

**JOB: HOUSEKEEPING WORKS AT BHEL ROD KOLKATA****JOB SPECIFIC DESCRIPTION**

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1.0	Scope
1.1.0	Housekeeping Services:
1.1.1	The housekeeping services aimed at (i) overall upkeepment and maintenance of cleanliness of third floor area under ROD administrative control, (ii) Upkeepment of third floor ladies and gents Toilets by Sweeping, washing and mopping of floors, washing of tiles on walls, urinal pots, W.C, Pans, commode, Sinks, wash basins and all other fittings and fixtures using disinfecting material like phenyl, vim detergent power, liquid soap etc, (iii) Dusting and cleaning of Doors, Windows, fans, Furniture, Ventilators, Blinds, Benches and removing of cobwebs etc. (iv) As and when required maintenance of Two nos. ROD flat at Manoharpukur.
1.1.2	Dry sweeping of floors
1.1.3	Wet mopping of floors including removal of all types of stains.
1.1.5	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed backyard of the Building.

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1.1.7	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at every two hours intervals (Four Times)			
1.1.8	Daily checking and replacement as and when required of deodorants such as odonil and naphthalene balls.			
1.1.9	Removal of chockages from toilets upto manholes if required.			
1.1.10	Liquid soap containers in toilets to be checked and topped up if required.			
1.1.11	Dusting and cleaning of working Station, Cabins and its Railings.			
1.1.12	Dusting & Cleaning of glass partitions.			
1.1.13	Dusting & Cleaning of wooden partitions & doors.			
1.1.14	Dusting & cleaning of optimizer, almirah and file rack			
1.1.15	Washing of all dustbins/Waste Bins			
1.1.16	Removal of Cob-webs and cleaning of affected area (wall & ceiling).			
1.1.17	Metal /Brass polishing & Wood polishing			
1.2.0	Operation & Maintenance of Pantry & Meeting Rooms			
1.2.1	Providing Water at work stations/Cabins/Office			
1.2.2	Provide Tea / Coffee, snacks and water /packed water to staff, guests for meetings etc.			
1.2.3	Provide Tea/Coffee/Lemon water to staff as and when required. Should be provided within minimum time after placement of order.			
1.2.4	For meetings tea/coffee along with snacks is to be served at the time intimated. Information regarding the meetings will be intimated at start of the day in the morning. Water to be kept of the meetings.			
1.3.0	Office Management			
1.3.1	Attending Visitors			
1.3.2	Attending Employees / Staff			
1.3.3	Distribution of Dak/Papers			
1.3.4	Office chores : shifting of document, letters and alike jobs			
1.3.5	Material loading/unloading/ shifting as and when required (man hours)			
1.3.6	Arrangement of furniture for meeting, conference, and seminar shall be arranged on priority and returning back in respective places/godowns.			
1.4.0	General Maintenance			
1.4.1	Plumbing work			
1.4.2	Spreading of bleaching and other disinfectant.			
2.0	The description of areas / location envisaged under the scope are enumerated below:			
2.1	BHAL BHAVAN, 9/1, DJ Block, Sector-II, Salt Lake, Kolkata-700 091.			
2.2	Two Flats at Residential Complex at 107/4A, Manoharpukur Road, Kolkata-700026.			
3.0	Area to be covered for Housekeeping Services			
3.1	Floor Areas (620 Sq Mtr)			
	Location	Premise	Area (Sq. Mtr)	
3.1.1	Third Floor	BHEL Bhawan	400	
3.1.2	Flats	BHEL Housing Complex	220	
3.2	Area covering various toilets of Office and other premises (21 Sq Mtr)			
	Location of Toilet	Premise	Size of Toilet (Sq. Mtr)	Types of toilet
3.2.1	Third Floor	BHEL Bhawan	9	Male
3.2.1	Third Floor	BHEL Bhawan	7	Male
3.2.3	Third Floor	BHEL Bhawan	5	Female
3.2.4	Flats	BHEL Housing Complex	160	

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3.3	Area covering various workstation & Cabin / Rooms (135 Sq Mtr)					
	Location	Premise	Nos.	Area (Sq.Mtr)		
