

TENDER NOTICE

Dear Sir/s,

Sub: Open Tender on Two-Part basis Inviting Technical and Price Bid for Entire Housekeeping and Other Maintenance Services for BHEL ROD Chennai - Tek Towers, Thoraipakkam and BHEL Harbour Office located inside Chennai Harbour

Please submit your competitive bid for the following scope of work as per the conditions given in the Tender.

01. Scope of work : Open Tender on Two-Part basis Inviting Technical and Price Bid for Entire Housekeeping and Other Maintenance Services for BHEL - Tek Towers, Thoraipakkam and BHEL Harbour Office located inside Chennai Harbour
02. Duration of Contract : **24 Months**
03. Commencement of Work : **18.11.2020**
04. Place of Submission of Bids: **BHEL ROD– No. 11, Tek Towers, 4th floor, OMR Okkiyam Thoraipakkam Chennai - 600097**
05. Last Date/Time for receipt of tender : **22.10.2020**
06. Date/Time for opening of Technical Bid : **22.10.2020 at 14.30 Hrs**
07. Date/Time of Price Bid Opening : The Bidders who are technically qualified will be called for Price Bid Opening. The Date and Time of price bid opening will be intimated only to the Qualified Bidders separately.
08. EMD : Rs. 89000/- (Rupees Eighty nine thousand only)
EMD shall be submitted by the Bidder in the form of Demand Draft of Bank drawn in favour of BHEL Regional operations Division, payable at Chennai.

TENDER SUBMITTED WITHOUT EMD IS LIABLE FOR REJECTION.

Bidders who satisfy the MSME Criteria are exempted from submitting EMD amount, subject to production of valid Certificate duly attested by Notary Public / Gazetted officer.

No Interest shall be allowed on the EMD.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

This Tender is subject to meeting 1. Eligibility Criteria, 2. Scope of Contract, 3. Terms & Conditions, 4. Other Terms & Conditions, 5. Special instructions and 6. All Annexures.

- (a) Bidder should furnish all details asked for in the **TECHNICAL BID**. Bids submitted with incomplete and incorrect details will be liable for rejection.
- (b) **EMD** along with **Certificate of Declaration** (Annexure I) should be submitted in a separate sealed cover duly **superscribing the cover "EMD & CERTIFICATE OF DECLARATION"**.
- (c) The Eligibility Criteria, Scope of Contract, Terms & Conditions, Other Terms & Conditions and all other details asked for in **"TECHNICAL BID"** shall be duly signed under Company Seal in all pages along with **Sample Price Bid** with all columns filled as **"QUOTED"** only (**no rate/s shall be indicated**). Both Technical Bid and Sample Price Bid without rates shall be placed in one sealed cover duly super-scribing the cover as **"PART A - TECHNICAL BID"** and submitted.
- (d) Bidder should furnish the actual RATES in the enclosed BHEL **"PRICE BID"** format and the same shall be duly signed with seal and placed in a separate sealed cover duly superscribing the cover **"PART B - PRICE BID"** and submitted.
- (e) **Totally there will be 3 Separate sealed Covers as given below: -**
 - (i). **Cover 1: EMD or valid MSME/NSIC exemption certificate (as applicable) along with Certificate of Declaration confirming the knowledge of BHEL Locations (Annexure – I) with a covering letter.**
 - (ii). **Cover 2: Part A – Technical Bid along with Sample Price Bid without rates and**
 - (iii). **Cover 3: Part B – Price Bid in required format(enclosed).**
- (f) All the 3 covers as stated above in (e) shall be placed in a **common sealed cover and submitted** before the said due date as given above **superscribing "Tender No. BHEL/ROD/HR/HK/2020 dt. 08.10.2020 & Due Date – 22.10.2020"**.
- (g) **Any deviation to the tender terms & conditions or schedules to this tender will lead to total disqualification of the offer submitted.**
- (h) At the time of opening of Tender, the representatives of the bidders should produce the authorization obtained from the authorized signatory of the Bidder specifying the purpose. Also the specimen signature of the representative should be attested.
Bids reaching this Office after the due date (22.10.2020) and timing specified above will not be accepted.

Thanking You,

R Anitha
Manager(HR& MS-contracts)
BHEL - ROD
Email: anitha@bhel.in
Signature of the Bidder

Place

Date

(NAME & ADDRESS WITH SEAL)

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CHECKLIST AND SCHEDULE OF GENERAL PARTICULARS

IMPORTANT: Last Date & Time for Submission of Tender: **22.10.2020, 14.00 Hrs.**

NOTE: Bidders shall fill in the following details and no column should be left blank

SL.NO.	PARTICULARS	STATUS
1	Whether Certificate of Declaration confirming the knowledge of BHEL Locations attached (Annexure –I) – Cover 1	YES / NO
2	Whether DD for EMD / Exemption Certificate enclosed in Cover 1	YES / NO
3	Whether Details of Similar Works completed during last Three Years (Dec -2017 to Oct-2020) attached (Annexure –II)	YES / NO
4	Details of GST Registration furnished with Proof	YES / NO
5	Details of PAN furnished with Proof	YES / NO
6	Details of PF Registration furnished with Proof	YES / NO
7	Details of ESI Registration No. furnished with Proof	YES / NO
8	Details of Company Status attached with Proof	YES / NO
9	Details of Previous Housekeeping Experience in the Industry attached with Proof	YES / NO
10	Income Tax Details for the last three Financial Years attached with Proof	YES / NO
11		YES / NO

Place

Signature of the Bidder

Date

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	Profit & Loss Account Statements and Balance Sheet for the last three Financial Years attached with Proof	
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SL.NO.	PARTICULARS	STATUS
12	Details of Company / Firm attached	YES / NO
13	Certificate of Compliance attached (Annexure V)	YES / NO
14	Format to Receive e-Payment (NEFT / RTGS) (Annexure VI)	YES / NO
15	Part A - Technical Bid with Sample Price Bid (without rates) attached ĩ Cover 2	YES / NO
16	Part B - Price Bid (with rates filled as per format in both Figures & Words) attached ĩ Cover 3	YES / NO

Date:

Name and Address of the Bidder

(Signature of Bidder)

With Stamp

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

I. ELIGIBILITY CRITERIA

1. The Bidder must inspect two BHEL specified Locations and enclose the duly filled in format given in Annexure I.
2. The Bidder should have valid GST Registration Number, PAN, PF and ESI Registration Numbers. Documentary proofs / Photo copies (self-certified) are to be enclosed.
3. The agency could be a Proprietorship / Registered Firm / Private or Public Ltd. Company registered under Companies Act. Documentary proof / photo copy (self-certified) to be enclosed.
4. The Bidder should have housekeeping experience in the industry / institution for a minimum period of Three Years. The list of clients, present and past, should be enclosed and contract completion / performance certificate from client(s) has to be furnished as documentary evidence.
5. Bidder's Average Annual Financial turnover during the last Three Financial Years ending 31st March 2020 should be **at least Rs. 1335000/- (Rupees Thirteen lakhs Thirty five thousand only)**. Copies of Balance Sheets and Profits & Loss Account Statements of last three Financial Years i.e. F.Y. 2017-18 & 2018-19 & 2019-20, duly certified by Chartered Accountant and Copies of Acknowledgements of IT Returns of last Three Financial Years i.e. F.Y. 2017-18 & 2018-19 & 2019-20 (Assessment Years 2018-19 & 2019-20 & 2020-21) shall be furnished.
6. Bidder shall have experience of having successfully completed similar Housekeeping works during the **last Three Years ending on 30.10.2020** in one of the following ways:-
 - 6.1 Three Similar Completed Works, each work costing not less than the amount equal to **Rs. 17.8 Lakhs** (or)
 - 6.2 Two Similar Completed Works, each work costing not less than the amount equal to **Rs. 22.25 Lakhs** (or)
 - 6.3 One Similar Completed Work costing not less than the amount equal to **Rs. 35.6 Lakhs**

Similar Works shall mean Contract executed for Housekeeping Services in Offices, Factories, Establishments, etc.

