



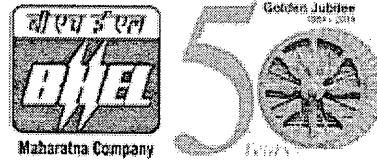
भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसा
(संचार एवं जन सम्पर्क विभाग)

अतिथि गृह सेवाओं हेतु सेवा संविदा

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TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017



TENDER DOCUMENT

For

TENDER ENQUIRY NO: CPR/GH/SC/17-18, DATE: 13-06-2017

Nature of work: Service Contract for Miscellaneous Works in Guest House & Transit Flat.

Contact Person:

Name: Dinesh Parte

Designation: Sr. Manager (CPR/CSR)

Email: dkparte@bheljhs.co.in

PH: 0510-2412619

Or

Name: Dr. Santosh Kumar Mishra

Designation: Sr. Rajbhasha Officer (CPR)

Email: drsmishra@bheljhs.co.in

PH: 0510-2412443

Tender Due Date: 30/06/17 at 13:15 Hrs

Tender Opening Date: 30/06/17 at 14:00 Hrs

Department - CPR

BHEL, PO: BHEL, Jhansi - 284120 (UP)

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL Contracting Authority
(डॉ० संतोष कुमार मिश्रा)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा



भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसा
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अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

DETAILS OF TENDER DOCUMENT

Service Contract for Miscellaneous Works in Guest House & Transit Flat.

The detailed content of tender document are as follows:

Sl. No.	Description	Schedule:	Page no
1	Details Of Tender	-	2
2	Notice Inviting Tender	A	3
3	Scope of Work & Work Specifications	B	4
4	Qualifying Requirements	C	5
5	Instructions to Tenderers	D	6-7
6	Tender Evaluation Criteria	E	8
7	Contractors obligations	F	9-11
8	Other General Terms & Conditions	G	12-19
9	Criteria for measurement of work	H	20
10	Technical Bid	I	21-25
11	Price Bid and basis of offer	J (a), (b)	26-28
12	Annexures	K, L	29-33

The duly filled in Technical and Price / Rate bids (Schedule: I and J, separately) along with the instructions to the tenders, Contractor's Obligations, General Terms and Conditions with the signature of the tender on all the pages and complete in all respects super scribed as "Quotation for **TENDER ENQUIRY NO: CPR/GH/SC/17-18 , DATE: 13-06-2017** " should reach us in a sealed cover on or before **dated 30-06-17** through Registered / Speed post or the same may be dropped in the tender box available at the following address:

To,

Tender Box
CISF Control Room/Office
Administrative Building
Bharat Heavy Electricals Limited, Jhansi-284 120. UP

Note: Dropping of tender in the Tender Box within schedule time and date is the Responsibility of the bidder .

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We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० सतीश कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
दो० एच० ई० एल०, झांसा



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अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule "A"

NOTICE FOR INVITING TENDER

1.	SCOPE OF WORK :	Service Contract for Miscellaneous Works in Guest House & Transit Flat.
2.	Tender Evaluation Criteria	As per Annexure – E
3.	Duration of the Contract	One Year from the date of commencement.
4.	Validity of offer	90 Days
5.	Last date of receipt of the Tender	Up to 13.15 hours on 30/06/2017 .
6.	Date of opening of Techno Commercial Bid	14.00 hours on 30/06/2017
7.	Address for receipt/issue of Tender Documents	Communication & Public Relations Deptt. Bharat Heavy Electricals Limited, Jhansi
8.	Earnest Money Deposit	Rs.22990/- (Rupees Twenty Two Thousand Nine - Hundred and Ninety rupees only).
9.	Cost of Tender Document	Rs.400+14.5% VAT = Total Rs.458.00 (Rupees Four Hundred Fifty Eight only). (Payable through POS/EFT along with technical bid, in case the documents downloaded from website).
10.	Security Deposit	Security deposit shall be as per our Works Policy-2016 para 5.2(refer website www.bhel.com) and shall be deposited before start of work. The EMD shall be adjusted with the actual amount of security deposit shall be given in work order.

NOTE :

The EMD may be accepted only in the following forms:

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

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

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

The contractors may physically visit the work place before quoting their rates. For relevant details, please visit our website "www.bhel.com" & "www.bheljhs.co.in"

3 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(**डॉ० सतीश कुमार मिश्र**)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा



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अतिथि गृह सेवाओं हेतु सेवा सविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: 'B'

Service Contract for Miscellaneous Works in Guest House & Transit Flat.

Work Specifications

Sl.No	JOB/ACTIVITY /DESCRIPTION OF WORK	Expected quantity during the entire contract period
(a)	(b)	(c)
1	Preparation of Rooms for new guests, which includes dusting of Bed-sheets, Pillows, Linen, Furniture, TVs, Fridge, Telephone, Door-windows, Almirah etc.	7300
2	Washing of Full Plates	16425
3	Washing of Half Plates	34675
4	Washing of Bowls	19345
5	Washing of Tawas	14600
6	Washing of Bhagonas	5475
7	Washing of Kadahi	5475
8	Serving of Tea & Coffee	38325
9	Serving of Snacks	23725
10	Serving of Meals	20075
11	Bringing Material from Local Market/Trip	3285

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We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL Limited
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी.एच.ई.एल., झांसा



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अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: 'C'

QUALIFYING REQUIREMENTS

1. Should have independent ESI Code number
2. Should have PAN/TAN number
3. Should have Service Tax number (PAN based)
4. Self-certificate that he is not blacklisted/banned/delisted on the date of tender.
5. Should have VAT/TIN No. if material is supplied/consumed
6. Self-Declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL
7. Self-Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
8. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Annexure I
9. **i) Average Annual financial** turnover during the last 3 years, ending 31st March 2016, should not be less than Rs. **3,44,847** /-.
- ii) Experience** of having successfully completed similar works (Experience in any service contract/works contract on labour basis) during last 7 years ending 30th April 2017 should be either of the following:-
 - a. **Three similar completed works each should not be less than Rs. 4,59,796 /-.**
 - Or
 - b. **Two similar completed works each should not be less than Rs. 5, 74,745 /-.**
 - Or
 - c. **One similar completed work should not be less than Rs. 9, 19,592 /-.**
- 10) The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows:
 - (i) **Partnership Firm**: Partnership Deed registered at the office of Registrar of Firms.
 - (ii) **Company**: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate.
 - (iii) **Society**: Registration certificate issued by Registrar of societies.
 - (iv) **Sole Proprietor-ship Firm**: Undertaking on oath (Rs. 100 stamp paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely (_____)

5 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of Bidder (Authorized Signatory)

(होम संचार विभाग)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा



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TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Note : Documentary proof (Execution Certificate) for the experience to be submitted along with Technical Bid. In case of experience in Private Sector, relevant TDS Certificate must be attached as evidence.

