

TENDER DOCUMENT

Tender Enquiry No. : TE – 444.

For

“Miscellaneous Contract for keeping watch on Township Buildings in BHEL Jagdishpur and Fire Service for Plant & Township”



Bharat Heavy Electricals Limited
(A Government of India Undertaking)
Fabrication, Stamping & Insulator Plant, Jagdishpur
Amethi (UP) 227817



BHARAT HEAVY ELECTRICALS LIMITED

Fabrication, Stamping & Insulator Plant, JAGDISHPUR -227817

DETAILS OF TENDER DOCUMENT

The detailed content of tender document are as follows:

Sl. No.	Description
1.0	Notice Inviting Tender (NIT)
2.0	Bid questionnaire (Annexure I)
2.a	Declaration by Bidder (Annexure –II)
3.0	Instructions to Bidder
4.0	Techno-commercial Bid Format (Annexure-III)
5.0	Pre-Qualifying Criteria (Annexure – IV)
6.0	Scope of work (Annexure- V)
7.0	Special conditions of contract (Annexure VI)
8.0	Technical conditions of contract (Annexure VII)
9.0	General conditions of contract
10.0	Declaration (Annexure VIII)
11.0	Price Bid Format

Sealed offers in two part bid system are invited from reputed & experienced bidders (meeting PRE-QUALIFICATION CRITERIA as mentioned in NIT) for the subject job by BHARAT HEAVY ELECTRICALS LIMITED as per the tender document.

The duly filled in Techno- commercial bid and Price bid are to submitted online only on BHEL portal <https://bhel.abcpocure.com>.

Note:

1. Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Conditions/ Specifications etc. will be hosted in BHEL webpage (www.bhel.com -->Tender Notifications ☞View Corrigendum) OR portal <https://bhel.abcpocure.com> and not in the newspapers.
2. Bidders to keep themselves updated with all such information, bidders are advised to check the said NIT regularly.
3. Bidders are requested NOT to submit the hard copy of the Bid. In case offer is sent through hard COPY/ FAX/ TELEX/ ELECTRONICALLY/ EMAIL/ POST/ COURIER in place of e-tender, the same shall not be considered.
4. Also, uploading of the price bid in prequalification bid or technical bid may RESULT IN REJECTION of the tender.
5. BHEL shall not be responsible for any delay in submission of bid due to any reason whatsoever. Timely Submission of bid is sole responsibility of bidder only.

I/We hereby accept above (signature & seal of bidder)



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1.0

NOTICE INVITING TENDER (NIT)

E-Tenders in Two Part Bid are hereby invited for the following work from established , reliable and financially sound bidders meeting our NIT requirements as per detail mentioned below:-

Sl. No.	Description	Detail
1	TENDER ENQUIRY NO. / DATE	TE – 444 , Dt. 29/09/2019
2	BROAD SCOPE OF JOB	Miscellaneous Contract for keeping watch on Township Buildings in BHEL Jagdishpur and Fire Service for Plant & Township
3	VALUE OF CONTRACT EXCLUDING TAX	Rs 56.54 Lakh
4	EMD (IN RS.)	Rs 113071.00 (Rs One Lakh thirteen thousand seventy one only) OR Rs.5 lakh one time EMD Only (Deposit detail given at GCC clause 1.5). Proof of submission should be uploaded along with the Techno-commercial Bid. NOTE: MSME bidders are exempted from payment of Earnest Money Deposit (EMD).
5	COST OF TENDER DOCUMENT	Rs 800.00 (Eight hundred) The tender document must be downloaded from BHEL website and tender cost to be paid by the following forms: a. Electronic Fund Transfer credited in BHEL account (before tender opening). EFT shall be made in Bank Account No.: 10405292240 of SBI, IGFC branch, IA Jagdishpur, IFSC No. SBIN0009072. Receipt of EFT Transfer from BHEL shall be enclosed with Techno-commercial offer. OR b. Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer) to be deposited along with the tender documents in the form of a Accounts payee Crossed demand draft favoring B.H.E.L., Drawn on Bank of Baroda, Payable at Industrial Area, Jagdishpur (Code- INDJAG) or a Crossed demand draft favoring B.H.E.L., drawn on State Bank Of India, Payable at IGFC Ltd. Branch, Industrial Area, Jagdishpur (code- 09072). Proof of payment of tender cost should be uploaded along with the Techno-commercial Bid. NOTE: MSME bidders are exempted from payment of Tender cost.
6	ISSUE OF TENDER DOCUMENTS	From BHEL website (www.bhel.com) and https://bhel.abcprocure.com Tender documents will be available at website till due date of submission
7	DUE DATE & TIME OF OFFER SUBMISSION	Date : 09/10/2019, Time : 14:00 HRS Place : on https://bhel.abcprocure.com

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8	LAST DATE FOR SUBMISSION OF TENDER DOCUMENT	Date : 09/10/2019, Time : 14:00 HRS
9	DATE OF OPENING OF TENDER	Date : 09/10/2019, Time : 14:01 HRS
10	OPENING OF TENDER	At due date and time on portal https://bhel.abcpurchase.com Notes: (1) In case the due date of opening of tender becomes a non-working day, then the due date & time of opening of tenders get extended to the next working day. Submission date will not be extended. (2) Bidder may depute representative to witness the opening of tender. However it being an e-tender it shall be opened online.
11	LAST DATE FOR SEEKING CLARIFICATION	Two days before bid submission due date. Along with soft version also, addressing to contact address given below:- 1. Name: Virendra Pal Designation: Sr. Manager (Admin) Email: vpal@bhel.in Phone: 05361- 267 214 Mob: 94103 95915 2. Name: S. N. Tiwari Designation: DGM (Admin, P&PR, CSR) Email: snt.@bhel.in Phone: 05361- 270107 Mob: 94509 19144
12	LATEST UPDATES	Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted in BHEL webpage (www.bhel.com -->Tender Notifications à View Corrigendum) OR portal https://bhel.abcpurchase.com and not in the newspapers. Bidders to keep themselves updated with all such information.
13	TENDER SUBMISSION	on portal https://bhel.abcpurchase.com
14	DURATION OF CONTRACT	ONE (01) year from the date of award of contract.

