

Bharat Heavy Electricals Limited
High Pressure Boiler Plant
Tiruchirappalli – 620 014. India
Civil Engineering Department (Township)

TENDER DOCUMENT (QUALIFICATION BID)		
Name of work	:	Lease of coconut trees in and around Township & Factory.
Tender Schedule No	:	CT:TS:004/20-21
Estimate / Tender Value	:	Rs.7,75,320 (Excluding GST)
EMD	:	Rs.15,506
Period of Lease	:	24 (Twenty Four) Months
Date of Notification	:	29.09.2020
Last Date of Receipt of Tender	:	20.10.2020 @ 10:00 hrs.
Issued to	:	
Date of Tender Opening	:	20.10.2020 @ 10:00 hrs.

Important Note:

EMD EXEMPTION WILL NOT BE ALLOWED TO MSME / NSIC VENDORS for works contract. This tender is categorized as a work contract. Hence Tenderers are compulsorily need to remit the required **EMD** in order to participate in the Tender. Tender without corresponding EMD cost will be summarily rejected and will not be considered for any reasons.

To

The Tenderer,
Dear Sirs,

Sub: Lease of coconut trees in and around Township & Factory.

Ref:

Tender Schedule No. CT: TS: 004 / 20 – 21

Please find enclosed / attached non-transferable Tender document containing,

- i) Qualification bid consisting of Preamble, Specifications, General Conditions of Contract, Norms for Qualification and Qualification proforma.
- ii) Price bid consisting of Bill of quantities to offer your most competitive rates for all the items.

Tender for the work should be submitted in a sealed cover consisting of 3 (Three) inner sealed covers such as

- **Cover 1** – One DD (Demand Draft) of **Rs.15,506** for EMD.
- **Cover 2** – Qualification bid cover, corrigendum & credentials if any.
- **Cover 3** – Price Bid cover.

All super scribing the Name of work, Tender Schedule No, the Contents etc.

1. EMD cover shall contain requisite EMD (**Rs.15,506 /-**) in the form of DD. **Tender without EMD will be summarily rejected.** All demand draft shall be drawn in favour of **BHEL, Trichy** payable at Tiruchirappalli.
2. Qualification bid cover shall contain duly filled in qualification bid document signed by the tenderer in all the pages with documentary evidence for pre-qualification such as experience, value of work executed in the similar nature of work, etc. Any bid without proper documentary evidence for pre-qualification shall not be considered for further evaluation.
3. The price bid cover shall contain price bid document duly filled in and signed by the tenderer in all the pages. The tenderer has to quote most competitive rate in Percentage Below (100-X) % / At par (100%) / Above (100+X) % of the rates provided in Bill of Quantities appended at **Page 3.**

(Important Note: One Time EMD is no more applicable for tender, as per recent corporate guidelines. Hence tenderers who had previously remitted one time EMD, shall have to necessarily take EMD of specified amount mentioned for this tender.)

The completed qualification bid and price bid along with requisite EMD of **Rs. 15,506/-** for the work in the form of Demand Draft in favour of BHEL, Trichy shall reach the office of the undersigned on or before **20 10 2020 at 10:00 hrs.** The mode of deposit of EMD is as per **point 7.3 of instructions to tenderer Page.** The Mode of payment of EMD in any other form will not be accepted. The qualification bid will be opened on the same day **20 10 2020 at 10:00 hrs.** In case of opening day falls on holiday or happened to be declared as a holiday, the receipt and opening of the tender shall automatically fall on the same timing of the next working day. Date and time of opening of the price bid or the details shall be intimated only to the bidders those who have qualified after evaluation of the qualification bid. You/ your authorized representative may participate in the tender opening with authorization letter for Tender opening.

The tenderers who are desirous of sending their tender documents through your authorized representative/ by post / by courier are advised to send the same well in advance so as to reach the office of DM / Civil / Township, Civil Township Office, BHEL, Trichy – 620 014, Tamil Nadu on or before **20 10 2020 at 10:00 hrs.**

Clarification if any, can be obtained containing following email, akila@bhel.in / sundaresan@bhel.in, phone No. 0431 – 257 1937 / 8579 Fax No. 0431 – 2520710.

Kindly acknowledge the receipt of the entire set of tender document. Thanking you.

Encl.: E-format

Yours Faithfully
For and on behalf of BHEL
Manager / Civil / Planning, HK
Civil Township Office, BHEL, Trichy

**BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI – 620 014
CIVIL ENGINEERING DEPARTMENT (TOWNSHIP)**

PREAMBLE

01. The scope of work includes **Lease of coconut trees in and around Township and Factory.**
02. The tenderers are advised to visit BHEL Township at Tiruchrappalli and get themselves acquainted with the site conditions before submitting the offer.
03. The following eligibility criteria shall be complied to fulfill the Qualification Bid:-
 - **Contractor should have separate registration for PAN**
04. ~~Documentary evidences (Xerox copies — Gazetted officer attested & self-attested) for PAN should be furnished, without which it will not be taken into account.~~ The tenderers shall produce original document for verification if so decided by BHEL.
05. The works executed in the own name of the tenderer only will be considered for eligibility criteria. **The nominated committee may also visit the works executed by the contractor / tenderer to ascertain the nature of work relating to similar works before qualifying.**
06. The offers of the tenderer / bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site (www.bhel.com → Tender Notification → List of Banned Firms).
07. 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 the management about any fraud or suspected fraud as soon as it comes to their notice
08. BHEL reserves its right to reject the offer on account of unsatisfactory past performance by the present tenderer in another project / sister unit awarded under different enquiry.
09. **Documents submitted along with the offer shall be duly signed and stamped in each page by bidder/authorized representative of the bidder.**
10. Tender Value is only approximate and liable for variation without entitling the tenderer to any compensation, provided the total value of contract does not vary by more than 20% (twenty percentage).
11. Quoted lease rate shall be firm throughout the lease period of **24 (Twenty Four) months** and extended contract period also and no cost escalation is allowed on any account.
12. ~~The successful tenderer has to raise invoice in running bills based on the measurements written in the Measurement Book.~~
13. The work shall be carried out as per Work & Safety procedure and as per the instructions of Engineer-in-charge.
14. The brief description of items of work and respective item rate are given in BOQ. Tenderer has to quote a common **single percentage at page No. 02** of Price Bid for all the items given in BHEL Estimate (i.e.) below/ at par / above. The percentage offered shall not have more than two digits beyond decimal point. Individual item rates shall be derived based on the quoted common **single percentage rate, Below (100-X) % / At par (100%) / Above (100+X) % to be quoted at page No. 02** of Price Bid over and above **the rates provided in Bill of Quantities appended at Page No. 3 and shall be deemed to be the contracted rates for various BOQ items for all purposes.**

15. The percentage rate offered is for finished item of works as per Bill of quantities and shall provide for the complete cost towards fuel, tools, tackles, plant & machinery, temporary works, labour, materials, levies, taxes, transport, lay-out, repairs, rectifications, maintenance till handing over, supervision, labour colonies, establishment, services, roads, revenue expenses, overheads, profits & all other incidentals etc., complete. 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

The item rates indicated in this Bill of Quantities are only basic price excluding Sales tax. The Sales Tax, surcharges and any other taxes if any shall be paid by you extra at the rates applicable from time to time. In case of concessional tax is applicable, it can be charged provided the required forms are submitted to BHEL. Also Income Tax at source at applicable rate with surcharge shall be collected and remitted to the Income Tax department and TCS shall be issued. In case of any exemption from TCS, same may be produced in Original for not collecting the Income Tax.

16. The tenderers are advised to visit BHEL, Tiruchy, TamilNadu and get themselves acquainted with the site conditions before submitting the offer. Since the job shall be executed at site, bidders must visit site/ work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation, applicable wage structure, wage rules, etc. before quoting for this tender. They may also consult this office before submitting their offers, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions. BHEL will arrange to depute their representative on specific dates to coordinate and accompany the tenders to visit the site.
17. For any clarification on the tender document, the bidder may seek the same in writing or through e-mail, as per specified format, within the scheduled date for seeking clarification, from the office of the undersigned. BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to postal delay or any other delays. Any clarification / query received after last date for seeking clarification may not be normally entertained by BHEL and no time extension will be given.
18. In the event of any conflict between requirement of any clause of this specification / documents / drawings/ data sheets etc. or requirements of different codes/standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error / missing pages / other clerical errors in the tender documents, noticed must be pointed out before submission of offer, else BHEL's interpretation shall prevail.
19. **Order of Precedence:**
In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:
- a. Amendments / Clarifications / Corrigenda / Errata etc issued in respect of the tender documents by BHEL.
 - b. Notice Inviting Tender (NIT)
 - c. Price Bid
 - d. Qualification Bid
 - e. General Conditions of Contract
20. The contractor should bring necessary machineries as and when required for the work without any delay. Also required number of the tools & Plants / instruments shall be made available always at site for the works.
21. Exclusive lorries to be deployed on daily basis to clear the debris generated and on no account the debris can be left for more than three days. Otherwise BHEL would clear the debris at the contractor's risk and cost.
22. The responsibility of clearing the debris and cleaning the area immediately after the completion of work lies with the contractor. The contractor should ensure more care while working at residents and other places of importance.
23. The contractor may be required to undertake works at remote places and in such cases the contractor should make own arrangement for safety of BHEL materials, water required for the work , power etc.