Bidder shall submit filled in **Annexure - II** (Details of similar works completed during the last Three years - Dec -2017- Oct 2020) with Copies of Work Orders / Contract Award Letters **and** Work Completion Certificate in support of proof of experience for the similar completed works executed by the bidders. BHEL reserves the right to cross check/verify the documents from the issuing Agency.
7. Bidder shall have an office in Chennai for dealing with day-to-day affairs and to comply with all Statutory Provisions of the Applicable Acts and shall submit a **Self-Declaration** in their official letter Place Signature of the Bidder



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu
HR & ADMINISTRATION DEPARTMENT

Tender No.: BHEL/ROD/HR/HK/2020

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head that they have a **full-fledged office set-up** in Chennai indicating the present address with contact details (phone nos. & email address). Full-Fledged Office Set-up shall mean the office shall be kept open during normal business hours (0900 to 1800 Hrs) and an authorized representative of the Bidder must be available for immediate response. The decision of the BHEL - Tender Committee / BHEL In-charge inspecting the office set-up shall be final and binding on the Bidder.

8. Bidder must submit a Self-Declaration that no case is pending with the Police / Court against the Proprietor / Firm / Partner / Director or the Company for any Statutory Violation or Non-Compliance of Statutory Provisions of Applicable Acts and that the Bidder has not been suspended / blacklisted by any Organization.
9. The bids of only those bidders, who are meeting all the above specified eligibility criteria, will be considered for further evaluation and bids of others will be summarily rejected.

II. SCOPE OF CONTRACT:

VARIOUS LOCATIONS WHERE SERVICES ARE TO BE PROVIDED:

The various locations wherein the **Housekeeping and Other Maintenance Services** to be provided are given below:-

- a) BHEL – ROD, No. 11, Tek Towers, 4th Floor, OMR, Okkiyam Thoraipakkam, Chennai 600097
- b) BHEL – Dock Office, (inside Chennai Harbour)

SCOPE OF WORK:

The scope of work covers providing Housekeeping and Maintenance of the entire premises and providing Highly skilled & Clerical Services by the Contractor at the above mentioned addresses / locations as detailed below: -

4. Preparation and serving of coffee/tea in the morning and evening to the employees at Dock Office
5. Carrying official letters/documents from inside harbour office to EVR Bldg. Office and back.
6. Upkeep and Maintenance work & Pest/Rodent Control of our Offices at
 - Tek Towers, 4th floor, Thoriapakkam
 - Dock Office (inside Harbour Area)

as per the direction of the Administration in-charge of the respective office.

7. The works comprising of
 - a. Cleaning of all tables (including computer tables), all Chairs (including computer chairs), side racks, Conference hall, Computer/Server Room, store room, stationery room, all Cabins, general office areas, lobbies, toilets, recreation club rooms, corridors, etc. corridor, battery area, windows, shutters, lights, fans, Xerox Machines, removing wastages, kitchen of Dock Office etc. of E Tek Towers, 4th floor, Thoriapakkam and Dock Office (Inside the harbor area), Chennai.
 - b. Cleaning of toilets, IWCs/EWCs, urinals, wash basins on daily basis at Dock office.
 - c. Dusting telephones instruments, computers and printers on daily basis.

Place

Signature of the Bidder

Date

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- d. Sweeping the floors in the morning before start of the office hours on daily basis.
- e. Collection of garbage and other wastes and dispose off the same as per instruction.
- f. Mopping the floors with disinfectant/anti-bacterial chemicals once a day in the morning before start of the office.
- g. Additional cleaning/mopping the office as required during visit of VIPS.
- h. Cleaning of toilets, IWCs/EWCs, wash basins, urinals with acid once a week.
- i. Removal of cobwebs once in a fortnight.
- j. Cleaning of all common toilets, urinals, wash basins, water coolers before opening of office thoroughly with disinfectants, filling soap dispensers in the morning and keeping fresheners/naphthalene balls, urinal cakes appropriately.
- k. Dusting and cleaning of all furniture items, fittings and fixtures, electronic equipments, Venetian blinds, window panels, wall panel, waste paper baskets, library books/book shelves, etc.
- l. Pest & Rodent control for the entire office areas once in a month.
- m. And any other work as assigned by the Administrative in charge from time to time.
- n. Occasionally, should accompany employee outside office premises for loading and unloading.
- o. Plumbing and Electrical assistance for which services will be utilized on on-call basis.
- p. Carrying out clerical tasks assigned from time to time in respective department.

Any other work related to the above as assigned from time to time.

The detailed activities are given in the Bill of Quantities indicated in the price bid. However, the activities mentioned are only indicative in nature and any other activities which are incidental to the above shall be carried out and no additional amount will be paid for the same.

MINIMUM CREW STRENGTH PER DAY:

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the BHEL In-Charge. As per BHEL estimate the minimum crew strength required for satisfactory performance of the contract is given hereunder:-

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CATEGORIES				
	Tek Towers	SSBG	Dock Office	TOTAL
Unskilled	2		1	3
Skilled	3	1	-	4
TOTAL	5	1	1	7

The bidders shall, however, survey all the work locations & its area and make assessment of the additional requirement, if any.

The bidder must employ experienced and skilled ADULT labour only. No Child Labour (below 18 years of age) shall be engaged / deployed by the bidder. **In case, employment of Child Labour is found, it will lead to immediate termination of Contract.** The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

The bidder shall ensure that the workforce deployed (except Clerical category) wear uniform while on duty. Contractor shall provide Uniforms (**minimum 3 sets per year per individual**) and sufficient number of Rain Coats, Gumboots, Protective Clothing, Safety / Personal Protective Equipments (PPE) etc. to their employees deputed for work at all the locations. The exact requirement shall be decided in consultation with the BHEL in-charge.

Workforce should come with COVID-19 protection gear including mask.

The working hours for various categories of workforce to be deputed by the Contractor is given in **Annexure IV.**

LIST OF MATERIALS, TOOLS TO BE SUPPLIED BY THE CONTRACTOR:

1. The list of minimum quantity of materials, tools to be supplied at applicable locations are provided in Annexure III.
2. The bidders shall, however, survey all the office locations on their own and make assessment of any additional quantity and different variety of materials which are essential for the execution of all the above specified works.

EQUIPMENTS TO BE PROVIDED BY THE CONTRACTOR DURING THE ENTIRE CONTRACT PERIOD:

1. The minimum list of Equipments to be provided by the Contractor is given below: -
 1. Vacuum Cleaner – 1 **No.(For Tek Towers)**
 2. Mop Trolleys.
 3. Glass Cleaning Kits

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2. All the Materials to be supplied by the Contractor should be of leading Brands and First Quality with ISI Mark (or) in conformity with the specification / makes keeping in view good quality/standard after discussion and finalization with BHEL In-Charge. **All the materials, tools and equipments shall have the prior approval of BHEL.** The decision of BHEL shall be final and binding on the Contractor.
3. All the above-mentioned materials, tools and equipments should be available with the Site Supervisor at all times. In case of shortage, the Contractor has to arrange for supply of the required balance quantities immediately in co-ordination with the Site Supervisor.

III. TERMS AND CONDITIONS:

1. The work shall be carried out so as to keep the premises ready by office opening time and keep the office clean till and after the closing time.

2. **PENALTY CLAUSE :**

The following instances will attract Penalty from the Contractor's running bills (or) Security Deposit as applicable: -

- (a) Failure in maintaining the Stipulated Services on any day up to the desired standard in part / full **(or)** delay in supply / short-supply of minimum quantity of materials per month **(or)** delay in supply of tools **(or)** delay / short- payment of wages to the workforce engaged by the Contractor beyond the stipulated date in this Tender : In each such occurrence, an amount of **Rs.5,000/- (Rupees Five Thousand only) per day** will be recovered.
- (b) Failure in maintaining specified minimum crew strength : A penalty at the rate of **Rs.750/- (Rupees Seven Hundred and Fifty only) per day per person** not engaged for the work will be recovered. The penalty for shortage in minimum crew strength shall also include reliever / holiday duties, etc.

For the purpose of imposing the above mentioned penalties, the decision of BHEL In-Charge will be final and binding on the contractor and shall not be subject to any dispute 'or' arbitration.

3. Site Supervisor/s should maintain the attendance, materials register, various registers stipulated under statutory provisions under applicable laws. All the housekeeping, skilled and supervisor personnel shall be present during the entire period of BHEL working hours on all the Six Days a Week.
4. ***The Bidder shall ensure continuous and uninterrupted services wherever round-the-clock shifts are stipulated.***
5. Upkeep and maintenance should not suffer on any account including absenteeism. Any delay in providing service shall result in BHEL getting the work done by other source /agencies **at the risk and cost of the contractor.**

6. **RATES:**

- (a) The applicable rates quoted shall remain **FIRM / CONSTANT** for the entire Tenure of the Contract from the date of commencement except for statutory liabilities such as payment of minimum wages, bonus

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act. Minimum wages shall be paid to workmen employed in accordance with the Minimum Wages Act and Notification issued by Central Government from time to time. You may quote the present rate of Wages and DA in the annexure attached. However, whenever there is any increase in the Wages / DA, the same may be intimated to BHEL along with sufficient proof to effect the increase.