Note:

- Contract will be governed by all statutory requirements amended from time to time, information furnished by the bidder in the tender document & General terms and conditions of the contract of BHEL.
- Tenders without EMD shall be rejected out rightly except MSME bidders (Refer clause 7.11)
- MSME bidders are exempted from payment of Earnest Money Deposit (EMD) and Tender cost. (MSME bidders can refer clause 7.11)
- The offer shall be submitted as per the instructions of tender document and as detailed in this NIT. Bidders to note specifically that all pages of tender document, including these NIT pages of this particular tender together with subsequent correspondences shall be submitted by them, Rates/Price

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including discounts/rebates, if any, mentioned anywhere/in any form in the techno-commercial offer other than the Price Bid, shall not be entertained.

5. As this tender is an E-Tender and no paper bids will be accepted therefore the scanned copy of the Demand Draft / Banker cheque/BG etc. or the payment receipt should be uploaded in the E procurement portal. Hard copy of the demand draft/ Banker cheque/BG etc. should reach BHEL FSIP JAGDISHPUR before the due date of techno-commercial bid opening. BHEL shall not be responsible for postal or any other delays in this regard.

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2.0 BID QUESTIONNAIRE (Annexure-I)

- a) Name and address of the Firm:
- b) Name and address of the proprietor / Directors / Partners:
- c) Is any contract being operated under the control of the bidder in BHEL : **Yes / No**

(If yes furnish the details)

:

SL. No.	Name of Work	Location/ Address	Value	Date of Completion
1				
2				
3				
4				
5				
6				

- d) Is any relative of bidder employed in BHEL **Yes / No**
(If yes furnish the detail)

SL. No.	Name	Staff no	Relationship	Location / Area

- e) All terms & conditions of NIT against **TE – 444**, dated **29/09/2019** are acceptable to us.

(Please indicate clearly as YES/NO): _____

- f) I have quoted the rates for all items unconditionally as indicated in the Price Bid.

(Please indicate clearly as YES/NO): _____

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- g) I fully understand that conditional rates are not acceptable to BHEL and such offer will be out rightly rejected.
- h) I also fully understand that in case of non-acceptance of any terms and conditions of NIT, the offer will be liable for rejection.
- i) Acceptance of general terms & conditions and Reverse Auction terms & conditions as provided on BHEL website.

(Please indicate clearly as YES/NO): _____

- j) Acceptance for participation in RA :

(Please indicate clearly as YES/NO): _____

NOTE: - Offers are liable for rejection in case of non-acceptance any of the above.



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2.a DECLARATION BY THE BIDDER (Annexure-II)

I, _____ Proprietor / Director / Partner

of M/s _____,

aged _____ Years, S/o _____,

Residing / Office at _____

Hereby declare as follows:

- (i) That my nationality is _____.
- (ii) That I am a major and eligible to enter into contract / my firm / my company is competent to enter into an agreement.
- (iii) I shall employ only such personnel who have not been found unfit for employment in Organizations such as Central / state / Public undertaking by the Police Authorities.
- (iv) I shall not employ persons against whom Criminal cases are pending or under investigation.
- (v) I shall not employ persons found guilty of offences involving moral turpitude for executing work in BHEL contracts.
- (vi) That there are no Criminal cases pending or under investigation against me or my firm or company.
- (vii) I have not been found guilty of offences involving moral turpitude nor any of the company directors / partners of my firm have been found guilty of offences involving moral turpitude.
- (viii) Neither myself nor my firm nor my company has been declared insolvent in the past.
- (ix) I have taken due care and efforts to furnish only information which are true in the tender document.
- (x) I shall employ labours who are more than 18 years of age and having sound physical and mental health.
- (xi) I shall keep Photograph / identity proof / residential proof of the labours employed against this tender and arrange for police verification.
- (xii) I shall provide the name and address of person along with the duly attested signature, who will operate the contract on my behalf.
- (xiii) I shall not involve any of my relative, who is employed in BHEL and whose name is declared above, in operation / dealing of the contract.

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3.0 INSTRUCTIONS TO BIDDER

3.1 TECHNO-COMMERCIAL BID and PRICE BID as per e-tender formats are invited from reputed & experienced bidders, through E-procurement portal <https://bhel.abcprocure.com>. The bidder should respond by submitting their offer online only in our e-Procurement platform at <https://bhel.abcprocure.com>. **No Hard copy bid/ bids through email/ fax shall be accepted.**

3.2 The Bidder has to satisfy the Pre-Qualifying Requirements stipulated for this Tender in order to be qualified. The Price Bids of only bidders meeting our PRE-QUALIFICATION & TECHNO-COMMERCIAL requirements will be considered for opening at a later date for which eligible vendors will be intimated in due course and date of opening of price bids shall be intimated to only such bidders only.