3.3.1	Third Floor Workstation	BHEL Bhawan	30	75		
3.3.2	Third Floor Cabin / Rooms	BHEL Bhawan	7	60		
3.5	Area covering Glass Partition (100 Sq. Mtr.)					
	Location	Premise	Area (Sq. Mtr)			
3.5.1	Third Floor	BHEL Bhawan	100			
3.6	Area covering Wooden Doors / Partition (30 Sq. Mtr)					
	Location	Premise	Area (Sq. Mtr)			
3.6.1	Third Floor	BHEL Bhawan	30			
4.0	Classification of work under scope of housekeeping :					
4.1	The scope of work envisaged in the contract can broadly be classified into following three categories based on their operational analogies/ akinness:-					
	Type of area for Cleaning	Area per Workman per day (In Sqm)	Remarks			
4.1.1	Area covering various toilets of Office and other premises	21	High Level of difficulties in cleaning.			
4.1.2	Floor Areas	620	Medium Level of difficulties in cleaning.			
4.1.3	Area covering various workstation	400	Medium Level of difficulties in cleaning.			
4.1.5	Area covering Glass Partition	100	Medium Level of difficulties in cleaning.			
4.1.6	Area covering Wooden Doors / Partition	30	Medium Level of difficulties in cleaning.			
<b>5.0</b>	<b>Tools and Tackles be supplied /brought by the bidder</b>					
5.1	Housekeeping (Per Year)					
	Description of Tool and Tackles			Unit		
5.1.1	Adjustable Wrench (Slay wrench)12" & 06"			Set		
5.1.2	Box Wrench			Nos.		
5.1.3	C-Spanner (Monkey Pliers)			Nos.		
5.1.4	Chisel (Flat) 12", 09" & 06" + Chisel (Pin) (Bana)12" & 09"			Set		
5.1.5	Flat File 09" & 06"			Set		
5.1.6	Hacksaw			Nos.		
5.1.7	Hammer Ball Pein ½ Lb & 1 Lb			Set		
5.1.8	Pipe Wrench 18", 14" & 10"			No.		
5.1.9	Power drill with Drill Bit set			Nos.		
5.1.10	Screw Driver (Flat and Philips) 06"& 12"			Set		
5.1.11	Bock Range 12"/14"			Set		
6.0	Supply of Consumables /materials					
6.1	Housekeeping: The successful bidder shall supply the following tentative consumable items (or its equivalent items) every month for housekeeping of BHEL office and other premises as stated in the scope of work at his own cost.					
	Items/Consumables/materials			Unit		
6.1.1	Red Hit (big)			Nos.		
6.1.2	Colin 500 ml pack (alternate)			Nos.		
6.1.3	Dr. Phenyl 1L pack			Nos.		
6.1.4	Drain Brush			Nos.		

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6.1.5	Drainex	gm.	500
6.1.6	Floor Cleaning Wiper with 20"-24" blade	Nos.	1
6.1.7	Duster Yellow	Nos.	2
6.1.8	White Cloth Duster (1.5ft*1.5ft)	Nos.	2
6.1.9	Harpic Liquid 1iter pack	Nos.	3
6.1.10	Liquid Soap (Dettol/Lifebuoy Brand)/ equivalent Brand	Ltr	4
6.1.11	Lizol (3 in 1) 500 ml pack	Nos.	3
6.1.12	Muriatic Cleaner (2 iter)	Ltr	2
6.1.13	Nylon Jharu/PalakJharu	Nos.	1
6.1.14	Nylon Scrub Brush plastic handle double bend used for toilet cleaning	Nos.	1
6.1.15	Odonil Air freshener 50 gm pack	Nos.	12
6.1.16	Phool Broom/PhulJharu of Standard Quality (Nylon) (Minimum 350 gm)	Nos.	1
6.1.17	Red Cloth (Duster)	Mtr	2
6.1.18	Room freshener (Godrej brand/ Standard Brand)	Nos.	1
6.1.19	Rubber Choke pump inner dia 4" (min.) with PVC handle (half yearly)	Nos.	1
6.1.20	Toilet Cleaning Wiper with 16"-18" blade	Nos.	1
6.1.21	Branded Sanitizer (Dettol/Lifebouy)	Ltr	5
6.1.22	VIM Liquid	Ltr	0.2
6.1.23	Scotch Brite	No.	1
6.1.24	Yellow Duster	Nos.	4
6.1.25	Food quality Water Bottles recyclable (1ltr) in every six month (Milton)	Nos.	2
7.0	Bidder shall carry out the following activities/jobs		
7.1	Related to Housekeeping		
7.1.1	Daily Activities		
	Activity	Location	
7.1.1.1	Dry sweeping of floors	BHEL Bhawan	
7.1.1.2	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside Building.	BHEL Bhawan	
7.1.1.3	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at every two hours intervals (Four Times)	BHEL Bhawan	
7.1.1.4	Checking and replacement as and when required of deodorants such as odonil and naphthalene balls.	BHEL Bhawan	
7.1.1.5	Removal of chockages from toilets upto manholes if required.	BHEL Bhawan	
7.1.1.6	Liquid soap containers in toilets to be checked and topped up if required.	BHEL Bhawan	
7.1.1.13	Glass Doors and all wooden doors Cleaning	BHEL Bhawan	
7.1.1.15	Dusting and cleaning of working Station, Cabins and its Railing , Workstations Chairs, Table side Cleaning	BHEL Bhawan	
8.0	Fortnightly Activities		
	Activity	Location	
8.1.1	Dusting & cleaning of optimizer, almirah and file rack	BHEL Bhawan	
