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**1.0 NOTICE INVITING TENDER**

SL	PARTICULARS	DETAILS
1	TENDER REFERENCE	EDN/JC/SA/19-20/01
2	NAME OF WORK	“JOB CONTRACT FOR MATERIAL MOVEMENT, CLEANING, ETC. IN SUB-ASSEMBLY”
3	CONTRACT PERIOD	ONE YEAR (1/10/2019-30/09/2020)
4	ESTIMATED VALUE	Rs. 86,00,000 /- (Exclusive of GST )
5	EARNEST MONEY DEPOSIT	Rs. 1,72,000 /-.
6	LAST DATE AND TIME FOR RECEIPT OF COMPLETED TENDER	16-09-2019; 13:00 HRS. (MONDAY)
7	DATE , TIME & PLACE FOR TENDER OPENING OF <b>TECHNO-COMMERCIAL BID</b>	16-09-2019; 13:30 HRS. (MONDAY) GODAVARI CONFERENCE HALL (Near Reception)
8	PLACE OF SUBMISSION OF TENDER DOCUMENT ALONG WITH EMD	TENDER DROP BOX : <b>BOX No. 1</b> <b>SUB ASSEMBLY (MONDAY)</b> IN RECEPTION AREA OF BHEL – EDN, BANGALORE – 26.

**Note: -**

- The Tenderer shall return the duly filled in Tender document after affixing signature and seal on all the pages. Tender document contains 33 pages.
  - Techno-Commercial Bid** should contain EMD and pages 1 to 30
  - Price Bid** should contain pages 31 to 33
- PRICE BID** opening will be intimated to Technically and commercially qualified contractors after evaluation of **TECHNO-COMMERCIAL BID**.

**BHARAT HEAVY ELECTRICALS LIMITED, ELECTRONICS DIVISION**  
**MYSORE ROAD, BANGALORE-560026**

**DEPARTMENT:** SUB-ASSEMBLY  
**REF.TENDER DOC. NO:** EDN/JC/SA/19-20/01

**1.1 TECHNO-COMMERCIAL BID**

(To be furnished by the Bidders)

01. NAME OF THE WORK : **JOB CONTRACT FOR MATERIAL MOVEMENT, CLEANING, ETC. IN SUB-ASSEMBLY.**
02. APPROXIMATE ESTT.COST RS. : Rs. 86,00,000 /- (Exclusive of GST )
03. STIPULATION PERIOD : **ONE YEAR/**
04. NAME OF THE CONTRACTOR :
05. ADDRESS  
(A) OFFICE : .....  
.....  
.....
- TEL.PH No : .....
- (B) RESIDENCE : .....  
.....
- TEL.PH No : .....
06. QUALIFICATION : .....
07. STAFF STRENGTH  
(A) TECHNICAL : .....  
(B) GENERAL : .....
08. PLANT/EQUIPMENTS : .....
09. (A) SCOPE OF WORK : UNDERSTOOD / NOT UNDERSTOOD  
(as per Schedule Format 1)  
(B) ACCEPT TO EXECUTE IN TOTAL : YES/ NO

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## 10. FINANCIAL TURN OVER DURING LAST 3 YEARS:

- i. 2018-19.. – Rs. .... /-
- ii. 2017-18.. – Rs. .... /-
- iii. 2016-17.. – Rs. .... /-

## 11. EXPERIENCE CERTIFICATE SUCCESSFULLY

## COMPLETED SIMILAR WORKS DURING LAST

7 YEARS (copy of completion certificate to be enclosed):

- (A) Three similar completed works each not less Rs. -34,40,000 /- (40% of the estimated value of this Tender for one year.):  
OR
- (B) Two similar completed works each not less Rs. 43,00,000 /- (50% of the estimated value of this Tender for one year.) :  
OR
- (C) One similar completed works not less than Rs. 68,80,000 /- (80% of the estimated value of this Tender for one year.) :

## 12. EMD PARTICULARS :

## 13. a). WHETHER REGISTERED WITH GOVT. AGENCIES:

b) VALIDITY OF REGISTRATION :

14. BHEL'S PAYMENT TERMS ACCEPTABLE : YES/ NO

15. a). Whether registered with ESI/PF authority : YES/ NO  
and have Register No. (if yes indicate nos.)b). whether agreeable to make necessary : YES/NO  
statutory payments as per BHEL EDN terms

16. Solvency Certificate Attached : YES/NO

17. GSTIN No :

18 LIN No. :

19. Income Tax permanent account no (PAN NO) :

20. Whether registered under contract labour Act 1970 :

21. Acceptance for Reverse Auction : YES/NO

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## **2.0 PREQUALIFICATION REQUIREMENTS:**

The following conditions have to be satisfied by the tenderer, with documentary proof to be enclosed with tender bid (Technical):

- i) The Tenderer should have experience of at least THREE (3) years in executing labour / Job contracts, which is considered to be similar work, preferably in large organizations.
- ii) The Tenderer should have successfully completed similar works during the last 7 (seven) years from submission of Tender as per the details hereunder (copy of the completion certificate to be enclosed)
  - a) Three similar completed works each **not less than Rs. 34,40,000** /- (40% of the Estimated value of this Tender for one year.) or
  - b) Two similar completed works each **not less than Rs. 43,00,000** /- (50% of the Estimated value of this Tender for one year) or
  - c) One similar completed work **not less than Rs. 68,80,000/-** (80% of estimated value of this tender for one year)
- iii) The Tenderer should have a legal status such as that of a Proprietary concern, Partnership firm, Company etc. The Tenderer should have been registered under relevant Act for carrying out the nature of work for which this Tender is invited.
- iv) The average annual turnover of the Tenderer for last three years from submission of Tender should be at least 30% of the estimated value of this Tender. You are requested to submit copy of IT returns for the last 3 year or statement of accounts certified by a qualified chartered accountant for the last 3 years along with the offer as evidence.
- v) Experience certificate issued by BHEL, EDN in case any work executed in BHEL-EDN for past three years. Any adverse remarks in the experience certificate may be a disqualification factor.
- vi) “The firms/vendors/contractors who are in the BHEL banned list are not eligible to participate in this tender. The offers received from such firms/vendors/contractors will be rejected. The list of banned firms is available on BHEL website www.bhel.com”.
- vii) The Tenderer should have ESI, PF, LIN and GSTIN Number allotted in its name. The letters issued by the concerned authorities should be enclosed with the Technical Bid of the Tender to evidence such registration.
- viii) PAN No. (In case not available, proof of having applied with acknowledgement from concerned authority).