3.3 BHEL reserves the right not to consider offers of parties under HOLD.

3.4 PROCEDURE FOR SUBMISSION OF TENDERS:

Procedure for Submission of Tender is available in the "Bidder Manual for BHEL Bidders" at E-tender portal <https://bhel.abcprocure.com>. Terms and conditions mentioned therein shall form integral part of the NIT and bidders shall abide by the same.

a) Hardware and Software requirements for participating in e-tender:

1. Computer with good internet connection (Minimum 256 kbps).
2. Operating system should be Windows Vista / Windows 7 and above.
3. Web Browsers: IE 9.0 (32-bit Browser only) & above, Mozilla Firefox up to version 51(32 bit/64 bit), Google chrome 20.0 to 41.0.
4. System Access with Administrator Rights
5. Digital Certificate : To participate in an e tender, you need to have a class II/III Digital Signature Certificate (DSC) for signing & Encryption (Required both digital signature certificate : Signing & Encryption) of bids issued by any of the valid Certifying Authorities (Approved by Controller of Certifying Authorities) in India. Valid Digital Signature Certificate (DSC) must be installed in a computer system from where you want to access the website.

For detail please refer the website under the link: <https://bhel.abcprocure.com> of service provider M/S E procurement Technologies Ltd.

b) M/S E-Procurement Technologies Limited Helpdesk Contacts:

During normal business hours, helpline maintained by the service provider e-Procurement Technologies Limited is available for clarifying any doubts of supplier/s. The helpline numbers are provided in the e-procurement website.

- a) Mr. Swapnil Hamilton, Support Executive, Ph: +91 7940270549, e-mail ID: swapnil.h@eptl.in
- b) Mr. Hardik Oza, Support Executive, Ph: +91 7940270560, e-mail ID: hardik.oza@eptl.in
- c) Mr. Ankur Bhatt, Support Executive, Ph: +91 7940270590, e-mail ID: ankur.bhatt@eptl.in
- d) Mr. Prashant, Asst. Manager – Implementation & Support, Ph: +91 7940270545, e-mail ID: prashant@eptl.in

Note:

- 1.) Modifications, Revisions, etc. to Tender Specifications will be hosted in BHEL webpage (www.bhel.com) ---tender OR portal <https://bhel.abcprocure.com> and not in the newspapers. Bidders to keep themselves updated with all such information.

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- 2.) M/s E-Procurement Technologies Limited is also referred as ABC Procure or service provider, all these terms shall be same for understating of bidder.
 - 3.) The user should complete all the processes and steps required for bid submission including vendor registration (if required). The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. BHEL and M/s. e-Procurement Technologies limited will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the purchaser for processing.
 - 4.) Before uploading scanned documents if any, the bidders shall sign and affix office seal on all the statement, documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity.
 - 5.) Vendors will be given due opportunity to comply with BHEL requirements in a time frame in case there is any non-compliance in the original quote.
- 3.5 Before making the offer the bidders are advised to carefully go through the terms and conditions, which form part of the tender document and agreement. Before submitting the bids the bidder can visit the work place, obtain desired clarification to have clear understanding of scope of work and all terms and conditions of contract.
- No claim or clarification will be provided after opening of bid and decision of BHEL FSIP on any matter arising due to non-understanding of any term by bidder will be final and binding to bidder. **No request of bidder shall be consider after opening of techno-commercial bid.**
- 3.6 For deployment of manpower the following shall be adhered by bidder:
- 1) The maximum no of gate passes: **24** Nos Unskilled (USW), **02** Nos Semi skilled (SSW), **01** Nos Skilled (SW), **02** Nos Supervisor (01 Fire & 01 Watch) Grade manpower against this contract will be permitted by BHEL.
 - 2) The bidder shall engage sufficient number of competent labor for executing the agreed work. The Bidder shall have full control over his labor including determining service conditions, discharge, dismiss, or otherwise terminate their services at any time.
 - 3) The bidder shall be solely responsible for any claim (including statutory payment) arising out of deployment or termination of his labors.
 - 4) In case of more work which can't be executed by present manpower, the work shall be completed through deployment of additional manpower for which temporary gate pass shall be issued.
 - 5) There may be fluctuations in work content over estimated quantity given in price bid annexure. Bidder has to deploy the manpower accordingly.
- 3.7 PERIOD OF CONTRACT: The period of contract will be for 1 (one) year only. The contract may be extended further on the same rates, terms and conditions if mutually agreed upon.
- 3.8 For any further details required, tender issuing officer of BHEL FSIP, JAGDISHPUR 227817 may be contacted in person or through Telephone Nos. given.
- 3.9 PRICE BID
- a) Online price bid format will consist of two parts i.e. Price Bid-1 and Price Bid-2. Sample format are provided in "BLANK PRICE BID" format for reference of bidder

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- b) The bidder has to **ACCEPT** the condition mentioned in the price bid format (i.e. **Price Bid-1**) against column describing “**ACCEPTANCE TO CALCULATION FOR ALL STATUTORY AND MANDATORY COMPLIANCE**”.
- c) Upon acceptance of the above mentioned condition in point 3.9(b), the bidder has to enter the profit margin in percentage (in number) in column mentioned in price bid format (i.e. **Price Bid-2**) as “**Profit Margin (% age in Figures) on (A + B)**”.

NOTE: After submission/quoting of above mention rate/percentage the system will automatically calculate the total of each column given in bid format (i.e. **Price Bid-2**) **except column “Grand Total (G = A+B+C+D+E+F)”**, after this bidder must click on column heading i.e. “**Profit Margin (% age in Figures) on (A + B)**” on clicking this the final total column “Grand Total (G = A+B+C+D+E+F)” will also be displayed by system. In case system does not show the Grand Total the L1 will be calculated by adding both i.e. “Total (A+B+C+D+E) (in Rs.)” plus “Profit Margin on (Minimum Wage (A) and Additional payment (B)) F = (% Profit margin) x (A+B)) (in Rs.)”.

