



Bharat Heavy Electricals Ltd.

Finance & Accounts Deptt, (Administration Section)
1st Floor Adm. Building, Piplani, Raisen Road Bhopal 462022
Tel No 0755- 2503021/5453

Enquiry No.: FIN/ADMN/002

Dated: 12.06.2019

To, (Name of contractors)

Sub:- Request for quotation of Works Contract for Miscellaneous Work in Two Part Bid.

Sir,

Quotations in **Two Part Bid** are invited for 10 No. Office Assistants (4 Skilled & 6 Semi-Skilled) for a period of One Year in Finance & Accounts Department. As per the scope, nature, terms and conditions mentioned below.

Part 1 Bid: All relevant documents as mentioned in Annexure-A, Annexure-D, EMD deposit receipt and documentary proof of Prequalifying Criteria.

Part 2 Bid: The Price Bid should be furnished in Annexure-B in sealed envelope separately.

A. Description of Work

- Receipt of daily incoming files/papers & Maintaining relevant registers.
- Acknowledge & forwarding of file through online Tracking system.
- Handing over files to various deptt. / Section Officer etc.
- Collection of files after clearance by section officers and dispatches entry thereof.
- Movement, Storage, retrieval of files, dak, filing of paper with the section
- Disposal of old records and house keeping
- Attending to Visitors / Attending Phone Call
- Preparation of PO files and attach summary sheet.
- Filing of PO amendments.
- Collection of LRs from banks and handing over to CRX.
- Distribution of objection bills / dak to various departments.
- Systematic record keeping by proper vaulting in records.
- Going to bank in relation to the section requirements.

The above work is not an exhaustive list of the task envisaged under the contract. In addition to the above task, the semi-skilled worker has to execute any other related task as may be assigned by the Section Incharge.

B. Terms & Conditions of Work :

- Job should be carried out at the assigned work place during office hours. In case of work exigencies the concerned staff may have to work beyond normal working hours.
- Holidays shall be followed as per the holidays declared by BHEL, Bhopal.
- Change in staff shall be made in consultation with BHEL. BHEL reserves the right to ask for the changes of any staff, if the performance/workmanship is found unsatisfactory. Prior period notice of at least 10 days required to be given in case of change of staff.
- The contractor should comply with statutory requirements of Government and other statutory bodies e.g. Labour license, PF, ESI, Bonus, Minimum Wages, Gratuity, etc.

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C. Measurement of Work

- Work will be measured on per day basis.
- Payment will be released on the basis of actual days worked by deployed person.
- It is estimated that Four skilled & Six Semi-skilled workers will be required for completion of above mentioned work.

D. Duration of time for which work is to be carried out

The awarding of above work will be for one year (i.e. 303 man days per person total 3030 man days for 10 person or total 24,240 man hours) from the date of issue of work order.

E. Terms of Payment

- Contractor has to raise monthly bill based on the hours worked during the month duly certified by the concerned authority.
- No extra payment shall be made for any additional hours or other work.
- Bill of Payment of per person/ per day basis charges shall be submitted after closure of the month
- Payment shall be released within 30 days of submission of the bills.
- **The firm must provide a minimum of 3030 man-days for the year. This has to be uniformly distributed on quarterly basis, i.e. average 750 man-days per quarter. Therefore the firm must ensure to provide the requisite approximately 750 man-days per quarter. However, if the firm provides less than 750 approx. man-days in any quarter, the work which is to be carried out in this contract will be significantly affected. In compensation for this loss, and also in order to avoid such cases, the following penalty shall be valid-**

Deduction Amount = 5% of (Work Order Value / 3030 Man days)*[{3030 man-days } – { Actual number of man days provided }]
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- Goods & Service Tax is payable extra as prevailing during execution of works subject to submission of GST registration no & GST to be shown separately in invoices.
- Payment to contractors is subject to deduction of TDS as per income tax Act.