- (b) Unit rates should be quoted in figures as well as in words with reference to the item shown in the attached schedule.
- (c) Rate for the item of the tender schedule should be quoted in Rupees and paise only as per the Work / Rate schedule both in figures and words. In case any difference in rate/s quoted between figures and words, then the rate/s quoted in words will only be taken as the tendered rate.
- (d) If, in the price structure quoted, there is discrepancy between the Unit Rate and the Amount (which is obtained by multiplying the unit rate by the quantity), the Unit Rate shall prevail and the Amount corrected accordingly.
- (e) The rates quoted in the tender shall remain valid for a minimum period of "NINETY DAYS" from the date of opening of Technical bid.
- (f) **The Unit Rates quoted should be exclusive of applicable GST and inclusive of any other taxes & duties levied or to be levied both by Central and State Government Authorities. Such levies should be borne by the Contractor.**
- (g) GST will be reimbursed as per statutory provisions, subject to production of proof of payment / remittances only.
- (h) In case GST credit is delayed or denied to BHEL due to reasons not attributable to BHEL, GST amount will be recovered from vendor along with interest levied or leviable on BHEL from payment due to vendors (bills, SD etc) from BHEL.
- (i) Every endeavour is made to avoid any error which can materially affect the basis of the tender but the successful Bidder shall be taken upon himself to provide for the risk or any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
- (j) Canvassing in any form w.r.t. tenders is strictly prohibited and the tenders submitted by contractors who resort to canvassing are liable for rejection.
- (k) The Contractor shall obtain labour license for the entire Contract period, including extended period, if any, in respect of BHEL if selected / work awarded.
- (l) The rate per month quoted for cleaning materials should be firm at least for a period of two years. Please note that the quantity in list attached is only an average quantity. This may slightly vary in any month depending upon the usage. At the end of each month the quantity available in stock would be noted and the requirement for the following month assessed by the Administration staff.
- (m) The gate pass fee for the workmen / supervisor and car / van will be paid as per actual for which the contractor shall give an account every month along with the bills.
- (n) The service charges will be firm during the period of the contract

PROCEDURE FOR SUBMISSION OF TENDER:

- 1) Bidders should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents. In acceptance of the terms and conditions mentioned under this contract, each and every page (Technical Bid including Sample unpriced Price Bid, all other required documents

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and Price Bid) of this enquiry including corrigendum, if any, shall be signed and sealed by person duly authorized / empowered to do so. Certified copies of such authority and relevant documents shall be submitted along with the tender.

- 2) If the bidders have any doubt/s about the meaning of any portion of the specifications or find discrepancies or omission or shall require clarification on any of the technical aspects, scope of work, etc. he/she shall at once contact the authority inviting the tender on the specified address / contact nos. for clarification before submission of the tender.
- 3) Before submission of tender document, the Bidder/s is/are advised to inspect all the sites of work and the environment and be well acquainted with the actual working and other prevalent conditions, facilities available, etc. No claim will be entertained later, on the grounds of lack of knowledge.
- 4) All entries in the tender shall be either typed or written legibly in ink. Erasures and overwriting shall not be resorted to. However, in case of unavoidable corrections / insertions, the bidder shall affix his signature against the same.
- 5) For convenience and uniformity, the "PRICE BID" Formats are enclosed. You are requested to quote your rates in the prescribed formats only. No Column/s in the Price Bid shall be left blank.
- 6) The bidder shall carefully peruse all the clauses, specifications indicated in the tender documents before quoting.

DUE DATE FOR SUBMISSION OF TENDER:

1. The due date/time for submission of sealed bids (Technical & Price Bids) is up to **1400 Hrs on 22.10.2020** and the same should be submitted at the office of **BHEL – ROD Chennai, 4th Floor HR & Administration Department, Tek Towers, 11, OMR, Okkiyam Thoraipakkam, Chennai 600097**
2. Any bid received after the above prescribed deadline **will not be accepted** and will be summarily rejected.

OPENING OF TECHNICAL & PRICE BIDS:

1. The Technical Bids will be opened at **1430 Hrs on 22.10.2020** in the presence of the authorized representative of the bidders who would like to witness the opening (only one representative from each bidder is allowed to be present).
2. The Price Bids of such Firms/Organizations which meet the prescribed Techno-Commercial Criteria would be opened with due intimation.
3. All the Bidder's representative/s should obey BHEL Ethics in the tender opening room which would be announced before the commencement of bid opening.
4. Representatives should have COVID 19 protection gear including masks.

1.0 AWARDING OF CONTRACT

The Price Bids of qualified bidders will be opened by the Committee and the Organisation / Agency with the Lowest Bid (L1) shall be considered for award of Contract. The **Total Contract Value** shall be taken into consideration for arriving at **L1** Status for award of the Contract.

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2.0 **SELECTION, CONTROL AND SUPERVISION OF WORKFORCE:**

- a) Contractor shall decide the number of employees, over the minimum crew strength, if required, to be deployed for execution of the work awarded to him. Contractor or his Site Supervisors/s shall be solely responsible for carrying out the assigned works as per the prescribed specifications and quality plan.
- b) All workforce, materials, tools, equipments, transportation etc., required for the works are under the scope of the Contractor only.
- c) Contractor's Supervisor/s shall supervise the work allotted by BHEL and to be executed by their Employees to the satisfaction of BHEL.
- d) 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, and COVID 19 protection masks.
- e) Contractor to maintain appropriate records of his employees deployed to carry out the job(s).
- f) Contractor to provide identity card with photograph duly verified and attested by the Contractor to his employees. Contractor to indicate the name of the proprietary / partnership firm / company, place of work, contact number and duration of validity of card.
- g) Contractor shall be solely responsible for the good conduct of his employees. In case of any misconduct / misbehavior by any employee, the contractor will replace such employee(s) immediately and make good the loss / damage suffered by BHEL. The decision of BHEL In-Charge shall be final and binding in this regard.
- h) Contractor shall ensure that the job is executed through his employees on his rolls and under no circumstances, the contractor shall deploy any casual labour to carry out the job assigned nor shall sub-contract the job without prior written permission.
- i) Contractor shall keep watch on his employees and he will be liable for any pilferage / loss / damage 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.
- j) Contractor has to provide distinct uniform to their workforce(except clerical category) different from BHEL employees. The **uniform** should have **logo of the Contractor's firm / company**. The uniform shall be kept in neat, tidy and wearable condition.
- k) Contractor to provide necessary personal protective equipments (PPE) to his employees. The contractor shall be solely responsible for enforcing all safety regulations as applicable.
- l) Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- m) **Contractor shall make wage payment to all his employees on or before 7th of every month (either one day before or after in case of Sunday / Holidays) as applicable.**
- n) While making payment, the contractor should provide salary slip to all employees giving details of PF, ESI etc. The salary should be made through e-payment directly to be deposited in their bank account.
- o) The Contractor shall carry out health performance test at his cost for all the workmen engaged in the work through a registered medical practitioner and produce certificate on demand.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

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- p) The Contractor shall strictly adhere to various labour laws in force and shall maintain all statutory records as stipulated by the statutory authorities from time to time.
- q) The Contractor shall ensure that preferably male labourers shall be engaged for the housekeeping activities and also shall ensure all their Employees shall wear uniform and identity card while on duty.
- r) All the tools like brooms, cob-web remover, empty gunny bags, nylon scrubber, spray tanks & safety items like gumboots, gloves, goggles, etc. will be under the scope of the contractor.
- s) All materials, tools, equipments including vacuum cleaner used in the work shall be of ISI & approved quality and will be under the scope of contractor. The same will be subject to periodical inspection by BHEL officials, if required. In case the quality of materials, tools & equipments are not satisfactory, the same shall be replaced immediately at the Contractor's Cost.
- t) **Usually, work has to be carried out in day time only. On some occasions , like arranging late evening snacks, preparation of meeting hall in late or early hours, arrangements for functions, filling of water, changing of lights, partition wall work / re-location of office furnitures, special occasions, emergency work / urgency, etc; which may require extended working hours beyond the normal working hours stipulated in the Tender.**
- u) The decision of BHEL In-Charge for this contract shall be final and binding on the contractor regarding clarification of items to be supplied and all terms and conditions of Tender.
- v) In all matters of disputes, the decision of the BHEL In-Charge shall be final and binding on the Contractor.
- w) The periodicity of any / all activities specified in the Contract may be increased depending upon the requirement and necessity. However, there will be no additional payment made on this account.
- x) BHEL In-Charge will give day-to-day working instructions only to the Contractor or the Site Supervisor/s nominated by the Contractor. BHEL will have nothing to do or be concerned with the employment of employees deputed by the Contractor for the works specified in the Tender. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an Employer – Employee relationship.
- y) ESI and PF at the rates quoted shall be remitted to the appropriate authority in time.
- z) Copies of the wage bill, PF and ESI, challans of the preceding month shall be submitted along with the current month's bill. GST will paid after returns are filed in the GST portal.

