

Project Engineering
Management

BHARAT HEAVY ELECTRICALS LTD.
(A Govt. Of India Undertaking)
PURCHASE ENQUIRY



REF :	PE-LPE/245
REF. DATE	07/10/2016
DUE DATE	28/10/2016

To,
Open Tender

Dear Madam/Sir,

Subject: Contract for Housekeeping, Maintenance and Messenger services in Offices of BHEL, PS-PEM, Noida for a period of 2 years.

Quotations are Invited in two parts in sealed cover with Enquiry No., Enquiry Date, Quotation Due Date & Time, Name/ Address of the Organization submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the Tender Room, BHEL, PS-PEM, Noida before 02:00 P.M. on or before the above mentioned Due Date.

SCOPE:

For Scope of work/services refer Annexure-A - enclosed with NIT.

PAYMENT TERMS:

The contractor shall submit the bill to BHEL for payment along with all the required documents i.e. proof of details of payment of salary made to their work force (proof of cheque or direct payment in the accounts of its workforce), proof of deposit of PF, ESI and service tax etc. to the concerned authorities for the billed month. On receipt of the monthly bill complete in all respects as stated above, the authorized representative will verify it and process for payment within 10 days. The payment to the contractor generally be made within 30 days from bill processing. However, the contractor has to necessarily make the payment to their respective work force latest by 7th day of each subsequent month.

DELIVERY PERIOD:

The contractor should start the services within 7 days from the date of work order. Service start date shall be the date of signing of protocol in this regard between BHEL/PEM-HR-GAX & the vendor. Failing to do so shall attract a penalty at the rate of 0.5% per week or part thereof limited to 10% of the total contract value (excluding taxes).

PENALTY CLAUSE: as mentioned at clause no. 35 to 39 of "Special T&C for the tender".

EVALUATION: will be done based on the quote for per month price (Grand Total: A+B) including service charges, material charges and all taxes of **price format Annexure-K**.

EMD: Each Tenderer have to submit an EMD of Rs. 6, 10,000/- (Rupees Six lakhs ten thousand only) for the above job / services in the form of Pay Order or Demand Draft only in favour of BHEL, with the techno-commercial (Part-I) bid (refer sl. 4-7 of General T & C for the tender). Also bidders required to submit the **bank details along with a cancelled cheque for NEFT/RTGS details**.

SECURITY DEPOSIT: The contractor shall have to deposit an amount @ 5% of contract value as "Security deposit" to BHEL before the start of work (refer sl. 8 of General T & C for the tender).

VALIDITY OF RATES: Once the contract is awarded, the quoted rate of service charge (in percentage) as well as the rates quoted for monthly consumable items mentioned in Annexure- J shall remain firm for the entire contract period & will not vary on any account whatsoever be the reason.

Enclosures: i) Enquiry Letter (this letter itself)
ii) Tender Document (33 pages)

Thanking You,

Yours faithfully,
For and on behalf of BHEL

नरेश चन्द शर्मा / Naresh Chandra Sharma BHEL
वरिष्ठ अभियंता (एम.एम.) / Sr. Engineer (MM)
भारत हेवी इलेक्ट्रिकल्स लिमिटेड, Bharat Heavy Electricals Ltd

Please reply to:
Power Project Engineering Institute
HRD & ESI Complex, Plot No 25, Sector 16 A Noida
Phone:
Fax No:

Regd. Office:
BHEL House
Siri Fort

पावर सेक्टर-परियोजना इंजीनियरिंग प्रबंधन
Power Sector-Project Engineering Management
प्लॉट नं.-25, सेक्टर-16ए, नोएडा-201 301
Plot No. 25, Sector -16A, Noida-201 301

**BHARAT HEAVY ELECTRICALS LIMITED
(A GOVERNMENT OF INDIA UNDER TAKING)
POWER SECTOR-PROJECT ENGINEERING
MANAGEMENT**



**PPEI BUILDING, HRDI & ESI COMPLEX, PLOT NO. - 25,
FILM CITY, SECTOR-16A, NOIDA (U.P.) – 201301**

TENDER DOCUMENT

FOR

**Award of job Contract for Housekeeping, Maintenance and
Messenger services in Offices of BHEL, PS-PEM, Noida.**

Tender Ref. No.

Dated:

Last date of Submission: ____.

Y. Chandra

Y. Chandra

(Signature & Seal of Bidder)

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BHEL, PS-PEM, PPEI BUILDING, HRDI & ESI COMPLEX,
PLOT NO. - 25, FILM CITY, SECTOR - 16A NOIDA (U.P.) - 201301

Tele No.: (0120)

Fax No.: (0120)

No.:

Dt.:

Submission of tender enquiry on __/__/__ by __:__ PM.

Due date for opening of bid __/__/__ at __:__ PM

SUB: Job Contract for housekeeping, maintenance and messenger services in offices of BHEL, PS-PEM, Noida.

Dear Sirs,

We are pleased to invite your tenders in **2 part bid system**, in sealed covers for the subject job contract on the terms & conditions as mentioned below:-

A. GENERAL TERMS & CONDITIONS

1. BHEL shall have the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representative. 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 an employer-employee relationship.
2. The contractor shall maintain regular contact with the designated employee(s) of BHEL and will interact on matters relating to the work awarded under this contract.
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 whatsoever. In such an event, no damages will be payable for short closure of the contract.

V. Manohar

[Signature]

(Signature & Seal of Bidder)

4. **EMD:** Each Tenderer have to submit an EMD of Rs.6,10,000/- (Rupees Six lakhs ten thousand only) for the above job / services in the form of Pay Order or Demand Draft only in favour of BHEL, with the techno-commercial (Part-I) bid.

EMD submitted by tenderer will be forfeited if:

- The tenderer revokes his tender within validity period of offer or makes any changes in his tender which isn't acceptable to BHEL.
 - The contractor fails to deposit the required security deposit or commence the work within the period as per LOI/Contract.
5. Each tender shall be accompanied by separate envelope carrying EMD as mentioned above failing which the tender will be rejected.
6. EMD of unsuccessful tenderer shall normally be refunded within 15 days of acceptance of award of work by the successful tenderer.
7. BHEL is not liable to pay any interest on EMD.
8. **SECURITY DEPOSIT:** The contractor shall have to deposit an amount @ **5% of contract value** as "Security deposit" to BHEL before the start of work in the form of Pay order / Demand Draft / Local Cheque / Bank guarantee in BHEL's format from scheduled banks / 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) / Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL).

EMD of the successful tendered shall be converted and adjusted towards the required amount of security deposit.

50% of the required Security Deposit, including the EMD, shall be deposited before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected.

The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work.

Security deposit shall be released to the contractor upon fulfilment of contractual obligations as per terms of contract.

BHEL is not liable to pay any interest on security deposit.

9. The decision of BHEL regarding interpretation of any of terms and conditions set forth in this agreement shall be final and binding on the contractor.
10. Any matter arising out of or in connection with the agreement shall be under jurisdiction of Courts of G.B. Nagar (U.P) only.
11. Notwithstanding anything contained in this Agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.

