



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE RESEARCH AND DEVELOPMENT,
VIKASNAGAR, HYDERABAD-500 093
 (Administration Department)

Annexure: 1

NOTICE INVITING TENDER FOR JOB CONTRACT FOR WORKS LIKE LAB SUPPORT, DISTRIBUTION OF DAK WITHIN DEPARTMENTS, HOSPITALITY SERVICES, SHIFTING OF THE FURNITURE ITEMS, CONTINGENCIES ETC ON DAY TO DAY AS PER THE UNITS IN VARIOUS CATEGORIES TO BHARAT HEAVY ELECTRICALS LIMITED, UNIT: CORPORATE RESEARCH & DEVELOPMENT, (BHEL CORP R&D), VIKASNAGAR, HYDERABAD

INSTRUCTIONS TO THE CONTRACTORS

Quotations in sealed covers are invited for providing JOB CONTRACT FOR WORKS LIKE LAB SUPPORT, DISTRIBUTION OF DAK WITHIN DEPARTMENTS, HOSPITALITY SERVICES, SHIFTING OF THE FURNITURE ITEMS, and CONTINGENCIES ETC. to Bharat Heavy Electricals Ltd., Unit: Corporate R&D, Hyderabad-5000093 for a period of two years

1. TECHNICAL ACCEPTANCE CRITERIA

- a. The Contractor shall have to obtain labour license (as on date- if the number of workforce deployed is more than 19) from appropriate government by taking up the job on contractual basis under Contract Labour (Regulation and Abolition) Act-1970 and submit the copy of licence to BHEL immediately. No contractor to whom Contract Labour (Regulation and Abolition) Act-1970 applies shall supply or engage contract labours in the establishment or undertake or execute the work through contract labour without a valid labour licence. In case the number of workforce desired to be deployed by the contractor against the contract during execution exceeds the number of workforce allowed in the license, then the contractor shall obtain prior amended valid labour license for the contract for the requisite number of workforce.
- b. The Contractor should have valid Income Tax PAN Card. Documentary proofs / Xerox copies are to be enclosed along with the Technical Bid
- c. The Contractor should have valid GST registration number (If applicable) and the same to be enclosed with the Technical Bid.
- d. The Contractor must submit a copy of the form 26-AS of the previous year along with the Technical Bid.
- e. PF Registration
- f. ESI Registration

Quotations shall be submitted latest by 12.00 Hrs. on or before the due date, in two parts as follows:

2. PART-I TECHNICAL BID (ANNEXURE: 4): This part shall contain the following:

- a. Complete tender documents (except Price Bid (Annexure: 3)) duly signed and stamped by the Contractor.
- b. All the documents enlisted above under technical acceptance Criteria. Non-submission of these documents above will enable the Contractor for disqualification of their Quotation.
- c. The Undertaking (Annexure: 10) on the Letter Head of the Contractor, on the following shall also form a part of Part-I bid, stating:
 - i. that the Contractor will abide by all the laws of land relating to employment of labour for which BHEL will not be responsible.
 - ii. that the Contractor has submitted price bid in prescribed format given at Annexure: 3 (No deviation shall be permitted and if noted subsequently, it will be treated as “Non-responsive”)

This part shall be submitted in a Sealed Cover with Contractor’s Seal, super scribed as “Part-I Technical Bid” with correct Enquiry No. and Date



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3. PART-II PRICE BID (ANNEXURE: 3)

Part-II, Price Bid shall contain Prices only as per Price Format (Annexure: 3) and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details and / or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in Part-I only as indicated above.

This part shall be submitted in a Sealed Cover with Contractor's seal, super scribed 'Part-II Price Bid' with correct Enquiry No. and Date

Both the Sealed Covers, Technical Bid & Price Bid shall be put in One Sealed Cover and super scribed as "**Quotations for providing JOB CONTRACT FOR WORKS LIKE LAB SUPPORT, DISTRIBUTION OF DAK WITHIN DEPARTMENTS, HOSPITALITY SERVICES, SHIFTING OF THE FURNITURE ITEMS, CONTINGENCIES ETC.** to BHEL Corp R&D, Hyderabad" and the respective enquiry no. to be mentioned on the same.

4. OTHER INSTRUCTIONS / CONDITIONS:

a. Bid Opening

Part-I (Technical Bids will be opened at 14-00 Hrs. on the due date in the presence of Contractors who may like to be present. Part-II (Price Bids) shall be opened of those Contractors only who will be technically qualified vendors/parties in Part-I bid. Date and time of opening of Part-II (Price Bids) shall be communicated separately.

b. BHEL reserves the right to finalize the contract by conducting Reverse Auction. The Reverse Auction shall be conducted for technically qualified / acceptable Contractors post evaluation of Part-I bids submitted before / on due date / time of submission.

c. The Contractor finalized for the job will have to commence the services on the Date finalized by BHEL which shall not be more than One month from the acceptance of offer.

d. Before submitting the offer as above, the Contractor, if desires, may visit the premises in order to assess the requirement.

e. The Part-II bid containing price bid will be opened only in respect of vendors who are found qualified in Technical evaluation.

f. BHEL may at its sole discretion, reject any tender / application without assigning any reason whatsoever.



