



Bharat Heavy Electricals Limited
Heavy Electrical Equipment Plant, Haridwar-249403

MEDICAL DEPARTMENT

Tender Document

Name of Work: Supply of manpower for BHEL Haridwar Medical Department for various paramedical specializations

Tender Enquiry No.: MDX/Service Contract/01/2016-17

Due date of Tender Opening (Part-1): 22.03.2016

Place of Submission of Tender / Bid: Tender Room, Purchase Dept., 4th floor, Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand)

All the parties are requested to kindly visit the site before participating in the tender for actual site conditions. Visit shall be made on any working day between 9:00am to 3:00pm with prior intimation. For arranging visit or any other queries, the party shall contact the under given office/Person

Contact Person: Dr. S Das

Contact Address: Head (Ophthalmology), BHEL Haridwar, Main Hospital, Haridwar

Email: sdas@bhelhwr.co.in

Phone: 01334-281670

Fax: 01334-281223

Details of Tender Document

Name of Work: Supply of manpower for BHEL Haridwar Medical Department for various paramedical specializations

The Tender document has been detailed as Follows:

- (1) Notice Inviting Tender (Annexure-A)
- (2) Techno-commercial Bid (Annexure-B)
- (3) Unsigned Price Bid (Annexure-C)
- (4) Price Bid (Annexure-D)
- (5) Certificate by Chartered Accountant (Annexure-1) [Wherever applicable]

General Instructions:

- Instructions to be followed have been specified clearly in the Techno-commercial bid i.e. Annexure-B of the Tender Document.
- Timely receipt of Tender to the In charge Tender room within schedule time and date is solely the Responsibility of the bidder.
- All the documents being submitted (either the tender document or supporting documents) shall be duly signed and stamped by the bidder.
- All further corrigenda, addenda, amendments, time extensions, clarifications etc. to the tender, if any shall be hosted only at our website.
- **Annexure-A and Annexure-B shall compulsorily be submitted with sign and seal on each page in the Techno-commercial bid envelope.**
- Annexure-1 shall be submitted by one who are submitting EM-II certificate and the same shall be submitted in EMD envelope.



Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

NOTICE FOR ISSUE OF TENDER [NIT]

BHEL, Haridwar invites participation & Offers from the interested Service Providers / Vendors for the supply of manpower for various paramedical specializations in its Medical Dept which shall be as per the details given below:

DESCRIPTION OF WORK		
Supply manpower for any one / multiple Medical services in Medical Dept of BHEL Haridwar as per below given details:		
SL	Services	Requirement under the Contract
01	Nursing Assistant	49
02	Pharmacist Assistant	13
03	Lab. Technician Assistant	03
04	ICU Technician Assistant	04
05	OT Technician Assistant	04
06	ECG Technician (Female) Assistant	02
07	Optometrist Assistant	01
08	Physiotherapist (Female) Assistant	01
09	Dietician Assistant	01
10	X-Ray Technician Assistant	03

Duration of Work: One year extendable by another One year on mutually agreed Terms

Date of Opening of Tender: 22.03.2016 to / 2.00 PM

Date of Closing of Tender: 22.03.2016

Time of Closing of Tender: 1.30 PM

Time of Opening of Techno Commercial Bids: 2:00 PM

Tender Cost: Rs. 1000

All interested Service Providers / Vendors may send their offers as per the requirements of the Tender document hosted on our website www.bhel.com or www.bhelhwr.co.in.

Issued For& On Behalf of B HEL, Haridwar



Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

(TECHNO-COMMERCIAL BID)**TENDER ENQUIRY NO. : MDX/Service Contract/01/2016-17****WORK:** Supply of manpower for BHEL Haridwar Medical Department for various paramedical specializations**Tender cost:** Rs. 1000/- (Demand Draft / Cash Receipt No. _____
Dated _____)**LAST DATE FOR SUBMISSION: 22.03.2016 upto 13:30 hrs****DATE OF OPENING: 22.03.2016 at 14:00 hrs****PLACE OF OPENING:** In-Charge, Tender Room, Purchase Department, 4th Floor, Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand).**EARNEST MONEY DEPOSIT [EMD]:** Rs. _____ (Demand Draft/Pay order No./ Cash Receipt No. _____ Dated _____)

SL	Services	EMD Required [In INR]
01	Nursing Assistant	2,00,000
02	Pharmacist Assistant	1,00,000
03	Lab. Technician Assistant	20,000
04	ICU Technician Assistant	40,000
05	OT Technician Assistant	40,000
06	ECG Technician (Female) Assistant	20,000
07	Optometrist Assistant	10,000
08	Physiotherapist (Female) Assistant	10,000
09	Dietician Assistant	10,000
10	X-Ray Technician Assistant	20,000

Please note that the Tenderer applying for multiple services need to provide EMD Amount as mentioned above but shall not exceed a maximum EMD of Rs. 02 Lakhs.