3.0 **EARNEST MONEY DEPOSIT:**

- a) Every Bidder is required to remit a sum of **Rs. 89000/- (Rupees Eighty nine thousand only)** towards EARNEST MONEY DEPOSIT (**EMD**) by NEFT/Demand Draft (DD) from Nationalised / Scheduled Banks drawn in favour of "BHEL – ROD Chennai" payable at Chennai or Electronic Fund Transfer credited in BHEL Account **before Tender Opening.**
- b) EMD given by all unsuccessful Bidder/s shall be refunded normally within fifteen days of acceptance of award of work by the successful Bidder.

Account Details

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
	Tender No.: BHEL/ROD/HR/HK/2020
	Dt. 08.10.2020

ACCOUNT NAME	BHARAT HEAVY ELECTRICALS LIMITED
ACCOUNT NUMBER	42705249391
ACCOUNT TYPE	CURRENT ACCOUNT
BANK NAME	STANDARD CHARTERED BANK
BRANCH NAME	RAJAJI SALAI
BRANCH ADDRESS	19,RAJAJI SALAI CHENNAI 600001
IFSC CODE	SCBL0036078
MICR CODE	600036005

- c) EMD shall not carry any interest.
- d) EMD of successful Bidder will be retained as part of Security Deposit
- e) BHEL reserves the right to forfeit EMD in case the successful Bidder:
- After opening of the tender and within the offer validity period revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
 - Fails to deposit the required Security Deposit or commence the work within the period as per LOI / Contract.
 - Fails to communicate unqualified acceptance of LOI within 7 days from the date of LOI.

4.0 SECURITY DEPOSIT:

- Upon acceptance of tender, the successful Bidder within the time specified in the Letter of Intent (LOI) must deposit the required amount of **Security Deposit** for satisfactory completion of work. The Security Deposit in any one of the prescribed modes shall be deposited to BHEL.
- The total amount of Security Deposit shall be 5% of the Contract value.
- EMD of the successful bidder shall be converted and adjusted towards the required amount of Security Deposit.
- The balance amount to make up the required Security Deposit of 5% of the contract value may be furnished in any one of the following forms:
 - Local Cheques of Scheduled Banks(subject to realization) / Pay Order / Demand Draft / Electronic Fund Transfer in favour of BHEL.
 - Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - Atleast 50% of the required Security Deposit, including the EMD shall 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.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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- iv) The security deposit shall be released to the contractor upon fulfillment of Contractual obligations as per terms of the Contract.
- v) The security deposit shall not carry any interest.

5.0 RETURN OF SECURITY DEPOSIT:

The contractor would be eligible to claim for return of the Security Deposit after completion of the allotted works in all respects to the satisfaction of BHEL and returns properties belonging to BHEL, handed over / lent to him or hired for carrying out the said works. Thereafter, the Contractor shall produce a Self-Undertaking with a request for return of Security Deposit wherein he shall specifically undertake to indemnify BHEL against any claim / loss claimed by various Statutory Authorities including dues payable by the Contractor to their employees like Salary/Wages, PF, etc. Based on the above-specified request from the Contractor, the Security Deposit would be returned to the contractor after deducting applicable dues, if any payable to BHEL under this 'or' other contracts entered into with the contractor. It may be noted that in any case, the security deposit shall not be returned / released prior to passing of final bill.

No interest shall be payable by BHEL on Earnest Money Deposit, Security Deposit or any money due to the contractor for any delay whatsoever.

6.0 CERTIFICATION OF WORK DONE AND PAYMENT THEREOF:

- a) The BHEL In-Charge shall certify the works executed by the Contractor under different locations on a monthly basis.
- b) Shortcomings, if any, in the work executed by the contractor will be pointed out by the BHEL In-Charge to the Contractor or his authorized representative and the same shall be rectified by him within the specified time to the satisfaction of BHEL In-Charge. **If such shortcoming/deficiency in the allocated work/s is/are not rectified, appropriate deductions as specified under PENALTY CLAUSE would be effected in the respective monthly bill.** In this connection, the decision taken by the BHEL In-Charge shall be binding and final on the Contractor.
- c) Payment towards work satisfactorily executed will be made to the contractor at the agreed rates as per the LOI.
- d) **Payment will be released on a monthly basis within two to three weeks from the date of receipt of bill complete in all respects and certification by Administration Department that the services provided during the month are Satisfactory.**
- e) All payments will be subject to deduction of income tax at source as per Income Tax and GST rules applicable from time to time.
- f) Any revision in the existing GST (or) introduction of any other tax by the Govt. of India would be absorbed by BHEL based on the written request by the Contractor with necessary documentary evidence.
- g) Copies of the wage bill, PF and ESI, challans of the preceding month shall be submitted along with the current month's bill.
- h) Checklist for supply of cleaning materials should be printed on letter head and enclosed with the bill.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

7.0 DURATION OF THE CONTRACT:

1. The duration of the Contract is **TWO YEARS**. During the entire tenure, the Performance of the Contractor shall be found Satisfactory. In case of unsatisfactory performance, the Contract could be terminated by serving two months notice on either side.
2. In case of change in any of the Office locations within Chennai region, during the tenure of the Contract, the Contractor shall ensure providing services in the new location at the same rates as agreed under this Contract.

8.0 EXTENSION OF THE CONTRACT:

After completion of the Contract for the original period of **Two Year**, the same could be extended at the discretion of BHEL for a further period as mutually agreed upon on the same rate, terms and conditions of the original tenure.

9.0 RATES & VALIDITY OF OFFER:

The rates in the tender shall be kept open for acceptance for a minimum period of **Ninety Days (90 Days)** from the date of opening of Technical Bid. In case BHEL calls for negotiation/s, such negotiation/s shall not amount to cancellation or withdrawals of the original offer, which shall be binding on the Bidders. Further, the rates shall be kept firm by the successful Bidder, till the end of the contract period and no revision of rates on any context is permissible during the period of the contract for any reason whatsoever including the extended period of Contract, if any.

10.0 PAYMENT OF WAGES:

Minimum wages shall be paid to workmen employed in accordance with the Minimum Wages Act and Notification issued by Government from time to time. You may quote the present rate of Wages and DA in the annexure attached. However, whenever there is any increase in the Wages / DA, the same may be intimated to BHEL along with sufficient proof to effect the increase.

All statutory deductions, contributions like PF, ESI, Bonus, Gratuity, etc. shall be applicable on the above-mentioned additional wages also.