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Annexure: 2

TERMS & CONDITIONS

1. SCOPE OF CONTRACT:

Quotations for providing **JOB CONTRACT FOR WORKS LIKE LAB SUPPORT, DISTRIBUTION OF DAK WITHIN DEPARTMENTS, HOSPITALITY SERVICES, SHIFTING OF THE FURNITURE ITEMS, CONTINGENCIES ETC**, on day to day basis as per the Units in various categories 8 hours per day at Bharat Heavy Electricals Limited, Corporate R&D Division, Vikasnagar, Hyderabad 500093 - Lab Complex and Township and Guest House as per Schedule of Work (Annexure: 5).

2. SPECIFICATION OF CONTRACT LABOUR TO BE PROVIDED:

The Labour will be provided by the Contractor, for 8 (Eight) Hours, as detailed above and as per the Schedule of Work (Enclosed as Annexure: 5), which shall include the following:

- a. The Contractor to provide 36 units of skilled/semi-skilled/Unskilled personnel. Each unit to be engaged in a shift of eight continuous hours for the above mentioned works
- b. The Contractor should ensure that all the Contract Labour posted on the jobs shall perform duty maintaining integrity, orderliness and discipline.
- c. The Contract Labour posted shall be supervised by the contractor / contractor nominated supervisor as per the requirement during conduct of work at site.
- d. **The Contractor shall ensure maintenance of daily Attendance and all other Registers/records as per the requirement of applicable Labour Laws / State Government / Central Government / BHEL R&D.**
- e. The contractor shall ensure that his workers follow and comply with all BHEL safety rules, relevant provision of applicable law pertaining to the safety of workmen, plant and equipment as may be prescribed from time to time without any objection or contest or reservation. In case of any difference between statutory requirement and BHEL Safety Rules referred above, the latter shall be binding on the contractor unless the statutory provisions are more stringent.

3. OTHER CONDITIONS:

- a. The Contractor must submit Bio-data of all his Contract Labours before commencement of the Contract.
- b. The Contractor shall ensure proper prescribed uniform for all his personnel deployed while on duty.
- c. The Contractor shall be responsible and ensure for the safety of his personnel deployed under this contract.
- d. **DEATH CUM ACCIDENTAL INSURANCE POLICY: The Contractor shall necessarily buy death cum accidental insurance (24x7) policy for all of his workforce to be deployed under the contract before the start of work. No workforce should enter the BHEL-premises or working area without insurance cover. Copy of the Insurance Policy to be necessarily submitted by the Contractor in the first month itself of start of the contract. The coverage shall be of ₹5.00 Lakhs per individual. The sum assured (₹5.00 Lakhs) shall become payable to the nominee/legal heir**



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in the event of death due to accident of insured person. In the event of death of any member of workforce deployed by the contractor without proper insurance cover, the contractor shall be liable to pay ₹5.00 Lakhs to the nominee/ legal heir of such deceased member of workforce. Accident Insurance Scheme which will be a yearly cover, offering accidental death & disability on account of an accident. The Contractor will be responsible to pay the premium for all the workforce during the contract. The Contractor must submit documentary evidence to show coverage of all the workforce under the above mentioned insurance scheme at all times during the validity of contract.

- e. The Contractor shall provide Complete Uniform to the Labour deployed, consisting of Shirt, Trouser, Cap, Shoes, Socks, once in a year at their expenses as per the statutory requirements.
- f. The Contractor will maintain proper records / documents as required in connection with duties.
- g. BHEL reserves the right to increase or decrease the number of Labour at the same rates and terms and conditions of this contract during the contract period.
- h. Contractor to provide PF Pass Book to his labourers and ensure payment of PF under EPF & other applicable fees as PF Act.
- i. Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI Membership No. /Card to each of his workers.
- j. The Contractor will have full and exclusive liability for Wages, PF, ESI, Bonus, Insurance, Uniform etc.; for the personnel deployed by the contractor and other obligation referred under the law now and thereafter imposed by the Government / Local Bodies. The Contractor shall be fully responsible for the timely payment of wages, provident fund, bonus or any other benefits payable under the aforesaid Acts, Laws and regulations to the Workforce engaged by him at the work premises of the BHEL. BHEL shall not be responsible for these payments or any other liability on this account. The Contractor shall also indemnify and compensate BHEL for any liability incurred by BHEL, if any, including costs incurred thereon. In that event. the nominated officer of BHEL shall be entitled to recover the amount so paid, from the contractor, including forfeiture of the Security Deposit; and, if the sum so payable and / the Security Deposit is less than BHEL's claim, it shall be lawful for BHEL to recover the balance amount as a debt from the Contractor.
- k. BHEL will have no liability whatsoever concerning the workforce deployed by the Contractor for the purpose. Contractor will ensure that the job is executed through his workforce on his rolls and under no circumstances the contractor will deploy any casual workforce to carry out the job nor shall sub-contract the job. Contractors are advised that workforce must be employed without any discrimination on caste or creed basis. Whenever it comes to notice that undue influence (external) is exerted to appoint select workforce, the Contractor shall report the same immediately, with necessary details, to Work Order issuing authority. Any complaints received regarding workforce exploitation (i.e. non-compliance of labour laws, release of less payment/perks, delay in payment etc.) shall be viewed very seriously and necessary action, as deemed fit, shall be initiated against the Contractor. Contractor to take due care of this aspect during execution of the Contract.
- l. Continuation of the Contract shall be based on the performance of the Contractor. The following parameters shall inter-alia be considered while evaluating performance of the contractor like Timely rendering of services; Quality of works/services; Compliance with statutory requirements; Safety consciousness; Maintenance of staff in proper uniform, Timely payment



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of wages, and other terms & conditions of contract.