Schedule: 'D'

INSTRUCTIONS TO BIDDERS

The tender shall be in two Bid System (Techno Commercial Bid & Price/ Rate Bid). The tender is to be processed in two parts as under:

- 1) Techno Commercial bid
 - 2) Price Bid
1. The Technical Commercial Bid (Schedule: - I) and its enclosures (along with the Contractor's Obligations, General Terms & Conditions and copies of qualifying requirements) must be submitted in one sealed envelope superscribed as **"TENDER FOR Service Contract for Miscellaneous Works in Guest House & Transit Flat. TECHNO-COMMERCIAL BID"**.
 2. EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed. The second envelope duly sealed should contain the price bid (Schedule:-J) only super scribed as **"Service Contract for Miscellaneous Works in Guest House & Transit Flat. PRICE BID"**. Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format is liable to be rejected/by passed.
 3. Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and superscribed as **"TENDER FOR CPR/GH/SC/17-18 DUE DATE OF OPENING 30.06.2017"**. The same should be dropped in the tender box kept in the CISF gate of Administrative Building, BHEL, Khailar, Jhansi, within the specified date and time by the representative of the tenderer.
 4. All tenderers can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the tenderer's / clients place by authorised officials, price bids of only those tenderers who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose technical bid has been accepted, in advance for witnessing the Price Bid opening.
 5. All entries in the tender document should be in one ink. Corrections, over writing, cuttings, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the tenderer before submission.
 6. The price / rate should be quoted in figures as well as in words. Price quoted in Price Bid shall be inclusive of all taxes & duties, all statutory requirements/liabilities like PF/ESI/Bonus/Min. wages etc. However service Tax shall be payable extra as applicable.

6 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority


सतीश कुमार मिश्रा
रॉयल इंजीनियरिंग अधिकारी (सं.ज.सं.)
बी.एच.एल. लिमिटेड, झांसा



भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसा
(संचार एवं जन सम्पर्क विभाग)

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अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: 'D'

7. The rate of commission quoted by the bidder shall be firm and same will be valid for the period of contract.
8. The contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutually agreed terms and conditions.
9. BHEL may go for Reverse Auction after Techno-Commercial evaluation instead of submitted related Price Bid. Bidder should confirm participation in Reverse Auction along with Techno-Commercial Bid.
10. All the terms and conditions of the contract with respect to Taxes and Duties are subject to the new taxation laws introduced from time to time (eg. GST). The terms and conditions will be modified in accordance with the provisions of new laws (eg. GST).

Schedule D1

Security Deposit:

1) 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) Electronic Fund Transfer in favour of BHEL
- ii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
- iii) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
- iv) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

(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. Waiver will be available as per Works policy 2016 available on BHEL intranet)

7 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature
(~~वॉरं~~ वॉरं राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा)



भारत हवा इन्फ्रास्ट्रक्चर्स लिमिटेड, झांसा
(संचार एवं जन सम्पर्क विभाग)

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अतिथि गृह सेवाओं हेतु सेवा संचिदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

2) 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 the Contractor or recovered from payment/s due to the Contractor.

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.

3) Security Deposit shall be released to the Contractor upon fulfilment of contractual obligations as per terms of the contract / and on submission of No dues certificate.

4) The Security Deposit shall not carry any interest.

Stamp duty applicable as per Indian Stamp Act 1899 is as follows:-

Sl	Performance Security Deposit	Stamp Duty Applicable
1.	EFT and deduction from RA bills.	Rs 125/- per Rs.1000
2.	Securities available from Post Offices such as NSC, Kisan Vikas Patras etc and Fixed Deposit Receipt (FDR) issued by Scheduled Banks/Public Financial Institutions	Rs 70/- per Rs.1000
3.	Bank Guarantee from scheduled Banks/Public Financial Institutions	Rs.5/- per Rs.1000 limited to Rs.10,000/-

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We hereby accepted above (signature & seal of bidder)

Seal & Signature (BHEL Contracting authority)
(बी० सी० वी० कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा



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(संचार एवं जन सम्पर्क विभाग)

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अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: 'E'

TENDER EVALUATION CRITERIA

The evaluation of the Tender will be carried out as follows:

1. BHEL officials may visit the tenderer's office & their client's place to evaluate the capability and assess the performance. Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, equipment in its possession, previous track record, experience in other organizations, etc.
2. Successful techno commercial qualified tenderers after the above process only will be invited for opening of the rate / price bid.
3. The contractor shall be awarded the work on over all L-1 basis if otherwise not specified in the tender.
4. In case where bidders have submitted 'NIL' charges/amount over and above the minimum wages as per the standard document, the bid shall be termed unresponsive will not be considered (in terms of provisions of letter of Ministry of Finance, Dept. of Expenditure No 29(1)/2014-PPD). The commission shall be up to 2 digit of decimal place in amount of denomination of Rupees/ Paise.
5. The percentage commission should be quoted in two decimal places only. The commission in percentage should be quoted only in non-zero value. Any deviation will be rejected.

We hereby accepted above (signature & seal of bidder)

9 of 33
Seal & Signature of BHEL Contracting authority
(डॉ० सतीश कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा



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(संचार एवं जन सम्पर्क विभाग)

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अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: 'F'

CONTRACTOR'S OBLIGATIONS

A) CONTRACTUAL

Towards Selection, Control and Supervision of Employees:

- a) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- b) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- b1) Aadhar Card is mandatory for contract labours for making of their gate pass for entry in BHEL premises.
- b2) Supervisors of contracting firms who sign on behalf of contractors must have Power of Attorney to the same effect.
- b3) Contractor are advised that contract labors must be employed without any discrimination on caste or creed basis
- c) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.
- d) Contractor to maintain appropriate records of his employees deployed to carry out the job(s) as per various labour registers prescribed by labour office. Contractor shall maintain neatly written, complete and legible registers, records, reports and returns for inspection by various authorities at short notice.
- e) Contractor shall ensure Personal Accident Insurance (24x7) policy of Contract Workers from (Government Undertaking Company). The coverage shall be of Rs. 5 lakhs per individual. The coverage shall be of 24 Hrs. (Accidental Death cover). The sum assured (Rs. 5 lakhs) shall become payable to the nominee in the event of death of insured person.