I/We agree with the above



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Signature of Contractor with
Seal _____

SCOPE OF WORK

DESCRIPTION OF WORK

Supply manpower for any one / multiple Medical services in Medical Dept of BHEL Haridwar as per below given details:

SL	Services	Requirement under the Contract
01	Nursing Assistant	49
02	Pharmacist Assistant	13
03	Lab. Technician Assistant	03
04	ICU Technician Assistant	04
05	OT Technician Assistant	04
06	ECG Technician (Female) Assistant	02
07	Optometrist Assistant	01
08	Physiotherapist (Female) Assistant	01
09	Dietician Assistant	01
10	X-Ray Technician Assistant	03

The above services / work shall be in BHEL Main Hospital, OHS and the peripheral Dispensaries which shall be as under:

1. To assist the concerned Paramedical Staff / Medical Professional / Specialist while administering treatments & procedures
2. To attend call duties if required
3. To maintain the departments, records, computer updating, stores etc.
4. To carry out other related work whenever & wherever required.

Note: Rate should be quoted in PRICE BID enclosed as Annexure – D in words as well as in figures. No other formats for quoting the price shall be used. In case there is a mismatch of price quoted in Figures & Words, the price in words will prevail.



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PRE-QUALIFICATION CRITERIA:

PRE QUALIFYING REQUIREMENT

The Tenderer shall having the following Pre Qualifying Requirements for the various Services to considered for further processing:

SL	Services Required	Requirement under the Contract	Minimum Average Financial Turnover during last 03 years ending 31 st March 15 [In INR Lakhs]
01	Nursing Assistant	49	37.68
02	Pharmacist Assistant	13	10.00
03	Lab. Technician Assistant	03	2.31
04	ICU Technician Assistant	04	3.08
05	OT Technician Assistant	04	3.08
06	ECG Technician (Female) Assistant	02	1.54
07	Optometrist Assistant	01	0.77
08	Physiotherapist (Female) Assistant	01	0.77
09	Dietician Assistant	01	0.77
10	X-Ray Technician Assistant	03	2.31

A. The Tenderer should have successfully completed at least ONE SIMILAR NATURE of above mentioned work / service which shall satisfy the following conditions:

- Should have supplied at least 50% [On monthly average basis] of above mentioned requirement against the service / work for which Tenderer wants to apply.
- Completed single Contract for period which shall be at least of 06 months.
- Manpower of similar nature shall be supplied in a hospital of at least 75 Beds.
- Completed contract shall be within the last three years ending 31st December 2015.

B. The Minimum Average Turnover during the last 03 years ending 31st March 2015 shall be as per above mentioned amount. In case the tenderer bids for multiple services, the Minimum average turnover shall be cumulative of such services.

C. The Tenderer should have his firm / himself registered with unique PAN & Service Tax Registration Numbers.

D. The Tenderer should have his firm / himself registered for extending EPF & ESIC facilities.

Note: The Tenderer shall have requisite licenses / permissions, if any, to provide manpower for the required paramedical specialty as mentioned in the NIT. Pls note that the above experience shall be subject to verification by BHEL, Haridwar. Failure to fulfil all the above requisite conditions shall make the tender offer to be summarily rejected.