8.1.2	Washing of all dustbins/Waste Bins	BHEL Bhawan	
8.1.3.0	Monthly Activities		
	Activity	Location	
8.1.3.1	Removal of Cob-webs and cleaning of affected area (wall & ceiling).	BHEL Bhawan	
8.1.3.2	Cleaning of Vanishing Blinds, roller blinds	BHEL Bhawan	

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8.1.3.3	Removal of Cob-webs and cleaning of affected area (wall & ceiling).	BHEL Residential Complex	
8.1.4.0	As and when required		
8.1.4.1	Cleaning of Toilets	BHEL Residential Complex	
8.1.4.2	Cleaning of the drains on regular basis.	BHEL Residential Complex	
8.1.4.3	Sweeping and mopping of flats, Common Space	BHEL Residential Complex	
8.2.0	Bidder engaged personnel need to perform for general maintenance job in all BHEL premises at Kolkata under this contract. An indicative work schedule is appended below:-		
8.2.1	Spreading of bleaching and other disinfectant	All premises	
8.2.2	Plumbing maintenance of the existing fittings and laying of new water lines/fittings (if any) of small values.	All premises	
9.0	Skills requirement of manpower to be deployed under the scope of Contract.		
9.1.0	Housekeeping Services		
9.1.1	No specific skills are required for Housekeeping Services. Therefore, deployments of unskilled workers are required.		
9.2.0	Operation & Maintenance of Pantry and Meeting Rooms		
9.2.1	No specific skills are required for Operation and Maintenance of Pantry and various meeting rooms. Therefore, deployments of unskilled workers are required		
9.3.0	Office Management		
9.3.1	No specific skills are required for Office Management Services. Therefore, deployments of unskilled workers are required.		
9.4.0	General Maintenance		
9.4.1	Specific skills are required for general maintenance of Office depending upon the nature of maintenance job. One Plumber in Skilled category (ITI Qualified-Fitter) shall be required to be made available for maintenance of plumbing jobs during all working days.		
10.0	Suggestive provision for Manpower under the Contract and their deployment.		
10.1	The indicative manhour required in a month for Housekeeping is as under:		
	SI No.	Description of Work	Estimated Manhour
	(i)	Dry sweeping of floors at BHEL Bhawan.	30
	(ii)	Wet mopping of floors including removal of all types of stains [Floor areas, all other cabins] at BHEL Bhawan.	65
	(iii)	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside Building at BHEL Bhawan.	14
	(iv)	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at every two hours intervals (Four Times) at BHEL Bhawan.	180
	(v)	Checking and replacement as and when required of deodorants such as odonil and naphthalene balls at BHEL Bhawan.	7
	(vi)	Removal of chockages from toilets upto manholes if required at BHEL Bhawan.	4
	(vii)	Liquid soap containers in toilets to be checked and topped up if required at BHEL Bhawan.	14
	(viii)	Glass Cleaning of GM's Cabin including Glass wall/window and all other cabins at BHEL Bhawan.	7
	(ix)	Glass Doors and all wooden doors Cleaning.	7

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(x)	Dusting and cleaning of working Station, Cabins and its Railing, Workstations Chairs, Table side Cleaning at BHEL Bhawan.	40		
(xi)	Dusting & cleaning of optimizer, almirah and file rack at BHEL Bhawan	20		
(xii)	Washing of all dustbins/Waste Bins at BHEL Bhawan	7		
(xiii)	Removal of Cob-webs and cleaning of affected area (wall & ceiling) at BHEL Bhawan	3		
(xiv)	Cleaning of Vanishing Blinds, roller blinds at BHEL Bhawan	8		
(xv)	Removal of Cob-webs and cleaning of affected area (wall & ceiling) at BHEL Residential Complex	2		
(xvi)	Total Manhour	408		
10.2	The indicative manhour required in a month for Operation & Maintenance of Pantry and Meeting Rooms is as under:			
	Sl. No.	Description of Work	Estimated Manhour	
	(i)	Providing Water at work stations/Cabins/Office at BHEL Bhawan.	104	
	(ii)	Provide Tea / Coffee, snacks and water to staff, guests and for meetings etc. at BHEL Bhawan	26	
	(iii)	Provide Tea/Coffee/Lemon water etc to staff as and when required at BHEL Bhawan	10	
	(iv)	Total Manhour	140	
10.3	The indicative manhour required in a month for Office Management is as under:			
	Sl. No.	Description of Work	Estimated Manhour	