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- ix) **Labour licence (Central/State Government):** (proof of having Code No: to be Enclosed, in case not available, bidder shall submit the License before commencement of the work).
- x) Agencies who are presently working with BHEL are also required to submit proof of satisfactory performance and completion of contract otherwise the bid will not be considered.
- xi) All the terms & conditions of the contract with respect to Taxes & Duties are subject to the new taxation laws introduced from time to time. The terms & conditions will be modified in accordance with the provisions of new laws.
- xii) The Tenderer should submit EMD along with Technical Bid. Offer/s without EMD is liable for rejection. Exemption of EMD can be availed by genuine MSE vendors as per guidelines of MSMED act 2006 and public procurement policy for MSME, 2012 by ministry of MSME, government of India. Refer Annexure II (at the end terms & conditions document) for eligibility requirements & formats.
- xiii) The Tenderers should have categorically confirmed acceptance of all the Tender terms and condition including the payment terms. On non-compliance / conformity of the above, offer is liable for rejection.
- xiv) The tenderer shall furnish a solvency certificate for an amount of Rs 800,000/- (Eight lakhs only).

## **2.1 Instructions to Tenderers**

2.1.1 Sealed Tenders for the above work are hereby invited from the Contractors experienced in works of similar kind and magnitude.

2.1.2 **Tender shall be submitted in two parts, i.e. (1) Techno-Commercial bid and (2) Price Bid.**

**Techno-Commercial bid** shall be submitted confirming acceptance to all the clauses indicated in this Tender along with EMD and enclosures as required by the Tender and any other which the Tenderer wish to submit. Tenderers shall also sign each and every page of the Tender document including the Work Instructions attached thereto before submitting Tender. Deviations / variations, if any, to the clauses of the Tender shall be indicated clearly.

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**Unpriced Price Bid - A copy of the price bid without the prices.**

This “Unpriced Price bid” is required for technical evaluation of the relevant portion of the work, desired to be executed by the contractor. Please indicate in the “unit rate” column ‘YES’ for the job you have quoted in Price bid, and ‘No’ for the jobs you have not quoted. Also indicate the applicable SGST/CGST in terms of percentage. (No values shall be quoted in “Unpriced Price bid”).

The tenderer should have to submit SAC (Service Accounting Code) related to work/ Service.

**Price Bid duly filled & signed with seal**, must be put in another separate sealed envelope **superscribed with Tender reference and `Price Bid`**. **Price bid envelope must contain only the rates. ie. Tender Schedule Format – 1 which is enclosed hereto.**

Sealed envelope of both (1) Techno-Commerical bid and (2) Price bid must be put in a single sealed envelope **superscribed with Tender reference and due date** must be sent within the specified date and time.

In this regard, if any clarification is required, the Tenderers may contact the officer mentioned here below.

Tenders should be addressed to:

**AGM (SA- Production)**  
**BHEL, Electronics Division,**  
**Mysore Road, Bangalore – 560 026.**  
**Phone: 26998744, 9449869972**  
**Email: - "PRASAD JVVS" [prasadjvvs@bhel.in](mailto:prasadjvvs@bhel.in)**

The full name and address of the Tenderer and the name of the work with Tender reference should be indicated on the sealed Cover.

All the tenderers may witness the opening of the bids with due authorization of the person witnessing from the authorized signatory of the tenderer.

- 2.1.3 Address of the Tenderer, the name of the person to whom all the correspondences are to be addressed should be indicated, with telephone number / mobile number (both Office & Residence), e-mail address and fax numbers.
- 2.1.4 The tender documents are also available in the BHEL Web Site [www.bhel.com](http://www.bhel.com) under heading Tender Notifications. Corrigendum if any including extension of due date, clarification etc., will be published in BHEL web site only.

- 2.1.5 All the entries in the Tender Documents should be in one ink. Eraser and overwritings are not permitted. Cancellations and insertions if any, shall be authenticated by the tenderer by signing and affixing his seal.**
- 2.1.6 Tenderer shall fill in all the required particulars in the blank spaces provided in the Tender documents and also sign at the bottom of each and every page of the Tender document before submitting the Tender.
- 2.1.7 Before quoting the rates, the tenderer shall thoroughly go through all the terms and conditions especially regarding welfare measures to be provided by the contractor and Karnataka state government notified minimum wage along with payment of BHEL Additional amount
- 2.1.8 As a welfare measure towards his workers who may be deployed under this contract the Tenderer must consider Rs. 40/- per day per person for Transport Allowance and Rs. 10/- per day per person towards Attendance Bonus and take it into account for the purpose of Estimate and the quoted rate shall be inclusive of the above incentives as well. Further, the Tenderer can include Washing Allowance @ Rs.125 per month per person payable to his Workers deployed under this contract in the estimation and quote unit rate inclusive of such allowance.
- 2.1.9 Contractor shall ensure payment of statutory minimum wages prescribed by the Karnataka state government notified minimum wage along with payment of BHEL Additional amount as indicated below, to his workers deployed in the work from time to time and maintain proper records of their timely disbursement in the prescribed manner. The periodic revision of this wages shall be noted by the contractor from time to time and the payment to his workers shall at no point of time be less than these minimum wages.

Category wise BHEL Additional amount:

Category of Contract labour	BHEL Additional Amount per month (Rs.)
Unskilled Worker (USW)	3200
Semi-skilled Worker (SSW)	3700
Skilled Worker (SW)	4100
Highly Skilled Worker (HSW)	4500

BHEL reserves the right to advise the contractor to afford any further welfare facility in future (over & above the wage rates envisaged and also allowances) on reimbursement basis, for the employees of the contractor to defray their essential expenses.

- 2.1.10** Any periodic change in minimum wages and Statutory compliance as notified by appropriate Govt. during the contract period shall be borne by the contractor.

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However pursuant to any unforeseen changes in wage structure including changes in basic wages and other components as directed by Govt. directives or BHEL, the contract terms & conditions for wage structure & its impact on the Job/Works contract will be reviewed and suitably compensated by BHEL.