11.0 TOWARDS STATUTORY LIABILITY:

- a) All statutory requirements under The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Workmen Compensation Act 1923, The Employees' Provident Fund & Miscellaneous Provisions 1952, The Payment of Gratuity Act, 1972, The Employees' State Insurance Act, 1948, The Contract Labour (Regulation & Abolition) Act, 1970, The Payment of Bonus Act, 1965, The Income Tax Act, The GST Act and all other applicable Acts shall be complied with by the Contractor.
- b) Contractor shall comply with all statutory requirements, maintenance of records & registers, rules, regulations, and notifications in relation to employment of his employees issued from time to time by the Appropriate Authorities.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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- c) The Payment of Wages shall be made in the presence of authorized representative/s of BHEL or as stipulated in the tender documents and the Contractor shall maintain proper records for timely disbursement. These records need to be preserved for a minimum period of Three years and shall be made available even after the contract is over for any verification by the statutory authorities/BHEL authorities.
- d) The Contractor shall provide PF pass book to his employees and ensure payment of PF, EDLI, Pension dues under EPF & MP Act, 1952, to the Regional Provident Fund Commissioner as applicable from time to time.
- e) The Contractor shall ensure payment of ESI contribution under the ESI Act, 1948 and provide ESI Membership No. / Card to each employee as applicable from time to time.
- f) Contractor shall produce proof for compliance of minimum wages and BHEL additional wages as stipulated in the Tender for various Categories of Labour on a monthly basis. In addition, he shall also produce proof for various deductions as well as remittances like PF, EDLI, Pension, ESI contribution, administrative charges etc. as applicable and shall maintain proper records. The Contractor shall issue wage slips to each and every employee.
- g) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- h) Contractor shall be solely responsible for non-payment or / and delayed or / and less payment of Statutory Minimum Wages (Basic & DA), contributions under EPF & MP Act, ESI Act, etc.
- i) The Bill/s prepared by the Contractor shall be verified by BHEL and passed on the basis of number of manpower deployed (adequate / shortage), payment of statutory minimum wages, BHEL additional wages, reliever wages, holiday work wages, overtime wages, as given in the Tender, statutory contributions & statutory remittances (PF, ESI, Bonus, GST, etc.) along with necessary documentary proof at all the specified locations of BHEL.**
- j) In case the contractor fails to make payment of wages to his employee/s or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the contract shall be utilized by BHEL to discharge the liability of the contractor.
- k) Contractor shall indemnify BHEL against all claims and losses under various labour laws, statutes or any civil or criminal law in connection with employee/s deployed by him.
- l) The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- m) Contractor to obtain adequate insurance coverage for his employees not covered under ESI / equipment / tools and tackles, etc. and take third party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, and pilferage of his property and/or accident / disablement / death to his employee/s.
- n) Contractor should have independent code numbers / exemptions under EPF & MP Act 1952 and ESI Act 1948 and shall cover his employees under the said codes.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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- o) Payment of Bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under the Industrial Disputes Act will be the sole responsibility of the contractor.
- p) Over and above the daily wage rate, payment shall be made for leave with wages and any overtime work carried out, if required, shall be borne by the Contractor only.
- q) Contractor shall observe Provisions of the Shops and Establishments Act in respect of working hours, holidays, rest intervals, leave and overtime wages to his employee.
- r) In case a contractor employs women as employee, he will discharge his obligation under law in respect of such women workers such prohibition of engaging them during night-hours, prohibition of employing them for more than 9 hours per day, provision of crèche facility, grant of maternity leave as per rules etc.
- s) Contractor to obtain and maintain Labour License under the Contract Labour (R&A) Act, 1970 for the entire tenure of Contract, including extended period, if any.

12.0 TOWARDS SUPPLY OF TOOLS, TACKLES, MATERIALS & EQUIPMENTS:

- a) Contractor shall provide to his employees all tools, tackles and equipments and maintain the same to carry out the job under the contract at his cost and if necessary, the contractor may take insurance policy for his materials, equipments, tools and tackles.
- b) Contractor shall provide material at his cost as mentioned in the contract to his employees for carrying out the job.
- c) Contractor shall provide safety appliances / personal protective equipments (PPE) and maintain the same at his own cost, which may be required under the statute or otherwise.
- d) The maintenance and safety aspect of all the Tools, Tackles and Equipments supplied / provided by the Contractor is that of his sole responsibility and BHEL will not be responsible for any damage occurred to the same and no compensation would be paid for the same.

13.0 TOWARDS FINANCE:

Contractor shall arrange his own finance for carrying out the job including payment of wages to his employees, supply of tools, tackles and equipments to his employees, materials, etc. for carrying out the works defined in the Tender and incidental to the Contract. The Rate/s quoted shall be nett and inclusive of all the capital costs, material costs, taxes and levies which might be applicable to this type of jobs excluding applicable GST.

14.0 RIGHTS AND OBLIGATIONS OF BHEL:

- a) In case the contractor does not carry out the contractual / statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and will be obliged to discharge the obligations and rectify the deficiency / anomaly within specified time failing which BHEL reserves the right to impose the specified penalty and / or terminate the contract without assigning any reason whatsoever. In such an event, no damage will be payable for short-closure of the contract.
- b) Without prejudice to the aforesaid clause, BHEL reserves its right to terminate the contract without assigning any reason therefor by giving two months' notice in writing to the contractor. The same notice period shall be applicable if the services are found unsatisfactory in which case, BHEL reserves the right to award the contract to any other agency at the risk and cost of the

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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bidder and excess expenditure incurred on account of this will be recovered by BHEL from Security Deposit 'or' pending bill/s 'or' by raising a separate claim.

- c) The cancellation of contract may be either in whole or part of the contract at BHEL's option. In the event of termination of contract in whole or part, BHEL may procure upon such terms and in such manner as deemed appropriate, supplies or services similar to those so terminated and the contractor shall be liable to BHEL for any excess costs for such similar supplies or services provided that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- d) The decision of BHEL regarding interpretation of any terms and conditions set forth in the Agreement shall be final and binding on the contractor.

15.0 ARBITRATION AND GOVERNING LAW:

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 the provisions of the Arbitration and Conciliation Act 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by BHEL / Head of the Unit. The award of the arbitrator shall be final and binding on both the parties. The venue of the Arbitration shall be Chennai, India. The award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of 'or' in connection with this contract shall be to the exclusive jurisdiction of **CHENNAI Courts**.

16.0 SIGNATURE OF THE PARTIES:

The Agreement needs to be executed on a stamp paper of value not less than Rs.100/- to be provided by the contractor at his cost. It should be signed with seal of the firm / company and witnessed.

17.0 BHEL FRAUD PREVENTION POLICY

"The bidder along with its associate/collaborators/sub-contractors/subvendors/consultants/service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL web site <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice".

IV. OTHER TERMS AND CONDITIONS:

1. If Bidder expires after the submission of his tender or after the acceptance of his tender, BHEL may at their discretion, cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at their discretion unless the firm retains its character.
2. If a Bidder deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money Deposit / Security Deposit and any other money due.
3. Canvassing in any form in connection with the tenders submitted by the contractors who resort to canvassing are liable to rejection.
4. **Should a Bidder or Contractor or in the case of a firm or company of contractors / one or more of its partners / shareholders / directors have a relation or relations in BHEL, the authority inviting tender shall be informed of the fact in his / their official letter head along with the offer, failing which BHEL may, at its sole discretion,**

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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reject the tender or cancel the contract and forfeit the Earnest Money Deposit / Security Deposit.