	(i)	Attending Visitors	130	
	(ii)	Distribution of Dak/Papers	260	
	(iii)	Office chores : shifting of document, letters and alike jobs at BHEL Bhawan	52	
	(iv)	Total Manhour	442	
10.4	The indicative manhour required in a month for General Maintenance is as under:			
	Sl No.	Description of Work	Estimated Manhour	
	(i)	Plumbing maintenance work	50	
	(ii)	Total Manhour	50	
11.0	Deployment of Manpower for discharging the bidder's responsibilities under the scope of work under the contract:			
11.1	Bidder is required to make available services of at least 01 [One] Skilled Worker (Plumber) with the skills indicated at clause 9.4.1 above during all days except weekly off and holidays for maintenance of plumbing jobs.			
11.2	Bidder is required to make available services of minimum 4 [Four] Unskilled Workers to meet the requirement indicated at clause 9.1.1, 9.2.1 & 9.3.1 above during all days except weekly off and holidays for housekeeping, Operation & Maintenance of Pantry and Office Management.			
12.0	Working Schedule / Working Time / Shift :			
12.1.0	The following Shift (incl. 1/2 Hr recess) shall be observed by the Bidder for performance of for housekeeping, Operation & Maintenance of Pantry and Office Management, under the Contract :			
12.1.1	General Shift : 08:30 Hrs to 17:00			
12.4.0	Deployment of Personnel			
12.4.1	Category of Personnel	General Shift	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift
	Highly Skilled	Nil	Nil	Nil
	Skilled	01[One]	Nil	Nil
	Semi Skill	Nil	Nil	Nil

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	Unskilled	04[ Four]	Nil	Nil					
12.5.0	In addition to above, Bidder shall deploy additional manpower for meeting the exigencies and unforeseen activities notified by BHEL from time to time.								
13.0	----								
14.0	<b>PHYSICAL PARAMETERS OF BIDDER'S PERSONNEL &amp; STAFFS</b>								
14.1	All the employees engaged by the Bidder must obtain health certificate in the prescribed format at their own cost from any Medical practitioner/Officer that they are free from all contagious diseases & have good health standard to perform the duty. For any dispute, the decision of the Medical Superintendent, BHEL is final and binding.								
15.0	The Bidder shall submit to the Company the following information in respect of their employees to be deployed :-								
15.1	Name, Father's name, date of birth, educational qualification, two identifying body marks, full residential address (present), permanent home address, past experience, a passport size photograph and a photo identity proof issued by any govt. authority preferably Aadhar Card.								
15.2	The Bidder shall provide each such employee with employment/identity card with Photograph duly verified and attested by the Bidder. The Bidder should indicate the name of the proprietary/partnership firm/company, place of work, contract number and duration of validity of Card.								
16.0	The Bidder will employ such persons under the contract who have required Skills /educational qualifications and age between 18 years to 65 years.								
17.0	<p><b>UNIFORM:</b> The Bidder shall ensure that his personnel /workers are always dressed in clean and tidy uniforms, shaved and combed condition while on duty. The Bidder shall provide to his all personnel / Workers deployed under the contract, the following uniform items at his own cost: -</p> <p>a) Terri Cotton Pant: 02 Nos. (Preferably Black in colour).  b) Terri Cotton Shirt: 02 Nos. (Preferably Biscuit in colour)  c) Shoe : 01 pair (Black)  d) Socks : 02 pairs (Cotton)  e) Woolen Jersey/Sweater: 01 No. (Chocolate/Deep Brown colour)</p> <p>The Bidder shall ensure that uniform items are provided to the personnel / workers on the day of start of contract. Recovery/adjustment of wage towards the cost of uniform should not to be made by bidder from their engaged workmen under any circumstance under this contract.</p>								
17.1	New Year Gift: The Bidder has to provide a gift of Rs 2000/- in cash at the end of every calender year as new year gift to all his personnel/workers. The Bidder shall seek written approval of BHEL before making payment of New Year Gift to his workers deployed under the contract.								