- m. The Contractor shall perform the work assignments to the best satisfaction of BHEL. In case of continued unsatisfactory performance over a period of time by the Contractor, BHEL shall intimate the same in writing to the Contractor; however, if the performance of the contractor does not improve even thereafter, then, BHEL shall have the right to terminate the contract at the Contractor's risk and cost, by giving one month's notice. In addition, BHEL shall also have the right to forfeit in full, the Security Deposit deposited by the Contractor.
- n. BHEL also reserves the right to ask the contractor to shift the services from one location to another location of BHEL within Hyderabad during the contract period, as per BHEL requirement.
- o. The Contractor shall comply with all the guidelines, rules and regulations of statutory requirements under Various Labour Laws/ Rules/Regulations/Notifications in relation to the employment of its personnel from time to time.
- p. The contractor or his authorised representative must be available at works on daily basis. BHEL will liaison with such contractors or his representative for work execution. They are also required to undertake periodical surprise visits at execution points and maintain liaison with the concerned officer in charge in Administration Department.
- q. The Contractor will also keep watch on their labour and will be held liable for any pilferage/ Loss to the Company by their labourers.
- r. In case of misconduct by any of the employee of the Contractor, the matter shall be reported to the Contractor in writing, who shall take immediate action under intimation to BHEL.
- s. In case of theft or loss of property due to negligence or carelessness of labourers, the Contractor will be responsible and shall make good the BHEL's loss.
- t. The Contractor shall ensure payment of statutory prescribed minimum wages as applicable from time to time as per the Gazette of Telangana Government on or before 7th of every month irrespective of bill payment by the Company.
- u. The Contractor shall positively make the payment of the wages to the Employees/supervisor by 7th of every month through direct transfer to their respective bank accounts (NEFT, etc.) as per statutory requirement under Labour Law/Payment of Wages Act.
- v. No price variations in the Rates as agreed upon will be allowed during the period of Contract except the increase/decrease of D.A/minimum wages due to revised wages as declared from time to time by the State Government and whenever the GST/or any other statutory payments are revised by the Government.
- w. The service provider/contractor shall ensure all the employees engaged by him are medically fit to work in BHEL premises. The physical fitness must be verified by a medical certificate issued by a qualified medical practitioner and the same need to be submitted to the concerned in charge.
- x. **IDENTITY:** The Contractor shall ensure that the Workforces engaged by him must wear & display ID-cards prominently on their uniform during their duty period (as the same duly endorsed by BHEL). Each Workforce shall also wear his name badge (to be issued by the contractor) while on duty. All the personnel so deployed will follow strictly the security regulations of the BHEL, in vogue from time to time.
- y. **ISSUE OF PHOTO IDENTITY CARD:** Each workforce shall be issued a photo identity card, by the Contractor employing or engaging the workforce. Every workforce shall carry on his person the photo identity card issued and shall produce it on demand for inspection by BHEL.



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- z. **CHARACTER VERIFICATION:** The contractor should get the character checked of all the workforce deployed by them at the work premises, before engaging & deploying them in BHEL premises. The contractor needs to provide to BHEL a declaration to the effect that there is no case with the Police/Court/Regulatory authorities against their employee.
- aa. **CARE & TREATMENT:** Contractor or his representative should be in regular touch with all his workforce during all work timings. If any member of workforce falls ill or suffers an accident / injury, the contractor or his authorized representative, shall immediately arrange to take him/her for proper medical care. Delay / ignoring will be treated as violation of contractual obligations. Adequate arrangement shall be made for immediate recoupment of the equipment when necessary. In case, while on duty and during the course of engagement in work premises of BHEL under this Agreement, if any of the Contractor's Workforce meet (s) with any injury / indisposition due to accident or other natural calamities, the Contractor shall ensure that immediate and adequate medical aid and subsequent treatment facilities are provided to the person(s) concerned free of cost without fail. First Aid Facility should be provided & maintained by the Contractor so, as to be readily accessible during all working hours. In addition, the Contractor shall also be liable for meeting other statutory liabilities like ESI, Insurance etc. Contractor shall make every arrangement to render all the possible assistance to their workforce in such cases.
- bb. All the facilities required to be provided to workforce under Contract Labour (Regulation & Abolition), Act, 1970 shall be provided by the Contractor.
- cc. The Workforce deployed by the Contractor will have no right or claim for the permanent absorption in BHEL.

4. AWARDING OF CONTRACT

- a. Contract will be awarded on fulfilling the rules and regulations of the BHEL
- b. Contract will be awarded in total to the L1, based on the Rates quoted in Price Bid.