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INSTRUCTIONS TO BE FOLLOWED:

1. Tenderer (s) are advised to participate only if, they fulfill minimum qualification criteria as mentioned in tender notice.
2. Offer must be submitted only on the tender Documents downloaded from our website i.e. www.bhelhwr.co.in or www.bhel.com, no changes in format is permitted. Any change in format may lead to disqualification. However in case of tender documents purchased from Department, the same shall be used. Tender document can be downloaded from our website (i.e. www.bhelhwr.co.in or www.bhel.com). Tender cost (non-refundable) to be paid in the form of separate **Demand Drafts** made in favor of **Sr. Accounts Officer (Cash), BHEL-HEEP, Haridwar** or in form of Cash deposited in Cash Section, BHEL-HEEP, Haridwar or in form of Pay order. **Any request for tender document by post/courier will not be entertained in any case.** However Tender document may also be obtained from the office of Contracting department on submission of Cash Receipt obtained from Cash Section, BHEL (HEEP), Haridwar on deposition of the tender cost, on any working day between 08:00 AM to 03:00 PM.
3. The cost of tender documents as indicated in the tender notice will have to be deposited by the tenderer along with the Techno-Commercial offer. Tender cost should be paid separately and not included in the Earnest Money. In case, tender is not accompanied with the cost of the tender documents as detailed above, tender shall be treated as invalid.

4. OFFER :-

The offer should be submitted in two parts and in following manner:

A. TECHNO-COMMERCIAL BID:

i. THE FIRST ENVELOPE

The first envelope shall contain the following as mentioned below. This envelope shall be sealed and super scribed with "Techno Commercial Bid", Name of work, NIT No. & due date of opening of tender.

a. Documents in proof of fulfilling the Pre-Qualification Criteria

The ink signed and stamped copy of documentary proof of meeting the Pre-Qualification criteria along with the other relevant documents shall be submitted by the concerned party. The tenderer shall submit the Completion certificate / experience certificate from previous customers. These documents may be self-attested & subject to verification failing which the Offer may be summarily cancelled. The tenderer shall also provide the Contact details i.e. Name & Designation of Contact person, Address for correspondence, E-Mail Address, Landline & Cell Phone numbers of the organization issuing the Experience / Completion Certificate. The tenderer shall provide the Audited Balance Sheet and Profit & Loss Account and copy of the Income Tax Returns of the last three years ending 31st March 2015 in support of the claim of the Average Turnover. Failure to provide the above details may lead to rejection of the bids.



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b. Techno Commercial Bid

It shall contain the ink signed Techno-Commercial Bid (Annexure-A and Annexure-B) along with relevant documents like ESI, PF code, PAN No., Service Tax Regn. Work Order, Experience/Completion Certificate, Audited Balance Sheet, Profit & Loss Account, It Returns etc.

c. EMD

EMD shall contain the Demand Draft/Pay order/ Cash Receipt Obtained from Cash Section, BHEL (HEEP), Haridwar on deposition of requisite amount, towards EMD as specified in tender notice. Offer (s) without requisite EMD will not be considered. The EMD submitted in the form of Bank draft/Pay order is to be made in favor of Sr. Accounts Officer (Cash), BHEL-HEEP, Haridwar from any nationalized bank. EMD shall not carry any interest. Parties claiming exemption from submission of EMD shall submit the covering letter in addition with relevant documents notarized or attested by a Gazetted Officer.

Special Condition for MSME

“MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -1 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their,bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.”

d. Tender Cost

It shall contain the Demand Draft towards Tender Cost (Non-refundable) as specified in the tender notice. The tenderer who have obtained the tender document from the Medical Department shall submit the original Cash Receipt obtained from Cash Section BHEL (HEEP), Haridwar in the first envelope.

e. Unpriced Signed Price Bids

It shall contain format of the Price Bids without prices as per Annexure C which shall be duly signed.

B. PRICE BID:

ii. THE SECOND ENVELOPE

The second envelope shall contain the following as mentioned below. This envelope shall be sealed and super scribed with “Price Bid”, Name of work, NIT No. & due date of opening of tender.

Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

a. Price Bid:

It shall contain only the Price bid as per *Annexure-D*. Any other information in the price bid shall not be considered and the offer is likely to be rejected. Price bid document shall be ink signed by the bidder at the bottom of the page.

Both the sealed envelopes shall be kept in another sealed cover. The cover shall be super-scribed with "Quotation for (name of work), NIT No. & Due date of opening and shall be addressed to In-charge, Tender Room, Purchase Dept., 4th floor, Main Administrative Building, BHEL,HEEP,Haridwar-249403 (Uttarkhand) and it should also contain the Bidder address.