18.0	<p><b>WORKMEN COMPENSATION:</b></p> <p>The Bidder, apart from ESI Coverage of his employees, shall arranged to take Group Personal Accident Insurance Policy (GPA) which provides for the payment of certain amount for Death or Disablement of person employed by him under this contract due to an accident. The minimum amount of Sum Insured (Capital Sum Insured) shall be Rupees Three Lakh only (Rs.300000/-) per person insured. The GPA shall be designed in such a manner that it covers risk on 24 hours basis during the contract period. The cost for arranging GPA through IRDA shall be borne by the Bidder.</p> <p>The Bidder shall ensure all his employees (including supervisor) are covered through GPA insurance policy for discharge of this liability and submit a copy thereof to BHEL.</p>								
19.0	<b>TERMS OF PAYMENT:</b>								
19.1	<b>WAGES TO MANPOWER :</b>								
	The following pay elements shall be payable per month to Skilled Worker and Unskilled Workers under the contract by the Bidder and shall be reimbursed by BHEL :								
	<table border="1"> <thead> <tr> <th>S.N.</th> <th>DESCRIPTION</th> <th>Amount (in RS.) to be paid for 0 to 12 months</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>MINIMUM WAGE with VDA of Govt. of West Bengal (Rate will be as on date), which will be change from time to time based on notification in this regard issued by Government</td> <td>Say Rs.X</td> </tr> </tbody> </table>			S.N.	DESCRIPTION	Amount (in RS.) to be paid for 0 to 12 months	A	MINIMUM WAGE with VDA of Govt. of West Bengal (Rate will be as on date), which will be change from time to time based on notification in this regard issued by Government	Say Rs.X
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		of West Bengal. In case decrease in Minimum Wages due to decrease in VDA, the higher minimum wages last paid shall be protected.	
B	ECONOMIC PACKAGE		3090.00 (Fixed)
C	<b>SUB TOTAL</b>		X + 3090
D	Special Allowance	Rs.4969.43/- for SW and Rs.4399.45/- for USW	
E	HRA	5% on SI no. C	
F	PROVIDEND FUND (as per latest notification by concerned authority)	12% on SI no. C	
G	EDLI CHARGES (as per latest notification by concerned authority)	1% on SI no. C	
H	ESI 3.25% (as per latest notification by concerned authority)	3.25% on SI no. C	
I	BONUS	8.33% on SI no. C (MAXIMUM LIMIT RS.21000/-)	
J	CONTRACT CLOSING BENEFIT	4.81% on SI no. C	
K	LEAVE SALARY	2.5 DAYS PER MONTH (on SI no. C)	
L	<b>TOTAL</b>	Sum of SI. no. C to K	
19.2	<p>Reimbursement of employers' liabilities towards payment of Contributions and Administrative Charges under (i) Employees' State Insurance Act, 1948 and (ii) Employees' Provident Funds and Miscellaneous Provision Act, 1952 will be made at actual on applicable rates under relevant statutes. The current rate of (i) Employer's Contribution towards under Employees' State Insurance Act, 1948 is 3.25% of the wages payable and (ii) Employer's Contribution and Administrative Charges thereof under the Employees' Provident Funds and Miscellaneous Provision Act, 1952 are 12%, 0.5%, and 0.5% for Provident Fund, Admin Charges on Provident Fund, Employees Deposit Linked Insurance respectively.</p> <p>Calculation for the purpose of Contributions/Administrative Charges towards Employees Provident Fund shall be made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)] &amp; (ii) Economic Package [Clause 19.1(B)].</p> <p>Calculation for the purpose of Contributions/Administrative Charges towards Employees' State Insurance shall be made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)], (ii) Economic Package [Clause 19.1(B)].</p>		
19.3	<p>Reimbursement of Ex-Gratia /Bonus at the rate equivalent within the limits under the Payment of Bonus Act, 1965. Reimbursement shall be made on completion of first year of the contract, second year of contract and end of the extended contract, if any.</p>		
19.4	<p>The Bidder shall seek written approval of BHEL before making payment of Rate of Ex- Gratia/ Bonus to his workers deployed under the contract. BHEL may give approval for Ex-Gratia / Bonus to be made as such rate within the limits under the Payment of Bonus Act, 1965 based on performance of Bidder in execution of the contract.</p> <p>Calculation for the purpose of Ex-Gratia /Bonus shall made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)] &amp; (ii) Economic Package [Clause 19.1(B)]</p>		
19.5	<p>Reimbursement of Privileged Leave to workers at rate of 2.5 days for every working month during the contract.</p> <p>Calculation for the purpose of Privileged Leave shall be made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)] of the last working day of the first year, Second year of Contract and last working day of extended Contract &amp; (ii) Economic Package [Clause 19.1(B)]. Reimbursement shall be made on completion of first year of the contract, second year of contract and end of the extended contract, if any.</p>		
19.6	<p>Reimbursement of Contract Closing Benefits to workers shall be equivalent to fifteen [15] days' average pays for every completed year of contract or any part thereof in excess of six months.</p> <p>Calculation for the purpose of Contract Closing Benefits shall be made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)] &amp; (ii) Economic Package [Clause 19.1(B)]</p>		

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19.7	Overtime wages if any will be paid beyond normal working hours (i.e. on weekly off, holiday, duty beyond 08 hours a day etc.) as per Statutory Rules and Regulations duly certified by concerned BHEL Official.