In the event of death of any contract worker deployed by the contractor without the Personal Accidental cover as above, the contractor shall be liable to pay Rs. 5 lakhs to the nominee/ legal heir of such deceased contract worker. In case of extension of contract premium of accidental insurance will be on actual subject to maximum of Rs. 300/- per individual per quarter. Gate pass of the contract Labour shall be issued only after taking the Insurance Cover.

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० सतोष कुमार मिश्र)
वरिष्ठ राजस्व अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा

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भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसी
(संचार एवं जन सम्पर्क विभाग)

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अतिथि गृह सेवाओं हेतु सेवा संविदा

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DATE: 13-06-2017

Schedule: 'F'

- f) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- g) Contractor may apply for providing bus pass facility to his workmen. BHEL will consider such applications based on merits and availability of seats. Contractor would be responsible for depositing bus pass charges and penalties (if applied) of his/her workmen/staff etc. BHEL would have the right to deduct/recover the same in case of default by the contractor/supplier.
- h) Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- i) The contractor has to provide to his workers uniform (lower dark blue & upper light blue,) shoes, helmet & uniform stitching charges. The uniform should have logo of the contractor's firm/ company which shall be affixed by the contract Labour on the left side of his pocket. The uniform shall be kept in neat, tidy and wearable condition. No reimbursement of uniform, shoes in case of extension of contract.
- j) Contractor to ensure compliance of the instructions as contained in safety guidelines (issued by , Health, Safety, and the Environment (HSE) Department (of BHEL, Jhansi), and uploaded on BHEL Jhansi website. The contractor has to ensure that all precautions are taken for safety of his employees and equipment.
- k) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues required.
- l) Contractor shall within 15 days of commencement/completion of work order submit Form VI-A to concerned Labour Commissioner Office (Assistance Labour Commissioner/ Regional Labour Commissioner whatever applicable). The first & final bill shall be processed only on clearance regarding submission of Form VIA & VI-B respectively by contractor. Till then award will be treated as PROVISIONAL.

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We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

डॉ० संतोष कुमार मिश्र
राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसी



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(संचार एवं जन सम्पर्क विभाग)

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अतिथि गृह सेवाओं हेतु सेवा संचिदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: 'F'

B) Towards supply of tools , tackles and material

- a) As per scope of work, BHEL shall provide all tools, tackle, material, equipment as specified in contract free of cost unless specified in the contract.
- b) Contractor shall provide shoe, helmet, and personal protective equipment & maintain the same at his own cost which may be required.
- c) Contractor shall ensure that his workers wear uniform, shoes, helmet and other required safety appliances, apparels / equipment at the work place otherwise deduction @ of 5% will be deducted from the bills.

C) Towards Statutory Liability:

- a) As mentioned in the terms and conditions enclosed as Schedule: 'G' of this contract.
- b) Contractor shall indemnify BHEL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- c) Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period (wage period shall be from 1st day of the month to the last date of the month) and to ensure disbursement of wages in the presence of the authorities representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
- d) Contractor to obtain license under the provisions of Contract Labour (Regulation & Abolition) Act'1970.
- e) The changes in the statutory liabilities as and when done by respective government/ agency shall be applicable to the contract labours deployed under the contract.

D) Towards Finance

Contractor to arrange his own finance for carrying out the job including supply of tools, tackles and equipment, if required, to his employees, materials, payment of wages to his employees etc. Rates to be as per price bid

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority
(डॉ० संतोष कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा

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भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसा
(संचार एवं जन सम्पर्क विभाग)

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अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: 'G'

**GENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT OF CONTRACT
LABOURS UNDER SERVICE / WORKS CONTRACT.**

1 LABOUR LICENCE AND OTHER REQUIREMENTS:-

- 1.1 The contractor shall deploy such number of workers in the premises of BHEL, Jhansi, as required for completion of the contract. The workers such deployed shall be his own workers.
- 1.2 In case the number of Labour deployed by the contractor in premises of BHEL Jhansi exceeds the number of Labour allowed in the license then the contractor shall immediately inform the HR and concerned department. The contractor shall also apply to the licensing officer in the region for amendment in the license within 7 days of exceeding the number of labors mentioned in the license.
- 1.3 Labour license and other requirement in case of contractors NOT working in BHEL, Jhansi or has less than 20 workers on his rolls.
- 1.3.A The contractor cannot deploy the contract worker without obtaining requisite Labour license from the appropriate government authority(Central Govt.). Till then contractor may be allowed to deploy 19 labors or less.
- 1.4 The contractor shall also have to submit copy of PAN card and last IT return.
- 1.5 The contractor must possess Service Tax Registration number under relevant code head.
- 1.6 The contractor should possess VAT/TIN Number if material is supplied/consumed. The contractor should not be disqualified from bidding in case the contractor does not have TIN No. However, he shall have to produce TIN No. before opening of Price bid.
- 1.7 Stamp Duty: Contractor should deposit stamp duty, before start of the contract, as per Stamp Duty Act.

2.0 APPOINTMENT AND ENTRY IN FACTORY PREMISES BY CONTRACT WORKERS:

- 2.1 The contractor shall submit the following to HR, contracting department and CISF
 - (a) The details of the worker proposed to be deployed in Annexure -I.
 - (b) Character Certificate: Gate pass for entry inside the factory shall be issued in line with requirement of CISF. Character Certificate should be made in line with CISF Guide line. Self-Certified copy of Character certificate issued by District Magistrate's Office or minimum Superintendent of Police/ Sub Divisional officer level of Police Officer of concerned area will be required for issuing permission to enter into the factory. Character certificate will be valid for three years.

