibited by any existing law in force in the country. The Contractor shall

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ensure that while on duty, his workforce put proper uniforms in distinctive colour code and in neat and clean conditions issued to them by the Contractor (Refer **ANNEXURE-4**).

Sl. No.	Description of Item	Qty.	Periodicity	Time of Issue	Uniform Articles For
1	Stitched Uniform	02 Sets	Once in a Year	1st Month of Contract	Male / Female
2	Shoes / Chappals	01 Pair	Once in a Year	1st Month of Contract	Male / Female
3	Cap & Badge	01 No Each	Once in a Year	1st Month of Contract	Male / Female

ff. **ACCOMMODATION:** If company quarter/s are provided to the employees of the contractor, the monthly rental/s and other charges will be recovered from the monthly running bill.

8. TERMINATION OF CONTRACT:

- In case, the services rendered are found to be unsatisfactory, BHEL reserves its right to terminate the services of the Contractor at any point of time, without assigning any reason.
- The contract can be terminated by giving **one-month** notice in advance by any party. No notice will, however, be required if the contract comes to end on the specified period and it will stand automatically terminated.
- The contract may be terminated by BHEL, in case the Contractor fails to fulfil the terms and conditions of contract agreement by giving one months' notice to contractor.

9. LEGAL CONDITIONS:

- The information gathered by outsource staff during course of their work shall not be divulged to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Contractor as well as the person concerned liable for penal action under IPC, Cr. PC or any other relevant provision besides, action for breach of contract.
- The Contractor will be responsible for compliance of all statutory provisions relating to Minimum Wages payable to all workers under the Minimum Wages Act, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it at BHEL premises. BHEL shall have no liability in this regard.
- The Contractor shall also be liable for depositing all statutory payments etc. on account of service rendered by it to BHEL, to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
- The Contractor shall maintain all statutory registers under the Law. The Contractor shall produce the same on demand, to the concerned authority of BHEL or any other authority under Law.
- The Tax Deduction at Source (TDS) shall be done as per the provisions of income Tax Act Rules, as amended from time to time and certificate to this effect shall be provided to the Contractor by BHEL.
- The Contractor should arrange for all required permits, licenses, etc., at his own cost.
- In case, the Contractor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof BHEL is put to any loss / obligation, monetary or otherwise, BHEL will be entitled to get self-reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.
- BHEL reserves the right to withdraw / relax any of the terms and conditions mentioned, so as to overcome the problem encountered at a later stage.
- In case of the death of contractor (under proprietorship), without prejudice to any of the rights or remedies under the contract, BHEL shall have the option of terminating the contract without compensation to the contractor's legal heirs/ successors.
- In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by BHEL besides annulment of the contract.
- In case of violation of any legal and/or contract stipulations, BHEL reserves the right to terminate the contract and forfeit the Security Deposit under the contract in addition to recovery of the monetary impact due to such violation, if any, from any of the payable amount under the contract or any other contract with BHEL.
- RECOVERY FROM CONTRACTOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.
- All the statutory requirement under the
 - Minimum Wage Act 1948
 - Factories Act 1948
 - Payment of Wages Act 1936
 - EPF Act and MP Act 1952
 - Payment of Gratuity Act 1972
 - ESIC Act 1948
 - Contract Labour (R&A) Act 1970
 - Payment of Bonus Act 1965
 - Income Tax Act, GST Act, Industrial Dispute Act 1947 and the other applicable act and rule there under shall be complied by the contractor and notification issued in relation to the employment of his employees issued from time to time by the concerned authorities. Any penalty or demands by the statutory authorities for non-compliance of any of the applicable laws shall be the responsibility of the contractor.

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- n. **REGISTERS AND RECORDS AND COLLECTION OF STATISTICS:** All registers and other records required to be maintained under various Labor Laws/Labour Codes Rules, shall be maintained complete and up-to-date, and, unless otherwise provided for, shall be kept with Work Supervisor or the nearest convenient building within the precincts of the workplace or at a place within a radius of fifteen kilometres. Such registers shall be maintained legibly in English and Hindi or in the language understood by the majority of the workforce. In case of any call seeking information or statistics in relation to contract labour at any time by an order in writing, the same should be provided without fail. The contractor shall maintain all Register(s); or alternative suitable Register(s) in lieu of any of the registers prescribed below, may be used with the previous approval of the Competent Authority in order to avoid duplication of work for compliance with the provisions of any other Act or the rules framed thereunder for any other laws or regulation or in cases where mechanized pay rolls are introduced for better administration.

Contract Labour (Regulation & Abolition), Act, 1970 & Payment of Wages Act, 1936:

- i. Employee Register in FORM- A.
- ii. Wage Register in FORM- B.
- iii. Register of Loan / Recoveries in FORM- C
- iv. Attendance Register in FORM- D.
- v. Employment Card in FORM – XII
- vi. Copies of Wage Slips in FORM – XIX.
- vii. Copies of Half-Yearly Returns in in FORM – XXIV.

Employee State Insurance Act, 1948:

- v. Register of Employees in FORM-6
- vi. Accident Book in FORM-11

Employees Provident Fund & Miscellaneous Provisions Act, 1952:

The Contractor has to maintain the Eligibility Register and Online Returns submitted in compliance to Para 36B of the EPD Scheme 1952. Copies of Nomination cum Declaration prescribed under the Payment of Wages Act 1936, The Employees Provident Fund & Miscellaneous Provisions Act 1952, and The ESI Act 1948.

The Payment of Bonus Act, 1962:

- i. Register showing the details of the amount of bonus due to each of the contract workers, the deductions under Sections 17 and 18 and the amount actually disbursed, in FORM- C.
- ii. The contractor shall send a return in FORM – D to the Inspector so as the reach him within 30 days after the expiry of the time limit specified in Section 19 for payment of Bonus.