5. Offers should be strictly submitted in original tender documents/ format issued by BHEL. If, the offers submitted by any party in their own format, such offer (s) are liable to be rejected.
6. *Bidder address shall be written on each envelope.*
7. *The Tenderer must sign and stamp on each page of tender document including supporting documents submitted with tender else tender is liable to be rejected.*
8. Rate must be quoted in figures as well as in words. In case there is a mismatch of price quoted in figure & words, price quoted in words shall prevail.
9. Only Part –1 i.e. Techno-commercial bids with requisite EMD and Tender Cost shall be opened on the due date of opening in the presence of the interested parties available at the time of opening of the tender. Date of opening of Price bids (Part-2) will be intimated to the parties who qualify as per techno-commercial offer.
10. The offer shall be valid for **120 days** from the date of opening of the Tender.
11. This contract shall be governed as per the BHEL Works Policy, Rules & General conditions.
12. Bidders shall enclose the certificate of satisfactory performance, from previous customer, along-with the tender documents in support of their claim of having minimum experience of similar works.
13. Vendor shall ensure meeting all statutory obligations as applicable during the contract period.
14. *An affidavit (On stamp paper of Rs. 20/-) that none of the bidder's relative is working as officer in BHEL Haridwar is to be submitted along with the tender.*
15. Deviation from any of the specified requirements should be clearly brought out on a separate sheet titled as deviation. In case of no deviation a "**NO DEVIATION STATEMENT**" shall be submitted with the tender (Techno-commercial Bid).



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16. BHEL does not bind themselves to accept the lowest tender or any tender or to give any reason for their decision.
17. If any information / document submitted by the tenderer is found false/ fake at any stage, the tender will stand cancelled and EMD shall be forfeited.
18. It will be deemed that tenderer have gone through all the specifications, Tenderers obligation, special & general condition of contract and agree to abide by the same.
19. Tenders not received in the above manner are likely to be rejected.

Note:

-BHEL reserves the right to accept or reject any/ all application(s) without assigning any reason thereof.

-If any document submitted by tenderer found false at any stage, the tender/ work order will be cancelled immediately and the financial loss to BHEL if any in making alternative arrangement will be recovered from the Tenderer.

-BHEL will not be responsible for the loss or delay of tenders in transit in any case.

-All further corrigenda, addenda, amendments, time extensions, clarifications etc. to the tender, if any, shall be hosted only on our website.



Issuing Officer

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SCOPE OF WORK IN BRIEF:

Supply of manpower for any one / multiple services in Medical Dept of BHEL Haridwar shall be as per Bill of Quantity and strictly under given technical requirement.

SL	Services	Minimum Qualification of labor to be engaged	Minimum Years of Post Qualification Experience of labor to be engaged
01	Nursing Assistant	3 or 3 & Half years Diploma in General Nursing & Midwifery	02
02	ICU Technician Assistant	Diploma / Graduation in the related area	02
03	O.T. Technician Assistant	Diploma / Graduation in the related area	02
04	Lab. Technician Assistant	Diploma / Graduation in the related area	02
05	Pharmacist Assistant	Graduation in the related area	02
06	X-Ray Technician Assistant	Diploma / Graduation in the related area	02
07	ECG Technician (F) Assistant	Diploma / Graduation in the related area	02
08	Optometrist Assistant	Diploma / Graduation in the related area	02
09	Physiotherapist (F) Assistant	Diploma / Graduation in the related area	02
10	Dietician Assistant	Diploma / Graduation in the related area	02



Issuing Officer

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Bill of Quantity:-

SL	Services	Requirement under the Contract
01	Nursing Assistant	49
02	Pharmacist Assistant	13
03	Lab. Technician Assistant	03
04	ICU Technician Assistant	04
05	OT Technician Assistant	04
06	ECG Technician (F) Assistant	02
07	Optometrist Assistant	01
08	Physiotherapist (F) Assistant	01
09	Dietician Assistant	01
10	X-Ray Technician Assistant	03

- There may be variation in total quantity of manpower required by plus or minus 15%.
- Parties may visit the site for actual site conditions, and all other relevant details related to the concerned services.



Issuing Officer

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DETAILED SCOPE OF WORK:

18. PERIOD OF CONTRACT:

Period of contract shall be for one year from the date of start of the work. It may extended up to another one year on mutually agreed terms & conditions.