- 2.1.11 Maintain proper records of timely disbursement of wages.
- 2.1.12 Unit rate should be quoted in figures as well as in words in Indian Currency only, i.e Rupees and paise with reference to each and for all the items shown in the attached Tender Schedule-A . These rates shall be for the finished work at site. The rates shall include payment of any additional incentive to the workmen deployed on Works Contract etc and also expenses towards PF & ESI contributions and bonus (as per bonus act) except GST.
- 2.1.13 If BHEL is required to discharge the liability of any taxes on the transaction like TDS(IT), TDS(WCT), GST under reverse charge mechanism or any other similar taxes, which is or becomes payable by BHEL, the same shall be deducted from the bills of the contractor.
- 2.1.14 For the purpose of ascertaining the total cost under Format - 1, unit rate only will be considered and the same only will be multiplied by the number of units to arrive at total. For arriving at the unit rates contractor should consider both contract labour wages (Part-A) & material cost (Part-B) as per applicable activity schedule.
- 2.1.15 In case the rates quoted in figures differ from those quoted in words, the lower will be taken as the Tendered rate and shall be binding on the Tenderers. The lowest price bid (L1) shall be arrived based on the the total amount for all the activities under the “Schedule-A” i.e. Format – 1.
- 2.1.16 In quoting their rates, the Tenderers are advised to take into account all factors. No claim for the enhanced rates will be entertained on this account after acceptance of the Tender or during the contract period.(Also refer clause 5 - contractor statutory liabilities).
- 2.1.17 The rates to be quoted (**Excluding GST**) by the Tenderer shall be firm and shall cover and include all statutory levies and contribution such as ESI, PF etc payable by the contractor for the workers he may deploy to carry out the job. [Under various enactments passed by Parliament or by the State legislature and Rules framed thereunder]. The rates shall further be deemed to include statutory levies arising from such acts, central or state, which may come into force, subsequent to submission of Tender.
- 2.1.18 The rates quoted in the Tender shall remain valid for a period of three months from the date of opening of the Tender.

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- 2.1.19 Tenderer shall not increase their quoted rates (**Excluding of GST**), once the Tenderer has submitted his quotation and during execution of the contract, in case his Tender is accepted.
- 2.1.20 The tenderer shall take notice that workmen engaged under this contract shall be provided with 2 pairs of uniform per annum, 1 no of toilet soap per person per month by the contractor, as per BHEL norms & terms, which will be reimbursed by BHEL against proof of issue in line with BHEL instruction in this regard, which will be communicated in writing separately. This shall be excluded in the unit rates.
- 2.1.21 **Before submission of Tender, the Tenderers are necessarily advised to inspect the site of work and its environment and be well acquainted with the actual working and other prevailing conditions including various best practices adopted by BHEL with respect to position of the materials and labour.** Pre bid meeting delebrating aspects involved in Job contract can be arranged on request to ensure proper understanding by the Tenderers who wish to participate. They should be well versed with BHEL **General Conditions of Contract**, Instructions to Tenderers, specifications and all other documents, which form part of the Agreement to be entered into subsequent to award of work. However, it is informed that in case of inconsistencies in any clauses of GCC and this document, the relevant clause of this document shall prevail over the other. The Tenderer shall specifically note that it is Tenderer's responsibility to provide any item, which is not specifically mentioned in this specification but which is necessary to complete the work.
- 2.1.22 Details and quantities of each item of work shown in the Tender schedule attached hereto are only approximate. They are given as a guideline for the purpose of Tendering only and are liable to variations and alterations at the discretion of the competent authority without entitling the contractor to any compensation through out the contract period from the date of commencement of work, provided the total value of the contract does not vary by more than 20%. The work under each item as executed shall be measured and paid at the corresponding rates to be quoted by the Tenderer in the Tender schedule Format – 1 attached hereto. **It shall not be based on number of persons deployed or on any other criteria.**
- 2.1.23 Please note that our normal working hours are from 07.30 A.M. to 04.36 P.M. from Monday to Friday & 07.30 A.M. to 12.30 P.M. on Saturdays. However, depending upon work load, the factory may operate in staggered shift also and the Tenderer will be required to deploy their labour accordingly if so directed.

## **2.2 Reverse Auction :**

BHEL reserve the right to go for Reverse Auction (RA) (Guidelines as available on [www.bhel.com](http://www.bhel.com)) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance

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with the offer for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com).

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to the envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again default on this count in any subsequent tender in the unit, it will be consider as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealing with suppliers/ contractors (as available on www.bhel.com).

### **3.0 Terms and Conditions**

#### **3.1 Earnest Money Deposit (EMD)**

The Tenderer shall deposit **Earnest Money Deposit (EMD)** for the value as indicated in 'NOTICE INVITING TENDER' along with the Tender document.

**Exemption of EMD** can be availed by genuine MSE vendors as per guidelines of MSMED act 2006 and public procurement policy for MSME, 2012 by ministry of MSME, government of India. **Refer Annexure II (at the end terms & conditions document) for eligibility requirements & formats.**

##### **3.1.1 Modes of deposit**

The EMD may be accepted only in the following forms:

- (i) Cash deposit as permissible under the extant Income Tax Act (before tender opening)
- (ii) Electronic Fund Transfer credited in BHEL account (before tender opening)
- (iii) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)
- (iv) Fixed deposit receipt (FDR) issued by Scheduled Banks/ Public financial institutions as defined in the Companies Act (FDR should be in the name of the contractor, a/c BHEL)

In addition to above, the EMD amount in excess of Rs. Two lakh may also be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at least six months.

### **3.1.2 EMD by the Tenderer will be forfeited as per Tender Documents if**

- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
- iii) EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant “Guidelines on Suspension of business dealings with suppliers/ contractors” and forfeited/ released based on the action as determined under these guidelines.
- iv) EMD given by all unsuccessful Tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful Tenderer.

3.1.3 EMD shall not carry any interest.

## **3.2 Security deposit**

The contractor shall deposit an amount of **5% of the contract value as security deposit** with BHEL as per BHEL Works Policy valid for 18 months from the date of commencement of contract. EMD of the successful tenderer shall be converted and adjusted towards the required amount of security deposit.

### **Modes of deposit:**

The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:

- i) Cash (as permissible under the extant Income Tax Act)
- ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of )Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
- iv) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor

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furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

The contractor should deposit minimum 50% of the security deposit, before start of the work and balance 50% may be recovered at the rate of 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. EMD of the successful Tenderer can be converted and adjusted against security deposit in case of payment of EMD is in the form of Cash, pay order or DD as mentioned above. However, in such cases the contractor shall make good of the deficit, so that 50% of the security deposit is ensured before commencement of the work.