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(Signature & Seal of Bidder)

12. Tenders shall be strictly in accordance with the tender specifications. Any deviations shall be listed out separately.
13. Contract value means total contract value including all taxes and service charges.
14. Offers shall remain valid for at least 180 days period from the date of Part-I bid opening of the tenders.
15. BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
16. BHEL will not be responsible for the postal delay under any circumstances for non- receipt of Tenders/submission of filled in tender document by due date & time.
17. Tender Enquiry No. & due date must be legibly superscribed on all the envelopes.
18. Tenders shall be opened on the due date and time as mentioned above in the presence of tenderers or their authorized representatives who may like to be present.
19. The amount payable for the job / services will **vary depending on the following:**
 - a. Any changes in "additional payment made by BHEL" and "miscellaneous additional allowances (HRA & TPT)" made by BHEL.
 - b. The periodic Wage/VDA increase, as and when notified by the concerned regulating authorities.
 - c. Payment to the contractor will be subject to TDS as per rules in force from time to time.
 - d. Any changes in PF / ESI contribution of employer's portion due to changes in labour laws.
 - e. Any other charges/taxes/cess/duties applicable in line with notifications of concerned govt. authorities/ labour laws.
20. Tenders received after due date & time are liable to be rejected.
21. BHEL reserves the right to increase or decrease the no. of workforce up to 30 % at the same rates and terms and conditions of this contract during the currency of the contract. BHEL also reserves the right to ask the contractor to shift the services from one location to another location of BHEL within Delhi-NCR at the same rates and terms & conditions.
22. Tender should be submitted along with covering letter of the tenderer and duly signed on each & every page of the tender document, technical specifications and price bid etc.
23. **Prices quoted should be strictly as per price bid format Annexure- K.**
24. **Validity of Contract:** The contract shall be valid for a **period of 02 years** from the date of commencement of services in work premises as per the requirement of the job contract. However contract period can be extended beyond two years with the mutual consent.
25. **Validity of rates:** Once the contract is awarded, the quoted rate of service charge (in percentage) as well as the rates quoted for monthly consumable items mentioned in Annexure-J shall remain firm for the entire contract period & will not vary on any account whatsoever be the reason.
26. Tenderers are requested to go through the scope of services, **visit the BHEL's work premises etc.** and get fully acquainted with the scope of services required for the said work premises and get their doubts clarified regarding the above job before submitting the offer.

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(Signature & Seal of Bidder)

27. All required material for the all types of cleaning as required for the housekeeping will be provided by the contractor.
28. Tenderer must note that any false information / data or any suppression of facts will disqualify them even at a later stage also. The contractor will have to deploy trained and efficient work force for the above job contract. In this connection, the contractor has to maintain all the registers as per applicable labour laws and which shall be made available to BHEL / Statutory authorities as & when required.
29. All documents submitted by the Tenderer in his tender shall be accompanied with a covering letter giving index interlinking all the documents.
30. **Acceptance / Rejection of the Bid:** BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
31. **Penalty:** Penalty will be levied by BHEL on account of delay in services, violation of contract conditions, non-performance / unsatisfactory performance of the Contractor etc. as mentioned at clause no. 35 to 39 of "Special T&C of contract".
32. The successful tenderer will be responsible for the quality of the job / services and will immediately rectify the deficiency pointed out in the job performed.

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B. SPECIAL TERMS & CONDITIONS OF TENDER:

1. The Contractor shall ensure proper conduct and behaviour of the workforce engaged by him in the work premises and shall remove with immediate effect, the engagement of such person(s) who does/do not conduct himself / themselves properly or misbehave(s) with the regular employees / personnel of BHEL at any place.
2. Continuation of the contract shall be based on the performance of the contractor. The following parameters shall inter-alia be considered while evaluating the performance: Timely rendering of services, Quality of works/services, Compliance with statutory requirements, Safety consciousness, and Maintain staff in proper uniform.
3. The Contractor shall perform the job 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.
4. Contractor should strictly follow the Minimum Wages Act applicable as per notification of concerned govt. authorities.
5. The contractor will accept full and exclusive liability for the payment under all the heads mentioned in **Annexure- H** including liveries which will consist of two sets of uniform per year (shirt, pant, black belt and socks etc.) and one pair of shoes once in two years for the personnel deployed by the contractor and other obligation referred under all the relevant laws now and thereafter imposed by the concerned govt. authorities.
6. BHEL will have no liability whatsoever concerning the persons deployed by the contractor for the purpose. The contractor shall keep BHEL indemnified against all losses or damages or liability arising out of or imposed in the course of employment of persons by the contractor.
7. The contractor will be solely responsible for any unlawful act of their workforce while on duty. In case of theft or loss of BHEL's property takes place due to the negligence or carelessness of workforce, the contractor will be responsible and shall make good of the same.
8. If at any time during the period of contract, it is observed by BHEL or its authorized representative that the services rendered by the contractor's workforce are not to the satisfaction or any terms of the contract are violated and contractor does not respond for improvement of the same; in such situation BHEL reserves the right to terminate the contract with a notice period of one month and may recover the undone cost from his bill or may forfeit the Security Deposit in part or full as the case may be.
9. In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor. The workforce deployed by the contractor will have no right or claim for the permanent absorption in BHEL. In this connection, the contractor has to submit an affidavit duly signed by all the workforce deployed at BHEL on a non-judicial stamp paper of Rs.100/- duly notarized & registered.
10. **JURISDICTION** : Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at G.B. Nagar, U.P (where this Contract has been signed on behalf of the

V. Mahandha

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(Signature & Seal of Bidder)

CONTRACTOR) and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

11. Both BHEL and Contractor hereby agree that all differences / disputes / interpretations arising out of or in connection with this Agreement shall be mutually discussed and settled failing which the same shall be referred to the arbitration of a sole Arbitrator to be appointed by the Head of HR deptt. of BHEL for a Speaking Award wherein the sole Arbitrator shall give reasons for his Award. The venue of arbitration shall be in G.B. Nagar (U.P) and the Arbitrator's decision shall be final and binding on both the parties.
12. The Contractor shall duly comply with all acts, laws, or other statutory rules, regulations, bye-laws applicable or which might be applicable to G.B. Nagar (U.P) with regard to the performance of the job / services included herein or concerning this Agreement but not limited to Minimum Wages Act- 1948, Contract Labour (Regulation & Abolition) Act, 1970, Industrial Dispute Act, 1947, Workmen's Compensation Act 1923, Employees' State Insurance Act 1948 (to the extent as may be applicable, if any), Employees' Provident Fund and Misc. Provisions Act, 1952 and the amendments made thereafter to these Acts / Laws and from time to time take such steps as may be deemed necessary in this regard. The Contractor shall keep the Company Indemnified against all penalties, claims and liabilities of every kind under or for any violation of such acts, laws or regulations etc. by him or his workers.
13. In case, while on duty and during the course of engagement in work premises of the Company 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 viz., first -aid and subsequent treatment facilities are provided to the person(s) concerned free of cost without fail. In addition, the Contractor shall also be liable for meeting with statutory liabilities like ESI etc. in respect to his workers.
14. The Contractor shall be fully responsible for the timely payment under all the heads mentioned in **Annexure- H** or any other benefits payable under the relevant applicable Acts, Laws and regulations to the workforce engaged by him at the work premises of BHEL. The Contractor shall also be fully responsible for timely deposit of PF and ESI with the appropriate authority including submission of return of PF & ESI and issue of PF slip issued by the PF Authority. 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 it, 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.
15. The Contractor shall indemnify and compensate BHEL, if BHEL as Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970 becomes liable to assume any liability towards the workforce engaged by the contractor. In that event, the provisions relating to recover as provided in relevant clauses of the said Act shall be applicable in toto.
16. This Agreement shall be deemed to have become effective from the forenoon of date of award of contract, with respect to all the work premises covered under this Agreement and will remain in force for a period of twenty four months from the date of commencement of services which can be further extended on the same terms and conditions on the mutual agreement between BHEL and the Contractor on satisfactory performance of the Contract as will be decided later. However, this Agreement shall be liable for termination earlier by BHEL at any time by giving one month's notice to the Contractor without assigning any reason therefore and