24. The contractor has to carry out the work without affecting the working environment.
25. The contractor has to plan and work for the areas on priority and availability on mutual agreement with execution and user production department obtaining prior permission and shut down if any from concerned departments.
26. The decision of Engineer-in-charge shall be final and binding on the contractor regarding clarification of items in this tender schedule.
27. The contractor shall follow norms of BHEL security system for movement of men & materials including Bio metric System within the complex.
28. To safeguard the persons working at height in roof, wall etc., sufficient number of Industrial Safety nets shall be provided at tenderer's cost in appropriate level and locations. The working hand including Supervisors should wear the personal protective items and safety measures such as helmets, safety belts, shoes, etc., before entering into working place.
29. It shall be the responsibility of the contractor to see that the workmen do not utilize the departmental canteen facilities. Contractor has to make his own arrangements to provide refreshment for the workmen.
30. The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
31. In all matters of dispute the decision of General Manager BHEL Tiruchirappalli 620014 is final and binding on the successful tenderer. **Any claim or dispute arising from the tender stage, till/after completion of the work under the terms and conditions stipulated in the tender document/contract agreement shall only be enforced or settled in the courts at Tiruchirappalli, TamilNadu only.**
32. 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.
33. If at any time during the execution of work, it is noticed that the work is suffering on account of non-availability / shortfall in provision of resources from the successful tenderer's side BHEL will make suitable alternate arrangements at the risk and cost of contractor. The expenditure incurred with overheads thereby shall be recovered from the successful tenderer.
34. 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.
35. If, in case of opening of price bids, when there is a Tie in the percentage rates quoted by the tenderers, the ranking will be decided based on Lot System, in the presence of the bidders who witness the price bid opening.

36. **SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS / CONTRACTORS:**

Penal action can be initiated on the suppliers / Contractors in line with extant 'Guidelines for Suspension of Business Dealings with Suppliers/ Contractors. The abridged version of extant 'Guidelines for suspension of business dealings with suppliers/ contractors' has been uploaded on <http://www.bhel.com> on "supplier registration page". BHEL's Guidelines for Suspension of Business Dealings with Suppliers/ Contractors shall apply to this Notice Inviting Tender/ Enquiry.

The said Guidelines are available at

http://www.bhel.com/vender_registration/pdf/Suspension_guidelines_abridged.pdf

The Bidders shall peruse the same prior to submission of the bid Any action taken or proposed to be taken by BHEL under the said policy shall be without prejudice, and in addition, to other rights and remedies as may be available to BHEL under contract or law."

ISSUED TO :

TS No. T -----Dt.-----

DEPUTY MANAGER / PLANNING,
CIVIL / TOWNSHIP / BHEL / KAILASAPURAM,
TRICHIRAPALLI – 620 014.

பாரத மிக மின் நிறுவனம்

ஊகபாமிப்பக் கணு, கைலாசபுரம், திருச்சிராப்பள்ளி 620 014.

தென்னை மரங்கள் பலன் அபவிப்ப குத்தகை ஒப்பந்த அறிக்கை

மேற்கண்ட நிறுவனத்திற்கு சொந்தமான 1092 தென்னை மரங்களின் பலனை இரண்டு அண்டுகள் காலத்திற்கு அபவிப்பதற்கு குத்தகை ஒப்பந்தம் வரவேற்கப்படுகின்றது.

தென்னை மரங்களின் இலப்பிடம் மற்றும் எண்ணிக்கை

COCONUT TREE DETAILS			
Sl.	ID	Location	Number of trees Available
1	A	DC ROAD parallel - Training Centre near Cycle stand	49
2	B	DC ROAD parallel - Opposite to SBI on east side of DC road	69
3	C	DC ROAD parallel - Opposite to ECB on east side of DC road	63
4	W	DC ROAD parallel - Near Main water tank 1,2&3	40
5	E	DC ROAD parallel - Near Main Hospital West side	88
6	F	DC ROAD parallel - Near RSK Primary SCHOOL	80
7	NU	Township Nursery North side	110
8	H	Equalizing Reservoir inside	150
9	EQ	Qrts. near Equalizing Reservoir	15
10	G	Cauvery Guest House	70
11	K	Kailash Guest House	17
12	RF	Rockfort Guest House	20
13	KM	C' sector Kalyana Mandapam	27
14	D	Deer Park inside	25
15	ET	Factory ET Plant	120
16	NN	Nehru Nagar	15
17	SS	SSTP near Sanitaion office	9
18	U2	Unit II inside	100
19	PH	Drainage Pump house inside	25

Total = **1092**

CONTRACTOR

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ACCEPTING OFFICER

நிபந்தனைகள்

1. குத்தகை ஏடுக்க முன் வருபவர்கள் ரூபாய் 15,506/-முன் வைப்புத் தொகையாக (EMD)D/D – BHEL, TRICHY என்ற பெயரில் ஏடுக்கு அதை இத்தாடன் இணைக்க வேண்டும். குத்தகை கிடைக்காதவர்களுக்கு இந்த தொகை திருப்பிக் கொடுக்கப்படும். குத்தகை ஒப்பந்தம் ஆனவருக்கு இது பாதகாப்பு வைப்புத் தொகையாகவே இருக்கும். மேலும் இது Security Deposit ஆக மாற்றம் செய்யப்படும் 5% of contract value Security Deposit ஆக இருக்க வேண்டும். இந்த தொகை EMD தொகையில் அட்ஜஸ்ட் செய்த பிறகு மீதி பணம் செலுத்தவேண்டும். இருந்தால் அது ஒப்பந்த ஆணையின் போது திரைவிக்கப்படும். இரண்டு ஆண்டுகள் முடிவாகும் நன்றாக பாாமரித்து இருந்தால் குத்தகை காலம் முடிந்த பின்பு மூழு பாதகாப்பு வைப்புத் தொகை திருப்பிக் காப்படும். இல்லாவிடில் இத்தொகை வரிசை எண் 14-மதல் சொல்லியுள்ளபடி அபராத தொகைக்காக கணக்கில் ஏடுக்குக்கொள்ளப்படும்.
2. உத்தரவு பிறப்பிக்க நாளிலிருந்து இரண்டு ஆண்டுகள் வரை குத்தகைதாரர் புலன் அபைவித்துக் கொள்ளலாம்.
3. குத்தகை ஒப்பந்த தொகை நிறுவனத்திற்கு ஏற்றுக்கொள்ளாத வகையில் இருந்தாலோ அல்லது இது சம்மந்தமாக வேறு ஏதேனும் காரணம் இருந்தாலோ இந்த குத்தகை ஒப்பந்தத்தை நிறுத்தவதற்கு இந்த நிறுவனத்திற்கு மூழு அதிகாரம் உண்டு.
4. குத்தகை அகிக பட்ச தொகை கேட்டுள்ளவருக்கு நிறுவனம் அதை ஏற்றுக்கொள்ளும் பட்சத்தில் மொத்த குத்தகைத்தொகையை அவர் நிறுவனத்தில் சொல்லப்படும் குறிப்பிட்ட தேதிக்குள் 3 (மூன்று) கவணைகளில் செலுத்த வேண்டும். மதல் கவணைத்தொகையைக் கட்டிய பின்புதான் குத்தகை உத்தரவு வழங்கப்படும்.
5. தெண்ண மாங்களுக்கு இடையறு ஏற்படாத வகையில் அதன் காய்ந்த கீற்று, காய்ந்த மட்டை, பாலை, நறு, குறுமி தேங்காய் முதலியவற்றை ணைகளை சிவில் பாாமரிப்புத்துறை அதிகாரியின் அனுமதியின் பேரில் அபைவித்துக் கொள்ளலாம். மாங்களின் கீழே உள்ள இடத்தை சுத்தப்படுத்தி மேற்கண்ட பொருள்களை குத்தகைதாரர் அவருடைய இடத்திற்கு ஏடுக்கு செல்வதற்கு அவரே பொறுப்பு.
6. தெண்ண மாங்களுக்கு தண்ணீர் விரயம் செய்யாமல் முறையாக (வாரம் ஒருமுறை) தண்ணீர் பாய்ச்சுவது குத்தகைதாரரின் பொறுப்பு. இதற்கு குத்தகைதாரர் சிவில் பாாமரிப்புத்துறை அதிகாரிகளுடன் ஒத்துழைத்து அதற்கான வால்வகளை கிறங்கு.