PAYMENT TERMS:

19.1 Monthly Payment to the Tenderer shall be made as per the Rate at which the work is awarded which shall be inclusive of PF, ESI, Leave, Bonus, Service charges etc. for the number of personnel deployed and for the number of days deployed during a month. For worked out per day per person rate [Rate for amount of days worked], the awarded rate per month per person will be divided by 26.

19.2 Service tax shall be paid on actual basis after submission of Service Tax Challan with service tax registration in proper category.

As per latest CENVAT credit rules, time restriction has been imposed on availment of CENVAT credit on input and input services. Wherever CENVAT credit could not be availed within given time limit due to delay in submission of invoices or for any other reason attributable to vendors, loss of such CENVAT credit will be recovered from such vendors.

19.3 Penalty Clause: Failure to provide manpower by the tenderer as per requirement or Unwarranted / Indiscipline of the Labor of the Tenderer at workplace shall attract adverse remarks which may be included in the Completion Certificate and / or attract any legal /administrative action on tenderer or Labor of Tenderer or both, as deemed fit.

20. EARNEST MONEY DEPOSIT (EMD):

1. EMD shall be converted to security deposit if the work is awarded.
2. EMD of unsuccessful bidders shall be refunded back normally within fifteen days of acceptance of award of work by the successful bidder.
3. EMD shall not carry any interest.
4. EMD of bidder will be forfeited, if—
 - i) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates
 - ii) The tenderer does not commence the work within the period as per LOI/contract.



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21. SECURITY DEPOSIT (SD):

1. Successful vendor shall deposit security. The rate of security deposit will be as below:
 - ❖ **Contract Value up to Rs.10 lacs:** 10% of the Contract Value
 - ❖ **Above Rs.10 lacs but uptoRs.50 lacs:** Rs. 01 lac + 7.5% of the Amount exceeding Rs.10 lacs.
 - ❖ **Above Rs. 50 lacs :** Rs. 04 lacs + 5% of the amount exceeding Rs.50 lacs.
 - ❖ The security deposit shall be collected before start of the work by the Tenderer.
2. The security deposit should be submitted before the start of work in the following forms:
 - i) Cash (As permissible under the Income Tax Act)
 - ii) Pay Order, Demand Draft in favour of BHEL, Haridwar
 - iii) Local cheques of Scheduled Banks, subject to realization.
 - iv) Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Tenderer furnishing the security and duly pledged in favour of BHEL and discharged on the back).
 - v) Bank Guarantee from Scheduled Banks/Public Financial Institution as defined in the companies Act. The Bank guarantee format should have the approval of BHEL.
 - vi) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the Tenderer, A/C BHEL, duly discharged on the back.
 - vii) Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the security Deposit should be collected before start of the work and the balance 50% may be recovered from the running bills.
3. Security Deposit shall not carry any interest.
4. EMD of successful tenderer can be converted and adjusted against the Security Deposit.
5. Security Deposit shall be refunded after a period of 3 months of the completion of the contract.
6. Security Deposit will be realized only after payment of all dues to labor i.e. Bonus, Leave payment etc. of supplied manpower.



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22. SPECIAL CONDITIONS:

1. The Tenderer shall maintain the following during the execution of contract, as applicable;
 - i. Valid labor license from Asst. Labor commissioner as applicable or other necessary license etc. as applicable.
 - ii. P.F. Code and abide by the relevant laws & rules.
 - iii. ESI Code and abide by the relevant laws & rules.
2. The Tenderer shall be bound to pay the wages as per the Rate at which the work is awarded to his workmen applicable from time to time as per rule / act. This amount shall not be less than the minimum / BHEL Fair wages, as per extant rules of BHEL. Presently BHEL Fair wages is **Rs.499 for Skilled Labor per Day Plus 12% PF Employer contribution, 4.75% ESI, Bonus as per Bonus ACT and 1 day leave payment on every 20 days attendance. The wages may be verified from BHEL Haridwar before bidding for this tender.**
3. Tenderer shall maintain the muster roll, wages payment register and all other records applicable as per labor laws.
4. In case of non-compliance of any of the labor laws as per act by the Tenderer, he will be responsible for expenses / liability occurring / accruing on BHEL on account of above including expenditure on legal proceedings. All such expenses shall be recoverable from the Tenderer from any of his running contracts with BHEL or any contract entered thereafter.
5. The Tenderer shall not employ a worker less than 18 years of age during execution of his work.
6. The Tenderer shall inform BHEL prior to engaging or removing the labors from the site of work.
7. The work shall be governed by the specifications, general terms & conditions of BHEL contract, special conditions, environment related conditions, new safety clause and any other relevant conditions applicable time to time.
8. The Tenderer not completing the work as per requirement & as directed by the concerned In-Charge, action, as deemed fit shall be taken which may include debaring for the issue of further NITs.