19.8	In case, the manpower so deployed by Bidder are required to move to different places other than their appointed place of work at BHEL premises/establishments or third parties' office/Shop in connection with the performance of services under the contract, in such cases Bus/Mini Bus fare for such personnel on duty shall be reimbursed by BHEL, provided BHEL is satisfied with the services and the movement necessary for the benefit of BHEL.
19.9	The actual cost including applicable taxes of plumbing spare parts/accessories/other miscellaneous items supplied/arranged by Bidder. The cost will be reimbursed by BHEL on production of cash memo/Bill/Tax Invoice. For handling/ transportation/Service Charge an amount equivalent to 10% [Ten Percent] of the Cost will be paid to the Bidder by BHEL.
19.10	<b>The Bidder has to arrange his own finance</b> for carrying out the job including other financial obligations involved in arrangement of payment to his workmen, Uniform, all tools and tackles during the tenure of this contract. No mobilisation advance shall be paid to the Bidder by BHEL under this contract.
19.11	The first monthly / running bill only be released on submission of copy of Personal Accident Insurance Policy showing the number / name of the persons insured under the policy along with other requisite documents.
19.12	In case of revision of minimum wages by Govt. of West Bengal, escalation on the wage cost to the extent of percentage increase applicable for skilled worker shall be paid.
19.13	Bidder shall comply with all statutory obligations. In case of violation the next bill shall be withheld till compliance.
19.14	Bidder should make wage payment by 7 <sup>th</sup> of every month following which error free bill must be submitted to BHEL after completion of all statutory compliance by Bidder within 2 <sup>nd</sup> week of every month. Labour discontentment arise due to non-payment of wage by the bidder, shall attract penalty against the Bidder.
19.15	The successful bidder shall mobilize adequate resource for payment of wages & other statutory dues for payment under various Acts. No mobilization advance will be paid to the Bidder by BHEL under this contract.
19.16	BHEL shall deduct / recover the loss due to negligence of the service from the monthly bills and other dues of the Bidder. Such recovery shall be limited to 10% of the bill value.
19.17	The Bidder shall pay the Bonus & Gratuity if any due to payable under the Payment of Bonus Act 1965 and Payment of Gratuity Act 1972 respectively. BHEL shall not in any manner be responsible for these liabilities under any circumstances.
19.18	Before the expiry of contract the Bidder shall furnish a specific Indemnity Bond to indemnify BHEL any liability under the provision of EPF Act, ESI Act, ID Act, MW Act, WC Act & HSE policy of BHEL and recovery of loss due to theft and damages.
19.19	Bidder is required to submit the summary of statutory information in a routine manner as and when it is being demanded by BHEL for compliance.
20.0	<b>TAXES AND DUTIES</b>
20.1	All taxes excluding GST with applicable cess & BOCW Cess (mentioned elsewhere in the Tender) but including, Charges, Royalties, any State or Central Levy and other Taxes for materials if any obtained for the work and for the execution of the contract shall be borne by the bidder and shall not be payable extra by BHEL.
20.2	Any increase in the above at any stage during execution including extension of the contract, if any, shall have to be borne by the contractor. Quoted/ accepted rates/ price shall be inclusive of all such requirements.