CONTRACTOR

- CONTRACTOR

14. தென்னை மாங்கனின் பராமரிப்பு மற்றும் பாதுகாப்பு குறித்து மூன்று மாதங்களுக்கு ஒருமுறை ஆய்வுசெய்யப்படும். மேலேகண்டுள்ளபடி பராமரிக்காவியில் கீழ்க்கண்டபடி அபராத தொகைக்கும் மற்ற நடவடிக்கைகளுக்கும் குத்தகைதாரர் பொறுப்பாவார்.
- a. தண்ணீர் (முறையாக (வாரம் ஒருமுறை) பாய்ச்சவில்லை என்றால் மாதம் ஒன்றுக்கு ரூ.5000/- அபராதமாக விதிக்கப்படும்.
 - b. மூன்று மாதங்களுக்கு ஒருமுறை வரிசை எண் 11- ல் சொல்லியுள்ளபடி புல், செடி, முள் முதலியவற்றை அப்புறப்படுத்தி சுத்தப்படுத்தாவியில் ரூ.20000/- வீதம் ஒரு முறைக்கு அபராதமாக விதிக்கப்படும்.
 - c. அண்டுக்கு மூன்று முறை நிலத்தை உழுதல், கொத்தி புண்படுத்தாவியில் ஒருமுறை ரூ.25000/-வீதம் அபராதமாக விதிக்கப்படும். மேலும் தேங்காய் மற்றும் அதன் சம்பந்தமான பொருள்கள் எடுப்பதற்கு தடை விதிக்கப்படும்.
 - d. மாங்களுக்கு ஒரு (வருஷத்தில் இரு முறை) வாங்கி வைக்காவியில் ரூ.30000/- வீதம் ஒரு முறைக்கு அபராதமாக விதிக்கப்படும்.
 - e. இதில் ஏதேனும் குத்தகைதாரர் சரிவர பராமரிக்காவியில் குத்தகை காலத்தை உடனடியாக நிறுத்த நிறுவனத்திற்கு முழு அதிகாரம் உண்டு. இரண்டு அண்டுகளுக்கான குத்தகை தொகை செலுத்தியதில் இதற்காக ஏற்க ஒரு தொகையும் மீதியாக கிரூப்பிக்காப்படமாட்டாது. மேலும் பாதுகாப்பு வைப்பு தொகை (Security Deposit 5% of contract value) செலுத்தியதையும் மேற்கொண்ட அபராத தொகைகளுக்கு கணக்கில் எடுத்துக்கொள்ளப்படும்.
 - f. அபராதத் தொகை பாதுகாப்பு வைப்பு தொகையில் இருந்து பிடித்தம் செய்யப்படும். அவ்வாறு பிடித்தம் செய்யும்போது பாதுகாப்பு வைப்புத்தொகை பாதிக்கும் கீழாக குறையும் போது மீண்டும் முழுத்தொகையும் பாதுகாப்பு வைப்புத்தொகையாக இருக்கும் பொருட்டு அந்த குறைத்தொகையை உடனடியாக BHEL cash counter-ல் செலுத்திவிடவேண்டும்.
15. கீழ்க்கண்ட ஒப்பகல் படிவத்தில் இரண்டு அண்டுகளுக்கான தங்களது குத்தகை தொகையை குறிப்பிட்ட இடத்தில் எண்ணாவும், ஏழுக்காவும் பூர்க்கி செய்து இந்த முழு படிவத்தையும் அன்று காலை 10.00 மணிக்குள் மேலே கண்டுள்ள விலாசத்திற்கு அனுப்பி வைக்கும்படி கேட்டுக்கொள்ளப்படுகின்றது. அன்றைய தினமே காலை 10.00 மணிக்கு ஒப்பந்த படிவம் கிரூப்பிக்கப்படும்.

CONTRACTOR

BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI - 620 014
NOTICE INVITING TENDER

1.	Tender Schedule No.	:	CT: TS: 004 / 20-21
2.	Name of Work	:	Lease of coconut trees in and around Township & Factory
3.	Location of work	:	BHEL Township - Trichy
4.	Period of Lease	:	24 (Twenty Four) months from the date of award of contract.
5.	Earnest Money Deposit	:	Rs. 15,506 (Rupees Fifteen Thousand Five Hundred and Six only)
6.	Tender document details	:	a) Technical Bid – 40 Pages b) Price Bid – 03 Pages
7.	Place of submission of Tender Document along with EMD	:	Manager Civil / Township / Planning , Civil Township Office BHEL, Trichy – 620 014.
8.	Last Date for Receipt of Tender	:	20 10 2020 @ 10:00 hrs.
9.	Date of Techno commercial Bid opening	:	20 10 2020 @ 10:00 hrs.
10.	Date of Price bid opening / Reverse Auction	:	Will be intimated separately to Technically qualified vendors.

CONTRACTOR SHOULD SIGN & STAMP EVERY PAGE (AT RELEVANT PLACES) AS WELL AS IN SUPPORTING DOCUMENTS

ANNEXURE - X
CONTRACTOR PROFILE

1.	Name of the Agency / Company / Vendor *	:	
2.	Address: *	:	
3.	Phone No. *	:	
4.	E-mail Address *	:	
5.	Name and contact details of person for communication related to Tender *	:	
6.	BHEL Vendor code (if any)	:	

* - Details to be filled by the contractor compulsorily.

FIND

This explains how to make Payments to BHEL - Tiruchirappalli and through SBI-Ecollect. Vendors (EMD and SD Payments payable by others) can utilize this facility. payments can be made using Internet Banking, Debit Cards / Credit Cards etc. SBI Charges a minimum amount (Service Charges) for every transaction. This may vary according to the MODE selected.

STEP BY STEP PROCEDURE:

Login to <http://www.onlinesbi.com>

1. Select State Bank Collect available on the top (pre login page)
2. Accept the terms and conditions and click "PROCEED"
3. Select State "TAMILNADU" and Institution type "INDUSTRY".
4. Select "BHEL TRICHY" under "INDUSRY"
5. In the next page, Select APPROPRIATE category, fill details correctly & click "SUBMIT".
6. If all details entered are correctly populated, click "CONFIRM" to proceed.
7. Make payment as per your convenience. (Options available are payment of fees through SBI Net Banking, State Bank ATM cum Debit Cards / Other Bank Debit / Credit Cards and through SBI Branches).
8. Save & Keep the copy of receipt for future reference.

HOW TO TAKE RECEIPT FOR A PAYMENT MADE, EVEN ON LATER DATE:

(PLEASE CHECK THE STATUS BEFORE MAKING PAYMENT SECOND TIME)

1. Login to www.onlinesbi.com
2. Select State Bank Collect available on the top (pre login page)
3. Accept the terms and conditions and click "PROCEED"
4. Select "PAYMENT HISTORY" option available on the left side of screen.
5. Using two options as mentioned below, you can get the receipt:
 - a. Type the same Date of Birth, Mobile Number which you have entered at the time of making payment through SB collect. Select the date range and submit.
 - b. If you know the payment reference number, then enter the Reference number (DU...) along with anyone information (Date of Birth / Mobile Number which you have entered at the time of making payment). Select the date range and submit.
6. In the next page, take print out of receipt.