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In special case where character certificate of above authorities are not available, Character Certificate of concerned Police Station/ Reporting Police Chauki along with Proof of remittance of fees for application for apply of character certificate at District Magistrate's Office can be issued for a period of three months with confirmation that he should submit the character certificate within 60 days. Failing which he will be discontinued.

(c) Copy of employment card issued by contractor to his own worker – Annexure: II

2.2 After submission of documents as in Para 2.1, the contractor shall issue photo identity card to the Labour and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the Labour to enter the factory premises initially for a period of one month.

2.3 The photo identity card shall have to be revalidated every one month on last working day (or as decided by the BHEL time to time) of the month or any other date fixed to do so. In absence of such revalidation, duly forwarded by HR department, CISF shall not allow any Labour to enter the premises of BHEL Jhansi.

2.4 The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of Contract Labour (R&A) Central Rules. A copy of this format is annexed as Annexure: III.

2.5 The entry of contractor's workers in factory premise shall be through biometric/smart cards. The contractor shall ensure issuance of biometric/smart card through time office section of BHEL Jhansi. After the conclusion of works contract, the contractor shall collect these biometric cards from his workers and submit the same to Time Office section through contracting department. In event of any contract worker leaving the services before completion of the contract, the contractor shall ensure return of biometric card to BHEL Jhansi. In case of nonreturn of biometric card Rs. 200.00 (Rupees two hundred only) per card shall be deducted from the security deposit of the contractor.

3.0 BILLS PAYMENT, ATTENDANCE AND PAYMENT OF WAGES:

3.1 The contractor shall pay minimum wages as applicable of the Appropriate Government and in addition to minimum wages Rs 123.08 per day shall also paid to the employees as per their skill category.

3.2 The contractor shall submit bills to the contracting department on or before 3rd of each month.

3.3 The contractors bills should be accompanied with the following.

a) The contractor should maintain attendance register in form 16 (form XVI) of muster roll by recording daily attendance duly signed by both contractor & contract worker.

b) Copy of Measurement Book entries/Statement of work done by the Contractor.

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- c) Statement of Minimum Wages of labors deployed by him under the Service contract, PF/ESI no., statutory deductions etc., in the format as in Schedule: IV annexed to these terms and conditions. (Form XVII of Contract Labour (R&A) Rules
 - d) PF and ESI challans for previous month- separate for concerned Service contract. Print of online challan along with ECR/Contribution History of contributing contract workers for PF/ESI duly certified by the contractor.
 - e) Wage payment sheet for the bill period as per Schedule: IV.
 - f) Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.
 - g) Copy of Form 12A-regarding PF remittance
 - h) List of CL covered under accident insurance policy
 - i) Statement of material supplied by the contractor if any
 - j) Copy of Labour License if increase in no. of labors deployed against Work Order if applicable.
 - l) Proof of Personal Accident Insurance Policy along with bill
- 3.4 The executing department shall pass the bills of the contractor, after thorough checking along with requisite documents the bill in original and Service Tax Challan & as in para 3.3 above forward them to through HR department latest by before 5th Day of the following month.
 - 3.5 After checking the Labour Laws compliances with respect to the concerned service contract, HR department, after retaining copies of PF and ESI Challans and wage payment sheet pertaining to current month, Schedule: IV etc., will forward the bill along with requisite documents (the bill in original and Service Tax Challan) to finance department on or before 7th day of the following month.
 - 3.6 Finance department on satisfactory compliances of stamp duty charges, applicable taxes and duties, Security deposit amount etc, shall make payment after deduction TDS. If the bill is not delayed then the payment shall be made on 10th of the following month. In case the bill is delayed due to non-compliance of any other reason, the payment shall be done on 25th of the following month.
 - 3.7 The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the Service contract, at least a day prior to disbursement of wages.
 - 3.8 The contractor shall make payment to his own labors/contract workers before the expiry of the 7th day after the last day of the wage period in respect of which the wages are payable, mandatorily through bank account for better control and smooth wage disbursement. The payment of wages to the workers shall not be subject to payment against the bills by BHEL.
 - 3.9 The contractor shall remit the cheques favoring Regional Provident Fund Commissioner "RPFC" and ESI Kanpur with the appropriate banks with such period as stipulated under relevant provisions. Last date for remittance of PF is 15th and that in case of ESI is 21st of each month or as latest Government rules of concerned departments.
 - 3.10 The contractor shall make payment of wages to his workers on due date in presence of an authorized representative of contracting department. The authorized representative shall retain a copy of wage payment sheet with him.

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(सि. सतीश कुमार मिश्र)
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अतिथि गृह सेवाओं हेतु सेवा संविदा

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- 3.11 In cases where the payment to the contractor is due only after completion of work and the payment is not made monthly then the contractor shall have to produce documents as enumerated in para 3.3 above, in respect of all workers deployed by him against the contract, for each month separately, along with final bills.

4.0 Provident Fund

- 4.1 The contractor should get independent EPF code before deployment of his contract worker against work contract.
- 4-2 The Contractor should allot PF account number and get the nomination form, duly filled in, from each worker deployed by him at the time of joining. Each worker must have his/her Provident Fund KYC completed and his respective UAN must have been allocated.
- 4-3 In case the worker already has PF/pension account number, allotted to him, previously, then the contractor shall get the transfer form filled up at the time of joining and send to the office of concerned Regional Provident Fund Commissioner.
- 4-4 After termination of contract the contractor shall provide due assistance to the Labour for withdrawal of PF/pension amount, when due.
- 4.5 The Contractor shall liaison with the PF officials to get the annual PF slips and distribute amongst his own workers. Security deposit shall be released only after submission of PF slips of workers.

The contract should have class 2 and Class 3 digital signature (or have to obtain before start of work and also must be uploaded in web site of (Employee Provident Fund Organization 'EPFO').

Contractor must follow the rules and regulations of ESIC and EPFO and also activate the UAN of their employees.

4.6 PF CONTRIBUTION:

- 4.7 The Contractor shall submit annual returns in Form-6A and Form 3A, prescribed under statutory EPF scheme, 1952, in respect of each worker deployed by him with a copy to HR.