5. PAYMENT TERMS

- a. BHEL shall reimburse the monthly Basic, VDA, Adhoc Pay, PF, ESI, Paid Leave along with Service Charges as per the Minimum Wage Structure of Telangana State Government prescribed and revised from time to time (Annexure: 3). Charges incurred towards yearly Bonus, uniform, stitching charges, Shoe/chappals, cap/badge by the contractor shall be reimbursed as per the rates fixed in Annexure-3 after submission of proof of payment to workmen and subject to certification by the administration department. BHEL will reimburse leave wages after submission of proof of payment to workmen and certification done by administration department.
- b. While quoting the "Service Charge", bidders should consider all cost elements like financing cost, cost of maintenance of accounts, Insurance-Premium, Overheads, Profit Margins, Conveyance Charges, Amount of Security Deposit, Statutory Requirements / Obligations, Contractual Obligations and any other expenditure as deemed relevant by the Bidder or cost of any other item under its scope and to meet any expenses / exigencies (including bearing of penalty by Bidder as per Tender Document) so as to ensure continuity of services. While quoting



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the price, the bidder must keep in view the prevailing applicable minimum wages of the Telangana Government. It is the responsibility of the bidder to educate himself about all obligations to be performed under the contract, the financing cost, administrative expenses, statutory liabilities, etc. and then submit the price accordingly.

- c. If a bidder quote "Nil" service charge, the bid shall be treated as unresponsive and will not be considered for evaluation (in terms of provisions of Ministry of Finance, Dept. of Expenditure No 29(1)/2014-PPD dated 29/1/2014).
- d. Bids without any element of cost over and above wages/ statutory payments (or below it) shall be treated as 'Nil' price quotation and would be rejected. The Contractor shall be liable for all kinds of dues payable in respect of all personnel provided under the contract and BHEL shall not be liable for any dues for availing the services of the personnel.
- e. Payment to the Contractor by the company will be made within 30 days on monthly basis on completion of work and on submission of necessary error free invoices/bills to Administration Department in charge on or before 5th of every month.
- f. The Contractor shall submit the bills along with following documents: Separate E-Challan in proof of depositing the salary into the Bank Accounts of personnel deployed, Salary / wage register reflecting PF & ESI etc. deductions, GST Payment Challan, Employee' State Insurance Corporation (ESIC) Challan / Contribution, e-Challan for depositing of amounts towards PF, etc. in respect of Labour/ supervisor deployed at BHEL offices only.
- g. All Invoices shall indicate Letter Order number for processing payment.
- h. All payments shall be released by RTGS/EFT as per Contractor's bank details within 30 days of receipt of bills/ Invoices.
- i. No advance will be paid for the Contract.
- j. Two copies of INVOICE with original signature to be submitted every Month on completion of work.

k. PAYMENT TERMS AND CONDITIONS

i. Bill (on monthly basis) complete in all respect along with all the requisite documents submitted by the Contractor will be paid within 30 days of its receipt. Any clarification sought by BHEL, pertains to respective bill, must be clarified by Contractor at the earliest. Otherwise the delay in payment will be attributed to the Contractor. Aforesaid timeline shall be applicable from the day on which the last clarification/queries sought by BHEL will be settled by the Contractor.

ii. The Contractor will have to intimate the bank account number, and other details of the bank to enable BHEL to credit the payments into the account.

iii. No interest shall be payable for delay in making the payments. The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.

iv. While claiming the payment, the contractor must certify on the bill that the payment being claimed is strictly within terms of the contract and all the obligations on his part for claiming this payment have been fulfilled as required under the contract.

v. While claiming the payment, the contractor must certify on the bill that the employers' contribution (12% for EPF incl. EPS) has been made/paid by the Contractor himself and he has not availed the benefits under PMRPY (Pradhan Mantri Rojgar Protsahan Yojana) Scheme so that there is no double payment to the Contractor concerned on account of EPF & EPS.

- l. **PROCEDURE FOR SUBMISSION OF BILLS BY CONTRACTOR:** The payment under the job contract shall be made on monthly basis as per the agreed rates inclusive of PF, ESI, Service



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charges etc., only after the performance of the Contractor is found to be satisfactory by BHEL as per scope of work mentioned in Annexure-2 and after complying / ensuring all the statutory / contractual obligations. The Contractor shall raise the bill, in triplicate, along with all the necessary documents to BHEL on monthly basis. The Contractor shall submit the GST compliant invoice to BHEL along with the copy of ESI/EPF Challan & ECR (separate EPF-ECR reflecting names of only those Workforce who are deployed at BHEL premises only) of preceding month generated by EPFO /ESI IPortal/authorities, Wage Register (Form B), i.e. the details of payment of wages to Workforce of the month for which services were provided at BHEL premises & proof of payments (NEFT/RTGS/Bank Statement etc.), Attendance Register (Form D) / system generated Attendance Sheet and any other documents sought by BHEL which will be for the purpose of ensuring that Contractor has complied with all the statutory requirements. Contractor also have to give undertaking after each month that not only wages have been disbursed but also they have paid their contribution towards ESI & EPF Schemes (with the proof of deposit) and complied with all the Acts (as applicable) which shall be mandatory before the bills are cleared. The EPF-Challan shall be verified/authenticated online through EPFO-Portal with the help of TRRN No. by the respective concerned BHEL Unit/ Department. On receipt of the bills/invoices along with all the supporting documents, BHEL will verify the bill(s) on the basis of actual number of workforce deployed by the Contractor during the month for providing agreed services in line with contractual terms & conditions. The Contractor shall be responsible for providing all statutory benefits to the personnel employed by him including weekly off day(s), National Holidays, PF, ESI, Bonus etc.