20.3	Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules (Section 31 of GST Act & Rules referred there under) wherein the 'Bill To' details shall be as per following. <b>BHEL GSTN – 19AAACB4146P1ZC</b> <b>NAME -BHARAT HEAVY ELECTRICALS LIMITED</b> ADDRESS – BHEL Bhavan, DJ-9/1, Sector - II, Saltlake, Kolkata - 700091.

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20.4	<p>Bidder to intimate immediately on the day of removal of Goods (in case of any supply of goods) to BHEL along with all relevant details and a scanned copy of Tax Invoice through following communication mode for enabling BHEL to meet its GST related compliances</p> <p>Postal Address – BHEL BHAVAN, DJ 9/1 , Sec-II, Karunamoyee, Kolkata-700065</p> <p>And Email Address – will be informed later</p> <p>In case of delay in submission of the above mentioned documents on the date of dispatch, BHEL may incur penalty /interest for not adhering to Invoicing Rules under GST Law. The same will be liable to be recovered from the successful bidder, if such delay is attributable to the bidder.</p>
20.5	In case of raising any Supplementary Tax Invoice (Debit / Credit Note) Bidder shall issue the same containing all the details as referred to in Section 34 read with Section 31 of GST Act & Rules referred there under.
20.6	Bidder shall Comply with the Time limit prescribed under the GST Law and rules thereof for raising of the tax invoice. If any supply of goods is applicable, Bidder shall also ensure prompt delivery of Goods after dispatch.
20.7	Bidder shall note that in case GST credit is delayed/ denied to BHEL due to delayed / non receipt of goods and /or tax invoice or expiry of the timeline prescribed in GST Law for availing such ITC, or any other reasons attributable to the bidder, GST amount shall be recoverable from the bidder along with interest levied / leviable on BHEL, as the case may be.
20.8	Bidder shall upload the Invoices raised on BHEL in GSTR-1 within the prescribed time as given in the GST Act. Bidder shall note that in case of delay in declaring such invoice in your return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law , GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from the bidder along with interest levied / leviable on BHEL.
21.0	<b>QUALIFYING REQUIREMENTS:</b>
21.1	The Bidder should have average annual Turn Over of minimum Rs 5.37 lakhs for last three financial years ending 31.03.20. Audited balance sheet and profit & loss account of the company is to be submitted for last three financial year ending 31.03.20.
21.2	<p>The Bidder must have executed at least one single order of Rs 14.32 Lakhs or 2 orders each of Rs 8.95 Lakhs or 3 orders each of 7.16 Lakhs for similar service(s) in last five years to Govt/PSU/Limited Company.</p> <p>Bidder shall also submit copy of at least one Work order/Letter of Award of running contract in leading PSUs/State Government /Central Government/Private Sector"</p> <p>Similar work as referred to above means experience in executing the services of "Providing House Keeping/Maintenance services in leading PSUs/State Government /Central Government/Private Sector". Proof of same is/ are to be enclosed.</p>
21.3	A statement giving particulars duly supported by documentary evidence for works of similar nature by the Bidder in leading PSUs/State Government /Central Government/Private Sector in the past.
21.4	<p>An attested copy of the Power of Attorney in case the tender is signed by an individual other than the Proprietor.</p> <p>In case of Individual: His full name, mailing address, Fax No., Telephone No, E-Mail ID and place and nature of business are to be submitted along with copy of Trade License certificate.</p> <p>In case of Partnership Firm: The names of all the partners and their address along with a copy of the Partnership deed, instruments of partnership duly certified by Public Notary, copy of Trade License certificate are to be submitted.</p> <p>In case of Companies: Date and place of registration including commencement, commencement certificate in case of Public Limited Company (Certified copies of Memorandum and Article of Association are to be furnished), Nature of business carried out by the Company and provisions of the Memorandum relating thereof</p>

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	as well as names and particulars including addresses of all the Directors and their previous experience, as well as their financial condition, copy of Trade License certificate are to be submitted.