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(Signature & Seal of Bidder)

without prejudice to the rights of BHEL to recover any money becoming due under this Agreement. In such a case, the Contractor shall not be entitled to any compensation thereof.

17. **WORKING TIME & NATURE OF SERVICES:** The contractor shall perform all the services mentioned in the Scope of Services as detailed in scope on day to day basis on all six days in a week, 8½ hrs. duty with half an hour of lunch break.
18. The contractor shall not render any extra services unless he receives specific written instructions in writing from BHEL's authorized representative.
19. The swipe card system wherever applicable or an Attendance Register of the Contractor's workforce shall be maintained by the concerned Supervisor of the Contractor for each work premise separately for physical verification by the Principal Employer and Statutory Authorities. The workforce deployed by the contractor shall be of sound health and should not be suffering from any communicable diseases.
20. Due supervision of jobs at the work premises shall be ensured by the contractors' work supervisors daily for closely monitoring services under the job contract and each work supervisor shall be equipped with cell phone facility for effective coordination with BHEL. To the extent possible, the work supervisors shall be identified for each type of services such as housekeeping, maintenance, messenger services etc. The major responsibility of the work Supervisors at each BHEL premises would be as under:
 - (i) Obtaining instructions from the concerned BHEL Official(s) for carrying out the works pertaining to their areas.
 - (ii) Passing on the work instructions to his team of workforce ensuring completion of work within the stipulated time as instructed above and as per the terms & conditions of the tender document.
 - (iii) To ensure proper conduct and discipline by his team of workforce, while performing their duty at BHEL premises.
 - (iv) To report / intimate any constraint, if so felt, during the execution of designated works by his team of workforce.
21. The contractor has to necessarily supply sufficient tools / tackles / items etc. as mentioned in **Annexure- I** to be used at work premises for performing the required services and ensure that sufficient stock of these is always maintained at site. The price for the same shall be considered by contractor in his quote of service charge itself. BHEL shall not pay any additional cost for the same.
22. BHEL will nominate for each work premise covered under this Agreement, a Representative (hereinafter called "Authorized Representative") from among the Executive / Supervisor of the respective Administration Department.
23. The Contractor shall visit the work premises of BHEL covered under this Agreement twice a week minimum during the working hours and meet BHEL's representative as a matter of routine for maintaining regular contacts and ensuring effective coordination on all related issues of these Agreements.
24. The contractor will maintain an instruction book at job premises, serially numbered on each page, so that our visiting officers can issue instructions regarding progress and quality of job to the Contractor. The Contractor or the contractor's representative will sign in the instruction book in token of receipt of and understanding of such instructions. Action taken on the instructions by the contractor or the contractor's representative shall be intimated to the authorized representative and their comment be recorded in the instruction book.

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25. The Contractor shall be held responsible for any damage / loss to the work premises / or the properties of the Company (i.e. missing or broken fittings, equipment's, furniture etc. and loss of such things) caused due to the negligence of his workforce and shall have to replace the same at his own cost. The decision of the officer nominated in this regard by BHEL for fact finding shall be final and binding on the Contractor.
26. The contractor shall hand over a copy of all legal and statutory documents and records to BHEL for fulfilling any future requirement with the statutory authority.
27. The contractor shall abide by all the rules / regulations / statutes imposed by the Govt. or other concerned authorities. The contractor will be responsible for workmen's compensation & other requirements of local Municipalities / Govt. or any other law regulating bodies.
28. **LABOUR LICENCE:** The contractor shall obtain labour license from appropriate Govt. authorities by taking up the job on contractual basis under Contract Labour (Regulation and Abolition Act, 1970) and submit the same to BHEL within 15 days from the date of work order.
29. **IDENTITY CARDS:** The Contractor shall ensure that the work force/supervisors engaged by him must wear & display these cards prominently on their uniform during their duty period (as the same duly endorsed by the Company). Each work force 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.
30. **CHARACTER VERIFICATION AND ANTECEDENCE:** The contractor should get the character / antecedence of each and every workmen deployed by them at the job premises, verified by the Police Authorities before engaging and deploying them in our premises. In case the contractor desires to change the manpower deployed by him, due to any reason, the new incumbent should be deployed with the clearance of authorized representative.
31. **PROVIDENT FUND:** The successful bidder shall obtain Provident Fund Number from the concerned authorities on award of work and shall strictly comply with the provision of Employees Provident Funds Act. The contractor shall deposit Employees and Employer Contributions in the designated account with the designated authority every month. Contractor shall also submit the copy of the half-yearly / annual return submitted to RPFC within 15 days of submission to RPFC.
32. **ESI:** The contractor shall strictly comply with the provision of Employees State Insurance Act. Contractor shall issue Latest digital ESI card to all the work force immediately after employing them. No workforce shall be deployed without the issuance of ESI Card under the contract. The contractor shall deposit Employees' and Employer's Contributions in the designated account with the designated authority every month. The Contractor shall also submit the copy of the half-yearly / annual return submitted to ESI within 15 days of submission to ESI authorities.
33. **LEAVE / HOLIDAYS:** For every workmen deployed in work premises, the contractor will give one day's weekly off for every six continuous working days, the Contractor's workforce shall be entitled for leave @ 2.5 days for every completed month or calculated on pro-rata basis. Payment for such leave shall be payable at the prevailing rates on month to month basis to each workmen.