- m. **BONUS:** The contractor shall be liable to pay statutory bonus under The Payment of Bonus Act 1965 and submit proof of disbursement. The contractor shall ensure the payment of Min. Bonus @ 8.33% as per Payment of Bonus Amendment Act 2015. Same is applicable for the Wages up to ₹21,000/-. As per Bonus Amendment Act-2015, bonus is to be computed on ₹7,000/- or the minimum wage for the scheduled employment, as fixed by the Appropriate Government, whichever is higher. The contractor shall strictly comply with the provisions of The Payment of Bonus Act 1965 and The Payment of Bonus Amendment Act-2015. The Contractor has to disburse the payment of Bonus to their workforce within a period of eight months from the close of the accounting year and submit proof of payment of bonus in Form-C and Form-D under the Act to BHEL. Payment against Min. Bonus shall be made to the contractor when the contractor submits proof of such payment at the end of contract period (and not with every monthly bill).
- n. **UNIFORM:** The contractor has to ensure that uniform and turnout of the workforce shall be smart and proper at all times. Thus, it will be the responsibility of contractor to provide adequate uniform and protective clothing items to all workforce deployed by them. It is also to be noted by the contractor that since BHEL is making payment of uniform allowance to the Contractor, BHEL reserves the right to check the same. The contractor will be solely responsible to procure and issue the prescribed uniform and accessories to the workforce deployed by him and details of the same have been appended below. The uniform shall not be similar to any color/ pattern prohibited by any existing law in force in the country. The Contractor shall ensure that while on duty, his workforce put proper uniforms in distinctive color code and in neat and clean conditions issued to them by the Contractor.



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Sl. No.	Item	Quantity	Periodicity	Time of issue	Uniform Articles For	
1	Stitched Uniform	02 set	Yearly	1 st month of the contract	Male	
2	Black leather shoes	01 pair	Once in Two year			
1	Saree with blouse / Suit Length	02 set	Yearly		Female	
2	Black leather Footwear	01 pair	Once in Two year			

6. CONTRACT PERIOD:

The contract execution period will be for a period of TWO Years from the date of commencement of the Contract.

7. TERMINATION OF CONTRACT:

- a. In case, the services rendered are found to be unsatisfactory, BHEL reserves its right to terminate the services of the Contractor at any point of time, without assigning any reason.
- b. The contract can be terminated by giving two months, notice in advance by any party. No notice will, however, be required if the contract comes to end on the specified period and it will stand automatically terminated.
- c. The contract may be terminated by BHEL, in case the Contractor fails to fulfill the terms and conditions of contract agreement by giving Two months' notice to contractor.

8. LEGAL CONDITIONS:

- a. The information gathered by outsource staff during course of their work shall not be divulged to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Contractor as well as the person concerned liable for penal action under IPC, Cr. PC or any other relevant provision besides, action for breach of contract.
- b. The Contractor will be responsible for compliance of all statutory provisions relating to Minimum Wages payable to all workers under the Minimum wages Act, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it at BHEL premises. BHEL shall have no liability in this regard.
- c. The Contractor shall also be liable for depositing all statutory payments etc. on account of service rendered by it to BHEL, to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
- d. The Contractor shall maintain all statutory registers under the Law. The Contractor shall produce the same on demand, to the concerned authority of BHEL or any other authority under Law
- e. The Tax Deduction at Source (TDS) shall be done as per the provisions of income Tax Act Rules, as amended from time to time and certificate to this effect shall be provided to the Contractor by BHEL.



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- f. The Contractor should arrange for all required permits, licenses, etc., at his own cost.
- g. In case, the Contractor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof BHEL is put to any loss / obligation, monetary or otherwise, BHEL will be entitled to get self-reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.
- h. BHEL reserves the right to withdraw / relax any of the terms and conditions mentioned, so as to overcome the problem encountered at a later stage.
- i. In case of the death of contractor (under proprietorship), without prejudice to any of the rights or remedies under the contract, BHEL shall have the option of terminating the contract without compensation to the contractor's legal heirs/ successors
- j. In case of violation of any legal and/or contract stipulations, BHEL reserves the right to terminate the contract and forfeit the Security Deposit under the contract in addition to recovery of the monetary impact due to such violation, if any, from any of the payable amount under the contract or any other contract with BHEL.
- k. RECOVERY FROM CONTRACTOR: Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions**
- l. All the statutory requirement under the
 - i. Minimum Wage Act 1948
 - ii. Factories Act 1948
 - iii. Payment of Wages Act 1936
 - iv. EPF Act and MP Act 1952
 - v. Payment of Gratuity Act 1972
 - vi. ESIC Act 1948
 - vii. Contract labour (R&A) Act 1970
 - viii. Payment of Bonus Act 1965
 - ix. Income Tax Act, GST Act, Industrial Dispute Act 1947 and the other applicable act and rule there under shall be complied by the contractor and notification issued in relation to the employment of his employees issued from time to time by the concerned authorities. Any penalty or demands by the statutory authorities for non-compliance of any of the applicable laws shall be the responsibility of the contractor.
- m. REGISTERS AND RECORDS AND COLLECTION OF STATISTICS: All registers and other records required to be maintained under various Labour Laws Rules, shall be maintained complete and up-to-date, and, unless otherwise provided for, shall be kept with Work Supervisor or the nearest convenient building within the precincts of the workplace or at a place within a radius of fifteen kilometres. Such registers shall be maintained legibly in English and Hindi or in the language understood by the majority of the workforce. In case of any call seeking information or statistics in relation to contract labour at any time by an order in writing, the same should be provided without fail. The contractor shall maintain all Register(s); or alternative suitable Register(s) in lieu of any of the registers prescribed below, may be used with the previous approval of the Competent Authority in order to avoid duplication of work for compliance with the provisions of any other Act or the rules framed**



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thereunder for any other laws or regulation or in cases where mechanized pay rolls are introduced for better administration.