F. Taxes and Inclusions

Rates quoted shall be **excluding Goods & Service Tax / Other Taxes** that may be applicable for the type of job involved.

1. Wherever bidders are required to supply services at project site Party has to submit GST registration no. of the State in which project site is located along with copy of registration certificate at the time of submission of Bid. In case the same is not available at the time of submission of bid, the contractor has to give an undertaking that the same will be arranged before award of work order.
2. HSN Code/SAC, rate of tax under GST and applicable GST (IGST, CGST/SGST/UTGST) and GSTIN shall be clearly mentioned by the Bidder.
3. GST portion of the **invoice shall be released only upon:-**
 - 2.2.1 All invoices raised by contractors/vendors must be GST compliant Tax invoices as per GST invoice rules.
 - 2.2.2 Contractor declaring such invoice in his GSTR-1 or any modified return as notified by government
 - 2.2.3 Receipt of goods/services and Tax Invoice by BHEL and
 - 2.2.4 Confirmation of payment of GST thereon by contractor on GSTN portal

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2.2.5 Alternatively, Contractor has to submit BG of appropriate value which shall be valid at least one month after the confirmation of date of payment of GST by contractor on GSTN portal and receipt of Tax invoice and receipt of services, whichever is later. Contractor has to give an undertaking in this regard.

2.2.6 Contractor has to give an undertaking to BHEL that they have declared invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL.

Payment to Contractor for GST portion will be released only after completion of above activity and on availment of ITC by BHEL.

4 In case GST credit is delayed/denied to BHEL due to **non/delayed receipt of services/goods and /or tax invoice** or expiry of the timeline prescribed in GST Law for availing such ITC, or any other reasons not attributable to BHEL, GST amount shall be recoverable from the contractor along with interest levied/ leviable on BHEL.

Reverse Charge under GST

5A. In respect of services, reverse charge liability shall arise at the earliest of date of payment to service provider or 60 days from the date of issue of invoice by service provider. Contractor has to submit bill for payment within 30days from the date of invoice. Any interest or penalty implications attributable to the contractor shall be recovered from them.

5B. Any GST liability arising on BHEL under reverse charge before actual receipt of goods and/or invoice thereof would be subject to recovery of interest leviable for the period between the date of such liability and actual date of eligibility of ITC based on receipt of goods, receipt of invoices and other condition specified in GST Law.

Liquidated Damage/Penalty

6. Liquidated damage (LD) or Penalty if chargeable from suppliers/contractors as per NIT, applicable GST will be charged in addition to the same.

Tax Deduction at source

7. TDS as per extent provisions of the GST Law shall be deducted from supplier/contractor bill.

G. EMD

1. EMD amount is **Rs. 35040/-** payable against the tender.
2. Non submission of EMD shall amount to rejection of Bid.
3. 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 (along with offer)

Receipt of EMD deposit shall be produced along with the Part 1 Bid.

H. Forfeiture of EMD

EMD by the Tenderer will be forfeited as per NIT conditions, if:

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

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I. Security Deposit

1. Security Deposit means the security provided by the Contractor towards fulfillment of any obligations in terms of the provisions of the contract.
2. 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
3. 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:
 - b) SD will be accepted in electronic Mode, which can be deposited on line through following link as mentioned below :
<https://www.bhelbpl.co.in/qcins/iccs.htm>
Other mode of deposit of SD will be as follows:
 - c) Electronic Fund Transfer in favour of BHEL as per Enclosed Bank Detail in Annexure-C
 - d) Bank Guarantee form Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - e) 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
 - f) Securities available from Indian Post offices such as National Saving 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).
4. **Collection of Security:** At least 50% of the required Security Deposit, including the EMD, should be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected. 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 immediately deposited by contractor or recovered from payment /s due to the Contractor.
5. The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work. (Note: In case of (a) small value contracts not exceeding 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).
6. Security Deposit shall be released to the Contractor upon fulfillment of contractual obligation as per terms of the contract.
7. The Security Deposit shall not carry any interest.
8. Contractor, who will be awarded work, have to deposit Security Deposit before start of work. You are requested to submit your offer subject to our terms & conditions of contract as to reach us or before the due date & time. You can nominate your representative on the date of tender opening.