5. The successful Bidder should not sub-contract the part or complete work under this contract.
6. Payment shall be made to the contractor on the basis of works carried out as per Bill of Quantities and in accordance with the terms and conditions stipulated in this tender. However, the bills will be settled on a monthly basis only.
7. The Contractor shall present the bill on a monthly basis along with the documentary proof for number of manpower deployed, wages paid to their employees, statutory remittances which shall be taken into consideration and payment will be released after verification of the same.
8. The services to be rendered by the contractor shall include all work assignments relating to effective and prompt housekeeping, cleanliness, janitorial / sanitary services and maintenance, on a daily, weekly, fortnightly, monthly and occasional basis as specified in the tender.
9. Non-availability of workforce for any reason whatsoever and any failure to carry out the assigned functions or deficiencies, the company shall have the right to get the work carried out through alternative means at the risk and cost of the contractor.
10. The contractor shall ensure proper conduct and behavior of the workforce engaged by him in the work premises of the company and shall remove with immediate effect, the engagement of such person (s) who does / do not conduct himself properly.
11. The contractor shall duly comply with all Acts, laws or other statutory rules, regulations, bye laws applicable or which might be applicable to the State of Tamil Nadu including Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, Industrial Disputes Act, Employees' Compensation Act, Employees State Insurance Act, Tamil Nadu Shops and Establishment Act, Employees Provident Fund Act, Payment of Bonus Act and any other statute applicable.
12. The Contractor shall keep the company indemnified against all penalties, claims and liabilities of every kind for any violation etc. by him or his employees.
13. In case, while on duty and during the course of engagement in the work premises of the company under this contract, if any of the contractor's workmen meet(s) with any injury / indisposition due to accident or other natural calamities, the contractor shall ensure that immediate and adequate medical aid, viz. first-aid and subsequent treatment to the person(s) concerned free of cost without fail. In addition, the contractor shall also be liable for meeting with statutory liabilities as already detailed above. Contractor shall insure all his workmen / employees for the total amount of compensation under the Workmen Compensation Act.
14. The contractor shall be responsible for the safe custody and careful handling of BHEL equipment, furniture, glass items, vessels, etc. which will be handled by his workmen in the course of executing various jobs under this contract. If any item is damaged or lost by the workmen of the contractor, the cost of the same will be recovered from the contractor's bill.
15. During the currency of the contract, BHEL can terminate the contract at any time without assigning any reason, by giving Two Months notice. Likewise, if the contractor desires to terminate the contract, he can do so by giving Two Months notice to BHEL.
16. It should be ensured that all statutory payments to the workmen should compulsorily be paid by the contractor and BHEL will scrupulously ensure proper payment by the contractor failing which BHEL will arrange to pay the statutory payments to such workmen of the contractor and recover the same from the contractor's bill or security deposit, as the case may be.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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17. For all purposes whatsoever the employees of the Contractor shall not be deemed to be in the employment of BHEL.
18. All payments will be subject to deduction of Income tax at source as per income tax and GST rules.
19. The Bidders are advised to visit BHEL office/s and site/s of work to get themselves acquainted with the site conditions, quantum of manpower, materials requirement and nature of works before submitting the offer as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and the requisite details shall be filled in by the Bidder in the Tender Document wherever required.
20. **No price/rate should be mentioned in the Sample Price Bid to be enclosed with Technical Bid; otherwise the bid shall be summarily rejected.**
21. **No bidder shall be allowed to use any electronic gadgets viz., mobile phones, laptops, tablets etc. during tender opening.**
22. Any clarifications/additional documents sought by BHEL from the bidder/s shall be provided immediately or subject to a maximum time frame of **48 Hours**, failing which the bid/s are liable to be rejected and shall not be considered for further evaluation/processing.
23. BHEL reserves the right to reject any bid without assigning any reason/s thereof, in the interest of the work. No Bidder shall have any cause of action or claim against BHEL for rejection of his bid.
24. Any deviation from the clauses hidden / intentional / unintentional shall be considered as contravention of the clauses of tender document and the same shall also be grounds of rejection.
25. Bidders are requested to furnish the duly filled in E-Format (**Annexure – VI**) attached as separate sheet to accept Electronic fund transfer / RTGS transfer for payment from BHEL.
26. Bank Guarantee format from BHEL can be obtained after issue of Letter of Intent (LOI) in case of successful Bidder.
27. No advance / No mobilization advance will be given.
28. Penalty clause is applicable as per specified terms and conditions of Contract.
29. BHEL reserves its right to reject a tender due to unsatisfactory past performance in the execution of a Contract at another Project / Unit awarded against a different enquiry.
30. BHEL reserves its right to accept / reject any 'or' all the tenders.
31. BHEL decision shall be final & binding on the successful bidder for the entire tenure of the contract.

The General Conditions of the Contract of BHEL specified above forms an integral part of this Contract.

NOTE: The above pages will form an integral part of technical specifications and shall be enclosed with the seal and signature of the Authorised Signatory.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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ANNEXURE – I

CERTIFICATE OF DECLARATION CONFIRMING THE KNOWLEDGE OF BHEL LOCATIONS

I / We
 hereby declare and confirm that we have visited the below mentioned Locations and as a Proof of visiting the Sites obtained the signatures of the Executive/s concerned.

SL. NO.	BHEL LOCATIONS & ADDRESS	NAME & DESIGNATION OF BHEL REPRESENTATIVE	SIGNATURE & BHEL SEAL
1	Location 1 BHEL ROD Chennai 11, Tek Towers, 4 th Floor, OMR Okkiyam Thoraipakkam Chennai 600097		
2	Location 2 BHEL ROD Dock Office Inside Harbour 10 th Gate Chennai : 600003 Phone : 25360446		

We acquired full knowledge and information about the locations, conditions, shift timings, wage structure and total work involved. We further confirm that the above information is true and correct and we will not raise any claim of any nature due to lack of knowledge of site condition.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Dt. 08.10.2020

ANNEXURE - II

DETAILS OF WORK ORDERS, WORK COMPLETION CERTIFICATES, ETC. ARE TO BE ENCLOSED

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu****HR & ADMINISTRATION DEPARTMENT****Tender No.: BHEL/ROD/HR/HK/2020****Dt. 08.10.2020****ANNEXURE - III**

List of minimum monthly quantity of Housekeeping Materials to be supplied by the Contractor is given below: -

S.No	ITEMS	Unit	TEK	DOCK	TOTAL
1	BLEACHING POWDER	Kgs		2	2
2	CHECKED CLOTH	Nos	2	2	4
3	GLASS CLEANER	Nos	2	2	4
4	Hand Wash	Litres		1	5
5	HARD BROOM	Nos		2	2
6	Toilet Cleaner	Nos		2	2
7	MOP REFILE	Nos	1	1	2
8	Floor Cleaner	Nos	1	1	2
9	N.BALLS	Grams		250	250
10	ODONIL	Nos		2	2
11	PHENOL	Litres		5	5
12	S.SCRUBBER	Nos		1	1
13	Scented Urinal Mat	Box		5	5
14	SCRUB	Nos	1	1	2
15	Dishwashing Bar	Nos		1	1
16	GARBAGE BAG BIG	Nos	2	1	3
17	GARBAGE BAG SMALL	Nos	1	1	2
18	WHITE CLOTH	Nos	6	2	8
19	YELLOW CLOTH	Nos	6	2	8
20	Soft Broom	Nos		1	1
21	Cleaning Powder	Kgs		2	2

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu
HR & ADMINISTRATION DEPARTMENT

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22	Soap oil	Litres		3	3
23	Toilet Brush	Nos		1	1
24	Mop Stick	Nos		1	1
25	Stain Remover	Litres		2	2
26	Cleaning Soap	Nos		2	2
27	Rubber Gloves	Nos		2	2
28	Metal Garbage Remover (once during entire contract period)	Nos		1	1
29	Tissue Paper	Nos	3	1	4
30	Toilet Paper Roll	Nos	5	2	7
31	Room Freshner	Nos	1	1	2
32	Viper	Nos	1	1	2
33	Disposable Paper Bags	Nos	25	0	25

Items are to be supplied on a monthly basis before 7th of every month;

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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ANNEXURE - IV

WORKING HOURS FOR VARIOUS CATEGORIES OF MANPOWER TO BE DEPLOYED BY CONTRACTOR

CATEGORY	LOCATION	TIMINGS	REMARKS
HOUSEKEEPING	TEK Towers	8.30 AM to 5.30 PM	General Shift
HOUSEKEEPING	Dock Office	8.00 AM to 4.30 PM	General Shift
CLERICAL	TEK Towers	9.00AM to 5.30 PM	General Shift
SUPERVISOR	TEK Towers	8.30 AM to 6.00 PM	General Shift

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

Annexure - V

CERTIFICATE OF COMPLIANCE

I / We have carefully read the tender specifications connected with the above tender and have understood the technical requirements and conditions to the above tender which consists of Eligibility Criteria, Scope of Contract, Terms & Conditions, Other Terms and Conditions, all other details, Technical Bid and PRICE BID & Work/Rate Schedule.

I / We agree to carry out the contract tendered at the rates as offered by us in the Price Bid (Rate Schedules) submitted by us and in accordance to the terms and conditions of the subject tender. I / We have gone through the specification, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

Notwithstanding anything mentioned in our bid, I / We hereby accept all the terms and conditions of this tender. I / We hereby undertake and confirm that I / We have understood the terms and conditions and specifications as mentioned in this tender enquiry.

If the contract is awarded to me / us, the rates quoted shall be kept firm till the completion of contract.

Date:

Bidders Name and Address

(Signature of Bidder)

With Stamp

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
	Tender No.: BHEL/ROD/HR/HK/2020
	Dt. 08.10.2020

ANNEXURE- VI

FORMAT TO RECEIVE E-PAYMENT THROUGH EXISTING ACCOUNT WITH NEFT/RTGS ENABLED BANK BRANCH

Sub: E-payments vide SEFT/RTGS - Reg.

E-FORMAT

VENDOR NAME AS PER BANK RECORDS	:	
ACCOUNT TYPE	:	
BANK ACCOUNT NUMBER	:	
NAME & ADDRESS OF THE BANK WITH TELEPHONE NUMBER	:	
BRANCH CODE	:	
BRANCH IFSC / RTGS CODE	:	
BRANCH MICR CODE	:	
NAME OF THE AUTHORISED SIGNATORY	:	
e-MAIL ADDRESS REGARDING INTIMATION OF PAYMENT	:	

It is certified that the above particulars are correct and complete. If the transaction is delayed or credit is not effected for reasons of incomplete or incorrect information, I/we would not hold the company responsible. .