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34. **BONUS:** The contractor shall strictly comply with the provisions of Bonus Act, 1965 and its subsequent amendments.
35. **WAGES:** All payments to the contractor's workforce shall be as per the terms of contract and as per details enumerated in **Annexure- H** which shall be made through cash, cheque or NEFT by contractor on or before the 7th day of the subsequent month. Any delay on this account shall attract imposition of penalty on the contractor @ Rs.5000 per day for the no. of days by which payment to workforce has been delayed.
36. **UNIFORM / LIVERIES:** (i) The contractor shall ensure that while on duty, his workforce put proper uniforms in distinctive colour code and in neat and clean conditions issued to them by the contractor; (ii) The contractor will issue two sets of uniform per year consisting of shirt, pant, black belt and socks etc.; and one pair of shoes once in two years. In case the Contractor's work force do not report for duty in proper uniforms as above then as a special case security will permit on request of contractor and same shall not occur more than twice in a month. In case of re-occurrence of the same contractor will be levied penalty of Rs. 500/- per case and same shall be deducted by the Company from the monthly bill payable to the contractor.
37. **SAFETY PRECAUTIONS:** (i) All safety equipment such as safety belts, helmets & other equipment (as required for this work) are to be positioned by the contractor & used as per requirement. (ii) Any casualty or damage caused to the property or person by any untoward incidents while executing this contract will be at the contractor's risk & cost. (iii) In case of violation of applicable safety, health & environment related norms, a penalty of Rs.5, 000/- per occasion shall be imposed on contractor. (iv) Violation as above resulting in any physical injury, a penalty of 0.1% of the contract value shall be imposed per occasion in addition to Rs.5, 000/- as mentioned above on contractor. (V) In case of fatal accidents, a penalty of 02% of the contract value per case shall be imposed on contractor.
38. Misbehaviour & Misconduct of contract labour shall be treated seriously. On report of each written complaint, a penalty of Rs.200/- shall be levied on contractor.
39. **DELIVERY:** The contractor should start the services within 7 days from the date of work order. Service start date shall be the date of signing of protocol in this regard between BHEL/PS-PEM, Noida & the contractor. Failing to do so shall attract a penalty at the rate of 0.5% per week or part thereof limited to 10% of the total contract value (excluding taxes).
40. **HEALTH, SAFETY AND ENVIRONMENT (HSE) MANAGEMENT:** In addition to the safety practices to be followed, the contractor shall establish document and maintain an effective Health, Safety and Environment (HSE) management system. The contractor shall arrange First Aid Box at work site at a suitable location for all the time during job contract period.
41. **PAYMENT OF CONTRACTOR'S MONTHLY BILL:** The contractor shall submit the bill to BHEL for payment along with all the required documents i.e. proof of details of payment of salary made to their work force (proof of cheque or direct payment in the accounts of its workforce), proof of deposit of PF, ESI and service tax etc. to the concerned authorities for the billed month. On receipt of the monthly bill complete in all respects as stated above, the authorized representative will verify it and process for payment within 10 days. The payment to the contractor normally be made within 30 days from bill processing. However, the contractor

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has to necessarily make the payment to their respective work force latest by 7th day of each subsequent month.

42. BHEL shall have no direct responsibility / liability in respect of the workforce engaged by the Contractor on Job Contract Basis under this Agreement.

The bidders shall be deemed to have visited the site and studied the specifications and details of job / services to be done in the desired manner and to have acquainted themselves of the conditions prevailing as on date in the respective premises.

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C. QUALIFYING CRITERIA FOR THE TENDERERS:

01. Bidder must have Average Annual financial turnover during the last 3 years, ending on 31st March 2016 should be at least Rs.92/- lakhs.
02. Bidders having experience of successfully executed job contract of similar jobs / services during last 7 years ending on 31.03.2016 should be either of the following : -
 - I. Three similar completed jobs / services costing not less than amount equal to Rs.122/- Lakhs.
 - II. Two similar completed jobs / services costing not less than amount equal to Rs.153/- Lakhs.
 - III. One similar completed jobs / services costing not less than amount equal to Rs.244/- Lakhs.
03. Bidder should have ESI Code number.
04. Bidder should have PAN number.
05. Bidder should have Service Tax number.
06. The bidder should have a local office (in Delhi/NCR) with proper set up.

Note: 'Similar job' mentioned in PQR shall be related to " Job / services of Housekeeping, attendants / messenger services, upkeep & maintenance services etc. of office premises / hotels, hospitals, commercial / institutional complex like metro stations, airports, factories etc. with any Central Govt. / State Govt. / PSUs / Public Limited Company / MNC.

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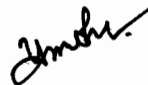
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D. DOCUMENTS REQUIRED:

1. The Tenderers should submit following documents in support of possessing Qualifying requirements as under, duly certified and stamped by their authorized signatory:
 - a. Copy of work orders and completion certificates in support of the qualifying criteria with covering letter / indexing of the same.
 - b. Audited copy of Balance Sheet and profits & loss Account statements of last three financial years i.e. FY: 2013-14, 2014-15 & 2015-16 (AY: 2014-15, 2015-16 & 2016-17). In case of unavailability of Balance Sheet & Profit & Loss statement for the above mentioned financial years, CA certificate for the same shall be furnished.
 - c. Un-priced price bid format duly signed by the tenderer shall be submitted along with technical bid by mentioning 'Q' in the column where quote is to be offered by the party in the BOQ.
 - d. A copy of tender enquiry duly signed on each and every page shall be submitted along with technical bid.
 - e. Tenderer has to submit the No Deviation Certificate & Declaration Certificate duly signed in the format mentioned as per Annexure- B & C respectively.
 - f. Tender has to be submitted with contact address and e-mail ID etc. duly filled and signed as placed in Annexure- D.
 - g. Tender has to be submitted with the check List duly filled and signed as placed in Annexure-F.
 - h. The bidder should not have any case with the Police/Court/Regulatory authorities against the proprietor/firm/partner (Declaration as per Annexure- C).
 - i. The bidder is required to provide a copy of the following documents viz.
 - Income-Tax Return for- FY 2013-14, 2014-15, 2015-16.
 - PAN Card.
 - Service tax registration.
 - PF Registration, if available.
 - ESIC Registration.

Note: For qualifying requirement, supporting documents other than those mentioned at S. No. a to i above shall not be considered. Hence, tenderers should strictly comply with this condition.





E. SCOPE OF SERVICES OF THE TENDER ENQUIRY:

(i) PPEI Building (Ground Floor & First Floor)

(ii) MPL Block

(iii) Civil Engineering Block

(iv) PS-TS Lab

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JOBS / SERVICES REQUIRED:

(A) HOUSEKEEPING JOBS:

- 1) Keeping the entire floor area on all the floors of BHEL, PS-PEM, Noida neat and clean by sweeping and mopping the floor well before 8:45AM on daily basis. The second mopping of the floor is to be done between 11:00AM and 12:15PM, followed by the third mopping between 2:00PM and 3:30PM. Sweeping and mopping of the floor are also to be done as and when required in between.
- 2) Cleaning of all the workstations, tables and chairs, storages, hangings on walls, table fans; dusting & arranging the files & papers in proper order at the tables, workstations; cleaning & dusting of computer screens with a softer cloth along with cleaning and dusting of monitors, CPU, Keyboards and other computer parts, printers, telephones, fax etc. in the designated area. The above activity has to be completed well before 8.45AM on a daily basis and also as and when required.
- 3) Dusting and cleaning of the reception area and the waiting rooms including tables, chairs, sofa sets, etc. at the designated locations of the buildings of all offices well before 8:45AM on daily basis and also as and when required.
- 4) Dusting of notice boards, wall hangings, fire extinguishers, etc. on all floors/blocks of PS-PEM on daily basis.
- 5) Cleaning of lift cars, operating panels, fans etc. from inside and its door from inside / outside on daily basis and also as and when required.
- 6) Cleaning of complete staircase railings, balusters etc. in the building well before 8:45AM on daily basis.
- 7) Cleaning of the pantry including all its fittings, fixtures & gadgets on daily basis and also as and when required in between.
- 8) Cleaning of the toilets in the building well before 8.45AM on a daily basis and after every 1.5 hours during office hours and as and when required. This cleaning shall be inclusive of the toilets' doors, exhaust fans, mirrors, wall tiles, its fitting and fixtures like CP fittings, Chinaware and other fixtures etc. along with replacement of tissue papers as and when required. Clearing of blockages in the floor traps of bathrooms and toilets as and when required.
- 9) Filling of liquid soap in soap dispensers; changing of toilet rolls/ towels; changing of bathroom fresheners/ Odonil cakes etc. as per requirement in the toilets.
- 10) Sweeping and cleaning of the area outside all buildings of all offices of BHEL, PS-PEM, premises, including porch area, parking area, main entrance etc. on a daily basis.
- 11) Thorough cleaning of the window panes, window frames, blinds and all other approachable areas of the windows on weekly basis from inside and outside both and also as and when required.
- 12) Cleaning of storage cupboards stacked at different places in BHEL, PS-PEM, on all floors on weekly basis and also as and when required.
- 13) Thorough Cleaning of water coolers installed for drinking water purpose once in 15 days and as and when required.

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- 14) Thorough dusting and cleaning of the switch boards, wall paneling, walls and partitions etc. once in every month and also as and when required.
- 15) Cleaning the roof top once in every month and also before start of rainy season including clearing of rain water pipe to avoid water logging.
- 16) Cleaning of Solar Water Heater / Lighting Panels, if available, once in every month and also as and when required.
- 17) Cleaning of entire area in conference rooms with the help of vacuum cleaner once in every month and also as and when required.
- 18) Thorough cleaning of the surface drains in front of the building once in three months and also before rainy season to avoid any water logging.
- 19) Cleaning of entire ceiling by removing Cobweb (JALA) every month and removing of dust from the ceilings & electrical fittings etc. with the help of operator and vacuum cleaner at every six month interval.
- 20) Cleaning of ceiling at two storied ceiling height of reception side of PPEI building by removing Cobweb (JALA) at every six month interval.
- 21) Periodical checking of sewer lines and clearing the blockage, if any, or as and when complaint arises for the same.
- 22) Periodical cleaning of overhead water tanks and also as and when required.
- 23) Disposal of garbage from the building to the designated dustbins within the premises on a daily basis.
- 24) Shifting / re-arrangement / placing of office furniture, equipment, storages & other items etc. as and when required.
- 25) Cleaning of dust of Data centre and switch room floor with vacuum cleaner on a daily basis.
- 26) Cleaning of frame & glass of windows and doors from inside including furniture on daily basis.
- 27) Cleaning of glass windows from outside on a weekly basis.
- 28) Cleaning and polishing of name plates in the office premises.
- 29) Any other work of cleaning and Housekeeping job related work premises will also be in the scope of contractor.
- 30) All the items like broom, duster & cleaning materials, toilet consumables etc. as required for cleaning & housekeeping job shall be provided by Contractor. Also hand gloves, dungarees, safety belts and other safety equipment's etc. will be provided by the contractor to their workforce.

(B) MESSENGER SERVICES JOBS: (For designated Senior Officers or group of employees)

- 1) Distribution of Dak and official documents inside and outside the premises from time to time as per requirement.
- 2) Filling of water jugs with drinking water every day in the morning for designated Senior Officers or Group of employees and also as and when required in the day time, including proper cleaning of water jugs and glasses etc. complete.





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- 3) Serving beverages and water etc. to senior officers or the designated group of employees including their guests from time to time as per requirement and proper cleaning of crockery etc.
- 4) Serving lunch to senior executives and their official guests at their respective tables from the lunch trolleys including removing of crockery and proper cleaning of crockery etc. and keeping it at proper place.
- 5) Submission of documents etc. in the Bank, Post office etc. as per requirement.
- 6) Photocopying of papers and documents, making of proper sets, filing of papers and documents in the file as desired, sending fax messages and collection of received fax and handing over to the concerned employee.
- 7) Attending of phone calls and making of entry of office Dak and files in the entry register / system as required.
- 8) Opening of office room in the morning, switching on AC & lights etc. and at the closing of office switching off AC & lights etc. including locking of the office rooms etc.
- 9) Collecting stationary from store for senior officers or the designated group of employees as and when required.
- 10) The working time of the messenger services will be from 8.30AM to 5.30PM on all working days with lunch break.

(C) ELECTRICAL MAINTENANCE SERVICES:

The scope of work shall include the operation of the breakers (whenever main supply is not there or vice-versa) and maintenance of the same including the main panel and DG panel installed in the AC plant room. The scope also includes repair and maintenance of all electrical installation in work premises. The details of services to be provided are as mentioned below.

- 1) Operation and maintenance of LT panels including;
 - Checking the tightness of termination points on regular basis.
 - Cleaning of the same once a month.
- 2) Repair and maintenance of all the power outlet points (whether connected to load or spare) installed in the premises, including;
 - Replacement/Repair of faulty switches, sockets, plugs, tops, connectors, extension cord etc. as and when required.
- 3) Repair and maintenance of all light fixtures installed in the premises, including ;
 - Maintenance/Replacement/Repair of lights etc. as and when required.
 - Cleaning of the same at least once a month.
 - Switching ON and OFF all the lights/points of all the buildings as per the requirement on daily basis so that wastage of electrical energy can be avoided.
- 4) Repair and maintenance of all types of fans (pedestal, exhaust, ceiling etc.) installed in the premises including:
 - Repair/ Replacement of the same as and when required.

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- Cleaning and greasing/lubrication of the same at least once a quarter.
- 5) Maintenance and repair of all types of motors & pumps (excluding the submersible pumps) installed in the premises, including ;
- Repair of the same as and when required.
 - Cleaning and lubrication/greasing of the same at least once a quarter.
- 6) Maintenance and repair of all the power feeders in the premises, including;
- Repair/ Replacement of faulty components as and when required.
 - Monitoring the healthiness of all the components such as cables, wires, terminations, MCBs, MCCBs, Main switches, Contactors, Kit-Kats, Bus bars, cables, wires, fuses, etc. on continuous basis and replacement of faulty/overheated ones to ensure uninterrupted supply of power.
 - Monitoring /Maintenance/cleaning of the entire DB box on regular basis.
- 7) Any addition of power/light points, extension of existing installations, associated cablings/wirings as and when required to be carried by the contractor including,
- Dressing of all types of cables & wires (including CCTV system, telephone & biometric attendance system).
 - Putting the cables and wires (including CCTV system, telephone & biometric attendance system) in proper enclosing for better outlook.
- 8) Feeder-wise load in terms of current should be measured at least once a week and the recorded readings should be presented to the authorized representative in the form of weekly report.
- 9) Maintaining earthing systems viz. checking healthiness of earth pit and conductor conduits including replacing corrosive strips, nuts/ bolts, salt, charcoal and all necessary items.
- 10) Deployment of electrician for round the clock operation for seven days in a week.
- 11) All the tools, testers, safety kits and equipments required for daily/routine/periodic maintenance services and repair work are to be provided by the contractor. The contractor shall maintain tools and measuring instruments as required for satisfactory service under the contract. Such items necessarily include clamp meter, digital megger, digital multi-meter, set of spanners and screw drivers, drilling machine, watch maker set, wire tester, wire cutter, cable cutter and all other related instruments for day to day repair/maintenance and shall be provided & maintained by the contractor.
- 12) All the spare parts required for repair, maintenance/replacement for electrical installation work shall be provided by BHEL.