Employee's Contribution	Employer's Contribution	
12% of Normal wages paid	PF Contribution	3.67%
As applicable by respective Govt./ Agency. (Current statutory wage ceiling - Rs.15000/- month on Employee's/ Employers Contribution).	Insp./ Admn. Charges	0.65%
	(subject to minimum Rs. 500/- per challan)	
	Admn/ Insp Charges	0.50%
	Pension Fund	8.33%
	EDLI Charges	0.01%
	(subject to minimum Rs. 200/- per challan)	
	Total	13.16%

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अतिथि गृह सेवाओं हेतु सेवा संविदा

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5.0 EMPLOYEES STATE INSURANCE:

- 5.1 The Contractor should allot ESI account number and get the nomination form, duly filled in, from each Labour deployed by him at the time of joining.
- 5.2 At the time of joining the contractor shall get the self/family registration form filled by the workers and submit to the local ESI office.
- 5.3 The contractor shall facilitate collection of issued ESI cards by his worker.

5.4 ESI CONTRIBUTION :-

Employee's Contribution

Employer Contribution

1.75% of gross wages

4.75% of gross wages

As applicable by Government/ respective agency (existing wage limit for coverage under the Act is Rs.15000 per month w.e.f. 01/05/2010)

- 5.5 The Contractor shall submit annual returns in Form-6 prescribed under ESI Act, deployed by him with a copy to HR and finance department
- 5.6 The Contractor shall produce the following Registers and forms as per Contract Labour (R & A) Rules 1971 for verification by the Executing Officer of the company on demand:-
- (a) Form XII - Register of contractors (Rule 74)
 - (b) Form XIII - Register of Workmen employed by contractor (Rule 75)
 - (c) Form XIV - Employment Card issued by contractor (Rule 76)
 - (d) Form XVI - Muster Roll 78(1) (a) (i)
 - (e) Form XVII - Register of Wages (Rule 78 (1) (a) (i))
 - (f) Form XVIII - Register of wages-cum Muster Roll (in case of weekly Payment)
 - (g) Form XIX - Wage Slip (Rule 78)(1) (b)
 - (h) Form XX - Register of deduction for damages of loss (Rule (78)(1) (a) (ii))
 - (i) Form XXI - Register of fines (Rule 78) (1) (a) (ii)
 - (j) Form XXII - Register of advance (Rule 78) (1) (a) (ii)
 - (k) Form XXIII - Register of overtime (Rule 78) (1) (a) (iii)
 - (l) Form XXIV - Return to be sent by the contractor to licensing officer (Rule 82)

- 5.7 Contractor shall fully comply provisions of various applicable Labour laws and all other enactments as applicable for such contracts.

6.0 BONUS:

The contractor shall be liable to pay statutory bonus under payment of Bonus Act, 1965. and submit proof of disbursement along with received copy of Form-D to Labour Enforcement Officers (LEO) Office.

7.0 DISCIPLINE:

- 7.1 The Contractor shall be responsible for the discipline of his own Labors deployed under the service contract. In case of any loss to the BHEL Jhansi on account of indiscipline of contract Labour then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 7.2 The contractor shall not employ any person who has not completed his 18 years of age and person who has attained 60 years of age.

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7.3 The contractor, on advice of authorized BHEL official, shall immediately remove any person employed by him, who may in the opinion of such authorized BHEL official is involved in misconduct. Such person shall not be re-employed by the contractor without prior permission.

8.0 LEAVE WITH WAGES TO CONTRACT LABOUR :-

Guidelines as per UP factories Rules 1950 should be strictly observed with regard to crediting /availing of leave. Register as prescribed under the said rules should be maintained by the contractor.

9.0 INDEMNITY BOND/COMPLIANCE OF LEGAL PROVISION:

9.1 BHEL Jhansi shall not be liable for any compensation whatsoever in the case of accident / injury to the person employed by the contractor coming in the premises of BHEL Jhansi. Contractor shall pay all claims / compensation / damages / penalty / fine or any amount payable to the individual / authorities payable due to accident / injury to the person employed by the Contractor.

9.2 That BHEL-Jhansi will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against BHEL-Jhansi. If any such claim is made against BHEL-Jhansi by any worker or his heirs engaged/employed by the contractor, which BHEL-Jhansi is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the contractor working at BHEL- Jhansi premises or otherwise, the contractor will be liable to indemnify/reimburse BHEL-Jhansi all the money paid in addition to the expenses incurred by him.

The contractor must indemnify and keep indemnified BHEL- Jhansi against all losses and claims for injuries or damage to any person or property whatsoever which may arise of or in course of the operation of the contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.

9.3 The Contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/-00 Non-Judicial Stamp Paper.

10.0 OTHER GENERAL TERMS AND CONDITIONS:-

10.1 Legal compliance

The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation & Abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Government from time to time. For non-compliance of any provisions, statutory compliance under law, the contractor shall be responsible for penalties levied by the appropriate authority under the Act. The contractor shall also be liable to comply with all other Labour and Industrial Laws and such other acts and Statutes (including Factories Act, Payment of Bonus Act, minimum wages Act, etc.). Depositing of ESI, PF contribution as may be applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.

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अतिथि गृह सेवाओं हेतु सेवा संविदा

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- 10.2 The work shall be supervised by the contractor or through the authorized representatives on day to day basis.
- 10.3 The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representatives' negligence or otherwise during execution of work.
- 10.4 In the event of contractor abandoning the work or BHEL revoking the contract, BHEL shall have a right to get incomplete work completed at contractor's risk and cost. BHEL shall have a right to terminate the contract at any time without assigning any reason thereof.
- 10.5 Security deposit will be released on submission of following certificates from departments mentioned as under:-
- a. Completion of work and certification of payment of minimum wages to contract Labours from contracting department.
 - b. Certificate of compliance of Labour laws from HR department.
 - c. Certificate of payment of Bonus by Contracting and HR Department
 - d. No dues certificate from contractor regarding Service Tax payment & any other dues liable to remitted by contractor under Financial Laws to Finance department.
 - e. In case of non-satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute decision of concerned Head of the Department will be final.

11.0 SETTLEMENT OF DISPUTE/JURISDICTION/ARBITRATION ETC. :-

BHEL Reserve the following rights:-

To evaluate the bid as per BHEL policy and Govt. guidelines including CVC / Vigilance guidelines by the tender committee duly constituted by BHEL Management. The decision of BHEL, Jhansi Management or Tender committee duly approved by competent authority shall be final and binding to bidder.