Foré é é é é é é é é .

SIGNATURE
(Authorized signatory)

Date:

BANK VERIFICATION
(Manger's/Officer's signature under bank stamp)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

TECHNICAL BID

ELIGIBILITY CRITERIA DETAILS:

S NO	ELIGIBILITY CRITERIA	ENTRY TO BE MADE BY BIDDER (All the below given details to be inter-linked with the enclosures submitted and to be tagged for easy reference and Checking)		
01	Certificate of Declaration confirming the Knowledge of BHEL Locations			
02	EMD / EXEMPTION CERTIFICATE	DD No. _____ Date _____ Drawn from _____ (Bank) Rs. 89000/- (Rupees Eighty nine thousand only)		
03	GST Regn. No. (Proof to be Attached)			
04	Permanent Account Number (PAN) (Proof to be Attached)			
05	PF Registration No. ESI Registration No. (Proof to be Attached)			
06	Company Status (Private / Public / Proprietor / Registered) (Proof to be attached)			
07	Housekeeping experience in the industry / institution for a period of minimum three years. (Refer Clause 5 of Eligibility Criteria)	Attached	Not Attached	
08	Average annual Financial Turnover for the last three financial years should be minimum Rs. 13.35 Lakhs (Proof to be attached)	F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20
09	Profit & Loss Account Statements and Balance Sheets for the last three Financial Years. (Proof to be attached duly certified)	F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20
10	Acknowledgement of Income Tax Return for last three financial years (Proof to be Attached)	F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

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DETAILS OF COMPANY / FIRM:

01	Name and full address of the Company / Firm	
02	Name of Contact Person/s with Designation	
03	Contact Details:	
	Landline No.	
	Mobile No.	
	Email ID:	
04	Local Office Address in Chennai with Contact person, Phone No., Mobile No., email ID, Fax No. (If any)	

Declaration:

- (i) I/We certify that I/We have read the Terms and conditions and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We am/are liable to be debarred.
- (iii) I/We certify that I/We will not get myself / ourselves registered as contractor(s) in BHEL under more than one name.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

UNPRICED BID - PART OF TECHNICAL BID

SL. NO	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE
01	Cleaning, washing and swabbing the following in different Office locations including the floor area dado etc. twice daily in all toilets, wash basins, etc. Payment will be made based on the actual work done and on acknowledgement from the BHEL In-charge. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	SQ MTR	100	Quoted/Not Quoted	Quoted/Not Quoted
a.	Water Closet	Nos.	5	Quoted/Not Quoted	Quoted/Not Quoted
b.	Wash Basin	Nos.	5	Quoted/Not Quoted	Quoted/Not Quoted
2	Cleaning, sweeping and wiping of floors of all work areas including kitchen/dining hall	SQ.MTR	Once a day before 09.00 AM	Quoted/Not Quoted	Quoted/Not Quoted
3	Mopping the floors with liquid soap/detergent/phenol	SQ.MTR	Once a day before 09.00 AM	Quoted/Not Quoted	Quoted/Not Quoted
4	Cleaning the carpets with vacuum cleaner (vacuum cleaner to be provided by the contractor).	SQ.MTR	Once a day before 09.00 AM	Quoted/Not Quoted	Quoted/Not Quoted
5	Clearing waste baskets, collection of waste papers and waste materials and dumping in the designated place	NO.	Once a day before 09.00 A M	Quoted/Not Quoted	Quoted/Not Quoted

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
---	---

Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

6	Dusting and cleaning of office furniture	NO.	Once a day before 09.00 AM	Quoted/Not Quoted	Quoted/Not Quoted
7	Cleaning of toilets, water closets, wash basins, urinals, sinks. Providing liquid soap for hand wash, urinal scented mats, and phenyl.	NO.	Twice a day before 09.00 am and after 03.00 pm	Quoted/Not Quoted	Quoted/Not Quoted
8	Dusting of all telephone instruments.	NO.	Once a day	Quoted/Not Quoted	Quoted/Not Quoted
9	Cleaning/dusting of all personal computers, monitors, printer, UPS.	NO.	Once a day before 09.00 AM	Quoted/Not Quoted	Quoted/Not Quoted
10	Cleaning of tables before, during and after lunch time	NO.	Twice a day before and after lunch	Quoted/Not Quoted	Quoted/Not Quoted
11	Removing garbage from canteen kitchen and dining hall.	BINS	Twice a day before and after lunch	Quoted/Not Quoted	Quoted/Not Quoted
12	Sweeping, mopping, dusting and upkeep of canteen.		Once a day as directed by canteen in charge	Quoted/Not Quoted	Quoted/Not Quoted
13	Upkeep and maintenance of conference halls.		Twice a day as directed	Quoted/Not Quoted	Quoted/Not Quoted
14	Weekly cleaning of all toilets, wash basins, urinals, sinks with acid and removing stains.	NO.	Once a week Every Friday	Quoted/Not Quoted	Quoted/Not Quoted
15	Removing cobwebs in all floors.	SQ.MTR	Fortnightly 2 nd and last Saturdays	Quoted/Not Quoted	Quoted/Not Quoted
16	Cleaning all glass windows, glass doors, louvers in all floors.	NO.	Fortnightly 2 nd and last Saturdays	Quoted/Not Quoted	Quoted/Not Quoted
17	Cleaning the side ways in all floors/removing birds excreta.	No. of side ways	Fortnightly 2 nd and last Saturdays	Quoted/Not Quoted	Quoted/Not Quoted
18	Cleaning the stair case hand rails and protective grills.	NO. OF FLOOR S	Once a week Every Monday.	Quoted/Not Quoted	Quoted/Not Quoted

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

19	Cleaning the kitchen floor with detergent	SQ.MTR	Once a week i Every last working day of the week.	Quoted/Not Quoted	Quoted/Not Quoted
20	Cleaning the kitchen stores	SQ MTR	Once a week i Every Tuesday	Quoted/Not Quoted	Quoted/Not Quoted
21	Watering plants	NO.	Every day in the afternoon	Quoted/Not Quoted	Quoted/Not Quoted
22	Pruning the plants, shifting and making arrangements of plants.	NO.	As necessary i once a month	Quoted/Not Quoted	Quoted/Not Quoted
23	Shifting furniture i from floor to floor, shifting furniture/stationery or any other object.	NO. OF PIECES (AVERAGE PER DAY)	As the occasion demands	Quoted/Not Quoted	Quoted/Not Quoted
24	Removing stains in PVC floors, wooden floors.	SQ.MTR	As necessary i Once every fortnight.	Quoted/Not Quoted	Quoted/Not Quoted
25	Cleaning and wiping dust from all tube lights, ceiling fans, pedestal fans	NO.	Once a fortnight i Second and last Saturday	Quoted/Not Quoted	Quoted/Not Quoted
26	Providing drinking water jars to all the floors	NO. OF JARS	Every day i as per demand	Quoted/Not Quoted	Quoted/Not Quoted
27	PEST/RODENT CONTROL	SQ.MTR	Once in a month	Quoted/Not Quoted	Quoted/Not Quoted
28	Collection of sweet / Karam boxes or Parcel from the identified shop (within 1-2 Kms distance) and carrying the same to office premises and distribute the same to officials in each floor according to the requirement.	No of boxes	As per demand	Quoted/Not Quoted	Quoted/Not Quoted
29	CLERICAL DUTIES - Attending all office related works viz., Document Filing, Document Retrieval, Document Maintenance, Data entry, Office Support to		Every day	Quoted/Not Quoted	Quoted/Not Quoted

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

	identified department/s, Assistance to Section posted, File Maintenance etc.				
30	SUPERVISOR DUTIES - Monitoring and ensuring completion of all the activities mentioned in the contract.		Every day	Quoted/Not Quoted	Quoted/Not Quoted
31	GRAND TOTAL			Quoted/Not Quoted	Quoted/Not Quoted