- d) The rest of the calculation and total package value (i.e. Total – G) will be calculated automatically upon completing the given above steps.

PROFIT MARGIN QUOTE GUIDELINES FOR CLARIFICATION OF BIDDER

- i. Profit margin will be applicable only on payment of item at, Total A (i.e. Total yearly Minimum Wage) plus Total B (i.e. Total yearly Additional payment by BHEL) i.e. (A+B) as indicated in format Price bid-2.
- ii. Profit margin will not be admissible on other items (i.e. PF, ESI, Bonus, Holiday, Leave, CA/TA, Admin. Charges, EDLI etc.), as these are being reimbursed.
- iii. For quote of value of profit margin in figure:- Profit margin value up to two decimal place will be considered in online price bid format for calculation, value beyond the second place of decimal will not be considered for evaluation and all terms beyond second place of decimal will be ignored in calculation for overall L1.
- iv. The bidders are required to submit their rate for PERCENTAGE PROFIT MARGIN in the price bid format given in portal of BHEL. System will automatically calculate profit margin in words.
- v. Auto formula will automatically take percentage of profit margin quoted and will calculate profit margin in absolute rupees.
- vi. The value of Profit margin quoted by the bidder should be workable i.e. For labour supply contracts, bids lower than the minimum statutory amount, i.e. minimum wage, PF, ESI, etc. shall be rejected).

3.10 EVALUATION OF PRICE BID:

Evaluation of the L1 (Lowest bid) offer shall be computed on overall basis (i.e. Grand Total “G”) of the price bid format.

For evaluation of L1 bidder value up to two decimal place will be consider for calculation, value beyond the second place of decimal will not be considered for evaluation and all terms beyond second place of decimal will be ignored in calculation for overall L1.

The overall evaluation of L1 bid will be based on total landed cost (i.e. Total G) which will include both:-

- I. Amount quoted towards the Profit Margin (Total “F”) indicated in price bid Table -2.

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II. Total cost on account of all mandatory & statutory requirements as given in price bid format (i.e. A+B+C+D+E).

NOTE: - In the event of two or more bidders appear as L1 bidder the selection of the bidder will be on the basis of Lottery to be held in presence of representatives of L1 bidders.

3.11 DOCUMENTS COMPRISING THE E-TENDER

The tender shall be submitted online as mentioned below:

a. Technical Tender (Unpriced Tender)

All Technical details (e.g. Eligibility Criteria requested (as mentioned in NIT) should be attached in e-tendering module, failing which the tender stands invalid & may be REJECTED. Bidders shall furnish the following information along with technical tender (preferably in pdf format):

i. Tender Cost and Earnest money Deposit (EMD) furnished in accordance with NIT.

NOTE: **MSME bidders are exempted from payment of Earnest Money Deposit (EMD) and Tender cost.**

ii. Technical Bid (without indicating any prices).

iii. Unpriced bid must be submitted with technical bid. In case price is indicated in the unpriced bid, the offered bid will be summarily rejected.

b. Price Bid:

i. Prices are to be quoted in the attached Price Bid format online on e-tender portal.

Note: It is the responsibility of tenderer to go through the Tender document to ensure furnishing all required documents in addition to above, if any. Any deviation would result in REJECTION of tender and would not be considered at a later stage at any cost by BHEL.

3.12 Digital Signing of e-Tender

Tenders shall be uploaded with all relevant PDF/zip format. The relevant tender documents should be uploaded by an authorized person having Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION digital signature certificate (DSC). The process of utilizing e-procurement necessitates usage of **DSC (Digital Signature Certificate) (Class 3-SHA2- 2048 BIT- SIGNING & ENCRYPTION)** and you are requested to procure the same immediately, if not presently available with you. Please note that only with DSC, you will be able to login the e-procurement secured site and take part in the tendering process.

3.13 Vendors are also requested to go through seller manual available on <https://bhel.abcpurchase.com>.

3.14 Deviation with respect to tender clauses and additional clauses/suggestions in Techno-commercial bid / Price bid shall NOT be considered by BHEL. Bidders are requested to positively comply with the same.

3.15 BHEL reserves the right to accept or reject any or all Offers without assigning any reasons thereof. BHEL also reserves the right to cancel the Tender wholly or partly without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD).

3.16 For any clarification on the tender document, the bidder may seek the same before scheduled date for seeking clarification, from the office of the official of BHEL, BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to postal delay or any other delays. Any clarification / query received after last date for seeking clarification may not be normally entertained by BHEL and no time extension will be given.

3.17 In the event of any conflict between requirement of any clause of this specification/ documents/drawings/data sheets etc. or requirements of different codes/standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever

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is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error/missing pages/ other clerical errors in the tender documents, noticed must be pointed out before pre-bid meeting/submission of offer, else BHEL's interpretation shall prevail.

3.18 The bidder shall upload documents in support of possession of 'Qualifying Requirements' duly self-certified and stamped by the authorized signatory, indexed and properly linked in the format for PQR. In case BHEL requires any other documents/proofs, these shall be submitted immediately.

3.19 The bidder may have to produce original document for verification if so decided by BHEL.

3.20 It may please be noted that guidelines/rules in respect of Suspension of Business dealings', 'Vendor evaluation format', 'Quality, Safety & HSE guidelines', milestone/ completion certificate, etc. may undergo change from time to time and the latest one shall be followed. The abridge version of extant 'Guidelines for suspension of business dealings with suppliers/ contractors' is available on www.bhel.com on "supplier registration page".