11.1 CONFIDENTIALITY :

The parties agree & acknowledge that in the course of their discussions and interaction, BHEL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the contractor. Such information shall be considered as confidential. The contract agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorized personnel's strictly on a need know basis, without the prior written permission of BHEL.

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11.2 (A) BHEL reserves the right to terminate contract awarded for any contravention of statutory provision or any other reasons without assigning any explanation or notice to the contractor.

11.2 (B) SUSPENSION/ TERMINATION:-

BHEL reserves the right to suspend/ terminate performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended/ terminated, the effective date of the suspension and the reasons therefore. The Contractor shall thereupon suspend performance of such obligations until ordered in writing to resume such performance by the same authority that ordered for suspension/termination.

11.3 JURISDICTION:-

Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi Court only.

11.4 ARBITRATION:-

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with Arbitration and Conciliation Act, 1996 (latest applicable) and the rules made there under. The dispute shall be referred for arbitration. Arbitrator to be appointed by the Head of the unit (BHEL Jhansi).

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MEASUREMENT OF WORK AND PAYMENTS THEREOF.

1. The designated officer of the Unit will periodically inspect the Work being provided by the contractor and find out deficiencies. The contractor shall rectify the same immediately to the satisfaction of the designated officer.
2. Payment towards work satisfactorily executed will be made to the contractor on the basis of following: -

Sl. No	JOB/ACTIVITY	UNIT OF MEASUREMENT (Nos./Kgs. / Mtr./ words etc.)	QUANTUM OF WORK ANNUAL
1	Preparation of Rooms for new guests, which includes dusting of Bed-sheets, Pillows, Linen, Furniture, TVs, Fridge, Telephone, Door-windows, Almirah etc.	Rooms	7300
2	Washing of Full Plates	Nos.	16425
3	Washing of Half Plates	Nos.	34675
4	Washing of Bowls	Nos.	19345
5	Washing of Tawas	Nos.	14600
6	Washing of Bhagonas	Nos.	5475
7	Washing of Kadahi	Nos.	5475
8	Serving of Tea & Coffee	Nos.	38325
9	Serving of Snacks	Nos.	23725
10	Serving of Meals	Nos.	20075
11	Bringing Material from Local Market/Trip	Trip	3285

- 3) Payments will be made to the contractor on the basis of work carried out by him on a monthly basis.
- 4) All payments will be subject to deduction of income tax at source as per Income Tax as per the applicable Rules.
- 5) Measurement Book to be maintained for the work carried out daily / weekly / monthly by the contractor & the same shall be verified by BHEL official, nominated for the same.

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PROFORMA FOR SUBMITTING TECHNICAL BID FOR -----

1. Name of the firm : _____ (Essential)
2. Name of the Proprietor : _____ (Essential)
3. Address and Contact Numbers : _____ (Essential)
4. Registration Number : _____ (Essential)
Copy of the Certificate : Enclosed / Not Enclosed
5. Labour License Number : _____ (Desirable)
Copy of the License : Enclosed / Not Enclosed
6. PF Code Number : _____ (Essential)
Attach Copy of the PF registration
7. ESI Code Number : _____ (Essential)
Attach Copy of the ESI registration
8. (1) PAN/TAN Number : _____ (Essential) (2)
Income Tax return last 3 yrs. Enclosed / Not Enclosed (Essential)
9. Service Tax Number(PAN Based) : _____ (Essential)
10. VAT/TIN Number : _____ (Essential)
(To be submitted only in case Enclosed / Not Enclosed
where material transaction is involved)
11. Experience Certificate : Enclosed / Not Enclosed (Essential)
(Along with balance sheet & profit and loss account/ turnover certificate issued
by CA)
12. No. of Workers including Supervisors : _____ (Essential) on the
rolls of the firm
13. Earnest Money Deposit : Rs. _____ (Essential)
- a) EFT Number & Date : _____ Date _____

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कार्य० राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसी



भारत हवा इलेक्ट्रिकल्स लिमिटेड, झांसा
(संचार एवं जन सम्पर्क विभाग)

20

अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: 'I'

14. Any other relevant information : _____
15. Tender Cost :Rs. _____ (Essential)
POS No. / EFT No. : _____
16. Validity of offer : 90 days from the date of
tender Opening.
17. Acceptance of RA : Accepted/Not accepted
18. Blank Price bid format : Enclosed/Not Enclosed (Essential)

We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.

Signature with Name & Office Seal

Date:

Note : Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope then the "bids" are liable to be rejected.

23 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० संतोष कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसी



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(संचार एवं जन सम्पर्क विभाग)

19

अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: "J"(a)

PRICE BID

- a. Name of the firm : _____
b. Name of the proprietor/partners : _____
c. Address and contact nos : _____
d. Price offer on work measurement basis : _____

Sl. No.	JOB/ACTIVITY	Expected qty. during the entire contract period	RATE	AMOUNT = c X d
(a)	(b)	©	(d)	(e)
1	Preparation of Rooms for new guests, which includes dusting of Bed-sheets, Pillows, Linen, Furniture, TVs, Fridge, Telephone, Door-windows, Almirah etc.	7300		
2	Washing of Full Plates	16425		
3	Washing of Half Plates	34675		
4	Washing of Bowls	19345		
5	Washing of Tawas	14600		
6	Washing of Bhagonas	5475		
7	Washing of Kadahi	5475		
8	Serving of Tea & Coffee	38325		
9	Serving of Snacks	23725		
10	Serving of Meals	20075		
11	Bringing Material from Local Market/Trip	3285		

Note: Service tax extra

Total = Rs(Rupees)

26 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(सं० संतोष कुमार मिश्र)
वर० राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा



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(संचार एवं जन सम्पर्क विभाग)

अतिथि गृह सेवाओं हेतु सेवा संधिदा

18

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: "J"(b)