The Ease of Compliance to Maintain Registers under various Labor Laws/Labour Codes Rules, 2017: Ministry of Labour & Employment has since notified “Ease of Compliance to maintain Registers under various Labor Laws/Labour Codes Rules, 2017” on 21st February 2017 which has in effect replaced the 56 Registers/Forms under 9 Central Labor Laws/Labour Codes and Rules made thereunder in to 5 common Registers/Forms. This will save efforts, costs and lessen the compliance burden by various establishments. These Rules are available on the Website of this Ministry at the link below: <http://labour.gov.in/whatsnew/ease-compliance-maintain-registers-under-various-labour-laws-rules-2017>

- i. Employee Register – FORM A.
- ii. Wage Register – FORM B.
- iii. Register of Loan/Recoveries – FORM C.
- iv. Attendance Register – FORM D.

- o. The contractor should ensure issuing of employment card to his laborers at the time of commencement of work and one-month advance if retrenchment in accordance with section 25F of ID Act.
 - p. The contractor will be liable to ensure that the contract labours arranged are physically and mentally fit and do not have any criminal record and such employees possess the requisite skill proficiency, qualification, etc. The credentials of the contract labor employed against this contract shall be verified by the contractor.
 - q. The above guidelines are only suggestive and not exhaustive. The contractor will have to comply with all applicable statutory provisions, as applicable under extant legislations/ rules.
 - r. The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process. In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.
 - s. The bidder along with its associates/ collaborators/ sub-contractors/ sub-vendors/consultants / service providers shall strictly adhere to BHEL Fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.
 - t. The above guidelines are only suggestive and not exhaustive. The contractor will have to comply with all applicable statutory provisions, as applicable under extant legislations/ rules.
- 10. Site Visit:** Before quoting, the tenderers are advised to inspect the site of work mandatorily and its environments and be well acquainted with the actual working and other prevailing conditions, position of materials and labour related procedures & practices. They should be well versed with BHEL General Conditions of Contract, Instructions to tenderers, drawings wherever applicable and specifications and all other documents which form part of the agreement to be entered into subsequent to award of work. The

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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.

10.1 The tenderer/Bidder and any of his authorized personnel or agents will be granted permission by the BHEL to enter upon its premises and lands for the purpose of site visit. However, the bidder shall express condition that he, his personnel, and agents will be responsible against all liability in respect thereof, including death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

10.2 The Bidder should inform the BHEL at least 2 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.

10.3 In general, Bidders shall themselves obtain all necessary information. A 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.

- 11.** The contractor will ensure adherence to all statutory requirements under the State Rules in respect of service conditions for the employment of contract labour. The contractor, also hereby undertakes to get himself licensed from the appropriate authority as a contractor in accordance with Contract Labour (R&A) Rules, 1971. It is understood by the contractor that for this agreement to be effective, the prime condition is his fulfilling the condition being licensed as a contractor under the state Legislation and the continuance of the agreement is subject to his sustained endurance of fulfilment of all statutory requirements including those contained in Labour Commissioner's Notification No.8385/79 in respect of employment conditions for contract labour and payment of wages as specified by the State Government. Further as and when there are changes in the service conditions/wages rates for contract labour, as notified by the State Labour Department, the same will be implemented even if the said modification is given at any time after the conclusion of the Agreement. Any violation in respect of absorbance of statutory requirement under the contract Labour (Regulation and Abolition) Act 1970, will make the Agreement liable for immediate termination. In regard to paid holidays, the contractor will observe BHEL list of holidays as notified from time to time.

- 12.** The Contractor shall ensure abidance by all the Labor Laws/Labour Codes especially including Contract Labour (R&A) Act, Payment of Wages, Workmen's Compensation Act, Minimum wages Act, as amended from time to time.

Applicability of New Labor Laws/Labour Codes / Codes: Notwithstanding any provision contained in this NIT, the Contractor shall mandatorily comply with all applicable and Latest Labor Laws/Labour Codes / Labour Codes as notified by the Government of India from time to time. Any guidelines, circulars, instructions, or amendments issued by BHEL in this regard shall be deemed to form an integral part of the Contract Agreement and shall be binding on the Contractor without demur and without any claim for compensation or additional payment of any kind.

The Contractor shall ensure abidance by all the Labor Laws/Labour Codes especially including Contract Labour (R&A) Act, Payment of Wages, PF/ESI, Workmen's Compensation Act, Minimum wages Act, as amended from time to time.

Under New Labour Codes, submission of Letter of Appointment, Nomination Forms and Registers for contract labour by respective contractor shall be mandatory for deployment contract labours.

- 13.** It is agreed between the parties that the non-exercise of any of the powers conferred on the Authorities of the company, will not in any manner constitute waiver of the conditions here to contained in those presents and the liability of the said contractor either of past or future compensation shall remain unaffected.
- 14.** 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 PPE's by their workmen.
- 15.** The contractor shall be solely responsible for the safety and good conduct of the staff employed/ deputed by him at site. 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. 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.
- 16.** The contractor will maintain proper discipline of his workmen and will ensure that his workers do not cause any loss or theft or damage to any company's property. The contractor will also be responsible for the good conduct of his workmen.

17. Safety:

17.1 All safety equipment such as safety belts, helmets, boots, goggles & other equipment (as required for this work) are to be positioned by the contractor & used as per requirement.

17.2 Power shut down shall be taken before commencement of the work wherever power cables are running.

17.3 Proper and necessary scaffolding and ladders are to be used for carrying out all types of works.

17.4 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.

17.5 Any damage to the 3rd party / persons to be taken care by insurance etc. insurance shall be for full or partial injury, death, medical treatment shall be borne by the agency only. BHEL shall not be responsible for the accidents and money incurred on their account by agency.