TO BE STAMPED IN ACCORDANCE WITH STAMP ACT)

BANK GUARANTEE FOR SECURITY DEPOSIT

- i. THIS DEED OF GUARANTEE made this..... day of (month).....(year) By (Bank 's full address) in favour of M/s Bharat Heavy Electricals Limited, Unit: Thiruverumbur, Tiruchirappalli 620 014, having its Registered Head Office at BHEL House, Siri Fort, New Delhi 110049.
- ii. **WHEREAS M/s Bharat Heavy Electricals Limited (hereinafter called the "COMPANY")** have placed work order(s) which are pending as on date and also proposes to place further work order(s) (hereinafter called the "CONTRACT") up to..... (Date) for fabrications/ for machining/supply of pressure and non – pressure parts with M/s.....(CONTRACTOR'S Full address) (hereinafter called the "CONTRACTOR /SUPPLIER") and as per the terms of the contract, the company has issued /proposes to issue raw materials to the contractor to enable them to complete the work.
- iii. AND WHEREAS one of the conditions for placing such contract(s) is that the Contractor/ Supplier shall provide the Company a Bank Guarantee for Rs.in lieu of cash and towards the security deposit for the raw materials supplied and to be supplied, in pursuance of the contract(s) already placed but pending as on date and the contract(s) to be placed from time to time up to (Date) and also for the satisfactory performance and completion of work/supply as per the terms and conditions of the said contract(s).
- iv. AND WHEREAS the Contractor/ Supplier..... approached the(Bank) and at their request and in consideration of the arrangement arrived at between the said Contractor / Supplier and the said Bank,
- v. We(indicate the name of the bank with full address), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Company stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Company by reason of breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement or by the reason of the contractor(s) 'failure to perform' the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.
- vi. We..... (Bank) , further assure that the Contractor/ Supplier shall be responsible for the safe custody and protection of the raw materials that have been supplied/and to be supplied by BHEL under the contract(s) already placed but pending as on date and to be placed up to(date) against all risks till they are delivered back as finished products to BHEL as per the terms and conditions of the Contract or as they may direct and until such time, the Contractor/ Supplier shall hold the raw materials in trust for BHEL and shall not alienate the same in any manner whatsoever by way of sale or mortgage or charge or hypothecation etc. in favour of anyone else including the bank herein or any other banks /financial institutions etc.
- The raw materials shall always remain the property of BHEL and the Bank shall indemnify BHEL against the loss, damage or deterioration whatsoever in respect of the said raw materials while in the possession of the Contractor/Supplier. The raw materials of BHEL shall always be open for inspection by any Officer authorized by BHEL. The liability under this Guarantee is a continuing one covering all contracts already placed but pending as on date and to be placed up to.....(date) and should any loss or damage occur on account of the breach of the terms and conditions of the said contract(s) by the Contractor/ Supplier or should any surplus raw materials become due to the Company under the Contract(s) and remains undelivered by the Company, the Bank shall indemnify the Company for the loss /damage for the value of raw materials for Rs...../- (RupeesOnly) and this is without prejudice to any other remedies which may be otherwise available to the Company by deduction from any sum due or any sum which at any time hereinafter become due from the Contractor/ Supplier under this or any other Contract(s).
- vii. We undertake to pay unconditionally to the Company any money so demanded notwithstanding any dispute(s) raised by the Contractor in any suit, or proceedings pending before any Court or Tribunal or Arbitration or before any other authority relating thereto our liability under this present being absolute and

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unequivocal. The payment under this guarantee would not wait till the disputes have been decided by any Court or Tribunal or in the arbitration proceedings or by any other authority. The payment so made by us under this Bond shall be a valid discharge of liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

- viii. We.....(indicate the name of Bank), further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Company under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____Office / Department/ Division of the Company certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
- ix. (i) Unless a demand or claim under this guarantee is made on us in writing on or before the _____we shall be discharged from all the liability under this guarantee thereafter. But where such claim or demand has been preferred by the Company with the Bank before the expiry of the said date, the claim shall be enforceable notwithstanding the fact that the said enforcement is effected after the said date.
- (ii) For the purpose of this clause, any letter making demand on the Bank by M/s. BHEL dispatched by Registered Post with Ack. Due or by Telegram or by any Electronic media addressed to the above mentioned address of the Bank shall be deemed to be the claim / demand in writing referred to above irrespective of the fact as to whether and when the said letter reaches the Bank, as also any letter containing the said demand or claim is lodged with the bank personally.
10. We(indicate the name of Bank), further agree with the company that the Company shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Company against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the company or any indulgence by the company to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating would but for this provision have effect of not so relieving us.
11. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
12. It shall not be necessary for the company to proceed against the contractor before proceeding against the guarantor-bank and the guarantee herein contained shall be enforceable against them notwithstanding any security, which the company may have obtained or obtain from the Contractor shall, at the time when proceedings are taken against the guarantor hereunder be outstanding or unrealized.
13. Any claim or dispute arising under the terms of this document shall only be enforced or settled in the Courts at Tiruchirappalli.
14. The guarantor hereby declare that it has power to execute this guarantee and the executant has full powers to do so on its behalf under the proper authorities granted to him/them by the guarantor.
15. We (indicate the name of Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the company in writing.

In witness whereof we....., (indicate the name of Bank) have hereunto setout Bank Seal the _____day _____month 200

Bank Phone No.
Bank e-mail ID
Bank FAX No

The Bank Guarantee bonds (BG) are to be submitted on non-judicial stamp paper of Rs. 100/- and should be only from any one of the below mentioned Banks in India.

LIST OF CONSORTIUM BANKS IN INDIA

(as on 15.12.2011)

List of Consortium Bank			
	Nationalised Bank		Nationalised Bank
1	Allahabad bank	19	Vijaya Bank
2	Andhra bank		Public Sector Banks
3	Bank of Baroda	20	IDBI
4	Canara Bank		Foreign bank
5	Corporation bank	21	CITI Bank N.A
6	Central bank	22	Deutsche Bank AG
7	Indian Bank	23	The Hongkong and Shanghai Banking Corporation Limited
8	Indian Oversea Bank	24	Standard Chartered Bank
9	Oriental bank of Commerce	25	The Royal Bank of Scotland N.V.
10	Punjab National Bank	26	J P Morgan
11	Punjab & Sindh Bank		Private bank
12	State Bank of India	27	Axis Bank
13	State Bank of Hyderabad	28	The Federal Bank Limited
14	Syndicate Bank	29	HDFC
15	State Bank of Travancore	30	Kotak Mahindra Bank
16	UCO Bank	31	ICICI
17	Union Bank of India	32	Indusind Bank
18	United Bank of India	33	Yes Bank

(1) It should be typed in the **Rs. 100 value of stamp paper.**

(2) It should be **signed by TWO bank officials** with Rubber stamp containing names & employee numbers of bank officials.

(3) It should be submitted with bank covering letter with sign and seal of the bank official.

INSTRUCTIONS TO TENDERERS

1. The tender is open to all contractors. The Contractors not borne on the approved list of contractors of this Organization must submit the following testimonials simultaneously with their tenders.
 - i. A Certificate to establish that the tenderer is an independent contractor working on his own.
 - ii. At least two certificates from responsible Officers of Government of Firms of repute, regarding the tenderer's capacity to undertake to undertake and carryout the work tendered for or similar work satisfactorily.

NOTE :

- a) ~~Copies of testimonials unless attested a Gazetted Officer will not be accepted.~~
 - b) Non – Submission of the above testimonials simultaneously with the tenders may result in the tender being rejected.
2. The tenderer is advised to obtain the tender documents in person or by a messenger duly authorized to do so. The BHARAT HEAVY ELECTRICALS LIMITED will not under any circumstances accept responsibility for the non – receipt of delay in the receipt of the tender documents by the tender.
 3. Percentage rate should be quoted in FIGURES and in WORDS. In case of any difference in the rates quoted in figures and in words, the higher of the two rates will be taken as the tendered rate.
 4. Tender Value is only approximate and liable for variation without entitling the tenderer to any compensation, till the total value of contract vary by more than 20% (Twenty Percentage)
 5. Quoted rate shall be firm throughout the contract period of **24 (Twenty Four) months**.
 6. Should a tender find discrepancies or omissions in the drawings or any of the tender documents or should be in doubt as to their meaning, he should at once address the authority inviting the tender for clarification. Every Endeavour is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take upon himself to provide for the risk of any error which may be subsequently by discovered and shall make no subsequent claim on account thereof.
 7. Tenders submitted by post should be sent "Registered Post with Acknowledgement due". These should be posted with due allowance for any delay in postal delivery. Tenders received after the due date and time of opening, tenders are liable to be rejected.
 8. The contractor's responsibility under this shall commence form the date of receipt of sale order of acceptance of his tender. The scheduled period of completion for this work will be as mentioned in notice inviting tender and the Contractor will have to plan his work accordingly.
 9. **Earnest Money Deposit:**
 - 9.1) EMD is to be paid by tenderers for securing fulfilment of any obligations in terms of the NIT. Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to him.
 - 9.2) Rates of EMD shall be as under:

For works/ services costing upto Rs 10 Crs.	2% of the estimated cost
For works/ services with costing more than Rs. 10 Crs.	Rs 20 lakhs plus 1% of the estimated cost over Rs 10 Crs.

9.3) Mode of Deposit:

The EMD may be accepted only in the following forms:

- i. ~~Cash deposit as permissible under the extant Income Tax Act (before tender opening)~~
- ii. Electronic Fund Transfer credited in BHEL account (before tender opening)
- iii. Banker's cheque / Pay order/ Demand draft, in favour of BHEL, Trichy (along with offer)
- iv. Fixed Deposit Receipt (FDR) issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)

In addition to above, the EMD amount in excess of Rs Two lakh may also be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at-least six months.

9.4) EMD by the Tenderer will be forfeited if,

- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) The Contractor fails to deposit the required Caution deposit or commence the work within the period as per LOI/ Contract.