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J. Prequalification Criteria (PQC) :

- i) Average Annual Financial Turnover during the last 3 years ending 31st March of the previous financial year, should be atleast Rs. 5.26 lakhs.
- ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which application are invited should be either of the following :
 - a) Three similar completed works costing not less than the amount equal to Rs. 3.50 Lakhs.
 - Or
 - b) Two similar completed works costing not less than the amount equal to Rs. 4.38 lakhs.
 - Or
 - c) One similar completed work costing not less than the amount equal to 7.00 Lakhs.

Similar Work means supply of Manpower related Works Contract.

Documentary proof for the above shall be produced along with the Part 1 Bid.

K. Rejection of bid and other condition.

- a) Format for quoting the tender is provided along with the enquiry. Format not properly filled or not filled will make the bid liable for rejection. Bidders are requested to note that all coloums, rows and spaces provided to fill up the date must be filled with relevant data without fail. In case, any bidder fails to do so fills up irrelevant data, BHEL is not bound to seek clarification on such items & will be free to reject the tender summarily.
- b) Tender Evaluation : Totals/Gross total of prices should be indicated both in words as well as in figures. If there is a difference between prices quoted in words figures or if there is any other price discrepancy, lower value(s) will be considered for evaluation & ordering.
- c) Bidders shall fill the ORIGINAL tender documents issued by BHEL. Each page of the bid shall be signed & stamped using official seal of the company by the bidder.
- d) **Bidders offer shall be rejected, if quoted rates per day per person in less than the minimum wages rate as declared by BHEL i.e. Rs. 533.52 and Rs. 508.35 for Skilled and Semi Skilled workers respectively. Minimum wages includes (Basics + Additional wages) + PF + ESI + Contribution towards Labour Welfare Fund.**

L. Other General Terms & Conditions:

- i) **Attendance record of contract workers** - "The contractor should maintain an Attendance Register against each work order in respect of the contract labourers deployed by him in that department. The contractor shall record the daily attendance of the workers. The register shall bear the daily signature of contract workers & contractor. The register shall at all the times of work, be available at the place of work/deptt. Attendance register shall be maintained in the format of Form No XVI as per CL (R&A) Central rules 1971 and available on CLC web page. If during any inspection, the attendance register is not found at the place of work, the contract is liable to be short closed/ terminated.
- ii) **Wage record of contract workers** - "The contractor should maintain a Wage Register against each work order in respect of the contract labourers deployed by him in that department. Wage Register shall be maintained in the format of Form No. XVII/XVIII as per CL (R&A) Central Rules 1971 and available on CLC web page. The Wage Register shall be based on the Attendance Register as mentioned

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above. The Contractor shall issue Wage Slip to each contract worker, every month on the last day of the wage month. Wage slip shall be as per the CLC format available at CLC Web page. The Contractor shall pay wages not later than 7th of the succeeding month. The Wage Register shall bear the PF and ESI nos. of the workers.