BLANK BASIS OF OFFER

Sl.No.	Description	Unit	Requirement
1	Technological Man Hours required	Hrs.	14880
2	Technological Man Days required (Figure of Sl.No. 1 divided by 8)	Days	1860
3(i)	Minimum wage/day of Appropriate Government	Rs.	301.63
3(ii)	Additional Amount /day	Rs.	123.08
4	Total of wages per day(Sl.No. 3(i) +3(ii))	Rs.	424.71
5	Total Wages(Sl.No. 2*4)	Rs.	789960.6
6	Provision for extra wages @ 5% of Sl. No. 5	Rs.	39498.03
7	Contingency @ 6% of Sl.No.5 due to revision of DA Rates and increase in minimum wages accordingly.	Rs.	47397.64
8	Contingency @ 6% of Sl.No.6 due to revision of DA Rates and increase in minimum wages accordingly.	Rs.	2369.88
9	Total contingency (Sl.No.7+8)	Rs.	49767.52
10	PF/EDLI/Pension Employer's contribution @ 13.16% on Sl. No.5 & 7 coverage of maximum Rs.15000/-[(Sl.No. 5 +Sl No. 7) * 13.16%]	Rs.	110196.34
11	ESI Employer's Contribution @ 4.75% (Calculated on Amount.of Sl.No.5,6 & 9)	Rs.	41763.24
12	Provision for uniforms, uniform stitching charges, shoes, helmet (Sl.No.2/310 x Rs.925/-)	Rs.	5550.00
13	Provision of Personal Accident insurance (24x7) @ Rs.500/- (Sl.No.2/310 x Rs.500/-)	Rs.	3000.00
14	Contingency @ 20% of Sl.No.13	Rs.	600.00
15	Total (Sl.No..5+6+9+10+11+12+13+14)	Rs.	1040335.73
16	Contractors Commission -----%	Rs.	XXX
17	Statutory minimum Bonus on minimum wages of appropriate govt. whichever is maximum. i.e. minimum wages per day at sl. No. 3 (i) * Total Man-days at Sl. No.2 * 8.33% for one year	Rs.	46733.95
18	Total of Sl.No.(15+16+17)	Rs.	XXX

Note: Service tax extra as applicable.

25 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० संतोष कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा



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(संचार एवं जन सम्पर्क विभाग)

अतिथि गृह सेवाओं हेतु सेवा संविदा

17

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: "J"(a)

BLANK PRICE BID

- a. Name of the firm : _____
b. Name of the proprietor/partners : _____
c. Address and contact nos : _____
d. Price offer on work measurement basis : _____

Sl. No.	JOB/ACTIVITY	Expected qty. during the entire contract period	RATE (e)	AMOUNT = c X d
(a)	(b)	(c)	(d)	(e)
1	Preparation of Rooms for new guests, which includes dusting of Bed-sheets, Pillows, Linen, Furniture, TVs, Fridge, Telephone, Door-windows, Almirah etc.	7300		
2	Washing of Full Plates	16425		
3	Washing of Half Plates	34675		
4	Washing of Bowls	19345		
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6	Washing of Bhagonas	5475		
7	Washing of Kadahi	5475		
8	Serving of Tea & Coffee	38325		
9	Serving of Snacks	23725		
10	Serving of Meals	20075		
11	Bringing Material from Local Market/Trip	3285		

Note: Service tax extra

Total = Rs(Rupees)

24 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० संतोष कुमार मिश्र)
वरिष्ठ राजस्व अधिकारी (सं.ज.स.)
बीएचईल, झांसा



भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसा
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अतिथि गृह सेवाओं हेतु सेवा संविदा

18

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

This sheet is applicable where usw, contractor man power required

Schedule: "J"(b)

BASIS OF OFFER

Sl.No.	Description	Unit	Requirement
1	Technological Man Hours required	Hrs.	14880
2	Technological Man Days required (Figure of Sl.No. 1 divided by 8)	Days	1860
3(i)	Minimum wage/day of Appropriate Government	Rs.	301.63
3(ii)	Additional Amount /day	Rs.	123.08
4	Total of wages per day(Sl.No. 3(i) +3(ii))	Rs.	424.71
5	Total Wages(Sl.No. 2*4)	Rs.	789960.6
6	Provision for extra wages @ 5% of Sl. No. 5	Rs.	39498.03
7	Contingency @ 6% of Sl.No.5 due to revision of DA Rates and increase in minimum wages accordingly.	Rs.	47397.64
8	Contingency @ 6% of Sl.No.6 due to revision of DA Rates and increase in minimum wages accordingly.	Rs.	2369.88
9	Total contingency (Sl.No.7+8)	Rs.	49767.52
10	PF/EDLI/Pension Employer's contribution @ 13.16% on Sl. No.5 & 7 coverage of maximum Rs.15000/-[(Sl.No. 5 +Sl No. 7) * 13.16%]	Rs.	110196.34
11	ESI Employer's Contribution @ 4.75% (Calculated on Amount.ofSl.No.5,6 & 9)	Rs.	41763.24
12	Provision for uniforms, uniform stitching charges, shoes, helmet (Sl.No.2/310 x Rs.925/-)	Rs.	5550.00
13	Provision of Personal Accident insurance (24x7) @ Rs.500/- (Sl.No.2/310 x Rs.500/-)	Rs.	3000.00
14	Contingency @ 20% ofSl.No.13	Rs.	600.00
15	Total (Sl.No..5+6+9+10+11+12+13+14)	Rs.	1040335.73
16	Contractors Commission -----%	Rs.	
17	Statutory minimum Bonus (@ 7000/-or minimum wages of appropriate govt. whichever is maximum) *Total Man-days at Sl. No.2/310) for one year	Rs.	46733.95
18	Total of Sl.No.(15+16+17)	Rs.	

Rupees (In words).....

Note: Service tax extra as applicable.

27 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(श्री ० संतोष कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
पी०एच०ई०एल०, झांसा



भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसा
(संचार एवं जन सम्पर्क विभाग)

15

अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: "J"(b)

- (A) Conditions for price bid schedule: "j" for this tender enquiry.
1. Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope the "bids" are liable to be rejected.
 2. All the blank spaces in price bid (schedule: j (a)) at sl.no. D & E and sl.no.16, 18 of the basis of offer (schedule: j (b)) of the price bid format should be filled by the contractor. If any fixed figure in the price bid format is changed then the bid shall be straightway rejected/ by-passed.
 3. The total value of price bid that is the total of column E of price bid (schedule: j (a)) should match/tally with figure at sl.no. 18 of the basis of offer (schedule: j (b)) of the price bid. If these two values are different then the offer may be by-passed.
 4. If any other addition is made or any condition is added by the bidder in the price bid format then the offer shall be by-passed.
 5. Contractor has to comply with payment of minimum wages and other statutory levies as per provision of the respective acts.
- (B) Guidelines for dealing with "discrepancy in words & figures – quoted in price bid". In case of non-conformities/errors/discrepancies are observed between the quoted prices in figures and that in words, following guidelines are to be followed:-
- (a) In the price structure quoted for service contract, if there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the tenderer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall be govern and the unit price corrected accordingly.
 - (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
 - (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
 - (d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the tenderer, the bid is liable to be ignored.