9.5) EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

9.6) EMD shall not carry any interest.

9.7) EMD of successful tenderer will be retained as part of Caution Deposit

10. Should a tenderer or a contractor on the list of approved Contractors have a relative, or in the case of a firm or Company of contractors any of its share holders or shareholder's relative, employed in a gazetted capacity in the Engineering Department of the Bharat Heavy Electricals Limited, the authority inviting tenders shall be informed of this fact at the time of submission of the tender, failing which tender, may be disqualified or if such fact subsequently comes to light, the contract may be rescinded in accordance with the relevant provisions in the General Conditions of Contract.
11. If tenderer expires after the submission of his tender or after the acceptance of his tender the BHEL may, at their discretion, cancel such tender. If a partner of a firm expires after submission of tender or after the acceptance of the Tender, BHEL may cancel such Tender at their discretion unless the firm retain its character.
12. If the tenderer deliberately gives wrong information in his tender or creates conditions favourable for the acceptance of his tender, the Bharat heavy Electricals Limited, reserves the right to reject such tender at any stage.
13. Words importing the singular number shall also be deemed to include the plural number and vice versa where the context so requires.
14. The expenses for competing and stamping the agreement shall be paid by the contractor.
15. Tenderers shall not decrease their quoted rates in case the Bharat Heavy Electricals Limited, negotiates for negotiation for increase of rates. Such negotiation shall not amount to cancellation or withdrawal of the original offer and the rates originally quoted shall be binding on the tenderers for a period of three months from the date of opening of tenders.
16. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
17. If, in case of opening of price bids, when there is a Tie in the percentage rates quoted by the tenderers, the ranking will be decided based on Lot System, in the presence of the bidders who witness the price bid opening.

TENDER NOTICE

Name of Work : **Lease of Coconut Trees in and around Township & Factory**
Estimated Cost : **Rs 7,75,320**
Period of Contract : 24 (Twenty Four) Months

1. SEALED TENDERS for the above noted work are hereby invited from contractor experienced in works of similar kind and magnitude. Tenders will be received by **Mgr / CIVIL / Planning, Civil Township Office**, Bharat Heavy Electricals Limited, Tiruchirappalli – 620 014. Up to 10:00 hrs. on **20 10 2020** and will be opened on the same day at 10.00 hrs. at the Office of the **Mgr / CIVIL / Planning, Civil Township Office** in the presence of such of those tenderers. Or their agents who may choose to attend.
2. TENDER FORMS and other particulars regarding the proposed work can be downloaded **from BHEL website (bhel.com/ eprocure.gov.in)** by entering corresponding NIT number or by searching the name of work.
3. TENDERS must be submitted in sealed covers and should be addressed **Mgr / CIVIL / Planning, Civil Township Office**, with full name and address of the tenderer and the name of work being noted on the cover.
4. All entries in the tender documents should be in one ink. Erasures and over writings are not permitted. All cancellations and insertions should be duly signed by the tenderer concerned.
5. TENDERERS should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of Tender Documents ~~including the drawings~~ attached there to before submitting their tender.
6. ~~UNIT rate should be quoted in figures as well as in words with reference to each item and for all the items shown in the attached schedule. These rates shall be for the finished work in site. Amount of each item and the total page by page and also the grand total amount of the whole contract should be filled in by the tenderers. Unit rate quoted shall be the basis for arriving the total value of the tender. The total amount for every item shall be arrived by multiplying the unit rate with the quantity indicated for that item. In case of any deviation is noticed in the total amount, the same will be corrected and evaluated by taking unit rate as basis and multiplying with the quantity indicated.~~
7. QUANTITIES shown in the attached schedule are only approximate and are liable to variation without entitling the contractors to any variation in the Quoted rates till the total value of the Contract does not vary by more than 30% (thirty percent).
8. In quoting their rates, the tenderers are advised to take account all factors including any fluctuations in the market rates etc. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract.
9. Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevalent conditions position of materials and labour, General and Special Conditions of Contract. Instructions to tenders, drawings and Specifications and all other documents which form part of the Agreements to be entered into.
10. The rate quoted in the tender shall remain valid for a period **THREE MONTHS** from the date of opening of tenders.
11. In the event of tender being submitted by firm the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of attorney on behalf of the firm concerned in the latter case a copy of the power of attorney duly attested by a Gazetted Officer must accompany the tender.

Every tender must be accompanied with EMD for the amount as mentioned in “Instruction to Tenderers”. EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of award of work. In case of the

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successful tenderer, the Earnest Money will be retained as part of the Security Deposit for satisfactory completion of the work in accordance with Clause 16 of the General Conditions of Contract.

NOTE: Cheques, Currency Notes and Money Orders will not be accepted in lieu of the deposit receipt referred to above.

12. Security Deposit

12.1 The Security Deposit shall be collected from the successful tenderer. The total amount of **security deposit will be 5% of the contract value**. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.

At least 50% of the required Security Deposit, including the EMD has to be furnished by the contractor before commencement of the work.

Failing which the recovery of interest will be made at prime lending rate of SBI plus 2% for the period of default.

12.2 Security Deposit may be furnished in any one of the following forms:

Modes of deposit:

The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:

- i. ~~Cash (as permissible under the extant Income Tax Act)~~
- ii. Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii. Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
- 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)

(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)

12.3 Security Deposit can also be recovered at the rate of 10% of the gross amount progressively from each of the running bills till the total amount of the required Security Deposit is collected. However, in such cases at least 50% of the Security deposit should be collected before start of the work and the balance 50% may be recovered from the running bills.

(Note: In case of (a) small value contracts not exceeding Rs 20 lakhs or (b) SAS jobs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection / recovery of initial 50% Security Deposit).

The Security Deposit shall not carry any interest

NOTE: Acceptance of Security Deposit against Sl. No. (iv) and (v) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, 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.

13. Unless the contractor whose tender is accepted signs the Contract Agreements and makes the necessary security deposit specified in Para 12 above within Seven days of the date of the order directing him to do so the amount of Earnest Money Deposit already deposited by him will be forfeited and acceptance of his tender withdrawn.

14. After tender opening if tenderer revokes his tender or increases his earlier quoted percentage rate or after acceptance of his tender does not commence the work in accordance with the instruction of the Engineer-in-charge, the Earnest Money deposited by him will be forfeited and acceptance of his tender withdrawn. If only a part of the work included in the tender had been awarded to the tenderer, the amount of Earnest Money to be forfeited will be based on the value of the contract so awarded.
15. Bharat Heavy Electricals Limited reserved the right to reject any or all the received or accept any tender or part thereof without assigning any reason thereof. In the case acceptance of part of tender, time for completion may also be reduced to the extent considered appropriate by the Accepting Authority.
16. Conditional and Un witnessed tenders, tender containing absurd rates and amounts tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions laid down by the Accepting Officer are liable to be rejected.
17. Tenders not submitted on the prescribed form are liable to be rejected.
18. The work must be completed within a period as mentioned in Notice Inviting Tender.
19. The Chairman / General Manger / Deputy General Manager / Deputy Manager / Senior Engineer shall be Accepting Officer, herein after referred to as such for the purpose of this contract.
20. This tender notice shall be deemed to form an integral part of the contract to be entered into for this work.
21. The tenderers are advised to go through the condition stipulated in Tender document & code of conduct for 'Health & Safety of Contract Labourer' in details.
22. Any violation thereof will invite punitive action being taken against them. While quoting the rate all the above factors are to be taken into account.

ISSUING OFFICER



**BHARAT HEAVY ELECTRICALS LIMITED,
UNIT: TIRUCHIRAPALLI - 620 014
CIVIL ENGINEERING DEPARTMENT (TOWNSHIP)**

NORMS FOR QUALIFICATION

NORMS FOR QUALIFICATION for the work of Lease of Coconut Trees in and around Township & Factory

Tender Schedule No. CT: TS: 004/ 20-21

Sl. No.	Thrust Area	Tender Value Rs. in Lakhs
		7.75
ELIGIBILITY:		
1.	PAN CARD	

GENERAL SAFETY PRECAUTIONS TO BE FOLLOWED AT WORK SITE DURING EXECUTION

The following safety measures should be strictly adhered to during execution of works at sites.