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- 17.6 Violation of applicable safety, health & environment related norms, a penalty of 5,000.00 (Rupees Five thousand) per occasion shall be imposed.
- 17.7 Violation as above resulting in any physical injury a penalty of 0.5% of the contract value shall be imposed (maximum of 20,000.00) per injury in addition to 5,000.00 as mentioned above.

18. **Grievance Redressal Mechanism:**

To promote transparency and ensure fair treatment of all bidders, a structured Grievance Redressal Mechanism is in place to address any concerns or issues arising during the tendering process or in subsequent business dealings with the company.

Suppliers/Contractors are requested to follow the below escalation process for grievance resolution:

18.1 First Level: Any grievance should initially be addressed to the designated Dealing Officer, whose contact details are provided in the Notice Inviting Tender (NIT)/Contract.

18.2 Second Level: If the issue remains unresolved, it may be escalated by lodging a formal grievance through the SUVIDHA Portal: <https://suvidha.bhel.in/suvidha/>. Responses will be provided in accordance with the defined escalation matrix

19. **DAMAGES, FINES AND RECOVERY OF LOSSES ETC.:**

- 19.1 Failure to provide services owing to unavailability of requisite number of workforce /work point, unwarranted behaviour / indiscipline of the workforce or any other reason(s) shall attract adverse remarks, which may be included in the Performance Certificate and / or attract any legal /administrative action on Contractor or on Contractor’s Workforce or both, as deemed fit.
- 19.2 The Contractor understands and agrees that performing the services strictly as per the qualitative, quantitative and time requirements as stipulated in the Contract. Time is of essence of the Contract and that any non-adherence to the said qualitative, quantitative and time requirements as stipulated in the Contract for performing the services under the Contract shall cause incalculable losses to BHEL. The Contractor understands and agrees that without prejudice to BHEL’s rights to terminate the Contract, BHEL may, in addition to or in lieu of such termination levy one or more of the following damages/fines as applicable if the Contractor omits or neglects to adhere to the following qualitative, quantitative and time requirements.

Sl. No	Contract Agreement Defaults / Non-Compliance	Penalties / Fines for Non-Compliance
1	Misconduct / Misbehavior by the Workmen of Contractor: Misconduct/ Misbehavior / Offence(s) {(Use of Abusive Language, Chewing of Tobacco, Smoking/Drinking (Alcoholic Beverages) while on Duty, Eve-teasing, Physical Assault of Any Kind, Pilferage, Threatening Language, Molestation, Misappropriation, Moral Turpitude etc.)}.	₹1000/- shall be deducted as fines from the monthly bill amount for each such occurrence. If BHEL so requires, Contractor shall forthwith withdraw such workmen and immediately provide suitable replacement in place of such withdrawn workmen at no extra cost. Notwithstanding anything to the contrary contained anywhere in this Contract, depending on the severity of the misconduct/ misbehavior, BHEL may, in the event of such misconduct/ misbehavior on the part of the workmen of the Contractor forthwith terminate the Contract without any notice and also report the case to the police. In the event any such misconduct/ misbehavior/ offences on the part of the workmen of the Contractor leads to a pecuniary loss being suffered by BHEL or the officials of BHEL; fines as aforesaid shall not be levied but such actual loss due to the any such misconduct/ misbehavior/ offences will be made good by the Contractor on actuals.
2	Damage Caused to BHEL/ Property of BHEL or of any of the Employees etc. present at premises by willful misconduct or gross negligence on the part of the workmen of the Contractor.	Recovery of cost/losses equivalent to the cost of the said property or similar property (if the same property is not available) or the cost incurred in repair of such property on the Contractor. In the case of theft of BHEL property, BHEL will make good the losses by deducting the cost of the said property or similar property (if the same property is not available). .
3	Delay in Disbursement of Monthly Wages	If BHEL becomes aware of any delays in making wage/salary payments by agency to its workmen, BHEL may also consider to terminate the Contract apart from which BHEL reserves the right to impose fines for an amount equivalent to Rs. 100/Person per Week for the delayed payment of wages/salary but not exceeding 10% of the delayed amount. BHEL decision in this regard shall be final & binding in this regard. Further, apart from the foregoing, the Service provider will indemnify and keep BHEL indemnified against any losses, damages, claims etc. caused to BHEL for any default on the part of the Service provider in complying with the provisions of Labor Laws as required to be complied with from time to time.

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TENDERER AND CONTRACTOR CERTIFICATE

I/We _____, do hereby tender to execute works of the under mentioned description and in accordance with the conditions noted below in consideration of payment being made for the quantity of work actually executed at the respective rates specified in Schedule 'A' here to.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of my/our tender I/We have carefully followed the instructions in the tender notice and have read the CPWD Detailed Standard Specifications and the clauses of the Preliminary Specifications/BHEL General Conditions of Contract and that I/We have made such examination of the contract documents and of the specifications, etc. and of the location where the said work is to be done and such investigation of the work required to be done, and in regard to the material required to be furnished as to enable me/us thoroughly understand the intention of the same and the requirements, convenient agreements, stipulations and restrictions; and distinctly agree that I/We will not hereafter make any claim or demand upon the BHEL, based upon or arising out of any alleged misunderstanding or misconception or mistake on my/our part of the said requirements, convenient, agreements, stipulations, restrictions and conditions”.

I/WE hereby declare that I / WE shall pay the statutory minimum wages to my workers as applicable from time to time. I shall also adhere to all the statutory obligations under Contract Labour (Regulation and Abolition) Act 1971 and Rules framed there under with subsequent revisions if any.

I/We enclose an income tax verification certificate _____

I /We_____ have already produced an income tax verification certificate during the current calendar year in respect of (here particular of the previous occasion on which the certificate was produced should be given).