- 3.2.1 The Security deposit will be forfeited and credited to BHEL in the event of breach of any of the terms and conditions of this contract by the Contractor.
- 3.2.2 The Security deposit will be refunded to the contractor by BHEL after adjusting any sums due to BHEL from the Contractor or under any other contract with this Division or any other sister division of BHEL, upon the fulfilment of the contract and the Contractor furnishing No Demand and No Due Certificate from ESIC, EPFO to the effect that there is no claim or demand in respect of the contract executed.
- 3.3 **Terms of Payment:** The payment will be made on the basis of Quantum of work done, based on Unit rate and within 30 days from the date of submission of bills, duly certified by BHEL Engineer-In-charge. Bills should be submitted along with all necessary documents, challans & ECR copies for ESI /PF and returns etc. as applicable under contractor's statutory liability and this contract.
- 3.3.1 In case of contracts involving multiple bills, every bill (commencing with the 2<sup>nd</sup> bill) shall be accompanied with the declaration that the contractor has discharged his tax liability on the earlier bill (1) by paying the money to the Government (along with Challan details) or (2) by utilization of input GST Credit available with him or (3) being exempt as his turnover continues to be below the threshold limit. In the absence of such a declaration, the bill shall not be passed.
- 3.3.2 In case of contracts involving a single bill, the bill shall be accompanied with an undertaking that the contractor shall discharge his tax liability on that bill as per law.
- 3.3.3 The Payment will be made to the Contractor on the basis of work carried out, keeping in view the Unit of measurement. In case, the same persons deployed by the contractor, are permitted by him to continue to work beyond normal working

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hours, for any reasons whatsoever, contractor in such cases shall pay them the wage rates applicable under the Factories Act at contractors cost. **In other words no overtime (OT) payment will be made by BHEL, as the payment is on “Unit Rate Basis”.**

- 3.4 Goods and Services Tax (GST):** BHEL EDN GSTIN number is 29AAACB4146P1ZB. All invoices to contain BHEL GSTIN No. The Bidder shall mention Bidder’s GSTIN number in all quotations and invoices submitted. The Bidder shall also mention SAC (Services Accounting Code) mandatorily in all quotations and invoices submitted. Invoice submitted should be in the format as specified under GST Laws viz.all details as mentioned in Invoice Rules like GSTN registration number, invoice number, quantity, rate, value, taxes with nomenclature–CGST, SGST, UGST, IGST mentioned separately, SAC Code etc. Invoice should be submitted in original for buyer plus duplicate for credit availment.

**Payment of GST to Bidder will be made only if it is matching with data uploaded by the Bidder.** Bidders to give undertaking that GST as mentioned in the Invoice has been paid either through cash or admissible input credit and also filed the returns at the time of submission of invoice.

For invoices paid on Reverse charge basis – “Tax payable on reverse charge basis” to be mentioned on the invoice.

In case GST credit is delayed/denied to BHEL due to non/delayed receipt of goods and/or tax invoice or expiry of timeline prescribed in GST law for availing such ITC, or any other reasons not attributable to BHEL, GST amount will be recoverable from vendor along with interest levied/leviable on BHEL. In case vendor delays declaring such invoice in his 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 will be recoverable from vendor/contractor along with interest levied/leviable on BHEL.

- 3.5** If the tenderer backs out after submission of the tender or after acceptance of tender or fails to start the work as per contract terms, his EMD / Security Deposit will be forfeited and award of the contract will be cancelled.

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#### **4 Contractor's Obligations:**

- 4.1 Contractor shall decide the number of workmen to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner in which the awarded work is to be carried out as per the prescribed specifications and as directed by Engineer-In-charge. The Contractor shall be fully responsible for the work awarded to him.
- 4.2 Contractor shall depute a supervisor to supervise work to be carried out by his workmen. The work shall be executed as per work instructions and to the satisfaction of Engineer-In-charge.
- 4.3 Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.
- 4.4 Contractor shall maintain appropriate records of his employees deployed to carry out the job(s).
- 4.5 Contractor shall provide employment card / identity card with photograph duly verified and attested by the Contractor to his employees deployed to execute the work. Contractor shall also indicate the name of the proprietary / partnership firm / Company, place of work, contact number and duration of validity of the card etc. in such identity card.
- 4.6 Contractor will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct/ misbehaviour by any employee, the contractor will replace such employee(s) immediately.
- 4.7 Contractor will ensure that the job is executed through his employees on his rolls only and under no circumstances the contractor will deploy any casual employees to carry out the job nor shall sub-contract the job without prior written permission from BHEL-EDN.
- 4.8 Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders & his employees on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with contractor.
- 4.9 The contractor shall be responsible for enforcing all safety regulations as applicable strictly ensure wearing of safety equipments by them inside the factory.

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- 4.10 The contractor has to provide a distinct uniform different from BHEL employees. The uniform should have logo of the contractors firm / company. The uniform shall be in neat, tidy and wearable condition.
- 4.11 Contractor to ensure that all precautions are taken for safety of his employees. The contractor shall be responsible for enforcing all safety regulations as applicable, while undertaking the work Tendered inside the factory.
- 4.12 In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees and his equipments, if any; from the establishment of BHEL.
- 4.13 Contractor shall take necessary insurance policy for his workmen to cover workmen's compensation and accidental cover as may be applicable. Provided if the contractor has or proposes to obtain ESI registration prior to the commencement of the contract, this insurance policy will not be insisted upon.
- 4.14 BHEL will provide consumables and equipments etc. where ever applicable.
- 4.15 **The age of the contract workers deployed at BHEL EDN should be above 18 and below 60 years.**

## **5 Contractor's statutory liability:**

- 5.1 The Contractor shall comply with the provisions of all the applicable Central or State laws/Rules in general and in particular to the Factories Act 1948, Child Labour Prohibition Act 1986, Employer's Liability Act 1938, Employees Provident Fund & Miscellaneous Provisions Act 1952, Employees State Insurance Act 1948, Industrial Disputes Act 1947, Minimum Wages Act 1948, Payment of Wages Act 1936, Employee's Compensation Act 1923, Payment of Gratuity Act 1972, the Contract Labour [Regulation & Abolition] Act 1970, Payment of Bonus Act 1965, Income Tax Act 1961, Maternity Benefit Act 1961, Arbitration and Conciliation Act 1996, Goods & Services Tax Act 2017, Karnataka minimum wages Act, Prevention of sexual harassment at workplace Act 2013, Guidelines/notification related to Safai Karamchari Act (as applicable) and other relevant laws/Rules applicable from time to time.
- 5.2 The contractor shall also comply with all statutory requirements, applicable Acts/Rules, provisions, regulations, notifications and amendment made there under by concerned authorities from time to time.

- 5.3 Contractor shall ensure payment of statutory minimum wages prescribed by the Karnataka state government notified minimum wage along with payment of BHEL Additional amount as indicated below, to his workers deployed in the work from time to time and maintain proper records of their timely disbursement in the prescribed manner. The periodic revision of this wages shall be noted by the contractor from time to time and the payment to his workers shall at no point of time be less than these minimum wages.