Issuing Officer

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9. In case more than one Tenderer quotes L1 rates in same services, the work may be awarded through draw of lottery.L1 will be on the basis of total cost for the respective service. There may be different L1 for different services.
10. The Tenderers are advised to see the site before quoting the rates.
11. BHEL reserves the right to award only a fraction or part of the work given in the bill of quantity.
12. BHEL reserves the right to cancel the tender at any stage of tendering till signing of agreement without assigning any reason(s) thereof. The tender cost in that event shall not be refunded.
13. Power of Attorney / Subletting will not be accepted for execution of this work.
14. Income Taxes (TDS) as applicable shall be recovered as per rule.
15. Rates shall be quoted in figures as well as in words and Tenderer must put his name and signature on each page of the tender documents / undertakings, while submitting his offer, failing of which tender may be liable for rejection.
16. Gate passes / tokens to be issued by the CISF unit shall have to be returned to the pass section of CISF after completion of work, failing of which recovery at the rate as applicable shall be made from the Tenderer.
17. No bill will be entertained until the wages of workers, as applicable are paid and PF and ESI are deposited.
18. Security deposit will be realized only after payment of all dues to labor .i.e. Bonus, Leave payment etc. of supplied manpower.
19. Workmen must follow the safety norms and use protective devices for work wherever required.
20. The Tenderer will have to protect the BHEL equipment and material from fire hazards or any other damages or loss.
21. No excuses for hindrance viz. jungle, extreme weather condition, non-availability of labor etc. will be entertained for not completing the work.
22. All necessary precautions for safety of the man/ machine, fire hazard & environmental aspects shall have to be taken by the Tenderer for the activities performed by his workers.



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23. The Tenderer shall have to carry out the work anywhere outside / inside factory area of HEEP& CFFP as per the requirement of the Medical Dept and nothing extra will be paid for any such work carried out.
24. Emergency work arises if any, will be dealt on priority and arrangement for proper & timely completion of work will have to be done by Tenderer.
25. Involvement in any undesirable activity by the Tenderer or his / her workmen will be viewed seriously and attract strict action including cancellation of contract or debarring from tendering.
26. Any offer without proper earnest money, with any ambiguity, unsigned documents, unclear quotation and against the above instructions will be treated as invalid and will not be considered at all and the responsibility for the same will lie on the Tenderer
27. Tenderer shall maintain a bank account in any of the nationalized banks with Internet Banking facilities at Hardwar. This should be suitable for e-payment by BHEL.
28. Payments by BHEL shall be released to the account maintained by the Tenderer in Hardwar and only the balance amount, after making payments to the labor, shall be transferred to Tenderer's Office by site in-charge.
29. As a matter of administrative ease, the Tenderer should make all disbursements to his workmen preferably through their bank accounts.

Opening officer

Accounts Representative



Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

23. UNDERTAKING:

The Tenderer shall sign the undertaking as below:

1. I / we shall abide by and fulfill the requirements of all labor laws applicable to me / us and will maintain muster roll, wage payment register and all other register/ records as applicable and shall produce the same to BHEL officials whenever required.
2. I / We shall pay the wages as per the award of work. I shall also ensure payment of at least the minimum / BHEL fair wages, as applicable from time to time, to the workers as per rule / act.
3. In case of non-compliance of any labor laws by me / us, I / we shall be wholly responsible for all expenses / liability occurring / accruing on BHEL because of this including expenditure on legal proceedings. All such expenses shall be recoverable from any of my / our running contract with BHEL or any contract entered thereafter.
4. I/ We have carefully perused all the terms and conditions of the Tender, NIT including special conditions mentioned in the tender documents before quoting the offer and I / we commit to abide by them in Toto.
5. My / our Labor license no. is..... and the same is valid fromto (dates).

OR

I/ We will submit within time allowed after award of work.