- iii) **Compliance of PF/ ESI deductions** - "The Contractor shall file the electronic return of PF/ ESI and submit proof of payment of both the employer's and employees' contributions every month. (PF has to be remitted by 15th and ESI by 21st of the succeeding month.) Contractor shall submit the challan along with copy of a self-certified list of contract workers (bearing their names and PF/ESI no. and deductions made) for whom the contribution has been submitted by him for the said period. Such list shall be displayed in the notice board of the department."
- iv) **ESI card based Labour Entry** - "Only those workers shall be allowed entry into Factory premises who have valid ESI card."
- v) **Uniform, shoes & helmet for contract workers**- "In the first month of the execution of work order the contractor shall provide uniform, shoes & helmet to his workers and provide an undertaking on this regard to the department and the first bill shall be processed only on the production of the undertaking. In case of non-compliance beyond second month the contractor shall be issued notice of termination of contract."
- vi) **Supervision of Contractor labour**- "The contractor should provide for at least one identified supervisor per shift. All issues regarding discipline at the works like work allocation, early exit, snacks distribution etc. are to be supervisor's personal responsibility".
- vii) **Contract labour accidents while at work**:- "In case of medical emergencies faced by contract worker at work, medical facilities in the interest of the well-being of the worker shall be provided by BHEL. The decision of the doctors attending the emergency shall be final and binding. The cost incurred shall be deducted from the bills of the contractor. The Contractor shall complete the ESI formalities and BHEL shall submit claim of reimbursement of medical expenses to ESI. The amount reimbursed by ESI shall be paid back to the contractor."
- viii) **Prohibition on influencing and interfering on behalf of contractor**:- "The Contractor shall neither try to influence, chase or interfere into the working of BHEL officials nor engage BHEL employee or any other third person for the same. In case such incident does occur, it may lead to disqualification/debarring from the contract. Any contractor shall be debarred from consideration if any of his relations is working in the product/functional group in which the contract is being issued. Before issuing tender form to any contractor for limited tender enquiry a confirmation has to be given by contractor that none of his relations are working in that product/functional group."
- ix) **First and Final Bill to be cleared only after submission of Form VI A & VI B**: "Contractor shall within 5 days of commencement /completion of Work Order submit Form VI A to RLC office. Contractor shall submit a copy of Form VI A bearing the receipt seal of RLC office to HR department. The first and final bill shall be processed only on clearance regarding submission of Form VI A and VI B by contractor. New Work order no. shall be allotted only after the contractor concerned furnishes copy of Form VI A regarding the closure of the earlier contracts (if any)".

M. Compensation in case of death/Permanent incapacitation of person :

"BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of the 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.

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- a) **Victim:** any person who suffers permanent disablement or dies in an accident as defined below.
- b) **Accident:** Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the 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/township and premises/Project sites.
- c) **Compensation in respect of each of the victims:**
- (i) In the event of death or Permanent disability resulting from Loss or both limbs:
Rs. 10, 00,000/- (Rs. Ten Lakh)
- (ii) In the event of other permanent disability : Rs. 7,00,000/- (Rs. Seven Lakh)
- d) **Permanent Disablement:** A disablement that is classified as a permanent total disablement under the proviso to Section 2 (I) of the employee's Compensation Act, 1923."

N. In order to comply above **clause M** contractor may submit an undertaking (Annexure-D) that, in case they bag the contract, they will fulfill the necessary condition w.r.t. insurance coverage of workers as mentioned in the clause by way of taking an accidental insurance cover for the said amount for their workers. After issue of work order, the successful contractor will have to submit the insurance policy for his works before submission of his first running bills. However, if otherwise clause M as above shall be applicable.

If you are interested in conducting the work, please send the details in sealed envelopes in two part bid (the envelope should be superscribed with Reference No. Enquiry No.: FIN/ADMN/02 dt. 12/06/2019 and dropped in green colour box at our tender room so as to reach to tender room ground floor administrative building on or before 11.00 A.M. of 22/06/2019.

For your own interest, it is requested to get further clarification, if any, from the undersigned before opening of bid. No correspondence/misinterpretation of enquiry will be entertained after opening of Bid.

The offer shall be opened on 22/06/2019 after 2.00 P.M at Tender Room, Ground Floor, ADM Building, BHEL, Bhopal.

Thanking You.

For & on behalf of
Bharat Heavy Electricals Limited, Bhopal

S. Rajan
12/06/2019
Sr. Accounts Officer
Finance Administration
Phone- 0755-2503021

Encl: Annexure- A (1 Page)
Annexure – B (1 Page)
Annexure – C (1 Page)
Annexure – D (1 Page)

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Bharat Heavy Electricals Ltd.