I/We agree to keep the tender open for acceptance for Ninety (90) days from the date of submission thereof and not to make any modifications in its terms and conditions which are not acceptable to BHEL.

After the tender is accepted, if I/We fail to commence the execution of the works as provided in the conditions, I/We agree that BHEL shall without prejudice to any of their right or remedy, be at liberty to forfeit the said earnest money.

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SITE VISIT CONFIRMATION DECLARATION FORMAT

I/We,_____ have done the site survey for the tender
_____ in BHEL Corporate R&D, Vikasnagar, Hyderabad on _____. Our
authorized representative Mr. / Mrs. _____ visited the site and checked the site
conditions and understood the proposed work.

Name & Signature of Authorized Representative of _____

Name & Signature of BHEL Corporate R&D Projects Dept Official

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ValidatePrintHelp		Percentage BoQ					
Tender Inviting Authority: SDGM (CWC)							
Name of Work: Job Contract for AC Maintenance Works for 2 Years (2026 – 28) in BHEL Corporate R&D							
Contract No: 652650861							
Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only). The bidders are required to quote their offer on percentage (%) basis at excess Only (i.e. Service Charge)							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	GST (in %)	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes In Words
1	2	4	5	6	14	53	5455
1	Part I Wage Break Up Sheet Details as per Price Calculation Sheet / Wage Break Up Sheet of Annexure 4	1.000	Set	9,32,307.69	18	932307.69	INR Eleven Lakh One Hundred & Twenty Three and Paise Seven Only
2	Part II Wage Break Up Sheet Details as per Price Calculation Sheet / Wage Break Up Sheet of Annexure 4	1.000	Set	2,85,684.31	18	285684.31	INR Three Lakh Thirty Seven Thousand One Hundred & Seven and Paise Forty Nine Only
Total in Figures						1217992.001437230.56	INR Fourteen Lakh Thirty Seven Thousand Two Hundred & Thirty and Paise Fifty Six Only
Quoted Rate in Figures			Select			0.0000.000	INR Zero Only
Quoted Rate in Words		INR Zero Only					

PRICE CALCULATION SHEET / WAGE BREAK-UP SHEET

Name of the Work: Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D

Wage Break-up Sheet for Job Contract for AC Maintenance Works for 2 Years (2026-28) in BHEL Corporate R&D		
Sl. No.	Nature of Payment	Highly Skilled
	Part-I	
1	Fixed Wage/Pay per Month (As per G.O.Ms.No.6; Dated: 30-05-2026)	20,000.00
2	VDA per Month (As On 30-05-2026)	0.00
3	Total Wages per Month (1+2)	20,000.00
4	Total Wages per Day (3/26)	769.23
5	No. of Wage Days (Operational Days) for 2 Years / Unit ((365 Days -52 Sundays-10 Holidays) *2) = 606 Days	606.00
6	No. of Units Required per Day	2.00
7	Total Wages per 2 Years (4*5*6)	9,32,307.69
	Part-II	
	Statutory Contributions and Payments	
8	P.F Contribution @13.00% per Day (PF 12% + Admin. Charges 0.50%+ 0.5 % EDLI Charges) ((15000/26) *13.00%)	75.00
9	ESI Contribution@ 3.25% per Day (4*3.25%)	25.00
10	Paid Leave Wages per Day (1 Leave for Every 20 Days - 303/20 = 15 Holidays) ((4*15)/303)	38.08
11	Bonus per Day (3/26) *8.33%)	64.08
12	Total Statutory Charges per Day / Unit (8+9+10+11)	202.16
13	Total Statutory Charges for 2 Years for Number of Units (12*5*6)	2,45,015.08
	Scale and Safety Items	
14	2 Pairs of Uniforms @ Rs 1200/- per Year per Unit	1,200.00
15	Stitching Charges @ Rs.600 per Year per Unit	600.00
16	1 Pair of Shoes / Chappals @ Rs 350/- per Year per Unit	350.00
17	Cap & Badge @ Rs 75/- per Year per Unit	75.00
18	Paid Holidays (10 Days per Annum) for 1 Units (4*10)	7,692.31
19	ESI Contribution @ 3.25% (18*3.25%) on Paid Holiday (Statutory Compliance may be ensured, reimbursed based on actuals and submission of proof)	250.00
20	Total Scale and Safety Items per Unit per Year (14+15+16+17+18+19)	10,167.31
21	Total Scale and Safety Items for 2 Years for Number of Units. (20*6*2)	40,669.23
22	Total Basic Cost for 2 Years for Manpower Supply Excl. Service Charges (Part-I + Part-II) (7+13+21)	12,17,992.00
23	GST @ 18% (22*0.18)	2,19,238.56
24	Total Cost Incl. GST for 2 Years (Rs.) (22+23)	14,37,230.56

1). Rates (@ 1 &2) are variable subject to TS Govt. Gazette. (P.F @13% + ESI 3.25% + 15 Days Paid Leave +10 Days BHEL Paid Holidays + Bonus @ 8.33% Variable subject to norms. 2). Charges Shown for Uniform, Stitching Charges, Shoes, Cap & Badge are fixed. 3). Work carried out in 8hrs = 1 Unit. 4). No. of Units Required per Day = 02 Units (02 Highly Skilled. 5). No. of Units for One Year= 606.
6). Quoted Service Charges shall be applicable only on Part-I.

Note: It is only a format and requested to not disclose any price details here. Whatever may be the price quoted by the vendor i.e. may be excess or less or estimated shall be quoted in **BOQ Excel Sheet**.