6. I / We shall maintain valid labor license throughout contract period.

7. Details of PF and ESI code nos. allotted to me are as under:-

i) P.F. code no. _____

ii) E.S.I. code no. _____

iii) PAN No. _____

8. The details of earnest money, enclosed with the tender, is also as below:-

i) Amount Rs. _____

ii) CR no. _____ Date _____

iii) COR / FDR no. _____ Date _____

Opening officer

Accounts Representative



Issuing Officer

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Seal _____

(BLANK PRICE-BID FORMAT)
NOT TO BE FILLED

Name of work: Supply of manpower for BHEL Haridwar Medical Department for various paramedical specializations

Tender No. & Date : MDX/Service Contract/01/2016-17 Dated: 23.02.16

Period of work : One Year

Earnest Money : Rs. _____/-


Cost of Tender : Rs. _____/-

Date of Tender : **22.03.2016 at 02:00 PM**

Opening

BILL OF QUANTITY:

SL	Services	UNIT	QTY	Rate per Unit per Month (In Figure & Words) [In INR]
01	Nursing Assistant	No.	49	
02	Pharmacist Assistant	No.	13	
03	Lab Technician Assistant	No.	03	
04	ICU Technician Assistant	No.	04	
05	OT Technician Assistant	No.	04	
06	ECG Technician (Female) Assistant	No.	02	
07	Optometrist Assistant	No.	01	


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Seal _____

08	Physiotherapist (Female) Assistant	No.	01	
09	Dietician Assistant	No.	01	
10	X – Ray Technician Assistant	No.	03	

***Pls write NA against all such services for which you are not offering your Bid.**



Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

The Tenderer while submitting the price Bid shall ensure payment of minimum BHEL prescribed wages [Which is currently Rs.499 for Skilled Labor per Day Plus 12% PF Employer contribution, 4.75% ESI, Bonus as per Bonus ACT and 1 day leave payment on every 20 days attendance] & shall provide a breakup of the quoted rate in the format as under for each service separately:

SL	PARTICULARS		AMOUNT IN INR [PER UNIT PER MONTH] For each service
A	Wages Per Unit Per Month		
B	BONUS	A X 8.33%	
C	LEAVE	A X 5%%	
D	PF Employer Contribution.	A X 13.36% including Administrative charges	
E	ESI Employer Contribution.	A X 4.75%	
F	Uniform & other PPE	As per Tenderer estimation	
G	Any other expenditure as deemed relevant by the Tenderer	As per Tenderer estimation	
H	Service Charges (Contractor Margin)	As per Tenderer estimation	
I	GRAND TOTAL [In Figures]	A + B + C + D + E + F + G + H	
	GRAND TOTAL [In Words]		

Note:

1. PF, ESI, Bonus, Leave/ Holiday, Any other expenditure as deemed relevant shall be included in the overall rate to be quoted.
2. Service Tax will be extra & shall be paid on actuals as applicable at the time of billing.
3. Rates are to be mentioned in figure as well as in words. If overwriting / un-readable figure found in rates or if there is a mismatch of rates quoted in words & figures, the rates offered in words will be final.
4. The parties may provide its offer for any one / multiple services in Medical Dept of BHEL Haridwar
5. L1 will be on the basis of total cost for single service basis. There may be different L1 for different services.

Accounts Representative

Opening officer



Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

(PRICE-BID)

Name of work: Supply of manpower for BHEL Haridwar Medical Department for various paramedical specializations

Tender No. & Date : MDX/Service Contract/01/2016-17 Dated: 23.02.16

Period of work : One Year

Earnest Money : Rs. _____/-

Cost of Tender : Rs. _____/-

Date of Tender Opening : **22.03.2016 at 02:00 PM**

BILL OF QUANTITY:

SL	Services	UNIT	QTY	Rate per Unit per Month (In Figure & Words) [In INR]
01	Nursing Assistant	No.	49	
02	Pharmacist Assistant	No.	13	
03	Lab Technician Assistant	No.	03	
04	ICU Technician Assistant	No.	04	
05	OT Technician Assistant	No.	04	

Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

06	ECG Technician (Female) Assistant	No.	02	
07	Optometrist Assistant	No.	01	
08	Physiotherapist (Female) Assistant	No.	01	
09	Dietician Assistant	No.	01	
10	X – Ray Technician Assistant	No.	03	