1. Providing the working platform with toe board and handrail for continuous working at heights.
2. Providing safety belt and life line at all times for men working at heights.
3. Providing dust or fume respirator in places where dust and fume concentration exists.
4. Providing goggles and welding screens.
5. Providing acid and alkali proof rubber gloves for handling acid and alkali and chemical which are corrosive.
6. Providing rubber gloves for working on electrical works.
7. Ensuring proper lashing of the components while being transported in vehicles.
8. The vehicles must have side supports or have body to support the materials conveyed.
9. The materials should not be allowed to extend or overflow the sides of the vehicles.
10. Materials should not be allowed to overhang from the rear edge of the body of the vehicle.
11. Driver of the vehicle must possess license.
12. Vehicle must not be overloaded prescribed limits.
13. Red flags and lights for parts projecting from the body of vehicle must be provided.
14. The speed restrictions within the factory premises must be strictly adhered to.
15. The gas cylinders must be always handled on trolleys or kept tied down not in use. They should never be rolled as Roller for conveying.
16. Cylinders should not be used without regulators.
17. All excavations must be barricaded and red lamps must be provided.
18. All electrical connections must be properly earthed.
19. No work should be taken up for execution inside shop floor, without obtaining necessary work permit.
20. Providing helmet, safety belt, etc., for high level work and sufficient number of Industrial Safety nets at appropriate level to safeguard the persons working at high level particularly in trusses, girders, roofing etc., of industrial and high roof buildings.
21. The contractor should maintain a register regarding the driver license particulars.
22. All personal protective equipment conform with standard specification as per the details given in the code of conduct.

Contractor including their sub-contractors, agents and labour engaged on the work are required to scrupulously adhere to the safety regulations, safety precautions and measures. Any violation thereof will invite punitive action being taken against them. Also contractors with frequent violations of safety regulations will not be entrusted with further work in this organization.

SAFETY PRECAUTIONS TO BE OBSERVED WHILE TRANSPORTING MATERIALS

i. VEHICLE

1. Vehicles carrying material should have proper registration documents and must be produced on demand by our Security Staff.
2. The light on right side, i.e., over the drivers cabin shall be in working condition.
3. Both the head lights as well as park lamps must be in working conditions.

ii. MOVEMENT OF VEHICLE

1. The vehicle should not travel at more than 20 km.ph in our premises.
2. The Driver of the vehicle must possess heavy duty license and produce on demand by the Security Staff.
3. Vehicles carrying inflammable liquids in the tank containers should have grounding chain or the tank should be coated with insulating material also to avoid Static Electricity.
4. In road junctions, speed breakers and railway crossing, the speed should be lowered and vehicle should proceed cautiously.
5. The driving should 'KEEP TO THE LEFT' at all places.
6. The vehicle should not be parked in road which could obstruct the vehicular traffic.
7. No person other than driver should be allowed to sit or stand on the prime mover or trailer.
8. The vehicle should pass only through the approved routes. Short cuts should be forbidden.
9. There must be a safe distance behind another moving truck.
10. The driver should avoid making quick starts, jerky stops or quick turns at excessive speed.

iii. SHIPPING

1. Strong side supports should be provided on both sides of the trailer. The side supports should be fixed in such a way that it cannot be removed even temporarily.
2. Adequate packing must be given for easy slinging operation. The packing materials should be good enough to withstand the load.
3. The stacking of loads in the truck should be evenly placed. The load should not be heaped together or dumped over the chassis.
4. The loaded materials should be fastened tightly with 'WIRE ROPE'. Manila rope or coir rope should not at all be used. There must be side packing such as gunny or rubber tyre between the sharp edge of the job and wire rope in order to avoid cut in the wire rope.
5. There must be minimum two fastenings and it should be more in case of lengthier loads.
6. The wire rope should be in sound conditions i.e., there should not be links, knots or bristles etc.,
7. The wire rope ends should be clamped with 'U' clamps.
8. The load on the truck should not be beyond its standard capacity. The carrying capacity must be clearly marked on the trailer also.
9. The loose pieces should be bundled before loading on the truck.

10. There must be red flags or red lamps for the lengthy loads which extend beyond chassis.
11. The load should not be over hanging more than 3 ft. from the end of the body.
12. The materials should not be stacked too high to avoid hitting against live electric lines.
13. While transporting the scraps, there must be wire knitting cover to prevent falling of scrap.

iv. GENERAL

The vehicles should not be moved directly inside the production building in case the materials are to be unloaded there. But the vehicle should be parked outside the building and the driver should ascertain the passage as well as the unloading points with the help of shop officials. This will avoid the congestion of blocking of traffic in the gangway.

BHEL-Trichy : Contractor Safety Guidelines

Following are the points to be ensured for the safety of contract employees.

I. Identity and Entry:

1. The contractors to give identity card to their employees with full details like employee name, company name, age, blood group, contact person with phone no. etc.
2. The contractors not to employ people whose age is below 18 years.
3. HR/Welfare will issue passes to the trained employees only.
4. Welfare has to arrange for necessary infrastructure (biometric entry) for enrolment of new contract workers. Biometric entry system will be made available in North Gate and Unit 2 initially.
5. The data of daily entry of contract workers through biometric will be made available online to the contract awarding departments HR/Welfare.

II. Training:

1. Safety, first aid and fire fighting training to be given to two responsible persons in each contract and they should take care of their groups on day to day working.
2. This shall be done within a period of 2 weeks after awarding of fresh contract.
3. For ongoing contracts the contractors has to identify the persons to be trained within a period of 2 weeks.
4. Driving/operation of Crane/jumbo/Fork lift etc are to be done only by authorized persons.

III. Dress Code:

1. Male employees should enter gates only with Safety shoes, Pants-Shirts, (Dothi, Lungi not permitted).
2. Female employees should enter gates only with Safety shoes. Loose dress must be avoided. (A shirt over saree / chudithar is a must).
3. Normal shoes are acceptable for office area work only.
4. Employees working in canteens can wear sandex.
5. Welfare will finalize and indicate a color coding to be provided in the dresses used by contract employees for uniformity and easy identification of the contract workers.

IV. Procedures:

1. Smoking, audio-playing (mobile phone, iPod, inbuilt music systems etc in the vehicles.) are banned within the factory premises.
2. Moving to unrelated areas must be strictly avoided by the contract employees entering to the other areas only with knowledge of concerned department.
3. Procedure (SOP) given from user departments are to be adopted for all operations and maintenance – e.g. tank cleaning, ET plant maintenance, Sewage maintenance, Oxidation pond maintenance, operation of substation, transformer maintenance etc. User departments agreed to generate procedures incase if not available already (Snake catching, Monkey catching, Honey comb removal etc.).
4. Adequate precautions to be taken while waste removal like paint sludge removal, chromic sludge removal, phenol and tar removal by contract employees.
5. The contractor should clearly inform the hazards involved to the employees MSDS to be displayed.
6. The contract employees involved in tank cleaning, ET plant maintenance, Oxidation pond maintenance should know swimming and strict monitoring should be ensured.
7. Line clearance(LOTO)procedure to be followed during bulb changing, electrical substation maintenance, DSL maintenance, furnace instrumentation etc.
8. Work permits to be obtained for jobs like work at height, excavation, blasting, hot work, pipe line work, roof light maintenance, work at confined space like cellar.
9. Users agreed to initiate the permits for all the works mentioned in the table given below to safety mgt for clearance.

BHEL-Trichy : Contractor Safety Guidelines

Work Permit Instructions

Sl No	Works	Instruction
1	Construction, erection & Commission of new and modification of existing civil structure	The contract workers employed shall have sufficient job knowledge shall follow the procedures and dress code
2	Periodical Civil maintenance work at height	Only experienced people shall be allowed to carry out the work at height. Physically fit without any vertigo problem. Wear safety belt and use life line, Net etc.
3	Work at height - including roof light maintenance and furnace work	Only experienced and qualified electrician shall be allowed to carry out the work at height. Physically fit without any vertigo problem. Wear safety belt and use life line, Net etc.
4	Welding work at process plant including pipe lines , PG and acetylene plant	Only experienced people shall be allowed to carry out the work at height. Shall take care of nearby pipeline, remove all flammable materials. Get help from fire service.
5	Crane erection and modification work	Only experienced people shall be allowed to carry out the work. Wear safety belt and use life line. Net etc. Remove all loose material
6	Excavation and Blasting.	Some lapse is noticed obtaining Excavation permit, shall be strictly followed. Only licensed holder shall carry out blasting, accountability shall be properly maintained for the explosives, unauthorised/unapproved explosives shall not allowed. Only authorised equipment shall be used for blasting
7	Fragile roof work	Only experienced people shall be allowed to carry out the work at the fragile roof. Physically fit without any vertigo problem. Wear safety belt and use life line. Net etc. They shall be properly instructed before going to the roof.
8	Confined space work, cellars, furnace ducts	Oxygen level to be checked before work, proper breathing apparatus to be used. Only experienced people shall be allowed to carry out the work at cellars/confined space

10. Specified Speed limit 20 kmph to be followed by all the vehicles entered in factory premises.

11. Procedure given by user departments for spray painting, brush painting and dip painting should be followed. Paint sludge removal, empty tin removals etc. are to be periodically carried out and sent to disposal stores.