Signature and Seal of the Contractor

SCHEDULE OF WORK/SCOPE OF WORK

Sl. No.	Description	No of Unit per Day (a)	No of Days of Duty / Year (b)	Total No of Units (a)*(b)	Unit
1	<u>Air Conditioning Mechanic/Technician for AC Maintenance Works– Highly Skilled Worker</u> Scope of Work –As per ANNEXURE-6 (Scope of Work for Maintenance of ACs)	02	606	1212	Man-days/2 Years

NOTE: Supply of all kinds of necessary Tools & Tackles and Safety Equipment/PPE etc. for AC Maintenance Works shall also be provided by the contractor (Contractor’s Scope) as mentioned as per Clause No.: 3.b.i of CONTRACTOR’S OBLIGATIONS under SPECIAL CONDITIONS OF THE CONTRACT OF ANNEXURE-1.

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(SCOPE OF WORK FOR JOB CONTRACT OF AC MAINTENANCE WORKS)

An AC technician's scope of work involves **Routine Preventive Maintenance, Breakdown Repairs & Troubleshooting, Installation, Commissioning & Decommissioning and Site Operations & Documentation** to keep Window, Split, Cassette and Ductable Air Conditioners operating efficiently. It ensures AC units operate safely, energy-efficiently, and at optimal manufacturer specifications peak cooling performance, prevents system breakdowns, and extends the lifespan of the equipment.

- **General Responsibilities:**
 - Inspect, diagnose, and repair all types of air conditioning systems based on AC complaints received through Complaints Portal.
 - Perform periodic routine maintenance on air conditioning units in systematic manner and departments/labs wise on prioritization.
 - Adjust system settings and controls for optimal performance.
 - Work with various HVAC tools and equipment and use specialized tools like manifold gauges, multimeters and recovery machines.
 - Respond to emergency service calls in a timely manner like attending emergency breakdowns at critical areas like Pragati Hall, Sammelan Hall, CMD/Director's Room and Guest House etc.
 - Provide clients with detailed information on system usage and maintenance.
 - Follow safety rules and electrical standards and adhering to safety of personnel and materials w.r.t safety guidelines of BHEL.
- Follow-ups of items like PCB, Fan Motors, Remote Controller etc. given outside for repair.
- Use of consumables such as gas, fan blades, motors and blowers as per requirement.
- **Split & Inverter Split AC Maintenance:**
 - Clean indoor filters, cooling coils, and blower wheels.
 - Wash outdoor condenser coils using low-pressure water.
 - Check electronic control boards and inverter compressor signals.
 - Measure refrigerant pressures (R32, R410A, R22) and top up gas if needed.
- **Cassette AC Maintenance:**
 - Clean multi-directional louvers and decorative panels.
 - Inspect and clean the built-in drain pump to prevent water leaks.
 - Service the internal PCB and fan motor connections.
 - Check ceiling alignment and insulation around duct collars.
- **Ductable AC Maintenance:**
 - Inspect extensive ductwork for air leaks, damage, or blockages.
 - Clean and balance blowers and large centralized air handling units (AHUs).
 - Balancing airflow, checking static pressure and adjusting fresh-air dampers.
 - Check thermostat calibrations and zone control dampers.
 - Replace high-efficiency air filters regularly.
- **Electrical & Safety Checks:**
 - Inspecting control panels, tightening loose electrical terminals, check wiring insulation, testing of capacitors and relays.
 - Measure and monitoring compressor running amps and voltages to prevent overloading and verifying proper airflow.
 - Test safety cut-offs, overload relays and earth leakage breakers.

3. Routine Preventive Maintenance:

Scheduled upkeep prevents sudden breakdowns and extends the lifespan of the equipment. Technicians generally perform the following tasks on a monthly, quarterly, or annual basis: [1]

- **Cleaning & Washing:** Cleaning air filters, evaporator coils, condenser coils, blower fans to ensure unrestricted airflow and clearing debris from outdoor condenser units (for split ACs). Stubborn dirt may require a high-pressure water jet and chemical coil cleaners.
- **Lubrication:** Oiling or greasing moving parts such as condenser fan motors and bearings.
- **Mechanical Checks:** Inspecting blower belts for proper tension and alignment.
- **Refrigerant Management:** Detecting gas leaks, pressure testing with nitrogen, brazing copper lines, evacuating moisture via vacuum pump, and precision gas charging (R32, R410A, R22). Checking refrigerant pipe circuits and pressure adjustments or leak patching as specified.
- **Drainage Clearing:** Flushing and checking condensate drains and pans to prevent water blockages and leaks.
- **Electrical Safety:** Tightening electrical connections, testing capacitors, and checking voltage and amperage under load in both the indoor and outdoor units.
- **Electrical & Inverter Diagnostics:** Troubleshooting Printed Circuit Boards (PCBs), checking compressor inverter frequency signals, sensor calibrations, and verifying voltage/amperage across split and cassette units.

2. Breakdown Repairs & Troubleshooting:

When a system malfunctions, the technician's scope shifts to problem-solving and parts replacement. This includes:

Signature and Seal of the Contractor

- **Gas Charging & Leak Detection:** Identifying refrigerant leaks using pressure gauges and refilling or topping up refrigerant gas (e.g., R-22, R-410A) to restore cooling capacity.
- **Part Replacement:** Testing and replacing faulty or burned-out electrical and mechanical parts components such as compressors, thermostats, relays, and fan motors, capacitors and printed circuit boards.
- **Airflow & Cooling Correction:** Adjusting controlling dampers, correcting airflow issues, and verifying that the temperature difference between the return and supply air is within optimal ranges.
- **Electrical Fault-Identification:** Repairing or replacing damaged wiring and printed circuit boards (PCBs).