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(Signature & Seal of Bidder)

**Tender for Job Contract for housekeeping, messenger and maintenance services in offices of
BHEL, PS-PEM, Noida**

No Deviation Certificate

(To be submitted along with Part-1 Bid)

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

Or

We hereby accept all terms and conditions of the above tender except the following:


1.

2.

3.

4.

Signature With name, Designation & seal of the firm



(Signature & Seal of Bidder)

DECLARATION CERTIFICATE

I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that neither our firm nor any of our partners are involved in any scam or disciplinary proceedings settled or pending adjudication.

[Handwritten Signature]

V. Hanoka

(Signature & Seal of Bidder)

DETAILS OF BIDDER

S. No.	Description	Details
1	Name of the Party	
2	Address of the party	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Party	
8	PAN No.	
9	ESI Registration No.	
10	Service TAX No.	



(Signature & Seal of Bidder)

FINANCIAL DETAILS

TURN OVER (F.Y.) (In Rs. Lakhs)	2015-2016	2014-15	2013-14

INCOME TAX RETURN (F.Y.)	2015-2016	2014-15	2013-14

EXPERIENCE	No. of Work	Value	Customer's Name

EMD DETAILS	DD/ PO No.	Date	Amount (Rs.)

WORK EXPERIENCE

SIMILAR WORKS	Nature of Works	No. of Works	Value	Customer's Name

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Check List**SUMMARY OF COMPLAINE TO REQUIREMENT OF TENDER**

S. No.	Required Document	If Submitted, then Tick (√)
1	Required amount of EMD	
2	Copies of the Audited Balance sheet and Profit & Loss account statements of last three financial years i.e. FY: 2013-14, 2014-15 & 2015-16 (AY: 2014-15, 2015- 16 & 2016-17) duly certified by CA.	
3	Acknowledgement of IT return of last three financial years i.e. FY: 2013-14, 2014-15 & 2015-16 (AY: 2014-15, 2015- 16 & 2016-17).	
4	Details of work experience, satisfactory work performance certificates	
5	Duly signed and stamped complete set of tender documents for technical bid	
6	Bidder's details	
7	Financial details / Work Experience	
8	Work orders / Completion certificates	
9	Signed and Stamped Un- priced bid format (The bidder has to write "Quoted" in places where he has quoted in Price Bid)	
10	Copy of PAN No. registration certificate	
11	Copy of ESI registration certificate	
12	Copy of Service Tax registration certificate	
13	NO DEVIATION CERTIFICATE as per Annexure -B duly signed and stamped	
14	Declaration Certificate as per Annexure -C	
15	Duly filled and signed Annexure - D regarding information of the tenderers	
16	Quoted PRICE BID duly signed and stamped along with tender enquiry.	
17	The bidder shall submit the Bank details along with a cancelled cheque for NEFT/RTGS details	

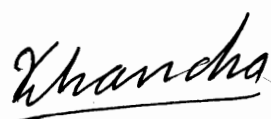
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(Signature & Seal of Bidder)

Details of requirement of contract workmen for BHEL, PS-PEM, Noida

S. No.	PS-PEM	USW (Nos.)	SSW (Nos.)	SW (Nos.)	Total (Nos.)
I.	Maintenance Services				
1	Carpenter	0	0	1	1
2	Plumber	0	0	1	1
3	Electrician	0	0	4	4
4	Technical Support	0	0	1	1
5	Telephone Mechanic	0	1	0	1
	Sub Total (Nos.)	0	1	7	8
II.	Housekeeping Service				
1	Housekeeping staff	17	0	0	17
	Sub Total (Nos.)	17	0	0	17
III.	Messenger Services				
1	Messengers	28	0	0	28
	Sub Total (Nos.)	28	0	0	28
IV.	Supervisory/clerical Services				
1	Work Supervisor/clerical staff	0	0	1	1
	Sub Total (Nos.)	0	0	1	1
	Grand Total (Nos.)	45	1	8	54
Total contract workmen required for BHEL, PS-PEM, Noida (Nos.)		54			

**Consolidated Wages and other allowances and Statutory
Payments/Contributions per Month**

S. No.	Components	Calculation	Category of Workers		
			USW (Housekeeping and Messengers)	SSW (Telephone Mechanic)	SW (Supervisor, Plumber, Carpenter, Electrician etc.)
1a	Minimum Wages per day (Including VDA) as on date 01-04-2016	From Min. Wage	Rs. 368.00	Rs. 407.00	Rs. 448.00
1b	MONTHLY WAGES	= S. No. 1a x 26	Rs. 9,568.00	Rs. 10,582.00	Rs. 11,648.00
1c	Additional payment by BHEL	From BHEL	Rs. 3,200.00	Rs. 3,700.00	Rs. 4,100.00
1	MONTHLY CONSOLIDATED WAGES (1b + 1c)		Rs. 12,768.00	Rs. 14,282.00	Rs. 15,748.00
2	Misc. additional allowances (HRA & TPT)		Rs. 1,890.00	Rs. 1,890.00	Rs. 1,890.00
3	Subtotal of S. No. 1 & 2		Rs. 14,658.00	Rs. 16,172.00	Rs. 17,638.00
4	PF Contribution on S. No. 1				
(a).	PF @ 12% on S. No. 1	= S. No. 1 x 12%	Rs. 1,532.16	Rs. 1,713.84	Rs. 1,889.76
(b).	EDLI @ 0.50% on S. No. 1	= S. No. 1 x 0.5%	Rs. 63.84	Rs. 71.41	Rs. 78.74
(c).	Admn. Charges (02) @ 1.10% on S. No. 1	= S. No. 1 x 1.10%	Rs. 140.45	Rs. 157.10	Rs. 173.23
(d).	Admn. (22) @ 0.01% on S. No. 1	= S. No. 1 x 0.01%	Rs. 1.28	Rs. 1.43	Rs. 1.57
5	ESI Contribution				
(a).	ESI @ 4.75% as employer contribution on S. No. 3	= S. No. 3 x 4.75%	Rs. 696.26	Rs. 768.17	Rs. 837.81
6	Bonus (Range minimum @ 8.33 % to maximum @ 20% as per PBA 1965 which is applicable on wage up to Rs. 21,000 only)	= S. No. 1b x 8.33% (Since 1b < 21,000)	Rs. 797.01	Rs. 881.48	Rs. 970.28
7	Liveries @ Rs. 225/- P. M.	From BHEL	Rs. 225.00	Rs. 225.00	Rs. 225.00
8	Leave Salary 2.5 days Per Month (based on 30 days in a month)	= S. No. 1 x 2.5/30	Rs. 1,064.00	Rs. 1,190.17	Rs. 1,312.33
9	Per Month category wise Wage without service charge	S. No. (3 + 4a + 4b + 4c + 4d + 5a + 6 + 7 + 8)	Rs. 19,177.99	Rs. 21,180.60	Rs. 23,126.72
10	Service Charges @ X %	= S. No. 9 x X%	Rs. Q	Rs. Q	Rs. Q
11	Per Month category wise Wage with service charge (Sub Total)	= S. No. (9 + 10)	Rs. Q	Rs. Q	Rs. Q
12	Service Tax @ Y % on total (S. No. 11)	= S. No. 11 x Y%	Rs. Q	Rs. Q	Rs. Q
13	Total (Including Service Tax)	= S. No. (11 + 12)	Rs. Q	Rs. Q	Rs. Q
14	Nos. of workers required	From Annex-G	45	1	8
15	Per month Total Amount (Including Service Tax)	= S. No. (13 x 14)	Rs. Q	Rs. Q	Rs. Q
16	Total amount for one Month of all workers	= S. No. 15 (USW + SSW + SW)	Rs. Q		