Category wise BHEL Additional amount:

Category of Contract labour	BHEL Additional Amount per month (Rs.)
Unskilled Worker (USW)	3200
Semi-skilled Worker (SSW)	3700
Skilled Worker (SW)	4100
Highly Skilled Worker (HSW)	4500

BHEL reserves the right to advise the contractor to afford any further welfare facility in future (over & above the wage rates envisaged and also allowances) on reimbursement basis, for the employees of the contractor to defray their essential expenses.

Maintain proper records of timely disbursement of wages.

- 5.4 Contractor shall provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act 1952 to the RPFCL.
- 5.5 Contractor shall ensure payment of ESI contribution under ESI Act 1948 and provide ESI membership No. card of each employee.
- 5.6 Contractor shall maintain proper records of PF, EDLI, Pension, ESI contribution, administrative charges etc., wherever applicable and shall produce proof of deductions as well as remittances. Contractor shall issue wage slips to his employees.
- 5.7 Contractor shall furnish proper Returns to the concerned statutory authorities and provide a copy of the same to BHEL. These returns shall be subject to verification whenever the statutory authorities/ inspectors visit BHEL for inspection of records of the contractors.
- 5.8 Contractor shall be solely responsible for non payment / delayed payment of wages / Allowances / DA, contributions under EPF & MP Act, ESI Act etc.

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- 5.9 In case, the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities & a claim is made against BHEL for what so ever reason, the security deposit /other dues/ running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- 5.10 Contractor shall indemnify BHEL against all claims and losses if it suffers under various labour laws, statutes or any civil or criminal law in connection with employees deployed by him.
- 5.11 The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor, as BHEL is not the employer for him.
- 5.12 Contractor shall obtain necessary insurance cover at his own cost to mitigate any risk of accidents, losses, damages etc. BHEL shall not be responsible for any losses, damages to the contractor or to his employees.
- 5.13 Contractor should ensure that the employees allowed entering BHEL premises shall be covered under independent code numbers / exemptions under EPF & MP Act 1952 and ESI Act 1948 and shall cover his employees under the said codes. The contractor shall also indicate ESI No., PF No., and GSTIN No. in the techno-commercial bid.
- 5.14 Payment of bonus under the Payment of Bonus Act, payment of gratuity under the Gratuity Act, and retrenchment compensation under ID Act will be the sole responsibility of the contractors.
- 5.15 Over and above the daily wages rate, the contractor shall make payment to his employees deployed under this contract towards leave with wages also.
- 5.16 Contractor shall observe provisions of Factories Act in respect of working hours, holidays, rest intervals, leaves and overtime to his employees who may be deployed in BHEL premises & maintenance of necessary registers, forms and statutory formats which shall be always available for inspection by BHEL or factory in seperate. No work shall be done on second / third shift, overtime, Sundays or on other declared holidays without written permission from BHEL.
- 5.17 Contractor shall be responsible for making payment of wages before expiry of 7 (seven) days from the last day of wage period and to ensure disbursement of wages in the presence of the representative from BHEL.

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In case of payment through Bank the contractor shall obtain signature/Thumb impression of the contract labour on the wage register every month on the day of transfer of wages to the respective contract labour .

- 5.18 Contractor shall obtain license under CL (R&A) Act, 1970.
- 5.19 If monthly wages of any person (excluding remuneration for overtime work) exceed wages prescribed in subclause (b) of clause (9) of Section 2 of the ESI Act for eligibility (presently INR 21,000/- ) at any time before the beginning of the contribution period, he/she will not be covered under ESIC and the contractor shall mandatorily obtain Workmen Compensation policy in line with the Workmen Compensation Act, 1923 for contract labour deployed by him who are not covered under ESI Act. A documentary proof for the same shall be submitted to BHEL within 15 days from commencement of work. The contractor shall also enclose a valid documentary proof for having Workmen Compensation policy for contract labour deployed by him who are not covered under ESI Act, along with his monthly bill.

## **6. GENERAL TERMS & CONDITONS**

- 6.1 Engineer-In-charge shall give overall instruction to the contractor or his authorized representative for the jobs to be carried out. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or on employer-employee relationship. Supervision of work shall be done by the contractor / his authorized Supervisor exclusive for this work only.
- 6.2 The contractor shall maintain regular contact with the designated Engineer – In – Charge of BHEL and will interact on matters relating to the work awarded under this contract.
- 6.3 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 he will be obliged to discharge the obligations and rectify the deficiency / anomaly within three days time failing which, BHEL reserves the right to terminate the contract without assigning any reason what so ever. In such an event, no damages will be payable for short closure of the contract and the contractor shall be liable to BHEL for any loss or hardships it may suffer, such termination shall be for the contractor's default and any money including deposits or bills available with BHEL will be forfeited and any further claim on the contractor may be made by BHEL for recovery of any loss.

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- 6.4 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 he will be obliged to discharge the obligations and rectify the deficiency / anomaly within a month's time and in continuation of such deficiencies/ failure to compliances limited to a maximum of 03 such notices from BHEL, failing which BHEL reserves the right to terminate the contract without assigning any reason what so ever. In such an event, no damages will be payable for short closure of the contract and the contractor shall be liable to BHEL for any loss or hardships it may suffer, such termination shall be for the contractor's default and any money including deposits or bills available with BHEL will be forfeited and any further claim on the contractor may be made by BHEL for recovery of any loss.
- 6.5 The decision of BHEL regarding interpretation of any terms and conditions set forth in the mutually agreed contract agreement shall be final and binding on the contractor.
- 6.6 Notwithstanding anything contained in the mutually agreed contract agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.
- 6.7 The contractor shall commence the work immediately on receipt of the order and the contract shall remain valid for contract period from the date of commencement. The parties reserve the right to extend the contract on mutually agreed terms and conditions.

## **7. ARBITRATION & CONCILIATION**

### **7.1: Conciliation**

If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, effect, interpretation or breach of the Contract/Order, which the Parties are unable to settle mutually, arise inter-se the Parties, the same may be referred by either Party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority of the Buyer from the BHEL Panel of Conciliators.

#### **Notes:**

1. No serving or a retired employee of BHEL/Administrative Ministry of BHEL shall be included in the BHEL Panel of Conciliators.
2. Any other person(s) can be appointed as Conciliator(s) who is/are mutually agreeable to both the parties from outside the BHEL Panel of Conciliators.

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7.1.2 The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration & Conciliation Act, 1996 or any statutory modification thereof and as provided in Procedure to these Conditions. The Procedure together with its Formats will be treated as if the same is part and parcel hereof and shall be as effectual as if set out herein in these Conditions.