3.21 A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrantee that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.

3.22 A tender, which does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.



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4.0 TECHNO-COMMERCIAL BID FORMAT (Annexure –III)

Sl. No.	POINTS	Data to be filled by bidder	Copy of Certificate / Xerox Copy Scan
1	Name of the firm		
2	PAN Number		Uploaded / Not Uploaded
3	GST Number		Uploaded / Not Uploaded
4	Audited financial statement/CA Certificate as per tender NIT		Uploaded / Not Uploaded
5	Experience Certificate (Along with necessary enclosures as per tender to be submitted)		Uploaded / Not Uploaded
6	Tender Document Cost NOTE: MSME bidders are exempted from payment of Tender cost.		Uploaded / Not Uploaded
7	Earnest Money Deposit Details NOTE: MSME bidders are exempted from payment of Earnest Money Deposit (EMD).		Uploaded / Not Uploaded
7.a	Mode of Deposit (Details) D.D. Number & Date/EFT/etc. (If Applicable)		Uploaded / Not Uploaded
7.b	Drawn on (Bank)/Transaction Details/ Mode of transaction (If Applicable)		Uploaded / Not Uploaded
8	Declaration for acceptance to Validity of offer i.e. 90 Days from the date of tender Opening		Uploaded / Not Uploaded
9	Income Tax return last 3 yrs. As per NIT		Uploaded / Not Uploaded
10	Signed and stamped copies of Annexure		Uploaded / Not Uploaded
11	An undertaking on letter head that bidder		Uploaded / Not Uploaded
11.a	Bidder will comply with all statutory rules/regulations promulgated from time to time by Central govt./state govt. of UP and local area authority of IA, Jagdishpur		Uploaded / Not Uploaded
11.b	Not blacklisted / under hold from BHEL FSIP Jagdishpur or banned by any unit/region/office of BHEL.		Uploaded / Not Uploaded

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11.c	Not guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude		Uploaded / Not Uploaded
11.d	Case or charge under investigation / enquiry / trial against me /us, nor conviction in a Court of Law or suspended or Blacklisted by any organization on any ground.		Uploaded / Not Uploaded
11.e	Acceptance to Reverse Auction (RA) as per BHEL norms.		Uploaded / Not Uploaded
11.f	Acceptance all Terms and Conditions of NIT		Uploaded / Not Uploaded
12	Un-Priced bid/ Blank Price Bid (Price bid format without prices)		Uploaded / Not Uploaded
13	Authorization for signing Tender Documents		Uploaded / Not Uploaded
14	Documents against Qualifying Requirements (To be uploaded with offer)		Uploaded / Not Uploaded
15	Signed and stamped copy of tender documents i.e. NIT (To be uploaded with offer)		Uploaded / Not Uploaded
16	Signed and stamped copy of General Conditions of Contract (GCC)		Uploaded / Not Uploaded

Please mention "NA" if not applicable.

I / We hereby certify that, all the information and data furnished above with regard to this Tender are true and complete to the best of my / our knowledge.



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5.0 QUALIFYING CRITERIA (Annexure-IV)

Sl. No.	Description of Qualifying requirement		Documentary Proof enclosed
1	Experience of having successfully completed similar works (providing miscellaneous manpower i.e. Skilled/semiskilled/unskilled manpower for security and/or fire services for industrial establishment or society townships or corporate offices or Govt. or quasi Government or public sectors or institutions of other private commercial establishments) during last 7 years ending 31.08.2019 should be any of the following:		Yes / No
1.a	Three completed/executed works each costing not less than the amount equal to Rs. 22.61 Lac		Yes / No
1.b	Two completed/executed works each costing not less than the amount equal to Rs. 28.27 Lac		Yes / No
1.c	One completed/executed work costing not less than the amount equal to Rs. 45.22 Lac		Yes / No
2	Copies of order & completion certificate for work completed before the due date of tender opening will be considered. Equivalent document from the executing authority shall be enclosed along with Techno-commercial bid. In case of experience in other than BHEL/PSU/Govt. Agencies, copy of duly signed TDS certificate (Downloaded from TRACES) from the principal/awarding agency shall be furnished.		Yes / No
3	Average Annual Financial turnover during the last 3 years, ending 31st March 2018 should be at least Rs. 16.96 Lac . Audited balance sheet and Profit & loss account shall be submitted for last 3 years i.e. F.Y. 2015-16, 2016-17 & 2017-18. (If audited balance sheets are not available, provisional turnover certificate issued by practicing Chartered Accountant will be considered.)		Yes / No
4	Labour License	The Bidder has to obtain & submit labour license as per prevailing rules after award of the work/LOI. For filling offer bidders to submit declaration with the Techno-Commercial bid.	Yes / No
5	PF Code Number	Copy of the Certificate to be enclosed	Yes / No
6	ESI Code Number	Copy of the Certificate to be enclosed	Yes / No
7	PAN Number	Copy of the PAN Card to be enclosed	Yes / No
8	Income Tax Return (of last 3 yrs)	Copy of the ITR to be enclosed	Yes / No
9	GST No.	Copy of the Certificate to be enclosed	Yes / No
10	Validity of Offer	90 days from the date of tender (Techno-Commercial bid) Opening	Yes / No

In case the Tenderers not fulfilling the above conditions, the offer is liable for rejection. The semi filled, incomplete Tender Documents will be rejected.