- 'Q' has to be calculated by the bidder as per quoted 'X' & 'Y' and the same shall be forwarded in Annexure 'K'.
- Minimum wages (USW) @ Rs.368/- X 26 days.
- Minimum wages (SSW / Telephone Mechanic) @ Rs. 407/- X 26 days.
- Minimum wages (SW / Works Supervisor) @ Rs. 448/- X 26 days.

V. Harsha

U. P. Sharma

(Signature & Seal of Bidder)

Notes:-

1. The monthly wages being paid to the workmen shall be in line with notifications issued by concerned govt. authorities from time to time. Increase of VDA by concerned govt. authorities w.e.f. 01.04.2016 has been incorporated in the category wise wage calculation and any further increase of VDA will become the part of monthly wages.
2. The payments/allowances other than those regulated by concerned govt. authorities shall be at the sole discretion of BHEL.
3. TDS as applicable will be deducted from all the bills & TDS certificate will be issued to the Party.
4. Calculation of PF, Extra Duty per Hour, Bonus, Incentive, & Leave Salary will be based on the monthly consolidated wages inclusive of VDA.
5. Calculation of ESI is based on the monthly consolidated wages inclusive of VDA + Allowances.
6. Amount mentioned at S. No. 1b, 4a, 4b, 4c, 4d, 5a & 6 will be applicable as per act.
7. Amount mentioned at S .No. 1c, 7 & 8 will be applicable as mentioned.

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List of Material for Housekeeping Service

The following material / tools should be always readily available at the site in good conditions which are returnable to contractor on completion of contract.

S. No.	Item Name	Unit	Quantity
1	Single Disk Scrubbing Machine with two extra Brushes	Nos.	01.00
2	Vacuum Cleaner (Dry & Wet Cleaning)	Nos.	01.00
3	Big Dust Bins (More Than 60 Litres in Size)	Nos.	12.00
4	Safety Belts	Nos.	02.00
5	Hand scrubbing tool for vertical area with green pad & white pad	Nos.	02.00
6	Glass cleaning set complete (Glass Cleaning Kit)	Nos.	02.00
7	Safety Helmet	Nos.	03.00
8	Hand Brush for Chair Shampoo	Nos.	02.00
9	Telescopic Rod in 10 Meter Length	Nos.	01.00
10	Carpet Brush	Nos.	02.00
11	Glass Wiper	Nos.	05.00
12	Housekeeping caddy for each housekeeping personnel	Nos.	17.00
13	Toilet Cleaning Brush	Nos.	15.00
14	Floor Cleaning Brush	Nos.	02.00
15	Plastic Bucket	Nos.	15.00
16	Plastic Mug	Nos.	15.00
17	Dust Mop head acrylic	Nos.	15.00
18	Flat Wet Mop Head	Nos.	10.00
19	Dry Mop Head	Nos.	15.00
20	Hard broom	Nos.	12.00
21	Soft broom	Nos.	12.00
22	Floor wiper	Nos.	15.00
23	Dust lifter	Nos.	17.00
24	Cobweb brush	Nos.	08.00
25	Curved Cobweb brush (round)	Nos.	08.00
26	Cotton Gloves	Nos.	17.00
27	Rubber Gloves	Nos.	17.00
28	Dust Bins (approx. 10 Litres in Size)	Nos.	650.00

Note: The price for the above items shall be considered by contractor in his quote of service charge itself. BHEL shall not pay any additional cost for the same. Any other item apart from the above list of items required for execution of the services as per contract shall also be provided by the contractor free of cost to BHEL.

V. Hanu
Sharma

(Signature & Seal of Bidder)

ANNEXURE - 'J'

The following material shall be supplied to the site by contractor on Monthly Basis: -

S. No.	Item Name	Unit	Quantity
1	Liquid Soap (Dettol)	Litres	30
2	Odonil Cubes	Nos.	80
3	Naphthalene Balls	Nos.	20
4	Toilet Roll of Premium quality	Roll	100
5	Cotton Dusters : Yellow	Nos.	28
6	Cotton Dusters : White	Nos.	28
7	Glass Duster	Nos.	25
8	Floor cleaner (T-Poll)	Litres	30
9	Toilet cleaner (Harpic)	Litres	20
10	Bleaching Powder	Kgs.	05
11	Anti-clogging liquid	Litres	05
12	Black Phenyl	Litres	10
13	White Phenyl	Litres	15
14	Air Freshener	Nos.	48
15	Garbage Bag (big size for waste dustbin)	Nos.	10
16	Garbage Bag (small size)	Nos.	30
17	Hit (Black) (big size)	Nos.	10
18	Hit (Red) (big size)	Nos.	10
19	Vim Powder	Kgs.	10
20	Baygon Spray (Finet)	Litres	04
21	Deodorant with liquid floor cleaner	Litres	10
22	Glass Cleaner	Litres	05
23	Dust Control Mop refill	Nos.	10
24	Metal Polish (Brasso)	Litres	02
25	Room Fresheners Spray	Nos.	24
26	Nylon Scrubbers	Nos.	20
27	Scotch Bright	Nos.	24
28	Detergent Powder	Kgs.	10

Note: The rate quoted for above items shall be FIRM for entire contract period. Any other item apart from the above list of items required for execution of the required services as per contract shall also be provided by the contractor free of cost to BHEL.

W. K. Chaudhary

Amrinder

(Signature & Seal of Bidder)

Tender Reference No. :

Price Bid Format for BHEL, PS-PEM, Noida.