7.1.3 The Seller agrees that the Buyer may make any amendments or modifications to the provisions stipulated in the Procedure to these Conditions from time to time and confirms that it shall be bound by such amended or modified provisions of the Procedure with effect from the date as intimated to the Seller by the Buyer.

## **7.2: Arbitration**

### With a Sole Arbitrator:

7.2.1. Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted as provided in Clause 23.1 herein above or otherwise) in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract (hereinafter referred to as the '**Dispute**'), then, either Party may, commence arbitration in respect of such Dispute by issuance of a notice in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice'). The Notice shall contain the particulars of all claims to be referred to arbitration in sufficient detail and shall also indicate the monetary amount of such claim. The arbitration shall be conducted by a sole arbitrator to be appointed by the Head of the BHEL Unit/Division/Business Group issuing the Contract within 45 days of receipt of the complete Notice in terms of this Clause.

7.2.2. The language of arbitration shall be English. The Arbitrator/Arbitral Tribunal shall pass a reasoned award.

7.2.3. The cost of arbitration shall initially be borne equally by the Parties subject to the final apportionment of the cost of the arbitration in the award of the Arbitrator(s).

7.2.4. Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder as in force from time to time shall apply to the arbitration proceedings

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under this clause. The seat of arbitration shall be the place from where the contract is Issued.

7.2.5. Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

7.3: **IN CASE OF CONTRACT WITH PUBLIC SECTOR ENTERPRISE (PSE) OR A GOVERNMENT DEPARTMENT, THE FOLLOWING SHALL BE APPLICABLE:**

7.3.1. In the event of any dispute or difference relating to the interpretation and application of the provisions of the commercial Contract between Central Public Sector Enterprises (CPSEs)/Port Trusts inter-se and also between CPSEs and Government Departments/Organisations (excluding disputes concerning railways, Income Tax, Customs and Excise Departments), such dispute or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in Department of Public Enterprises (DPE) Office Memorandum No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 as amended from time to time.”

7.3.2. A copy of the extant Department of Public Enterprises (DPE) Office Memorandum No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 as available on Govt. of India website and the same as amended from time to time shall apply in all such cases.

#### 8. Signature of the Parties

A contract agreement needs to be executed as per BHEL format on non-judicial stamp paper of Rs 200/- (or as per current rate of stamp duty applicable on the day of agreement) to be purchased by the contractor. It should be signed with seal of the firm / company and witnessed.

For BHEL

For Contractor

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## **9.0 GENERAL SAFETY PRECAUTIONS WHILE ON WORK**

### **Do:**

1. Use proper hand gloves, masks, goggles while handling chemicals such as Iso-propyle alcohol, thinner, flux, conformal coating (lacquer), and solder paste.
2. Use proper safety precaution while movement of materials in the work area.
3. Ensuring compliance as per check list for standard operation, before handling material handling equipment.
4. Wash thoroughly with water, the affected part of the body in case of splashes of chemicals.
5. Open cautiously a container, be alert for sprays or splashes of acids/alkalies.
6. Treat all liquids as dangerous, until you know that they are safe.
7. Handle very carefully the bottles / containers which have no labels.
8. Always wash hands and other exposed skin areas after using chemicals, upon exiting the chemical use area, and before eating or drinking.
9. When cleaning, use nonflammable solvents.
10. Before handling any chemical check with MSDS for the safety precautions required. 11. Store chemicals in stable racks in clearly marked containers and in designated areas.
12. Always leave gangways between stacks, between stacks and walls.
- 13 .Keep all combustible materials away from any kind of heat source.
14. Make sure that your route is clear of obstacles.
15. When going down a ramp, keep the load in front.
16. Keep gangways clear and unobstructed.
17. Keep your work area clean and dry.
18. Undergo periodical medical checkup for health monitoring.

### **Don't:**

1. Do not eat, drink, chew gum, or store food, beverages, or medications in areas where chemicals are used or stored.
2. Do not smell or taste chemicals.

3. Do not keep materials / tools / components projecting into gangways / aisles.
4. Do not store / stack materials in front of electrical control panels/ switches and fire extinguishers.
5. Do not store inflammable near any electrical switch boards/ cubicles.
6. Do not throw cotton waste soaked with inflammable liquids/ solvents/ chemicals in drains or room corners.
7. Do not use solvents to clean hands after work.
8. Do not use thinner to clean floors.
9. Do not block exits, fire extinguishers.
10. Do not store projecting material near gangways.
11. Do not carry a load, which is too heavy for you. Get help if the load is too heavy.
12. Do not carry a load that obstructs the view ahead.
13. Do not pull a hand truck, but push it.

**Note:** The above list is only indicative and not exhaustive. Regarding various safety precautions to be taken, follow your Superior's instructions.

### **10.0 Formats to be maintained**

**The Job contractor shall maintain following Registers under Contract Labour (Regulation and Abolition) (Central) Rules, 1971 / other Acts applicable.**

- 1.) Muster Roll – Form No. (XVI)
- 2.) Register of Workmen Employed by Contractor – Form No. (XIII)
- 3.) Wage Register – Form No. (XVII)
- 4.) Register of Over Time – Form No. (XXIII)
- 5.) Register of Fines – Form No. (XXI)
- 6.) Register of Advance – Form No. (XXII)
- 7.) Register of Wages cum Muster Roll – Form No. (XVIII)
- 8.) Wage Slips – Form No. (XIX)
- 9.) Employment Cards – Form No. (XIV)
- 10.) Register of Deduction for Damage of Loss – Form No. (XX)
- 11.) Service Certificate – Form No. (XV)
- 12.) Registers under Equal Remuneration Act
- 13.) Leave with wages – Form No. 14 under Karnataka Factories Rules 1969
- 14.) Bonus Register – Form C under payment of Bonus Rules 1975
- 15.) Accident Register
- 16.) ESI/PF challans, records, Registers and returns under ESI/PF Acts.
- 17.) Any other records / registers required to be maintained by the

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contractors under statutory provisions applicable to him

## Proforma

### **11.0 Other Formats**

#### **11.1 Solvency Certificate Format**

[To be issued by scheduled Banks as mentioned below (for instance) not later than 12 months]

Ref:

Date:

This is to certify that M/s. \_\_\_\_\_ having their  
Registered \_\_\_\_\_ Office \_\_\_\_\_ at  
\_\_\_\_\_ is solvent to the  
extent of Rs. \_\_\_\_\_ [Amount in Words \_\_\_\_\_] as  
disclosed by the information and record which are available with the bank.