***Pls write NA against all such services for which you are not offering your Bid.**



Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

The Tenderer while submitting the price Bid shall ensure payment of minimum BHEL prescribed wages [Which is currently Rs.499 for Skilled Labor per Day Plus 12% PF Employer contribution, 4.75% ESI, Bonus as per Bonus ACT and 1 day leave payment on every 20 days attendance] & shall provide a breakup of the quoted rate in the format as under for each service separately:

SL	PARTICULARS		AMOUNT IN INR [PER UNIT PER MONTH] For each service
A	Wages Per Unit Per Month		
B	BONUS	A X 8.33%	
C	LEAVE	A X 5%%	
D	PF Employer Contribution.	A X 13.36% including Administrative charges	
E	ESI Employer Contribution.	A X 4.75%	
F	Uniform & other PPE	As per Tenderer estimation	
G	Any other expenditure as deemed relevant by the Tenderer	As per Tenderer estimation	
H	Service Charges (Contractor Margin)	As per Tenderer estimation	
I	GRAND TOTAL [In Figures]	A + B + C + D + E + F + G + H	
	GRAND TOTAL [In Words]		

Note:

1. PF, ESI, Bonus, Leave/ Holiday, Any other expenditure as deemed relevant shall be included in the overall rate to be quoted.
2. Service Tax will be extra & shall be paid on actuals as applicable at the time of billing.
3. Rates are to be mentioned in figure as well as in words. If overwriting / un-readable figure found in rates or if there is a mismatch of rates quoted in words & figures, the rates offered in words will be final.
4. The parties may provide its offer for any one / multiple services in Medical Dept of BHEL Haridwar
5. L1 will be on the basis of total cost for single service basis. There may be different L1 for different services.

Accounts Representative

Opening officer



Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

PRICE BID CONDITIONS

1. The tenderer will be required to quote the rates against each item of work under each service (Both in figures and words) as mentioned above.
2. Tenderer has to quote the Amount of Price bid by assessing all related expenditure which may include Conveyance, Accommodation, Uniform, Supervision, Financial charges, Service Charges etc. & the price bids not satisfying the minimum prescribed wages of BHEL shall be summarily rejected.
3. Request for any other payment will not be entertained by BHEL for whatsoever reason except for variation [In minimum wages as per State Govt guidelines] over and above the Amount quoted. Changing any other value in Price Bid will lead to rejection of the Price Bid.
4. **VALIDITY OF RATES:** The rates quoted should be valid for 120 days initially from the date of opening of the Techno-Commercial bid.
5. Tenderer has to submit monthly bill based on actual payment made to contract labors. Original payment register to be vetted by Contract Executing Officer and a copy of the same is to be submitted along with claim bill. Payment for daily wage and leave/holiday payment with up-to-date cumulative figure should be recorded in payment register. Proof of payment of PF & ESI have to be enclosed along with monthly bill.
6. The contract labor may be allowed weekly off on any day other than Sunday also, depending upon exigencies of work / BHEL requirement.
7. Service Tax, wherever claimed, is to be supported by Service Tax Invoice along with proof of payment of service tax for preceding Service Tax invoice claimed from BHEL under this contract.
8. **Risk Purchase: In case the Tenderer on successful award of the Tender refuses to execute the work / part thereof shall pay the complete / excess cost to be incurred for the completion of the Contract.**
9. **Price Variation: In case the minimum wages / BHEL wages exceed the price offered & to be paid to the labor of the Tenderer, additional amount shall be reimbursed on actual basis on production of documents duly verified by the concerned Dept Incharge & vetted by Finance Dept.**



Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____

Certificate by Chartered Accountant on letter head
(only for those who are submitting EM-II Certificate)

This is to certify that M/S, (hereinafter referred to as 'company')
having its registered office at,
..... is registered under MSMED Act 2006, (Entrepreneur Memorandum
No (Part-11) dtd:.....,
Category:..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited
financial yearas per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 : Rs.....Lacs
2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006: Rs.....Lacs

(Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs for
.....Micro / Small (Strike off which is not applicable) Category under MSMED Act
2006. **Or**The company has been graduated from its original category (Micro/ Small) (Strike off which is not
applicable) and the date of graduation of such enterprise from its original category is
(dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its
original category as notified vide S.O.No.3322(E) dated 01.11.2013 published in the gazette notification dated
04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name-

Membership number-

Seal of Chartered Accountant



Issuing Officer

I/We agree with the above

Signature of Contractor with
Seal _____