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

UNPRICED BID

S No	Details	Unskilled	Skilled
1	Wages	Quoted/Not Quoted	Quoted/Not Quoted
	Basic	Quoted/Not Quoted	Quoted/Not Quoted
	DA	Quoted/Not Quoted	Quoted/Not Quoted
	Other allowances	Quoted/Not Quoted	Quoted/Not Quoted
	Total	Quoted/Not Quoted	Quoted/Not Quoted
2	Employer's contribution to PF	Quoted/Not Quoted	Quoted/Not Quoted
3	Employer's contribution to ESI	Quoted/Not Quoted	Quoted/Not Quoted
4	Bonus	Quoted/Not Quoted	Quoted/Not Quoted
5	Uniform charges	Quoted/Not Quoted	Quoted/Not Quoted
6	Service charges (_____ % of SI No)	Quoted/Not Quoted	Quoted/Not Quoted
7	Total S No 1 to 6	Quoted/Not Quoted	Quoted/Not Quoted
8	Total for 3 unskilled, 4 skilled	Quoted/Not Quoted	Quoted/Not Quoted

Place

Signature of the Bidder

Date

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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

UNPRICED BID

S NO	DETAILS	AMOUNT IN RS
1	Total cost of Cleaning materials per month	Quoted/Not Quoted
3	Total	Quoted/Not Quoted
4	Cost of Plumber on on-call basis	Quoted/Not Quoted
5	Cost of Electrician on on-call basis	Quoted/Not Quoted

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
 (A Govt. of India Undertaking)
 ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil
 Nadu
HR & ADMINISTRATION DEPARTMENT

Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

PRICE BID – RATE SCHEDULE

PART A

SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
01	Cleaning, washing and swabbing the following in different Office locations including the floor area dado etc. twice daily in all toilets, wash basins, etc. Payment will be made based on the actual work done and on acknowledgement from the BHEL In-charge. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	SQ MTR	100	Once a day before 09.00 AM		
a.	Water Closet	Nos.	2	Twice a day before 09.00 am and after 03.00 pm	₹ _____ /- (Rupees _____ - _____) only)	₹ _____/- (Rupees _____ _____) only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu
HR & ADMINISTRATION DEPARTMENT

Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

SL. NO	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
b.	Wash Basin	Nos.	2	Twice a day before 09.00 am and after 03.00 pm	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
2	Cleaning, sweeping and wiping of floors of all work areas including kitchen/dining hall	SQ.MTR	100	Once a day before 09.00 AM	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil
Nadu
HR & ADMINISTRATION DEPARTMENT

Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
3	Mopping the floors with liquid soap/detergent/phenol	SQ.MTR	100	Once a day before 09.00 AM	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
4	Cleaning the carpets with vacuum cleaner (vacuum cleaner to be provided by the contractor).	SQ.MTR	100	Once a day before 09.00 AM	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
5	Clearing waste baskets, collection of waste papers and waste materials and dumping in the designated place	NO.	40	Once a day before 09.00 A M	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
6	Dusting and cleaning of office furniture	NO.	50	Once a day before 09.00 AM	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu
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Dt. 08.10.2020

SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
7	Cleaning of toilets, water closets, wash basins, urinals, sinks. Providing liquid soap for hand wash, urinal scented mats, and phenyl.	NO.	2	Twice a day before 09.00 am and after 03.00 pm	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
8	Dusting of all telephone instruments.	NO.	30	Once a day	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil
Nadu
HR & ADMINISTRATION DEPARTMENT

Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
9	Cleaning/dusting of all personal computers, monitors, printer, UPS.	NO.	40	Once a day before 09.00 AM	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
10	Cleaning of tables before, during and after lunch time	NO.	4	Twice a day i before and after lunch	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil
Nadu
HR & ADMINISTRATION DEPARTMENT

Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
11	Removing garbage from canteen kitchen and dining hall.	BINS	2	Twice a day before and after lunch	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
12	Sweeping, mopping, dusting and upkeep of canteen.		AS REQUIRED	Once a day as directed by canteen in charge	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



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HR & ADMINISTRATION DEPARTMENT

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SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
13	Upkeep and maintenance of Meeting rooms.	No	1	Twice a day as directed	₹ _____ /- (Rupees _____ - _____ only)	₹ _____ /- (Rupees _____ _____ only)
14	Weekly cleaning of all toilets, wash basins, urinals, sinks with acid and removing stains.	NO.	2	Once a week Every Friday	₹ _____ /- (Rupees _____ - _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



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(A Govt. of India Undertaking)
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HR & ADMINISTRATION DEPARTMENT

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SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
15	Removing cobwebs in all floors.	SQ.MTR	100	Fortnightly i 2 nd and last Saturdays	₹ _____ /- (Rupees _____ - _____ only)	₹ _____ /- (Rupees _____ _____ only)
16	Cleaning all glass windows, glass doors, louvers in all floors.	NO.	1	Fortnightly i 2 nd and last Saturdays	₹ _____ /- (Rupees _____ - _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



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SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
17	Cleaning the side ways in all floors/removing birds'excreta.	No. of side ways	4	Fortnightly i 2 nd and last Saturdays	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
18	Cleaning the protective grills.	NO. OF FLOORS	2	Once a week i Every Monday.	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

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SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
19	Cleaning the kitchen floor with detergent	SQ.MTR	18	Once a week i Every last working day of the week.	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
20	Cleaning the kitchen stores	SQ MTR	18	Once a week i Every Tuesday	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

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SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
21	Watering plants	NO.	10	Every day in the afternoon	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
22	Pruning the plants, shifting and making arrangements of plants.	NO.	10	As necessary i once a month	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



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(A Govt. of India Undertaking)
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Dt. 08.10.2020

SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
23	Shifting furniture i from floor to floor, shifting furniture/stationery or any other object.	NO. OF PIECES (AVERAGE PER DAY)	10	As the occasion demands	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
24	Removing stains in PVC floors, wooden floors.	SQ.MTR	30	As necessary i Once every fortnight.	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
25	Cleaning and wiping dust from all tube lights, ceiling fans, pedestal fans	NO.	10	Once a fortnight i.e. Second Saturday	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
26	Providing drinking water jars	NO. OF JARS	25	Every day i.e. as per demand	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil
Nadu
HR & ADMINISTRATION DEPARTMENT

Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

SL. NO	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
27	PEST/RODENT CONTROL	SQ.MTR	100	Once in a month	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
28	Collection of sweet / Karam boxes or Parcel from the identified shop (within 1-2 Kms distance) and carrying the same to office premises and distribute the same to officials in each floor according to the requirement.	No of boxes	100	As per demand	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil
Nadu
HR & ADMINISTRATION DEPARTMENT

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SL. NO.	NATURE OF SERVICE/JOB	UNIT	QUANTITY	FREQUENCY OF PERFORMANCE	RATE	AMOUNT PER MONTH.
29	CLERICAL DUTIES - Attending all office related works viz., Document Filing, Document Retrieval, Document Maintenance, Data entry, Office Support to identified department/s, Assistance to Section posted, File Maintenance etc.			Every day	₹ _____ /- (Rupees _____ - _____ only)	₹ _____/- (Rupees _____ _____ only)
30	SUPERVISOR DUTIES - Monitoring and ensuring completion of all the activities mentioned in the contract.			Every day	₹ _____ /- (Rupees _____ _____ only)	₹ _____/- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

31	GRAND TOTAL				₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
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TOTAL OF PART A AND PART B SHOULD BE THE SAME

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu
HR & ADMINISTRATION DEPARTMENT

Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

PRICE BID – RATE SCHEDULE

PART B

S No	Details	Unskilled	Skilled
1	Wages		
	Basic		
	DA		
	Other allowances		
	Total		
2	Employer's contribution to PF		
3	Employer's contribution to ESI		
4	Bonus		
5	Uniform charges		
6	Service charges (_____ % of SI No)		
7	Total S No 1 to 6		
8	Total for 3 unskilled, 4 skilled		

TOTAL OF PART A AND PART B SHOULD BE THE SAME

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) ROD Chennai, 11, TEK TOWERS, Thoriapakkam, Chennai – 600097, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
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Tender No.: BHEL/ROD/HR/HK/2020

Dt. 08.10.2020

PRICE BID – RATE SCHEDULE

PART C

S NO	DETAILS	AMOUNT IN RS
1	Total cost of Cleaning materials per month	₹ _____ /- (Rupees _____ _____ only)
2	Total	₹ _____ /- (Rupees _____ _____ only)
3	Cost of Plumber on on-call basis	₹ _____ /- (Rupees _____ _____ only)
4	Cost of Electrician on on-call basis	₹ _____ /- (Rupees _____ _____ only)

Important Note : L1 will be decided on the Total Contract Value on a Single vendor for all the activities.

SI No 3 and 4 will not be included for evaluation.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)