3. Installation, Commissioning & Decommissioning:

- **Setup & Mounting:** Installing existing indoor units, outdoor units (compressors), and ductwork for split, cassette, and ducted systems.
- **Piping & Wiring:** Connecting refrigerant lines, drain pipes, and electrical cables.
- **System Testing:** Pulling a vacuum on the system to remove moisture, testing for leaks, and starting the unit to confirm it cools to manufacturer standards before charging refrigerant.
- **Decommissioning and Relocation:** Dismounting and safely removing older units during relocation or replacement as and when required.

4. Site Operations & Documentation:

AC technicians also require to perform administrative and safety duties:

- **Site Clean-up:** Disposing of waste and debris responsibly after servicing or repairing units.
- **Safety Compliance:** Ensuring all electrical and mechanical work adheres to local safety and environmental codes.

To carry out the above works require 02 Units (Man-days) of Highly Skilled Manpower per Day

DECLARATION

I/We hereby declare that I / We have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / Court against our Firm / Partner or The Company.

Signature
Name, Designation & Seal of the Contractor

CONTRACTOR’S DETAILS

Name of the Contractor / Party / Firm	
Address of the Registered Office in Hyderabad	
Name of Authorized Representative	
Phone Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	

Signature and Seal of the Contractor

ACCEPATANCE LETTER / NO DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. We confirm that services offered by us are conforming to the specification mentioned in Terms & Conditions

We hereby accept all Terms & Conditions of the above tender except the following:
(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

Note: Deviations may or may not be accepted by BHEL

Signature
Name, Designation & Seal of the Contractor

(To be submitted on the Contractor’s Letter Head)

UNDERTAKING

In connection with the submission of Quotation for providing Labour to BHEL Corp R&D, Hyderabad, against Enquiry No and Date. we hereby Undertake to adhere to the following conditions:
a) The Contractor will abide by all the laws of land relating to employment of labour for which BHEL will not be responsible.

Signature:
Name:
Designation:
Company Seal:
Date:

(Authorization form for encashment of Fixed Deposit)
(To be submitted by Supplier/Contractor in letterhead in Original)

Date:

To
The AGM (MM)
BHEL Corporate R&D
Bala Nagar
Hyderabad-500042.
Telanagana

Dear Sir,

Sub: Authorization for Encashment of Fixed Deposit
Ref: Fixed Deposit Receipt No..... Dated:.....for Rs. as EMD/ SD against
Tender No./ Purchase/ Work Order No. _____

I/ We, (name of the bidder as appearing in FD) unconditionally
authorize you to encash the above referred FD from the bank directly in case of any default against the above
referred P.O./W.O./Tender without seeking our further advice whatsoever in this regard. This FD is free from the
claim of my legal heirs too.

Thanking you,

Yours faithfully,

.....

(Authorized signatory with stamp)

Name :
Designation
Contact No.

Date:
Place:

Authorisation form for encashment of Fixed Deposit
(To be submitted by supplier/contractor in letter head in original to Bank)

Date:

To

The Branch Manager

Dear Sir,

Sub: Authorisation for Encashment of Fixed Deposit

Ref: Fixed Deposit No._____ Dated:_____ for Rs._____ as EMD/Security deposit against Tender/ Purchase Order No. _____ Dt:_____

I/We _____(Name of the supplier as appearing in FD) unconditionally authorise you to encash the above referred FD and pay the amount to M/s BHEL Corporate R&D, Hyderabad if it is requested by them, without seeking our further advice whatsoever in this regard. This FD is free from the claim of my legal heirs too.

Thanking you,

Yours faithfully,

.....
(Authorized signatory with stamp)
Name :
Designation
Contact No.

Date
Place

Cc : AGM (MM), BHEL Corporate R&D, Hyderabad – For kind information

**Format of Letter Confirming the Lien on Fixed Deposit Receipt by Bank
(to be submitted on the letterhead of the bank)**

Date: _____

To
Additional General Manager (MM)
BHEL Corporate R&D
Bala Nagar
Hyderabad – 500042
Telangana

Subject: Lien Marking on Fixed Deposit Receipt towards Security Deposit/CEBG

Dear Sir/Madam,

We refer to the Fixed Deposit Receipt (FDR) bearing No._____ dt_____for Rs._____, lien duly noted in favour of
“ BHEL Corporate R&D, Hyderabad” for Rs._____ at Sl.No._____ in our Register.

We hereby confirm that:

1. This FDR is free from any attachment/ encumbrances, statutory or otherwise and claim of legal heirs.
2. There is no lock-in period for encashment of the said FDR.
3. The amount under the said FDR would be paid to you on demand, at any time, upon maturity or before maturity of the said FDR without reference to (< Supplier/Contractor name>) and the proceeds will be credited to BHEL Corporate R&D, Hyderabad CC A/c no 10202162640, IFS code- SBIN0010622 maintained with SBI BHEL R&D complex branch.
4. Encashment whether premature or otherwise would not require any reference / clearance from any other authority / person.
5. We agree that on encashment of FDR, the interest accrued will also be released to you.
6. We agree that the FDR will be automatically renewed on maturity for the existing period further if clearance for encashment is not obtained from BHEL Corporate R&D, Hyderabad.
7. For confirmation of Lien on FDR, address & Email id of our office is as follows:

Email id_

Yours faithfully,

Authorized Signatory of Bank

Name: _____

Designation: _____

Branch Seal & Signature

Signature and Seal of the Contractor



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE RESEARCH AND DEVELOPMENT
VIKASNAGAR, HYDERABAD-500 042
SAMPLE AGREEMENT FORMAT

समझौता संख्या | AGREEMENT No: RD/___DEPT CODE/___/2025-26 दिनांक | DATE:

1. कार्य का नाम | :
Name of the Work
2. ठेकेदार का नाम और पता | :
Name of Contractor and Address
Ph No:
E-mail:
3. स्वीकृत निविदा की राशि | : **Rs.** **/- including GST**
Amount of Tender Accepted. Rupees _____ only.
4. एल ओ आई संदर्भ सं | :
Letter of Intent Reference No.
5. कार्य प्रारंभ करने की दिनांक | :
Date of Commencement of Work
6. कार्य पूरा करने के लिए आवंटित समय | : () Months
Time Allotted for Completing the work
7. शेड्यूल-ए में मदों की संख्या | : As per Schedule attached.
No. of Items in the Schedule-A
8. समझौते में पृष्ठों की संख्या | : () only.
No. of Pages in the Agreement
9. रखरखाव एवं दोष दायित्व अवधि | : () Months
Maintenance & Defect Liability Period
10. जॉब सं | Job No. :
11. पी एफ कोड सं | PF Code No. :
12. ई एस आई सं | ESI No. :
13. एफ सी सं | F C No. :
14. Fund Commitment No. :
15. एच पी सी एवं दिनांक | HPC No. & Date :

Signature and Seal of the Contractor



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE RESEARCH AND DEVELOPMENT
VIKASNAGAR, HYDERABAD-500 042
SAMPLE AGREEMENT FORMAT

This Agreement is made on _____ (Year) between M/s Bharat Heavy Electricals Limited (a Government of India Undertaking) a Company incorporated under the Companies Act.1956, having its Registered Office at BHEL House, Siri Fort, New Delhi-110 049 through its Unit/Division at Corporate Research & Development Division, Vikasnagar, Hyderabad-500 042 (hereinafter called "the company" of first part) and _____ (hereinafter called "the contractor" of the second part) which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and as signs.

WHEREAS

A. BHEL desires to engage a contractor to provide work (Specify the work) in different departments in order to cope up with the additional work in addition to the capacity planed from time to time as and when required.

B. The contractor has agreed to execute upon and subject to the conditions set forth in standard specification indicated in Technical bid and in the standard preliminary specifications and such other conditions as are contained in all the specifications forming part of this contract (hereinafter referred to as the said conditions) , the work/service described in the said specifications and set forth in Technical bid as the probable quantities and comply with all terms and conditions as per NIT.

Whereas through its E-Tender Notice No.: _____ published on _____ the company had called tenders for _____ which are annexed hereto.

In pursuance of the said contractor's revised price offered after Negotiation held on _____, 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. _____ subject to the terms and conditions stipulated hereunder in addition to conditions stipulated in the said tender notice.

Now these presents witness that in consideration of the "Technical Bid" as also of agreement of good and faithfully service to be rendered and performed by the contractor in the execution of the said work, subject to the stipulations herein after expressed.

1. NOW IT IS HEREBY AGREED AS FOLLOWS:

- 1.1** That the agreement shall commence on _____ and will be in force up to _____.
- 1.2** As per terms and conditions the contractor has to deposit total SD amount Rs. _____/- i.e., (5% of Rs. _____/-) in advance. However, Security may be collected in installments in exceptional cases. In such cases, Contractor has to deposit at least 50% of total SD i.e., _____ (PO Value) Rs. _____/- including the EMD, before commencement of work. The balance security deposit amount shall be collected by deducting 10% of gross amount progressively from each of the running bills of the Contractor till the total amount of the Security Deposit is recovered. Security Deposit shall be refunded to the Contractor upon fulfilment of all the Contractual/Statutory obligations or

1.3 सुरक्षा जमा की वापसी | REFUND OF SECURITY DEPOSIT:

Security Deposit of contractor shall be refunded only upon fulfilment of all the Contractual/Statutory obligations, 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 or after 03 (three months) from the date of completion of the contract whichever is later, after deducting all expenses/other amounts due to BHEL under the Contract.

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 authorised by the Contractor. The Contractor shall nominate a coordinator/ Single Point of Contact (SPOC) who shall be responsible for regular interaction with BHEL so that optimal services of the persons deployed could be availed without any disruption.

- 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** "Contract Documents" shall include the Contract Agreement, Scope of Work, Special Conditions of the Contract (SCC), General Conditions of the Contract (GCC), Scope of Work, Commercial Conditions of the Contract, amendments, schedules and any other document specified in the contract agreement. This agreement is the outcome of joint efforts of the parties. Subject to the order of precedence as set out below, all documents forming part of the Contract are intended to be correlative, complementary and mutually explanatory. The Contract shall be read and construed as a whole document. In case of any conflict or contradiction between two or more

Signature and Seal of the Contractor



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documents with respect to the terms defined in the said documents, the order of precedence shall be as set out below

- i) Contract Agreement;
- ii) Commercial Terms of the Contract;
- iii) Special Conditions of the Contract; and
- iv) General Conditions of the Contract

Note: Any annexure to any of the above shall be read along with the covering document.

1.6 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.

1.7 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, Corp. R & D, HR/IR from time to time, before claiming final bill. BHEL shall not reimburse any amount towards this.

1.8 OVER RUN COMPENSATION: Not applicable.

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

1.10 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.

1.11 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
- (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.

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

1.13 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 Corp. R & D located. The Contractor shall submit a valid Contract Labour License to BHEL, Corp. R & D, on or before the date of commencement of contract.

1.14 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.**

m XIII	Register of workmen employed by contractor (Rule 75)
m XIV	Employment card issued by contractor (Rule 76)
m XVI	Muster Roll (Rule 78(1)(a)(i))
m XVII	Register of wages (Rule 78(1)(a)(i))
m XVIII	Register of wages-cum Muster Roll (in case of Weekly payment)
m XIX	Gate Slip (Rule 78) (b)
m XX	Register of deduction for damages or loss (Rule 78) (1)(a)(ii)
m XXI	Register of files (Rule 78) (1)(a)(ii)
m XXII	Register of advances (Rule 78) (1)(a)(ii)
m XXIII	Register of overtime (Rule 78) (1)(a)(iii)
m 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).