21.5	<p>The bidder shall submit supporting documents to establish that it is a specialized agency (having core competency) for providing the required services/carrying out the assigned work/job etc.</p> <p>The bidder should submit the following documents: -</p> <ul style="list-style-type: none"> <li>i) A list of credentials i.e. proof of award of work by leading PSUs/State Government /Central Government/Private Sector in support of experience in the relevant field.</li> <li>ii) Details of the present job(s) being handled and working experience of last (05) five years.</li> <li>iii) Attested copies of partnership deed, power of attorney (if applicable).</li> <li>iv) No deviation certificate.</li> <li>v) Documents towards PF and ESI registration in West Bengal along with proof of deposition.</li> <li>vi) Latest I.T. clearance certificate/Latest IT Return</li> <li>vii) Copy of PAN Card of Company/Firm. In case of Firm/ Individual, copy of PAN card of partner(s)/Proprietor.</li> <li>viii) GSTIN Registration certificate and latest return.</li> <li>ix) Audited Balance Sheet &amp; profit &amp; loss A/C of last three financial years ending 31.03.20.</li> <li>x) Copy of Trade License.</li> <li>xi) Experience of executing similar work preferably in large organizations.</li> </ul> <p>The Bidder must submit Certificate(s)/Documentary evidence(s)/issued by the Client/ End user in support of having executed the works as above.</p>
22.0	<b>TERMINATION OF CONTRACT:</b>
22.1	The contract shall be terminated on the following considerations, without notice:
22.2	If the Bidder is found guilty by court of law and the offence involves moral turpitude.
22.3	If the Bidder indulges in mal-practices such as bribery, corruption, fraud, pilferage etc.
22.4	If the Bidder is declared bankrupt, insolvent, wound-up, dissolved or partitioned.
22.5	If the Bidder is found to have substituted or damaged or disposed of material or document from any employee of the company.
22.6	If the Bidder is found to have obtained, by questionable means, copies of any document from any employee of the company.
22.7	If the Bidder has submitted, for getting the contract, any fake or false documents or certificates.
22.8	If the Bidder, persistently and in spite of warnings, is violating or circumventing the provisions of Labour Laws.
22.9	If the Bidder, persistently refuses to return company's dues.
22.10	If the Bidder indulges in anti-management activity of any kind.
22.11	If the Bidder fails to provide desired quality and quantum of services or violates any Clause of the contract or provision of law as applicable to him or his workmen/works.
22.12	Non-performance /continuous poor performance / abandonment of work / statutory noncompliance by the Bidder.
22.13	Payment to the engaged personnel as per the payment of wages Act. Failure to do so or repetition of such default for more than three times shall lead to termination of the contract.
22.14	The contract may be terminated by BHEL giving one months' notice if the performance of the Bidder fail to meet the requirements specified in the conditions.
23.0	<b>Bidders while quoting kindly note that tools &amp; tackles as per clause 5.0 &amp; consumables as per clause 6.0 are to be supplied by bidders as mentioned.</b>
24.0	<b>OTHER POINTS</b>

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24.1	The Bidder shall abide by the provisions of Employee's Compensation Act, 1923, Employees' State Insurance Act, 1948, Industrial Dispute Act & Rules, Contract Labour (R&A) Act-1970, Provident Fund and Miscellaneous Provisions Act-1952, Bonus Acts & Rule, Minimum Wages Act-1948 and Rules made and payment of wages Act-1936 and Rules. BHEL will not be held responsible for any injury sustained by Bidders' worker while on duty. In the event of any injury/accidental death of the employee on duty, the Bidder will have to pay necessary compensation to the legal heirs of said employee and that will not be reimbursed by BHEL. In case of failure to pay the compensation as decided by the competent authority as per Employee's Compensation Act, the Officer-in-charge will deduct necessary amount from any outstanding bill of the Bidder and deposit the same with competent authority.
24.2	The Bidder shall have to maintain all statutory records as required under the Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017, Contract Labour Regulation and Abolition Act, Payment of Wages Act, Minimum Wages Act etc. The statutory returns shall be submitted to appropriate authorities as required under the Act and Rule. The records should be kept within the work premises and must be made available on demand before BHEL / Concerned statutory authorities.
24.3	The Bidder shall obtain license from Assistant Labour Commissioner under Contract Labour (R&A) Act, 1970, if required. He shall not be allowed to carry out the job without valid contract Labour license/ Inter State migrant license and is required to produce the above license before commencement of the job.
24.4	Notwithstanding with any other Clause of tender document, Bidder's performance may be reviewed from time to time.
25.0	<b>CONTACT PERIOD</b>
25.1	The Time Period of contract shall be 02 (two) calendar years from actual date of commencement of work.
25.2	Successful bidder shall start the work as per instruction from concerned BHEL official after placement of LOI.
25.3	BHEL reserves the right to extend the contract beyond two years, if need arises, on mutual agreement on the same rate, terms and conditions.