Finance & Accounts Deptt, (Administration Section)
1st Floor Adm.Building, Piplani, Raisen Road Bhopal 462022
Tel No 0755- 2503021/5453, Fax 0755 2500901

Enquiry No.: FIN/ADMN/002

Dated: 12.06.2019

Annexure-A

The Following information is to be submitted:

1.	Firms registration number	
2.	Registration Date	
3.	Provident Fund registration number	
4.	ESI registration number	
5.	PAN Number	
6.	GST number	

Signature with seal

[Handwritten signature]

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Bharat Heavy Electricals Ltd.

Finance & Accounts Deptt, (Administration Section)
1st Floor Adm. Building, Piplani, Raisen Road Bhopal 462022
Tel No 0755- 2505081/5453, Fax 0755 2500901

Annexure –B

Enquiry No.: FIN/ADMN/002

Dated: 12.06.2019

Quotation for Skilled & Semi-skilled Worker

(Amount in Rs.)

S. No. (A)	Description (B)	No. of Worker (C)	No. of Days / Per Person (D)	Rate Per Day / Per Person (E)	Total Amount for one year $F=C*D*E$
1	Skilled Worker	4	303	-----	-----
2	Semi-skilled Worker	6	303	-----	-----

Note :

1. Minimum Wage Rate as declared by BHEL is Rs. 533.52 Per Day for Skilled Worker and Rs. 508.35 per day for Semi-skilled worker.
2. Minimum 4 Skilled and 6 Semi-skilled workers required.
3. Rate Per Day to be quoted.
4. No other charges will be given.
5. Goods & Service Tax /Other Taxes payable extra.
6. Rate per day / per person shall be firm as per rates given in the work order.

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Signature with seal

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भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल

(भारत सरकार का उपक्रम)

Bharat Heavy Electricals Limited, Bhopal

(A Govt. of India undertaking)

उत्कृष्टता की ओर अग्रसर

"Marching Towards Business Excellence"

ANNEXTURE - C

TO WHOM SO EVER IS CONCERNED.

Details for receiving Bank Account for NEFT/RTGS payment.

1. Name of Beneficiary : BHARAT HEAVY ELECTRICALS LTD.
2. Name of the Bank : State Bank of India
3. Bank of Branch Address : HET, Piplani, Bhopal (M.P.)-462021
4. Account No. : 30855948540
5. IFSC Code : SBIN0000519
6. MICR : 462002011
7. Title of Account : Current Account
8. PAN No. : AAACB4146P

Place: Bhopal

Date : 19-01-2016


चेतन मेहर
CHETAN MEHAR
वरिष्ठ प्रबंधक (वित्त)
Cr. Manager (Finance)
बी.एच.ई.एल. भोपाल/BHEL, BHOPAL

We certify that the above bank details are correct as per our record.


Banker Signature & Seal
S.K. JAIN
SBN-2917

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भोपाल : 462022, दूरभाष : 2500100 (7 लाईन्स), फैक्स : 0755 - 2500425, तार : भारतइलेक
Bhopal : 462022, Phone : 2500100 (7 Lines), Fax : 0755 - 2500425, Gram : BHARATELEC
WEB SITE ADDRESS : www.bhelbhopal.com



Bharat Heavy Electricals Ltd.

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Tel No 0755- 2505081/5453, Fax 0755 2500901

Annexure –D

Enquiry No.: FIN/ADMN/002

Dated: 12.06.2019

Undertaking from the Contractor

I/we.....hereby, undertake that in case I/we get the work order for Works Contract of Miscellaneous Work, I/we will submit insurance cover for work force for conditioned mentioned in clause M of “General Terms and Condition (NIT Enquiry No. : FIN/ADMN/002 Dated 12-06-2019)” before submission of first running bill.

Signature with seal

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