Signature and Seal of the Contractor



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- (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.
- 1.15 Contractor shall obtain complete bio-data of the labor, employment certificate and Antecedent verification (issued by Local Police Dept.,) in the prescribed form for each labor 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.
- 1.16 The entry permits are to be issued to the Contract Labour by R & D Security In charge, based on the requisition submitted by Contract Executing Officer and forwarded by Executive in charge of Contract Labour Cell of HR IR section
- 1.17 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.
- 1.18 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 labor engaged by him in duplicate to Security Personnel at J Gate on daily basis.
- 1.19 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.
- 1.20 The Contractor shall comply with all the statutory provisions such as Bonus (% as prevailing in BHEL Corp. R & D), 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.
- 1.21 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.
- 1.22 Non-compliance of provisions under any Acts/Rule/instructions/guidelines shall make the contractor liable for penal action including termination of contract.
- 1.23 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.
- 1.24 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.
- 1.25 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.
- 1.26 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.
- 1.27 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.
- 1.28 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

Signature and Seal of the Contractor



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE RESEARCH AND DEVELOPMENT
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SAMPLE AGREEMENT FORMAT

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.

- 1.29** 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 do not apply, take steps to properly insure against any claims thereunder.
- 1.30** 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
- 1.31** 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.
- 1.32** The contractor shall keep his work place clean and safe to avoid injuries to men and damage to finished products / equipment.
- 1.33** 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.
- 1.34** 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.
- 1.35** The contractor shall ensure adherence to all statutory requirements applicable to BHEL.
- 1.36** The contractor shall ensure abidance by all the labor 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.
- 1.37** 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.
- 1.38** 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.
- 1.39** 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.
- 1.40** The Income tax as applicable will be deducted from the bill of the contractor.
- 1.41** The Contractor shall maintain the daily attendance of his labors in the prescribed Pro-forma for accounting payment of wages, deduction towards ESI & PF Contributions, payment of Bonus, leave etc.
- 1.42** The contractor will have to extend paid National Holidays and Festival Holidays to their workmen as per BHEL Corp. R & D 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.
- 1.43** 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 Corp. R & D, Hyderabad also, then the Contractor shall extend paid Holiday/s to his workmen.
- 1.44** 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 labors engaged by him in the BHEL Corp. R & D (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 labor.
- 1.45** 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.
- 1.46** The contractor should engage only those laborers who shall be more than 18 (eighteen) years of age.
- 1.47 उप-अनुबंध | 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.
- 1.48** The contractor shall provide the required safety equipment to the labors engaged by him.
- 1.49** Contractor shall issue "Employment Card" to all labor and supervisors covered under the job work contract as prescribed under the Contract Labour (R&A) Acts/Rules.
- 1.50** A copy of the agreement between contractor and his labor shall be submitted to the Contract Labour Cell of HR-IR section
- 1.51** 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 authorized agents, who are entrusted with the work by contractor.
- 1.52** 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.

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- 1.53** 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.
- 1.54** 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.
- 1.55** 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.
- 1.56** The Company shall have the privilege of ordering modifications, omissions, or additions at any time before completion of the work.
- 1.57** 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.
- 1.58** 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.
- 1.59** 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.
- 1.60** 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.
- 1.61** 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.
- 1.62** 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.
- टिप्पणी | Note:** Contractor / Contractor's representatives / Contractor's workers shall be permitted inside Factory only on regular passes which will be issued only after submission of respective persons' original Police Verification Certificate along with PF, ESI, dependent & nominee details.
- 1.63** 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.
- 1.64** 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.
- 1.65** 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.
- 1.66** 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.
- 1.67** Violation of applicable safety, health & environment related norms, a penalty of Rs.5,000/- (Rupees Five thousand only) per occasion shall be imposed.
- 1.68** The agency has to produce medical fitness certificate for his workmen for suitability of workers to work on heights
- 1.69** 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.
- 1.70** 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.
- 1.71** 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.
- 1.72** 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.
- 1.73** 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.
- 1.74** 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.

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- 1.75** 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.
- 1.76** 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.
- 1.77** 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.
- 1.78** 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.
- 1.79** 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.
- 1.80** 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.
- 1.81** 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.
- 1.82** 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.
- 1.83** 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.
- 1.84** In case of any suit or other legal proceeding arising under this contract, the courts at Sangareddy Dist., only shall have the jurisdiction.
- 1.85** The Company reserves the right to enter into parallel agreement with one or more contractors at their discretion.
- 1.86** Disputes, grievances between the contractor and his labour, will have to be settled by the Contractor only within two weeks.
- 1.87** 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 laborers 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.
- 1.88** Wherever BHEL/COMPANY standards are mentioned, copies of which are enclosed shall be strictly followed.
- 1.89** 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.
- 1.90** 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.

1.91 FORCE MAJEURE:

The following shall amount to Force Majeure conditions:

- (i) 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.

1.92 सुलह एवं मध्यस्थता | 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.

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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 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 with effect from the date as intimated by BHEL to it.

The copy of the scheme is available in the below link.

https://www.bhel.com/sites/default/files/Brief_Procedure_under_BHEL_Conciliation_Scheme-06-10-18new.pdf

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 above, 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 /Organizations (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”.

उकेदार के हस्ताक्षर
Signature of the Contractor

कंपनी की ओर से अधिकारी के हस्ताक्षर
Signature of the Officer on
behalf of the Company

गवाह | Witness:
हस्ताक्षर, नाम और पता | Signature, Name and Address.

Digitally signed by YUVA RAJU AREPALLI
Date: 2026.09.24 10:18:01 IST
Location: BHEL

Signature and Seal of the Contractor