In case of a tie between two or more lowest bidders, snap bid shall be called with discount on the offered rates. If snap bid is not feasible then the L1 shall be decided with lottery system.

28 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० संतोष कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा



भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसा (संचार एवं जन सम्पर्क विभाग)

14

अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: K (Annexure: I)

गेट पास आवेदन

(ठेकेदार के संविदा श्रमिकों हेतु)

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

 एवं

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

संविदा श्रमिक का व्यक्तिगत विवरण

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

संविदा श्रमिक का नाम.....जन्म तिथि/आयु..... पिता का नाम.....

.....पहचान चिन्ह..... स्थाई पता.....

.....वर्तमान पता.....

.....शैक्षिक योग्यता.....

.....तकनीकी योग्यता.....

.....आधार न0.....मोबाइल न0.....

भविष्य निधि खाता संख्या

कर्मचारी रा.बी. निगम खाता संख्या

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

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

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

आबंटित गेट पास सं०.....दिनांक.....हस्ताक्षर आबंटनकर्ता.....

विभागाध्यक्ष-मा.सं./सं.श्र.प्र. प्रभारी के हस्ताक्षर

(दिनांक एवं मोहर सहित)

के० ओ० सु० ब० द्वारा भरने के लिए

पासों के विचाराधीन रहने तक.....से.....तक श्री.....नियोजक.....

.....को कारखाने में प्रवेश हेतु अनुमति दी जाती है।

पास संख्या.....जारी होने की तिथि से दिनांक.....तक ही वैध होगी तथा प्रत्येक माह/तीन दिन के पश्चात्

२५ तारीख को के० ओ० सु० ब० द्वारा नवीनीकृत किया जायेगा।

हस्ताक्षर उप कमान्डेन्ट के० ओ० सु० ब० इकाई

बी०एच०ई०एल० झॉसी (उ०प्र०)

29 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(श्री० संतोष कुमार मिश्र)
वरि० राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल० झॉसी



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(संचार एवं जन सम्पर्क विभाग)

13

अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

ANNEXURE - II

FORM XIV

(See Rule 76)

Employment Card

Name and address of Contractor

Nature of work and location of work

Name and address of Establishment
in/under which contract is carried on

Name and address of Principal
Employer

1. Name of the workmen

2. Serial No. in the register of workmen
employed

3. Nature of employment/designation

4. Wage rate with particulars of unit,
in case of piece-work.

5. Wage period

6. Tenure of employment

Remarks.

Signature of contractor.

30 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० संतोष कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसी

भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसा
(संचार एवं जन सम्पर्क विभाग)

अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: K

ANNEXURE - III

FORM XIII

[See Rule 75]

Register of workmen employed by contractor

Name and address of contractor

Name and location of work

Name and address of Establishment in/under
which contract is carried on

Name and address of Principal Employer

[illegible]

31 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० संतोष कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
पि०एच०ई०एल०, झांसी



भारत हवा इलाक्ट्रिकल्स लिमिटेड, झांसा
(संचार एवं जन सम्पर्क विभाग)

11

अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule: K (Annexure:-IV)

FORM XVII
[See Rule 78(1) (a)(i)]
Register of Wages

Name and Address of Contractor Name and address of Establishment in / under
..... Which contract is carried on
Nature and location of works

Name and address of Principal
Employer

Wage period: Monthly

Sl. No.	Name of workman	Serial No. in the register of workman	Designation / nature of work done	No. of days worked	Units of works done
1	2	3	4	5	6

Daily-rate of wages/piece rate	Amount of wages earned				Total
	Basic wages	Dearness Allowances	Overtime	Other cash payments (Nature of payment to be indicated)	
7	8	9	10	11	12

Deductions, if any, (indicate nature)	Net amount paid	Signature / Thumb impression of workman	Initial of contractor or his representative
13	14	15	16

SIGNATURE & SEAL OF THE CONTRACTOR

Verified that Wages disbursed to labors mentioned in Sr. No 2 through bank on.....(date)
(Sign & Seal of Executive Incharge)

32 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० संतोष कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा



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(संचार एवं जन सम्पर्क विभाग)

10

अतिथि गृह सेवाओं हेतु सेवा संविदा

TENDER ENQUIRY NO: CPR/GH/SC/17-18

DATE: 13-06-2017

Schedule "L"

RULES FOR ROUNDING OFF NUMBERS

Case A: In rounding off numbers, the last figure kept should be unchanged if the first figure dropped is less than 5.	For example , if only one decimal is to be kept, then 6.422 becomes 6.4.
Case B: In rounding off numbers, the last figure kept should be increased by 1 if the first figure dropped is greater than 5.	For example, if only two decimals are to be kept, then 6.4872 becomes 6.49. Similarly, 6.997 becomes 7.00.
Case C: In rounding off numbers, if the first figure dropped is 5, and all the figures following the five are zero or if there are no figures after the 5, then the last figure kept should be unchanged if that last figure is even.	For example, if only one decimal is to be kept, then 6.6500 becomes 6.6. For example, if only two decimals are to be kept, then 7.485 becomes 7.48.
Case D: In rounding off numbers, if the first figure dropped is 5, and all the figures following the five are zero or if there are no figure after the 5, then the last figure kept should be increased by 1 if that last figure is odd..	For example, if only two decimals are to be kept, then 6.755000 becomes 6.76. For example, if only two decimals are to be kept, then 8.995 becomes 9.00.
Case E: In rounding off numbers, if the first figure dropped is 5, and there are any figures following the five that are not zero, then the last figure kept should be increased by 1.	For example, if only one decimals is to be kept, then 6.6501 becomes 6.7. For example, if only two decimals are to be kept, then 7.4852007 becomes 7.49.

33 of 33

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority

(डॉ० संतोष कुमार मिश्र)
वरिष्ठ राजभाषा अधिकारी (सं.ज.सं.)
बी०एच०ई०एल०, झांसा