Contract Labour (Regulation & Abolition), Act, 1970 & Payment of Wages Act, 1936:

- i. Employee Register in FORM- A.
- ii. Wage Register in FORM- B.
- iii. Register of Loan / Recoveries in FORM- C
- iv. Attendance Register in FORM- D.
- v. Employment Card in FORM – XII
- vi. Copies of Wage Slips in FORM – XIX.
- vii. Copies of Half-Yearly Returns in in FORM – XXIV.

Employee State Insurance Act, 1948:

- i. Register of employees in FORM-6
- ii. Accident Book in FORM-11

Employees Provident Fund & Miscellaneous Provisions Act, 1952: The Contractor has to maintain the Eligibility Register and Online Returns submitted in compliance to Para 36B of the EPD Scheme 1952. Copies of Nomination cum Declaration prescribed under the Payment of Wages Act 1936, The Employees Provident Fund & Miscellaneous Provisions Act 1952, and The ESI Act 1948.

The Payment of Bonus Act, 1962:

- i. Register showing the details of the amount of bonus due to each of the contract workers, the deductions under Sections 17 and 18 and the amount actually disbursed, in FORM- C.
- ii. The contractor shall send a return in FORM – D to the Inspector so as the reach him within 30 days after the expiry of the time limit specified in Section 19 for payment of Bonus.

The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017: Ministry of Labour & Employment has since notified “Ease of Compliance to maintain Registers under various Labour Laws Rules, 2017” on 21st February 2017 which has in effect replaced the 56 Registers/Forms under 9 Central Labour Laws and Rules made thereunder in to 5 common Registers/Forms. This will save efforts, costs and lessen the compliance burden by various establishments. These Rules are available on the Website of this Ministry at the link below: <http://labour.gov.in/whatsnew/ease-compliance-maintain-registers-under-various-labour-laws-rules-2017>

- i. Employee Register – FORM A.
 - ii. Wage Register – FORM B.
 - iii. Register of Loan/Recoveries – FORM C.
 - iv. Attendance Register – FORM D.
- n. The contractor should ensure issuing of employment card to his laborers at the time of commencement of work and one-month advance if retrenchment in accordance with section 25F of ID Act.



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- o. The contractor will be liable to ensure that the contract labours arranged are physically and mentally fit and do not have any criminal record and such employees possess the requisite skill proficiency, qualification, etc.
- p. The above guidelines are only suggestive and not exhaustive. The contractor will have to comply with all applicable statutory provisions, as applicable under extant legislations/ rules.

9. ARBITRATION

In the event of any dispute or difference arising out of the execution of the Contract or the respective rights and liabilities of the parties in relation to Interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matter, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Company).

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force, shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at Hyderabad.

In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Dept., the following clause shall be applicable:-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Deptt. Of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such Secretary when so authorized by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

10. LAWS GOVERNING THE CONTRACT

The Order/contract shall be exacted and governed by the laws of India and the Courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

11. JURISDICTION OF COURT

Courts at Hyderabad shall have jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.



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12. DEFAULT /BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

If the Contractor fails to provide the required services as per the contract or fails to deliver the services within the period (s) fixed for such delivery or delivers services not of the contracted quality and failing to adhere to the contract specification or services not of the contracted quality and failing to adhere to the contract specification or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide services covered by the Letter Order / Contract Agreement either in whole or in part or otherwise fails to perform the Order / Contract or commits any breach of the Order / Contract not herein specifically provided for or in the event, or commits any breach of the Order / Contractor being a Company or HUF or individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors (Service Provider) being a company is wound up voluntarily or by order of Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manger, the purchases without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason or the Seller/Contractor's default or breach or Order / Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/ Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, services exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (service Provider) and the Seller/contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

The tender schedule and the tender shall be deemed to form an integral part of the contract to be entered into for this work. All the terms & conditions mentioned in this tender document shall form a part of the Contract Agreement, which shall be executed between the successful bidder and BHEL.

The Contractor will be abiding to execute the work assignments on job contract basis strictly in accordance with the terms and conditions of the tender documents. The Contractor will be responsible for the quality of the job and will immediately rectify the deficiency pointed out in the job performed.

Cost of the purchases / Services made by the Purchaser at the risk and cost of the seller. Contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of Services so purchased / hired.