I/We hereby accept above (signature & seal of bidder)



BHARAT HEAVY ELECTRICALS LIMITED

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6.0 SCOPE OF WORK (Annexure –V)

SL No.	Brief description of work
1	Watch and Ward BHEL Township area at BHEL FSIP Jagdishpur
2	Fire Service in Factory & Township Area at BHEL FSIP Jagdishpur
3	Providing assistance in Fire Services for BHEL FSIP premises
4	Any instruction as when require from time to time related to functions Administrative functions as per instruction of Executive In-charge.

Note:

- Bidder shall be responsible for the storage and security of material issued to him by BHEL. In case of any loss / shortage/damage, cost of material shall be deducted from bills of the bidder.
- The bidder shall be responsible for safe custody of BHEL's property like materials, tools etc., entrusted to him and if necessary, bidder shall arrange insurance at his own expense.
- The bidder shall extend help to BHEL in recording the daily attendance & movement of their manpower from their designated workplace through the system provided by BHEL , Jagdishpur time to time.

I/We hereby accept above (signature & seal of bidder)



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7.0 SPECIAL CONDITIONS OF CONTRACT (ANNEXURE-VI)

7.1 STATUTORY REQUIREMENTS

7.1.1 The bidders are advised to take care of Minimum wages State Government (UP) notification. Present rate (with effect from 01/04/19 to 30/09/19) of minimum wages as applicable are as under -

Unskilled	–	Rs. 8012.73 per month
Semi-Skilled	–	Rs. 8814.00 per month
Skilled	–	Rs. 9873.08 per month
Supervisor {CSO (ssw 8814 x 1.5)} -		Rs. 13221.00 per month

The bidder will be required to comply with all the statutory provisions such as Bonus, PF, EDLI, ESI, Gratuity, Service Tax, compensatory allowance, travel allowance, minimum wages prevailing at the time of payment or arrears thereof, declared Holidays, leave, night shift working allowance, etc.

7.1.2 In addition to applicable minimum wage and all statutory compliance, the bidder is also required to take care of following compliance per worker subject to maximum 26 days in a month:-

- a) Rs 20/- per day as compensatory allowance
- b) Rs 10/- per day towards Travel allowance.
- c) Rs 3200/3700/4100 towards additional payment in a month depending upon the category (unskilled/semi-skilled/ Skilled) which shall be indicated by BHEL.

The above shall be based on biometric attendance of his workmen duly certified by Executive In charge of the area.

- 7.2 BHEL reserves the right to reject any bid/all bids, which is Techno-commercially unacceptable and unworkable. BHEL reserves the right to accept or reject any of the bid/all bids or cancel/withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder/intending bidders shall have any claim arising out of such action by BHEL. The opinion / decision of BHEL regarding the bid shall be final and conclusive.
- 7.3 The company has no obligation to accept the lowest tender and have right to re-float the tender, if L1 price is not the acceptable price to BHEL inter-alia other reasons. Offer of the Bidder if prima-facie found not comparable with the quantum of work envisaged but an efforts to be L1, then the offer is liable to be rejected. BHEL's decision in this regard shall be final and binding.
- 7.4 BHEL reserves the right to award the contract to one or more bidders simultaneously as deemed fit at the initial stage or during the contract period at the L1 price to BHEL. BHEL reserves the right to negotiate the L1 rate.
- 7.5 BHEL reserves the right to cancel the contract at the initial stage or during the contract period without assigning any reason to the bidder.
- 7.6 BHEL can reduce/increase quantum of work without assigning any reasons thereof. Quantity given in BOQ are tentative and can increase or decrease as per requirement of BHEL IP. In case of quantity variation, BHEL will not be liable for any claim arising thereof.

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7.7 PRICE VARIATION CLAUSE: In the event of revision of minimum wages by State Government (UP) notification, the minimum wage rates in the contract will be revised as per the notifications. The applicable rates would be payable by the bidder to the labor and other statutory authorities, as per rules, from the effective dates will be applicable.

7.8 VALIDITY OF RATES - The rates quoted should be valid for 90 days initially from the date of due date of the tender.

7.9 REVERSE AUCTION

"BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on www.bhel.com) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in no consideration of their bids, in case BHEL decides to go for RA.

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

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates. If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ bidders (as available on www.bhel.com)."

As a reminder to the bidders, system will flash following message (in RED Color) during the course of 'online sealed bid.

"Bidders to submit online sealed bid less than or equal to their envelope sealed bid already submitted to BHEL".

Reverse Auction Process: Reverse auction process is deemed to have been started upon receipt of 'Online

Sealed Bids' from the bidders within the prescribed time frame as per Business Rules (which will be provided to techno-commercial successful bidders only). After receipt of 'online sealed bids', start price & bid decrement will be decided by BHEL and the same shall be communicated to the bidders through service provider (agency conducting RA), to start the bidding process.

Only those bidders who have submitted the 'online sealed bid' within the scheduled time shall be eligible to participate further in RA process. However, the H1 bidder (whose quote is highest in online sealed bid) will not be allowed to participate in further RA process.

7.10 TERMS OF PAYMENT

7.10.1 Payment shall be made, on the Nos. of Measurement units, successfully executed, by the Bidder. The bidder shall submit their clear & legible bills (in duplicate) on Monthly basis, duly verified

I/We hereby accept above (signature & seal of bidder)



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by concerned BHEL Executive. Each bill must be enclosed with work/ activity completion report duly signed by bidder & and BHEL representative (s).