BHEL-Trichy : Contractor Safety Guidelines

V, Equipments:

1. All the equipments used by the contractors are to be in good condition with all safety provisions and to be checked and certified by the department officials.
2. Electrical supply to be taken through the M&S department. Unauthorized connections taken any will be viewed seriously.
3. Welding machines are to be used with proper earth connection. Cables should be in good condition. Insulation to be checked regularly and maintained.
4. Qualified electricians are only to be used for giving connections.
5. Good quality Electrical equipments and tools are to be used with valid certificates. These certificates must be shown on demand.
6. For portable electrical equipments supply to be taken using plugs points.
7. Wires / cables extension box should be in good condition.
8. Proper earthing should be maintained.
9. Mobile Crane, Fork lift, Trailers; JCB etc. should be in good condition with specified capacity and should not cause any untoward incident while in use.
10. Fitness Certificate issued by competent person approved by Govt. authorities, insurance and emission certificate etc. should be in possession and should be shown on demand.

VI All contractors:

A. Gas Plant:

1. Contractors to use only trained persons for working in LPG installations with separate identity and to furnish valid documents for working in LPG area.
2. If LPG is used, hazards, safe handling methods, etc., are to be clearly explained to the employees and safety measures are to be taken.
3. People working in LPG line, furnace, and installation are to be aware of LPG properties; hazards involved and should work with adequate precautions and assistance. Hot work permit to be obtained any welding/cutting work in this area. No spark or flame is allowed.
4. Awareness on PG Plant, Inflammable stores for contract employees should be ascertained by the contractors. Contract employees authorized by safety are only to be allowed. Others not allowed.
5. Adequate precautions must be taken by contractors for their employees working in the PG area. (Gas generation, coal handling, poking operation, booster area, ash handling, tar and phenol handling, pipe line work etc.)

BHEL-Trichy : Contractor Safety Guidelines

B. Electrical Contractors:

1. Must ensure proper care before working on electrical lines.
2. Must have obtained line clearance/work permit for all electrical work, panel board cleaning, roof light changing, cable trench works and works in confined areas.
3. After completion of the work the line clearance/ permits must be closed.
4. Must remove all the left out choke, bulbs, tools, fasteners etc. after completion of the work (working on height).
5. Portable machines, lines drilling machines must be with proper plug points.
6. Unused new cables and fittings are to be returned to the concerned. Old cables/ used cables are to be removed and returned properly.

C. Painting Contractors:

1. Must know the characters of paints, thinners, solvents etc before handling.
2. User departments and the contractor must provide Materials Safety Data Sheets (MSDS) for the contract employees involved in painting work.
3. Contractors should provide respirators to the employees doing painting work.
4. User departments should ensure training for contract employees in Fire prevention, fire fighting etc.
5. The training shall be through Fire/Security department.
6. Contract employees must take adequate precaution to prevent fire while working.

D. Civil Contractors:

1. Employees working in Civil constructions should be familiar with the relevant work viz masonry work construction, tiles, partition, floor elevated work etc.
2. Tools, equipment pertaining to their works must be in good condition and with valid certificates. The workers employed must be skill ful enough to complete the work- roof work, work at height, excavation blasting etc.
3. Contractors must check the health of employees specific to occupation periodically and furnish evidence to welfare department/BHEL. This is a must for the works like working at height, Jack hammering, sewage cleaning etc.
4. Vehicles used for construction works like lorries, excavation equipments (JCB), Mixing machines etc., are sound in operating condition.

BHEL-Trichy : Contractor Safety Guidelines

5. User departments should ensure that the applicable procedures are clearly understood by contract employees involved in civil maintenance viz flooring, floor cleaning, building maintenance, water line, pipe lines, storm water, ETP Maintenance etc. The adherence to the procedures must be ensured by contract supervisor.
6. The operators should be licensed, trained and authorized persons. Valid certificates/ documents must be shown on demand.
7. Employees should remove the waste materials from the work spot after completing the works.

E. Transport Contractors:

1. Vehicles carrying materials should have proper registration documents and must be produced on demand to BHEL security staff.
2. The driver of the vehicle must possess valid heavy duty license, vision Test certificates & relevant valid vehicle documents as per the factory Rules and to be produced on demand to the security staff.
3. The cleaner should be knowledgeable enough to give correct direction. Also should not drive inside or take training inside. Every vehicle should have pair of skilled driver and cleaner.
4. No persons other than driver should be allowed to sit or stand on the Prime Movers of the trailer.
5. Should not do Cooking, Bathing, Vehicle cleaning etc. within the premises.
6. The lights on right side (i.e.) over driver's cabin should be in working condition.
7. Both the head lights as well as park lamps must be in working condition.
8. The tire, brake, horn, turning lamps, etc must be in good conditions.
9. The vehicle should not be parked in the road in such a way to cause obstruction to vehicular traffic.
10. There must be a safe distance behind another moving truck.
11. If vehicle got break down, they should attend maintenance work and ensure to avoid oil and grease spillage & traffic issues.
12. Drivers should not do material handling activities.
13. Must not stand under/ close to load while lifting the materials
14. Speed limit 20 km/hr to be maintained inside the factory premises.

BHEL-Trichy : Contractor Safety Guidelines

F. Shipping:

1. Strong side supports should be provided on both sides of the trailer. The side supports should be fixed in such a way that it cannot be removed even temporarily.
2. Adequate packing must be given for easy slinging operations. The packing materials should be good enough to withstand the load.
3. The stacking of loads on the truck should be evenly placed. The load should not be heaped together or dumped over the chassis.
4. The load on the truck should not be beyond its standard capacity. The carrying capacity must be clearly marked on the trailers also.
5. The loaded materials should be fastened tightly with wire rope. Coil rope should not at all be used.
6. There must be side packing such as gunny, rubber-tire between the sharp edges of the job and Wire rope in order to avoid cut in the wire rope.
7. There must be minimum two fastening and it should be more in case of lengthier loads.
8. The loose pieces should be bundled before loading on the truck.
9. There must be red flags or red lamps for the lengthy load which extend beyond chassis.
10. The materials should not be stacked too high to avoid hitting against live electric lines.
11. Must not lift beyond the capacity (SWL) of mobile cranes.
12. Must keep valid certificates for the individual (inclusive of vision Test certificates) and lifting equipment.
13. Should not use mobile cranes for transporting and dragging

VII Travels/Taxi Contractors:

1. Must have valid documents like Driving license, RC, Insurance, FC, Vision Test Certificate.
2. Max speed limit 20 KM/Hr must be followed, Timing prescribed for entry and exit to be strictly followed. Not to overtake inside the Premises.
3. Seat belt must be worn by taxi drivers, Park cars only in the permitted areas.
4. Using mobile phones while driving and playing iPod, inbuilt music systems etc in the vehicles. are banned within the factory premises.

BHEL-Trichy : Contractor Safety Guidelines

VIII Welfare:

1. The contractors are directed to generate PF number and ensure PF contribution remittance for all contract workmen engaged by them.
2. Bio-Metric Entry for Contract Workmen : Contractors have been directed to cover all the contract workmen engaged by them through Bio-Metric Entry System

XI Health Check up

Contractors must check the health of employees specific to occupation periodically and furnish evidence to welfare department/BHEL for updating. Specific test is a must apart from General Health checkup for the works like

1. Working at height- Vertigo test
2. Mobile crane operator- Vision test, audiometric test
3. Vehicle drivers- Vision test, audiometric test
4. Shot blasting operations- Lung function test, audiometric test
5. Canteen employees- Dermatitis
6. Jack hammering- Lung function test, audiometric test
7. Sewage cleaning- Lung function test,
8. Electro-plating- Skin and respiratory tract
9. Grinding - Lung function test, audiometric test
10. Spray painting - Skin and respiratory tract

X. Safety Equipment:

Contract employees must wear the PPEs relevant to the nature of work in addition to the safety shoes.

1. Welding - Welding Shield and goggles
2. Gas cutting - Aprons, Gas cutting goggles
3. Painting - PVC gloves, PVC apron, respirators
4. Electrical work - Electrical Resistance gloves, gum boots (during rain)
5. Work near hot furnace - Heat resistant gloves & Apron
6. Glass wool related works - Respirators, Barrier Cream
7. Slag removal, cleaning and grinding work - Goggles / dust respirators.
8. Handling of rough and sharp surfaced objects - Leather gloves
9. Sanitary work - Hand gloves, Gum boots
10. Concrete preparation - Gum boots Electrical
11. Work at height - Rubber gloves, Safety Belt, Fall arrestors, Life line Rope.

BHEL-Trichy : Contractor Safety Guidelines

XI. Violations:

The following will be treated as serious violations and appropriate actions are to be initiated by the users.