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Price Bid Format

Annexure: 3

WAGE STRUCTURE FOR CONTINGENCY CONTRACT

PARTICULARS		USW(12)	SSW(21)	SW(03)
1	Wage Elements			
2	Basic pay	3263	3734	4265
3	VDA as on 01.04.2020	5884	5884	5884
4	Addl Adhoc pay 1 by BHEL	2000	2300	2500
5	Addl Adhoc pay 2 by BHEL	1200	1400	1600
6	Total Monthly Wages (TMW)	12347	13318	14249
7	Wage Rate / Unit (as on 01.04.20)-TMW / 26	474.88	512.23	548.04
8	Statutory Contributions and Payments			
9	Employer P.F Contribution@13%	61.73	66.59	71.25
10	Employer ESI Contribution@3.25%	15.43	16.65	17.81
11	Bonus as per statutory minimum @ 8.33% (BP+VDA)	29.31	30.81	32.52
12	Paid leaves (12 days per annum)	22.61	24.39	26.10
13	Service/Admin Charges to be quoted in % of Sl.no.7 (excluding GST)	in figure _____%, in words _____%		
14	Total Charges / Day / Unit	603.96	650.67	695.72
15	Total Annual Charges	1826375.04	3443345.64	525964.32
16	Scale and Safety Items			
17	2 Pairs of uniform per year @ Rs 1200/- for 1 year	1200	1200	1200
18	Stitching Charges @ 600 Per year	600	600	600
19	1 Pair of Shoes/Chappals @700/- for 2 years -i.e Rs.350 per year	350	350	350
20	Cap & Badge @Rs.150/- for 2 years i.e Rs.75/- per year	75	75	75
21	Total Scale item cost per unit per annum	2225	2225	2225
22	Total of uniform/Shoes/cap/badge etc for 1 year for 36 units	26700	46725	6675
23	Paid Holidays (10 days per annum)	56985.60	107568.30	16441.20
24	Total Cost of the Proposal			
25	Total amount per category per year	1910060.64	3597638.94	549080.52
26	Total amount per category for 2 years	3820121.28	7195277.88	1098161.04
27	Total estimation per year (36 units per day) without GST	6056780.10		
28	Total estimation for 2 years (36 units per day) without GST	12113560.20		
<p>1. Rates (at point 1 & 2) are variable subject to TS Govt.Gazette. (P.F @13% + ESI 3.25%, + 12 days paid leave+10 paid holidays +Bonus @ 8.33% Per annum & variable subject to Norms)</p> <p>2. Miscellaneous charges are fixed (Uniform, stitching, Shoes, socks, Cap, badge). Charges are shown in the Tender enquiry.</p> <p>3. Service charges are to be quoted without GST.</p> <p>4. Work carried out in 8hrs (A & B & C) = 1 Unit. No. of Units of work required per day (A+B+C) = 36 Units. No. Units of Work per Month (A+B+C) = 36X21days = 756 Units No. Units of Work Per Year (A+B+C) = 36x252 Days = 9072 Units (18144 Units for 2 years)</p> <p>TYPE-A UNSKILLED WORK UNITS - 12 TYPE - B-SEMI SKILLED WORK UNITS - 21 TYPE- C - SKILLED WORK UNITS - 03</p>				



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TERMS & CONDITIONS

1. Contractor Service Charges & GST as applicable shall be payable extra.
2. Wages are subject to amendments as and when promulgated from time to time by TS Gov.
3. Bonus shall be payable as per payment of Bonus Act 1965 as amended from time to time).
4. Contractor shall submit the bills to BHEL latest by the 5th day of each month. BHEL shall release the payments, on calendar month basis, through NEFT within 30 days from the date of submission of bills. The Contractor shall positively make the payment of the wages to the Labour / supervisor on or before 7th of every month. However, no interest payment shall be made for delay in making payment.
5. **Over and above reimbursement of wages, BHEL shall also reimburse Contractor Service Charges as quoted by the Contractor and applicable GST, subject to documentary evidence.**
6. **The monthly Contractor service charges shall remain firm during the contract period including the extended period, if any.**
7. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by BHEL besides annulment of the contract.
8. The Contractor should also ensure that the Statutory Dues as per the existing provision of various Labour Laws, Rules and regulations, issued from time to time, (like ESI/PF, etc.) are deposited within the specified period to the concerned Government authorities. All payments of these statutory dues in respect of deployed in BHEL are to be settled by Contractor and BHEL shall in no manner be responsible for any dispute in this regard. Any statutory variation in the rates of said deposits shall also be admissible during the tenure of the contract. Further, the Contractor shall submit the evidence of deposit of EPF / ESI on monthly basis during the course of the contract.



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Annexure: 4

PART-1: TECHNICAL BID FORMAT

S NO	ELIGIBILITY CRITERIA	CONTRACTOR'S RESPONSE
1.	Income Tax PAN No. Proprietorship - PAN card on owner Name For others - PAN card on Company/ Firm/Business	PAN No. _____ PROOF ATTACHED /NOT ATTACHED
2.	GSTIN. No. (Proof to be Attached) (If not applicable, please furnish the details in the attached below format	Regn No : _____ PROOF ATTACHED / NOT ATTACHED
3.	Labour Licence Issued by Labour department, Central/State Government.	Labour Licence No._____ PROOF ATTACHED / NOT ATTACHED
4.	Form 26-AS of IT for the previous year	PROOF ATTACHED / NOT ATTACHED
6.	Hyderabad Office Address of the Contractor with name of the contact person and mobile no.	Address:
7.	On award of contract, the successful Contractor shall comply with all the statutory requirements of Labour Laws PF & ESI rules & regulations for their workmen deputed for this work.	Accepted / Not Accepted
8.	Contractor Service Charges for providing Labour services as per the requirement indicated in the Price Bid	Quoted / Not Quoted in the Price Bid

NOTE:

1. Attested photocopies of certificates are to be furnished in the technical Bid without which bids will not be considered for further evaluation.
2. Evaluation criteria: The bids shall be evaluated on the basis of %age Contractor Service Chares quoted.