- 7.10.2 All payments shall be released through electronic-pay mode only.
- 7.10.3 BHEL shall be releasing payments against the work order after deduction of income tax at source (TDS) as per requirement of income tax rules and BHEL will issue appropriate certificates in this regard. All statutory deduction as applicable, will be deducted from bills. Bidder shall inform his PAN to BHEL.
- 7.10.4 GST, as applicable, shall be paid, as per Govt. rules, to the bidder against running actual, on documentary evidence. The GST shall be paid extra and over the quoted rate. The Bidder shall be required to deposit GST as applicable, before due date as per Act, if same is applicable as per rules in force from time to time. The amounts so spent can be claimed from BHEL after submitting the proof of the same.
- 7.10.5 All the terms & conditions of the contract with respect to Taxes & Duties are subject to the new taxation laws introduced from time to time (e.g., GST- Amendments etc.). The terms & conditions will be modified in accordance with the provisions of new laws (e.g., GST- Amendments etc.).
- 7.10.6 No interest shall be payable by BHEL on Earnest Money, Security Deposit or on any money due to the firm by BHEL.
- 7.10.7 Bidder shall arrange his own finance for smooth execution of contract, wages payment, other statutory payments to his employees and all other agreed conditions.
- 7.10.8 Normally, payment shall be made within 45 days of receipt of bill at BHEL.
- 7.10.9 The Bidder shall produce to the Company, the documentary proof of payment of the said statutory dues. Non-observance of the provisions will be construed as default by the Bidder in making such payment, and payment of his bill will be deferred.
- 7.10.10 The bidder will have to extend paid National Holidays and Festival Holidays to their workers as per the provisions of Act and the Rules thereof. However, if due to exigencies of work he engages his workmen on National Holidays or Festival Holidays he shall pay wages as prescribed under the provisions of the Act. However same shall be reimbursed by BHEL.
- 7.10.11 In case of any extra work executed by the bidder, the bidder will paid on pro-rata basis.
- 7.10.12 BHEL Management shall have a right to deduct any sum from the bill of the bidder for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract, Non- payment of wages or of deduction made from his or their wages which are not justified by the terms of the contract or non-observance of the said contract Labour regulations.
- 7.10.13 BHEL shall be entitled to recover any payment made on behalf of the bidder under any law or otherwise.
- 7.10.14 The bidder shall submit the documentary evidence of payment on account of submission of statutory payments made to the concerned agencies before clearance of bill of next month.
- 7.10.15 Contractor shall be responsible for all necessary legal and statutory compliance i.e. PF, ESI , Bonus, Leave Payment , Holiday payment, ADMIN, EDLI and all other mandatory and statutory compliance etc. (w.r.t labour engaged under contract). All statutory and mandatory compliance payment shall be reimbursed by BHEL as per rules on submission of documentary proof along with bill. (like PF, ESI , Bonus, Leave Payment , Holiday payment, ADMIN, EDLI and all other mandatory and statutory compliance etc.)
- 7.10.16 The bidder will have to follow the provisions of Payment of Bonus Act 1965 and Rules 1975, and is liable to pay Bonus to his workers. (Minimum prescribed bonus being 8.33% at present). However same shall be reimbursed by BHEL after submission of proof of actual disbursement.

I/We hereby accept above (signature & seal of bidder)



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7.11. PREFERENCES FOR MSMEs:

Following preferences/benefits shall be given to MSEs in line with Public procurement policy for Micro and Small Enterprises (MSEs), 2012:

- a. **The tender documents shall be issued free of cost to MSEs.**
- b. **MSEs are exempted from payment of Earnest Money Deposit (EMD).**
- c. In tender, Micro and Small Enterprises quoting within the price band of L1+15% shall be allowed to supply the requirement up to 20% of the tender quantity subject to condition that such Enterprises bring down their price to L1 price where L1 price is from other than a Micro and Small Enterprise. If L1 offer is from a Micro / Small Enterprise, this provision will not be applicable. In case more than one Micro and Small Enterprise is there within this span, the supply shall be shared proportionate to the tender quantity.

Note: Special provision for Micro and small enterprises owned by SC or ST: -

Sub target of 20% (i.e. 4% out of 20%) would be earmarked for procurement from Micro and Small Enterprises owned by the Scheduled Caste or Scheduled Tribe Entrepreneurs provided that in event of failure of such Micro and Small Enterprises to participate in the tender process or meet the tender requirements and the L1 price, the 4% sub-target for procurement ear-marked MSE owned by Scheduled Caste or Scheduled Tribe Entrepreneurs shall be met from other MSE Enterprises/s.

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

In case of any change in the MSE status of the Bidder, it shall be the responsibility of the Bidder to notify the change as a part of the Bid document. If at a later date it comes to the knowledge of BHEL, that the change in the status has not been intimated by the Bidder and the order is obtained under the premise of an MSE then BHEL would cancel the pending order against this tender and take necessary steps for suspension of the business dealing with the Bidder as per the procurement policy of BHEL.

- d. All other applicable benefits, if any shall be given to MSE bidders as per guidelines of GOI issued time to time.

I/We hereby accept above (signature & seal of bidder)



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ANNEXURE A

(Certificate by Chartered Accountant on letter head)

This is to Certify that M/S.
(Hereinafter referred to as 'company') having its registered office at
.....is registered under MSMED Act 2006, (Entrepreneur
Memorandum No (Part-11dated:
Category: (Micro/Small) (Copy enclosed).
Further verified from the Books of Accounts that the investment of the company as on date
..... as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :

Rs.Lacs

2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:

RsLacs

(Strike off whichever is not applicable)

The above investment of Rs Lacs is within permissible limit of Rs -----Lacs for
..... Micro/Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is -----
(dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide 5.0. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number

Seal of Chartered Accountant

I/We hereby accept above (signature & seal of bidder)



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8.0 TECHNICAL CONDITIONS OF CONTRACT (Annexure-VII)

1. Manpower will be deployed considering requirement of amount of work at work place, after instruction of BHEL executive in-charge.
2. Max. Nos. of manpower will be as per Tender.
3. Executive In-charge has the power to take any disciplinary action against workmen in case of loss or rejection incurred to BHEL by them.
4. In cases where bidders have submitted 'NIL' profit margin as per the standard documents, the bid shall be termed unresponsive will not be considered (in terms of provisions of letter of Ministry of Finance, Dept. of Expenditure No 29(1)/2014-PPD.
5. The percentage profit margin should be quoted in two decimal places only. The profit margin in percentage should be quoted in non-zero value. Any deviation will be rejected.