This certificate is issued at the request of M/s.  
\_\_\_\_\_ for a Tender Purpose.

This certificate is issued without any risk/liability or responsibility whatsoever on the part of the Bank or any of its officers.

For Bank \_\_\_\_\_

Name of Signatory  
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#### **List of consortium Bank**

Sl.	Nationalised Banks	Sl	Nationalised Banks
1	Allahabad bank	17	Vijaya Bank
2	Andhra bank		<b>Public Sector Banks</b>
3	Bank of Baroda	18	IDBI
4	Canara Bank		<b>Foreign bank</b>
5	Corporation bank	19	CITI Bank N.A
6	Central bank	20	Deutsche Bank AG

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7	Indian Bank	21	The Hongkong and Shanghai Banking Corporation Limited
8	Indian Oversea Bank	22	Standard Chartered Bank
9	Oriental bank of Commerce	23	J P Morgan
10	Punjab National Bank		<b>Private bank</b>
11	Punjab & Sindh Bank	24	Axis Bank
12	State Bank of India	25	The Federal Bank Limited
13	Syndicate Bank	26	HDFC
14	UCO Bank	27	Kotak Mahindra Bank
15	Union Bank of India	28	ICICI
16	United Bank of India	29	Indusind Bank
		30	Yes Bank

**\*Note: Name of banks mentioned here are indicative and has been given for sake of instance.**

**so vendor can produce solvency certificate from any schedule bank.**

## ***Annexure-II***

### **Benefits for MSE**

#### **11.2 Guidelines for Micro and Small Enterprises for claiming exemption from EMD**

MSE suppliers can avail the benefit of exemption from payment of EMD only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of CA certificate in the Format provided below, (where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (last 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 the other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents or if the required documents are not submitted before price bid opening. Documents should be notarized or attested by a Gazetted officer.

#### **Certificate by Chartered Accountant on Letter Head**

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-  
 II)..... dtd ..... Category: ..... (Micro/Small). (Copy  
 enclosed).

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Further verified from the books of Account that the investment of the company as per the latest audited financial year ..... **as per MSMED Act 2006 is as follows:**

**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 Industry vide its notification No.S.O.1722 (E) dated October 5,2006:

Rs. .... Lacs.

**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.

The above investment of Rs. .... Lacs in within the permissible limit of Rs..... Lacs for .....Micro / Small (strike off which is not applicable) Category under MS MED Act 2006.

(or)

The company has been graduated from its original category (Micro/Small) (Strike off which is not applicale) and the date of graduation of such enterprise from its original category is ..... (dd/ mm/yy) 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

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## 12. WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)

<b>WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)</b>		
<b>Sl.No.</b>	<b>Activity</b>	<b>QUALITY STANDARD</b>
<b>I</b>	<b><u>SUB ASSEMBLY PRODN. &amp; TESTING</u></b>	
<b>1</b>	<b>Movement of Mat. From holding stores.</b>	<b>The bins loaded with components are to be moved carefully without spillage of components during transportation.</b>
<b>2</b>	<b>Movement of Mat from Stores to Racks, Power Module Assembly</b>	<b>Materials for racks, power module assembly are to be moved carefully from store in trolley without damaging the components</b>
<b>3</b>	<b>Movement of MAX Rack material from Store 11 to Bldg 14.</b>	<b>Materials for racks assembly are to be moved carefully from store 11 in trolley without damaging the components</b>
<b>4</b>	<b>Movement of finished power modules and Racks to Main Assembly / Stores</b>	<b>Modules should be moved properly on trollies without damaging them.</b>
<b>5</b>	<b>Movement of finished Power Modules from building 13 to Main Assembly / Stores</b>	<b>Modules should be moved properly on trollies without damaging them.</b>
<b>6</b>	<b>Cleaning of Machines, Jigs, fixtures</b>	
<b>a</b>	<b>Machines of SMT line</b>	<b>All the machineries are to be cleaned for dust by using cheese cloth, cleaning spray etc.</b>
<b>b</b>	<b>Machines, Jigs, Fixtures in TH-Assembly, Prep- area, Final assy Area.</b>	<b>All the machineries are to be cleaned for dust by using cheese cloth, cleaning spray etc.</b>
<b>c</b>	<b>Racks Power Modules Assly and Testing</b>	<b>All test jigs &amp; fixtures are to be cleaned for dust using vacuum cleaner</b>
<b>d</b>	<b>Temp. Cycling Chambers, Test Jigs at Floor 0</b>	<b>To be cleaned for dust using vacuum cleaner</b>
<b>e</b>	<b>Test Jigs at Fixtures at Floor 1, ICT &amp; Floor 2</b>	<b>To be cleaned for dust using vacuum cleaner</b>
<b>f</b>	<b>Cleaning of Jigs &amp; Fixtures at Valve set Assembly/Testing</b>	<b>To be cleaned for dust using vacuum cleaner</b>
<b>g</b>	<b>Cleaning of Jigs Fixtures at Module Repair Center</b>	<b>To be cleaned for dust using vacuum cleaner</b>
<b>7</b>	<b>Movement of material within shop</b>	
<b>a</b>	<b>Movement of Matl. from Prep. To Assembly</b>	<b>Bins along with the PCBs / components to be moved without damaging PCBs and components</b>
<b>b</b>	<b>Movement of Mat From Assly to WS, ICT, Functional Test</b>	<b>Bins along with the PCBs / components to be moved without damaging PCBs and components</b>
<b>c</b>	<b>Movement of Surface mount assembled PCB's from SMT line to other floors</b>	<b>Bins along with the PCBs / components to be moved without damaging PCBs and components</b>

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<b>WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)</b>		
<b>Sl.No.</b>	<b>Activity</b>	<b>QUALITY STANDARD</b>
d	Movement of mat from Functional test (FT1) to Burn-in	Bins along with the PCBs / components to be moved without damaging PCBs and components
e	Movement of mat from Burn-in to Functional test (FT2)	Bins along with the PCBs / components to be moved without damaging PCBs and components
f	Movement of Mat from Test to Assembly	Bins along with the PCBs to be moved without damaging PCBs / components
g	Movement of Mat within Bldg 13	Bins along with the sub-assemblies to be moved without damaging sub-assemblies / components. The assemblies to be stored in proper jigs and moved
8	Movement of Finished Modules from Despatch and to Holding Store	Modules should be packed /stacked properly in the proper bins which are provided for the purpose without damaging Module due to spillage.
9	Cleaning of PCBs	Cleaning of PCBs to be carried out without damaging components. Proper cleaning to be ensured (No residues of flux on the PCBs). Iso Propyl Alcohol (IPA) should not be spilled while using / cleaning PCBs.
10	Movement of Mat from MRC to dispatch/ SA-test etc.	Modules should be moved carefully without damages.
11	Unpacking and cleaning of material received at MRC	Materials should be unpacked without damaging the materials received and relevant documents and accessories received should be carefully handed over to the Engineer in charge.
12	Movement of Documents	Documents are to be moved to the respective areas as indicated ,properly
13	Movement of material within holding stores (collection group)	Materials to be moved using proper bins without spillage
14	Module Packing	Modules are to be packed in antistatic covers and boxed in antistatic box provided