(A)		
1.	Rate of service charge i.e. <u>X</u> quoted	_____ %
2.	Rate of service tax i.e. <u>Y</u> quoted	_____ %
3.	Value per month as per S. No. 16 of Annexure- H Sub Total (A)	Rs. _____ (Rupees _____ only)

- In case, there is an error in working of amount mentioned in Sub Total (A), then value of service charge quoted in percentage (X) shall be considered for evaluation.
- Value of service charge quoted in percentage (X) shall remain **FIRM** for entire contract period.
- Quote for the services mentioned shall be based on Wage Sheet as per Annexure- H and requirement of contract workmen as per Annexure- G.

(B)		
S. No.	Description	Quote (Rs. / Month)
1.	Total amount for supply of housekeeping material as per Annexure- J	Rs. _____
	Sub Total (B)	(Rupees _____ only)

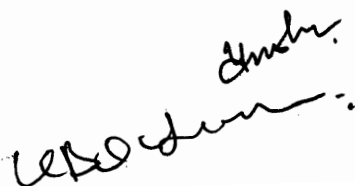
- Quote for material above shall be inclusive of all taxes and Contractor's profit (if any).
- Material of standard/reputed make for items for which make is not mentioned in Annexure-J should be used with the approval of BHEL.
- This amount will be FIRM for entire period of validity of the contract.

Grand Total (A + B) per month	Rs. _____
--------------------------------------	-----------

Total quoted amount (A+B) in words:

Rupees _____ only

Note: Evaluation of the bidders will be done based on the quote for per month price (**Grand Total: A+B**) including service charges, material charges and all taxes. In the event of more than one bidder having quoted identical lowest rates, work shall be awarded to the bidder having higher Avg. annual turnover during the last 3 years ending on 31/03/2016.

(Signature & Seal of Bidder)

1. BID SUBMISSION

Bids shall be submitted latest by **02:00 P.M.** on or before the due date in two parts as follows:

PART-1: TECHNO-COMMERCIAL BID

This part shall contain the following:

- a) Technical Specification & other scope of work
- b) Commercial terms and conditions, General terms and conditions & Special terms & conditions
- c) Unpriced copy of the price bid format with all amounts/figures/ percentages wherever quoted in the price bid being replaced with the word 'Quoted' or 'Q'.
- d) Supporting document/ information to be submitted against each point of 'qualifying criteria' and Documents to be enclosed with bid.

This part shall be submitted in duplicate in two separate Sealed Covers with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and '**part-1 : techno-commercial bid**'.

Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.

PART -2: PRICE BID

This part shall contain Prices only 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 separate Sealed Cover with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and '**part -2: price bid**'.

Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the following address:

Kind Attn: Sh N C Sharma / Sr. Engineer (MM) & Sh I P Singh / Sr. Mgr. (CMM)
Tender Room,
M/s Bharat Heavy Electricals Ltd.
Project Engineering Management,
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)
Phone no. 0120-4213591, 4368749
E-mail: ncsharma@bhelpem.co.in; INDRA@bhelpem.co.in

(Signature & Seal of Bidder)

2. BID OPENING

PART- I (Techno-Commercial Bids) will be opened at 03:00 P.M. on the due date in the presence of bidders who may like to be present. Date and time of opening of Part - II (Price Bids) shall be communicated separately.

3. The bid shall remain valid for a period of 180 days from the date of opening of offers. No revision of prices shall be entertained after bids have been opened. Bidder shall not be entitled during this period to revoke or vary the content of bid or any terms thereof. In case of any unsolicited variation subsequent to bid opening, the bid shall be treated as "Rejected".
4. BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reason whatsoever.
5. Late tenders will be rejected.
6. **RISK PURCHASE:** Purchaser will have the option to terminate the contract and purchase from elsewhere (the best and the nearest available substitute thereof) at the risk and cost of the Vendor, either the whole or part of the goods/services which the contractor has failed to deliver services or as not able to give quality services as stipulated in the contract. The contractor would be liable to compensate the Purchaser for any loss which the Purchaser may sustain by reason of such risk purchase, in addition to Liquidated Damages (Penalty Clause) at the rate as mentioned at sl. 35-39 of special terms & conditions.

7. PRICE DISCREPENCY:

- a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price the quantity), the unit price shall prevail and the total price will be corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price., in which case the total price as quoted shall govern and the unit price will be corrected accordingly.
 - b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in the words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
 - d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
 - e) Taxes and duties if not specified clearly as extra shall be considered as include in the basis price and, therefore, shall not be reimbursed separately.
8. BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reason whatsoever. BHEL also reserves the right to reject any or all quotations without assigning any reason whatsoever. Quotation of the parties which have been black-listed / debarred / banned by PSUs / kept on hold by any office of Delhi-based Divisions of BHEL during the last three years will be rejected. Late tenders will be rejected.

9. TAX DEDUCTION AT SOURCE:

Tax shall be deducted at source from the running bills as per applicable Income Tax Rules and other statutory requirements.



(Signature & Seal of Bidder)

- 10. DEVIATION:** The Contractor must comply with the tender specification and all terms and conditions of contract. No deviation shall normally be entertained. Deviation if any, should be given as per the format attached at Annexure-B by mentioning the related/affected clause number etc.

OTHER TERMS AND CONDITIONS

11. LAWS GOVERNING THE CONTRACT

The Order/Contract shall be executed 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. Extant regulations of Govt. of India will be applicable. Law of land will supersede any condition given in tender enquiry, in case of any contradiction.

12. STATUTORY VARIATION:

- i) If the rates for taxes and duties in respect of the quoted materials and/ or services assumed by the Seller/ Contractor are less than the tariff prevailing at the time of tendering, Seller/ Contractor will be responsible for such under quotations. However, if the rates assumed are higher than the correct rates prevailing at the time of tendering, the difference will be to the credit of the Purchaser.
- ii) Statutory Variations in Service Tax on services rendered by vendor himself on the rates prevailing at the time of delivery/ completion in comparison to the date of offer, will be to the account of the Purchaser. No other variations such as on customs duty, exchange rate, minimum wages, prices of controlled commodities, any other input etc. shall be payable by the Purchaser.
- iii) Notwithstanding the above, where the actual completion of the supply occurs beyond the period stipulated in the Order/ Contract or any extension thereof, variations referred to above, will be limited to the rates prevailing on the dates of such agreed completion periods only. For variations after the agreed completion periods, the Seller/ Contractor alone shall bear the impact for the upward revisions and for downward revisions; purchaser shall be given the benefit of reduction in taxes/duties. This will be without prejudice to the levy of penalty for delay in delivery/completion schedule.
- iv) Any new tax structure (like Goods & Services Tax) as and when implemented by the Government shall become applicable in addition to or in lieu of existing tax structure.

- 13.** The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendor/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL web site <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud as soon as it comes to their notice.

NOTE:

It is presumed that the bidder has accepted all the instructions, Terms and conditions and Technical Specifications covered in this Tender Enquiry, unless the deviations are specifically indicated in the bid on a separate sheet.

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(Signature & Seal of Bidder)