(Pl fill the above format in all respects)

Signature of the Contractor



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Annexure: 5

SCHEDULE OF WORK – JOB CONTRACT

The posting of Labour will be as under. However, it may change as per the requirement from time to time. The contract labour will be under the direct supervision of the Supervisor who will in turn work under the overall direction of designated In charge of BHEL R&D Administration Dept.

SI No	Activity	Gen. Shift
1	JOB CONTRACT FOR WORKS LIKE LAB SUPPORT, DISTRIBUTION OF DAK WITHIN DEPARTMENTS, HOSPITALITY SERVICES, SHIFTING OF THE FURNITURE ITEMS, CONTINGENCIES ETC. ON DAY TO DAY BASIS	36 Units per day



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Annexure: 6

Acceptance Letter / No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. We confirm that services offered by us are conforming to the specification mentioned in Terms & Conditions (Annexure: 2)

We hereby accept all Terms & Conditions of the above tender except the following:
(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

Note: Deviations may or may not be accepted by BHEL

Signature
Name, Designation & Seal of the Contractor



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Annexure: 7

DECLARATION

I/We hereby declare that I / We have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / Court against our firm / partner or the company.

Signature

Name, Designation & Seal of the Contractor



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Annexure: 8

CONTRACTOR'S DETAILS

Name of the Contractor / Party / Firm	
Address of the Registered Office in Hyderabad	
Name of Authorized Representative	
Phone Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	

(Signature & seal of the Contractor)



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Annexure: 9

NEFT FORMAT

Beneficiary Name	
Beneficiary Bank Name	
Beneficiary Bank Address	
IFSC CODE of the bank	
Beneficiary Account Number	
Email ID	
PAN	

I hereby confirm that the above mentioned particulars are in order. To facilitate NEFT credits, I will inform BHEL in case of any changes in the Bank Particulars at a future date.

Thanking You,

Yours sincerely.

Signature:

Name:

Designation:

Company Seal:

Date:

encl: Photocopy/cancelled copy of one leaf from my cheque book for the codes required above.



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Annexure: 10

(To be submitted on the Contractor's Letter Head)

UNDERTAKING

In connection with the submission of Quotation for providing Labour to BHEL Corp R&D, Hyderabad, against Enquiry No and Date. we hereby Undertake to adhere to the following conditions:

- a) The Contractor will abide by all the laws of land relating to employment of labour for which BHEL will not be responsible.
- b) The Contractor has submitted price bid in prescribed format given at Annexure: 3 (No deviation shall be permitted and if noted subsequently, it will be treated as "Non-responsive").

Signature:

Name:

Designation:

Company Seal:

Date:



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UnPrice Bid Format

Annexure: 11

PARTICULARS		USW(12)	SSW(21)	SW(03)
1	Wage Elements			
2	Basic pay	3263	3734	4265
3	VDA as on 01.04.2020	5884	5884	5884
4	Addl Adhoc pay 1 by BHEL	2000	2300	2500
5	Addl Adhoc pay 2 by BHEL	1200	1400	1600
6	Total Monthly Wages (TMW)	12347	13318	14249
7	Wage Rate / Unit (as on 01.04.20)-TMW / 26	474.88	512.23	548.04
8	Statutory Contributions and Payments			
9	Employer P.F Contribution@13%	61.73	66.59	71.25
10	Employer ESI Contribution@3.25%	15.43	16.65	17.81
11	Bonus as per statutory minimum @ 8.33% (BP+VDA)	29.31	30.81	32.52
12	Paid leaves (12 days per annum)	22.61	24.39	26.10
13	Service/Admin Charges to be quoted in % of Sl.no.7 (excluding GST)	in figure _____%, in words _____%		
14	Total Charges / Day / Unit	603.96	650.67	695.72
15	Total Annual Charges	1826375.04	3443345.64	525964.32
16	Scale and Safety Items			
17	2 Pairs of uniform per year @ Rs 1200/- for 1 year	1200	1200	1200
18	Stitching Charges @ 600 Per year	600	600	600
19	1 Pair of Shoes/Chappals @700/- for 2 years -i.e Rs.350 per year	350	350	350
20	Cap & Badge @Rs.150/- for 2 years i.e Rs.75/- per year	75	75	75
21	Total Scale item cost per unit per annum	2225	2225	2225
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27	Total estimation per year (36 units per day) without GST	6056780.10		
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<p>1. Rates (at point 1 & 2) are variable subject to TS Govt.Gazette. (P.F @13% + ESI 3.25%, + 12 days paid leave+10 paid holidays +Bonus @ 8.33% Per annum & variable subject to Norms)</p> <p>2. Miscellaneous charges are fixed (Uniform, stitching, Shoes, socks, Cap, badge). Charges are shown in the Tender enquiry.</p> <p>3. Service charges are to be quoted without GST.</p> <p>4. Work carried out in 8hrs (A & B & C) = 1 Unit. No. of Units of work required per day (A+B+C) = 36 Units. No. Units of Work per Month (A+B+C) = 36X21days = 756 Units No. Units of Work Per Year (A+B+C) = 36x252 Days = 9072 Units (18144 Units for 2 years) TYPE-A UNSKILLED WORK UNITS - 12 TYPE - B-SEMI SKILLED WORK UNITS - 21 TYPE- C - SKILLED WORK UNITS - 03</p>				