1. Employing people whose age is below 18 years.
2. Not wearing safety shoes or normal shoes (Contract employees will not be permitted after the security gates).
3. Not wearing PPEs.
4. Working without proper work permit.
5. Possession of mobile phones other than taxi drivers..
6. Using mobile phones while driving .
7. Unauthorized electrical connections .
8. Driving/operation of Crane/jumbo/Fork lift etc by unauthorized persons.
9. Unauthorized operation/driving of lorries, mobile cranes etc.
10. Smoking, alcohol, audio-playing etc.
11. Moving to unconnected areas.
12. Any willful act that creates unsafe conditions .

SCHEDULE 'B'

1. The following materials will be issued FREE of cost to contractor at BHEL Stores / Stock yard.

Sl.No.	DESCRIPTION	PLACE OF ISSUE
	NIL	

2. ~~It will be the responsibility of the Contractor to submit his demands for the above stores in writing atleast seven days in advance of the actual requirement.~~
3. ~~Issue of Stores is subject of the availability at the place of issue cited above, items of stores to be issued by BHEL which are not available at the time of indenting by the contractor may be supplied by BHEL after necessary procurement. The contractor shall not be entitled to any claim of compensation for delay in the supply of stores by BHEL under any circumstances.~~
4. ~~The materials will be issued only during the working hours of the BHEL Stores Department (8.00 a.m. to 4.30 p.m.). Contractor shall have to transport them to the site of work at his own cost as soon as they are issued to him.~~
5. ~~The steel materials if issued will be in random lengths and sizes as stocked by the BHEL and the cost of all cutting, conversion, substitution and fabrication as well as wastage shall have to be borne by the Contractor.~~
6. ~~The contractor shall from time to time render proper account of all materials issued to him by BHEL. If he fails to do so, no further issue of materials will be made to him and he will be held responsible for any delay in the execution of the work which may occur on this account.~~
7. ~~Where A.C. Sheets and accessories, Doors, Windows, Sanitary fittings, Special glasses or other items are issued free of cost to the contractor, the contractor will have to make good at his own cost any loss or damage to any part or whole of the items issued to him as above. All wastage within the premises limits as fixed by BHEL will be charged for at the prescribed issued rates of BHEL. Excess wastage will be charged for at punitive rates which will be 100% higher than the issue rates.~~
8. ~~All surplus materials in good condition which are not returned to the BHEL Stores as also quantities of materials consumed in excess of the max. permissible limit as fixed by BHEL shall be charged for at punitive rates.~~

~~The decision of the Senior Engineer / Dy. Manager / Manager as to the extent to which materials have been rendered surplus or consumed in excess of the actual requirements shall be final and conclusive and binding on the contractor.~~

SCHEDULE 'C'

ISSUE OF TOOLS AND PLANTS TO CONTRACTORS

Sl.No.	Qty.	Particulars	Details of BHEL Crew Supplied	Hire Charges Per unit Per Day	Place Issue	of	Remarks
--------	------	-------------	-------------------------------------	-------------------------------------	----------------	----	---------

.....Nil.....

b) Machineries shall not be operated over time without the written permission of the Sr. Engineer / Dy. Manager / Manager.

c) All Coolies, Watermen etc., required in addition to BHEL crew mentioned in column 4 above shall be arranged by the contractor at his own expense.

SCHEDULE 'D'

NOTE: All Drawings are to be signed by the Contractor as well as the officer entering into contract.

SL.No.	DRAWING NUMBER	DESCRIPTION
1.	--NIL--	---NIL---

SCHEDULE 'E'

LEAD STATEMENT

Sl.No.	Name of Material	Name of Source	Lead Particulars both for Factory and Factory
1	---NIL---		

CONTRACTOR

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ACCEPTING OFFICER

C.A.....Date.....
(To be used in conjunction with BHE Ltd., General Conditions of Contract)

AUTHORITY TO TENDER

Office of the
Mgr / CIVIL / Planning,
Civil Township Office,
BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHY – 14.

Tender Schedule No. **TS No CT: TS: 004 / 20-21**

~~Lumpsum / Percentage Rate / Item rate~~ tender for work required in “**Lease of Coconut Trees in and around Township & Factory**”

Messrs......

....

.....of..... are / is hereby authorized to tender for the above work. The Tender is to be delivered at the Office of the **Mgr / Civil / Planning, Civil Township Office, BHEL, Trichy-620014. up to 10:00 hrs. on 20 10 2020** superscripting the name of works as mentioned above.

Any correspondence concerning this tender should be addressed as indicated above quoting the Tender Schedule No. and other relevant particulars.

BHARAT HEAVY ELECTRICALS LIMITED DO NOT BIND THEMSELVES TO ACCEPT THE LOWEST OR ANY TENDER.

Issuing Officer with Designation

Contract Agreement No.....

TENDER

To

Manager / CIVIL / Planning,
Civil Township Office, BHEL Township,
Bharat Heavy Electricals Limited
TIRUCHIRAPPALLI – 620 014.

I / We hereby offer to carry out the work of **Lease of Coconut Trees in and around Township & Factory**

I / We hereby carefully perused the following documents connected with the above noted work and agree to abide by the same.

1. Specifications (General & Particular)
- ~~2. Drawings~~
3. Schedule 'B', 'C', 'D' & 'E'
- ~~4. Schedule of Rates~~
5. BHE Ltd., General & Special Conditions of Contract, Tender Notice and Instructions to Tenders attached hereto.

I / We forward herewith the sum of Rs.....as Earnest Money, which shall be refunded should this tender be rejected. I / We further agree to deposit such sum which along with the sum of Rs.....mentioned above shall make up 50% of the fully Security Deposit for this work as provided for under conditions of the BHARAT HEAVY ELECTRICALS LIMITED General Conditions of Contract.

I / We further agree to execute all the work referred to in the said documents upon the terms & conditions contained or referred therein and as detailed in Schedule 'A' and Bill of Quantities annexure thereto and to carry out such deviations as may be ordered, vide conditions 6 of the BHEL Ltd., General Conditions of Contract up to a maximum of 20% of the tendered amount of Rs.....

I / We further agree to refer all disputes, as required by condition 62 of the General conditions of Contract to the sole arbitration of an Officer, to be appointed by the General Manager, B.H.E Ltd., in his sole discretion whose decision shall be final and binding.

WITNESS

Signature of the Contractor

Date:

1.

2.

CONTRACTOR

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ACCEPTING OFFICER

GENERAL SUMMARY

1. (a) Net Cost of works or building etc., from Schedule
'A' and Bill of quantities annexed thereto

Rs.

2. Provisional sum

Rs.

Total

Rs.

Rupees.....

Shri.....

in

the

capacity

of

..... has been duly authorized by me / use to

sign

the

tender

for

and

on

behalf

of

(in block

letters)

Date:

SIGNATURE OF CONTRACTOR

Witness:

Postal Address:

1.....
Address

Telephone No.

2.
Address

CONTRACTOR

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ACCEPTING OFFICER

..... alternations have been made in the Tender Document and as evidence that these alternations were made before the execution of contract agreement, they have been initialed by the Contractor and the

..... is hereby authorized to sign and initial on my behalf the documents forming part of this contract (Number of alternation in figures and words to be given me)

The above tender is accepted by me on behalf of the Bharat Heavy Electricals Limited, Unit Thriuvverumbur, Tiruchirappalli – 620 014. for a sum of Rs.

..... at the item rates as indicated in the Bill of Quantities attached to Schedule 'A'.

Signature Date.....

Designation

To

E FORMAT

THE PURCHASE/CONTRACT EXECUTING AGENCY/BHEL

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

01	Name & Address of the Supplier / Sub-contractor											
02	VENDOR CODE assigned by BHEL											
	Details of Bank Account:											
03	NAME & ADDRESS OF THE BANK											
04	NAME OF THE BRANCH											
05	BRANCH CODE											
06	MICR CODE	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
07	ACCOUNT NUMBER											
08	TYPE OF ACCOUNT	CURRENT A/C / OD / CASH CREDIT										
09	BENEFICIERY'S NAME											
10	IFSC CODE OF THE BRANCH	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
11	EMAIL ID											
12	TELEPHONE/MOBILE NO.											

CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited. I / We also agree to bear the applicable Bank Charges for the above mode of transfer. **A copy of the cheque leaf/cancelled cheque leaf of the above account is sent herewith.**

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

DATE:

(Manager / Officer's)
Signature Under Bank stamp and Name Seal
With Membership No.
(Telephone / Mobile No.)

Forwarded to Accounts Dept.

We confirm the above details are verified with the records available with us.

Signature of the BHEL Executive with Name Seal (Operating the Contract/Services) SIGNATURE OF THE APPLICANT

CONTRACTOR

40

ACCEPTING OFFICER