9.0 GENERAL CONDITIONS OF CONTRACT

All General Terms and conditions as per document GCC 2018-19 dt. 01.04.2019 shall be applicable to this tender enquiry.

Bidder must submit signed and stamped copy of these terms & conditions along with the techno-commercial bid as token of acceptance.

I/We hereby accept above (signature & seal of bidder)



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10.0 DECLARATION SHEET (ANNEXURE – VIII)

(To be made on Bidder's letter head)

I / We hereby certify that, all the information and data furnished by me / us with regard to this Tender are true and complete to the best of my / our knowledge.

I / We have gone through the specification, conditions and stipulations in detail and understand fully the scope of work and agree to comply with the requirement and intent of specification.

I/We, further certify that I/We am/are the duly authorized representative(s) of the under mentioned bidder and a valid power of attorney to this effect is also enclosed.

I/We, hereby declare that I/We shall treat the tender documents, drawings, specifications and other records connected with the work as secret / confidential and shall not communicate information / derived there from to any persons other than a person I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the same.

I / We hereby also give our consent in acceptance of all terms and conditions of this tender without any deviation.

I/We hereby declare and confirm that we have visited the project site under the subject given in NIT and acquired full knowledge and information about the site conditions, wage structure, industrial climate and total work involved. We further confirm that the above information is true and correct and we will not raise any claim of any nature due to lack of knowledge of site condition.

This is to certify that our firm is not blacklisted / under hold from BHEL FSIP Jagdishpur or banned by any unit/region/office of BHEL.

This is to certify that we / our firm is not guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude

I declare that, there was never / is no Case or charge under investigation / enquiry / trial against me /us, nor conviction in a Court of Law or suspended or Blacklisted by any organization on any ground.

Date:

Name & Signature of the bidder

(Seal)

I/We hereby accept above (signature & seal of bidder)



BHARAT HEAVY ELECTRICALS LIMITED

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11. BLANK PRICE BID FORMAT

Tender Enquiry No.: TE – 444, dated 29/09/2019

Price Bid- 1

SR. No.	Particulars of Manpower	Nos. of labour (in nos.)	Monthly Minimum wage/ labour (in Rs.)	Acceptance to calculation for all statutory and mandatory compliance.	Total yearly wage (in Rs.) (A)	Additional payment by BHEL per labour per month (in Rs.)	Additional payment by BHEL @ USW: Rs3200, SSW: RS 3700, SW: 4100/ & Supervisor per labour (in Rs.) (B)"	PF & ESI, Administrative charges and EDLI on Additional payment (in Rs.) (i.e. PF@12%, ESI @3.25 % and Admin & EDLI @1.0%) (C=0.1625*B))	Add Statutory Payment on yearly Minimum wage (in Rs.) (i.e. PF@12%, ESI @3.25 %, Leave @5%, Holiday @3.2%, Bonus @8.33% and Admin& EDLI @1.0%) (D=0.3278*A)	Compensatory allowance and travel charges (in Rs.) (E=12*780*No of labour)	Total Amount (A+ B+ C+ D+ E)
1	Skilled	1	9873.08	TO BE ACCEPTED BY BIDDER ONLINE	118476.96	4100	49200	7995	38836.75	9360	223868.71
2	Semi-Skilled	2	8814.00	TO BE ACCEPTED BY BIDDER ONLINE	211536.00	3700	88800	14430	69341.50	18720	402827.50
3	Unskilled	24	8012.73	TO BE ACCEPTED BY BIDDER ONLINE	2307666.24	3200	921600	149760	756452.99	224640	4360119.23
4	Supervisor CSO (SSW 8814.00 x 1.5)	2	13221.00	TO BE ACCEPTED BY BIDDER ONLINE	317304.00	4100	98400	15990	104012.25	18720	554426.25
	Grand Total				2954983.20		1158000	188175	968643.49	271440	5541241.69

I/We hereby accept above (signature & seal of bidder)



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Price Bid- 2

	Particulars of Manpower	Nos. of labour (in no.)	UOM	Profit Margin (% age in Figures) on (A + B)	Profit Margin (% age in Words) on (A + B)	Profit Margin on (Minimum Wage (A) and Additional payment (B)) F = (% Profit margin) x (A+B)) (in Rs.)"	Total (A+B+C+D+E) (in Rs.)	Total (G = A+B+C+D+E+F) (in Rs.)
1	Supervisor CSO, Skilled, Semi-Skilled, Unskilled	29	TOTAL PACKAGE	To be quoted by bidder online	Will be Auto generated by system	Will be Auto generated by system based on above calculation	Will be Auto generated by system on above calculation	Will be Auto generated by system on above calculation after clicking as per price bid instructions.

Signature & Address of the bidder

Note: Bidder should not offer Rate in Blank Price Bid Format. Incase bidder submit Rate in Blank Price bid the bid will be rejected out rightly.

I/We hereby accept above (signature & seal of bidder)