<b>WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)</b>		
<b>Sl.No.</b>	<b>Activity</b>	<b>QUALITY STANDARD</b>
II	<b>SA - MM STORES</b>	
1,2,3	Shifting of materials which are unloaded by GI outside the holding store. (Bldg 6, Bldg 12, Bldg 13)	Materials to be moved using proper bins without spillage
4,5,6	Loading the heavy items/packets into the racks (Bldg 6, Bldg 12, Bldg 13)	Heavy items are to be loaded carefully without damages.
7,8,9	Unloading the heavy items/packets from the racks & Shifting/Relocating of the items (Bldg 6, Bldg 12, Bldg 13)	Heavy items are to be loaded carefully without damages.
10,11,12	Maintaining general cleanliness of racks. (Bldg 6, Bldg 12, Bldg 13)	Racks are to be cleaned properly with cleaning spray and cheese cloth for dust
13,14,15	Washing of bins (Bldg 6, Bldg 12, Bldg 13)	Bins are to be cleaned with water and to be wiped with cheese cloth

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**13. Contract specific - Terms & Conditions:**

NIL.

**14. Contract specific - Pro-forma for Price Bid**

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Date: -4.09.2019      FORMAT - 1													
Sl. No.	Activity	Category	Location	Frequency	Quantum of work frequency	Unit of work	Std. time per unit (in Min)	Quantum of work / Annum	Time	Men	Rate per Unit Work	Rate per Unit Work	Total Amount in Rupee
<b>1</b>	<b><u>SUB ASSEMBLY PRODN. &amp; TESTING</u></b>												
1	Movement of Material from holding stores	USW	Bldg 14	Daily	15	No. of trips	60	4530					
2	Movement of Mat from Stores to Racks, Power Module Assembly	USW	Bldg 14	Daily	8	No. of trips	60	2416					
3	Movement of MAX Rack materials from store 11 to Bldg 14	USW	Bldg 14	Daily	8	No. of trips	60	2416					
4	Movement of finished power modules and Racks to Main Assembly/Stores	USW	Bldg 14	Daily	10	No. of trips	60	3020					
5	Movement of finished Power Modules from Store 11 to building 13	USW	Bldg 13	Daily	3	No. of trips	30	906					
<b>6</b>	<b>Cleaning of Machines, Jigs, fixtures</b>												
a	Machines of SMT line	USW	Bldg 14	Daily	5	No. of Machin	15	1510					
b	Machines, Jigs, Fixtures in TH-Assembly, Prep- area, Final assy Area.	USW	Bldg 14	Daily	5	No. of M/Cs.	15	1510					
c	Racks Power Modules Assembly and Testing	USW	Bldg 14	Daily	15	No. of M/Cs.	15	4530					
d	Temp. Cycling Chambers, Test Jigs at Floor 0	USW	Bldg 14	Daily	7	No. of M/Cs.	15	2114					
e	Test Jigs at Fixtures at Floor 1, ICT & Floor 2	USW	Bldg 14	Daily	35	No. of M/Cs.	10	10570					
f	Cleaning of Jigs & Fixtures at Valve set Assembly/Testing	USW	Bldg 13	Daily	6	No. of M/Cs.	15	1812					
g	Cleaning of Jigs Fixtures at Module Repair Center	USW	Bldg 14	Daily	8	No. of M/Cs.	15	2416					
<b>7</b>	<b>Movement of material within shop</b>												
a	Movement of Mat from Prep to Assembly	USW	Bldg 14	Daily	50	No. of trips	15	15100					

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CONTRACTOR

Date: -4.09.2019      FORMAT - 1													
SI. No.	Activity	Category	Location	Frequency	Quantum of work frequency	Unit of work	Std. time per unit (in Min)	Quantum of work / Annum			Rate per Unit Work	Rate per Unit Work	Total Amount in Rupee
b	Movement of Mat from Assly to WS, ICT, Functional Test	USW	Bldg 14	Daily	50	No of trips	15	15100					
c	Movement of Surface mount assembled PCB's from SMT line to other floors.	USW	Bldg 14	Daily	12	No of trips	30	3624					
d	Movement of Mat from Functional Test (FT1) to Burn-in	USW	Bldg 14	Daily	25	No of trips	30	7550					
e	Movement of Mat from Burn-in to Functional Test (FT2)	USW	Bldg 14	Daily	25	No of trips	30	7550					
f	Movement of Mat from Test to Assembly	USW	Bldg 14	Daily	25	No of trips	30	7550					
g	Movement of Mat within Bidg 13	USW	Bldg 13	Daily	25	No of trips	15	7550					
8	Movement of Finished Modules from Dispatch to Holding Store	USW	Bldg 14	Daily	8	No of trips	60	2416					
9	Cleaning of PCBs	USW	Bldg 14	Daily	400	No. of PCBS	5	120800					
10	Movement of Mat from MRC to dispatch/ SA-test etc.	USW	Bldg 14	Daily	8	No of trips	30	2416					
11	Unpacking and cleaning of Material received at MRC	USW	Bldg 14	Daily	7	No of Packag	45	2114					
12	Movement of Documents	USW	Bldg 14	Daily	25	No of trips	20	7550					
13	Movement of material within holding stores (collection group)	USW	Bldg 14	Daily	15	No of trips	30	4530					
14	Module Packing	USW	Bldg 14	Daily	400	No of PCB's	2	120800					
<b>II</b>	<b><u>SA-MM HOLDING STORES</u></b>												
1	Shifting of materials which are unloaded by GI outside the holding store	USW	Bldg 6	Daily	25	No. of packets	5	7550					
2	Shifting of materials which are unloaded by GI outside the holding store	USW	Bldg 12	Daily	30	No. of packets	5	9060					
3	Shifting of materials which are unloaded by GI outside the holding store	USW	Bldg 13	Daily	25	No. of packets	5	7550					
4	Loading the heavy items/packets into the racks	USW	Bldg 6	Daily	20	No. of packets	10	6040					

ISSUING OFFICER

CONTRACTOR

