

BHARAT HEAVY ELECTRICALS LIMITED

Corporate Administration
BHEL House, Siri Fort, New Delhi-110049

Ref: AA:GAX:14:SA:103

Dated: 03.01.2015

Due Date: 16.01.2015 by 15:00 Hrs.

Sub: Quotation for providing Security Services at various locations in Noida Based BHEL Offices & Township as per job requirements.

Dear Sirs,

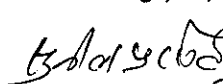
Bharat Heavy Electricals Ltd. (A Govt. of India Undertaking) requires Security Services at various locations of Noida based BHEL Offices & Township for 2 years.

Quotations are invited in sealed cover with Enquiry No., Enquiry Date and Quotation Due Date, legibly super-scribed on it, for the under mentioned Scope / Items subject to acceptance of the enclosed Terms and Conditions. The quotation should reach in the tender box placed at Reception, corporate Office, BHEL House, Siri fort, New Delhi by 15:00 Hrs on or before the due date.

SN	Description / Instructions
1.	<p>a) BHEL desires to have two separate agencies compulsorily for providing Security Services (90 Nos. Security Guards) at Noida based BHEL Offices & Township for 2 years.</p> <p>b) Techno-Commercial Terms & Conditions (Annexure-A).</p> <p>c) General Terms & Conditions (Annexure-B).</p> <p>d) Payment Terms & Conditions (Annexure-C).</p> <p>e) Un-Priced / Price Formats (Annexure-D & E).</p> <p>f) Acceptance letter/deviation statement (Annexure-F).</p> <p>g) Declaration reg. Non Banning (Annexure-G).</p> <p>h) Bidder's Details (Annexure-I).</p> <p>i) NEFT Format (Annexure-J).</p> <p>j) Checklist (Technical Bid) (Annexure-K).</p>
2.	<p>IMPORTANT INSTRUCTIONS:</p> <ol style="list-style-type: none">1. Bidders must go through all these Annexures before submitting the bid.2. Offers should be submitted in Two Parts as described in Annexure-C.3. The agency shall possess valid DGR sponsorship from the date of issuance of NIT till the date of issuance of Award of Contract.4. The percentage service charge must be quoted in the enclosed Price Format only.5. Quoted percentage shall remain FIXED during the entire period of 02 years.6. Price Bids will be opened of the technically & commercially acceptable parties.

The Part-I offers of the parties, shall be opened on due date of opening, i.e. **16.01.2015 at 15:30 Hrs** in the presence of authorized representatives of the parties who may like to be present. The date/time of the opening of Price Bids shall be communicated later.

Thanking you,


Yours sincerely, 3/1/15

Manager (HR-GAX)

TECHNO-COMMERCIAL TERMS & CONDITIONS**A. Proposed Security Services at Noida based BHEL Offices & Township:**

S. No.	Place	Security Guard		Supervisor		Total (shifts)
		** Round the clock points	Addl. Office hours	** Round the clock	Addl. Office hours	
i	HRDI, PEM Noida	11 (33 shifts)	4	1(3 shifts)	0	40
ii	Kribhco Bhawan	2(6 shifts)	0	0	1	7
iii	BHEL Township, Noida	10(30 shifts)	0	1(3 shifts)	0	33
iv	BHEL office at Advant Navis Business Park, Sector-142, Noida	3(9 Shifts)	0	0	1	10
	Total	78	4	6	2	90

Note: ** Round the clock duty shall be managed in 3 shifts of 8 hours duty each.

B. Job Requirements:

The Security Services will be provided by the agency as detailed above which shall include the following:

1. To perform duty maintaining integrity, orderliness and discipline and extend all courtesy to visitors, customers and BHEL employees.
2. The agency shall ensure proper prescribed uniform while on duty.
3. To guard / patrol / check and supervise as per job contract requirement during day and night and ensure that no theft, pilferage, trespass, accident, nuisance, disturbance of peace and orderliness etc. take place in the area of duty.
4. To take all preventive measures to avoid fire or accident taking place. As soon as it comes to the notice, to immediately take action for firefighting, inform the building owners, fire office and BHEL authorities without delay.
5. To man entry points, regulate and check the flow of men, materials etc. and ensure that every Entry / Exit is as per valid documents and keep a record of the same as per procedures of the company to guard the office in such a manner that no company property is taken away by unauthorized persons.
6. To apprehend immediately any trespasser or person moving unauthorized and under suspicious circumstances, and deal with him / her as per law, in consultation with the company.
7. To watch habitual offenders and mischief makers and inform the company, if anything unusual is noticed.

8. To provide protection in case of assault / apprehension of assault to any employee of the company.
9. To seize goods not found in order or suspected to be stolen, and hand them over to the company.
10. To bring to the notice of the company without delay any untoward occurrence on the premises, preferably in writing, immediately.
11. To maintain liaison with the Police, Fire service, civil authorities and Red Cross Society as and when required.
12. To periodically inspect the fire equipment, water hydrants and also ensure that they are operational. **To carry out periodic mock drills.**
13. Tools and tackles will comprise of Torches, Batons, Lathie-Sticks, Guns / Rifles if required and permissible.
14. To ensure that all electrical switches are switched off and water taps are turned off as required while closing the office premises.
15. The agency will maintain proper records / documents as required in connection with duties.
16. Any other duties related to security and firefighting shall be under the scope of the agency.

C. OTHER CONDITIONS:

1. BHEL reserves the right to increase or decrease the no. of Security Guards upto 15 % at the same rates and terms and conditions of this contract during the contract. BHEL also reserves the right to ask the contractor to shift the services from one location to another location of BHEL within Noida during the contract period, as per BHEL requirement.
2. BHEL shall reimburse the salary and VDA (based on DGR Guidelines) as per Payment Terms & Conditions (*Annexure-C*). Agency shall submit the bills to BHEL latest by the 7th day of each month. BHEL shall release the payments, on calendar month basis, through NEFT within 3 working days. The agency shall positively make the payment of the wages to the guards / supervisors by the 2nd day of each month. However, no interest payment shall be made for delay in making payment.
3. The agency shall comply with all the guidelines / rules and requirements as framed by DGR as also the statutory requirements under Labour Laws / Rules, Regulations, Notifications in relation to the employment of its personnel from time to time.
4. The agency shall submit the bills to BHEL along with following documents ***Separate ECR & E-Challan, Salary /wage register reflecting PF & ESI etc. deductions, Separate Service Tax Challan, Employees' State Insurance Corporation (ESIC) Challan / Contribution etc. in respect of security guards / supervisors deployed at BHEL offices only.***

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5. They will undertake periodical surprise visits & maintain liaison with the concerned security guards / supervisors on daily basis in the various premises to ensure proper performance of security duties by their guards as per Company's requirements and also maintaining the record of the same. The report regarding any untoward happening / incident should be informed to BHEL designated officer forthwith.
6. They will maintain regular contact with the company and interact on matters of security of the men and material of the company.
7. They will also keep watch on their men and will be held liable for any pilferage/loss to the Company by their men.
8. In case, the services rendered are found to be unsatisfactory, BHEL reserves its right to terminate the services of the agency at any point of time, without assigning any reason.
9. In case of misconduct by any of the employee of the agency, the matter shall be reported to the agency in writing, who shall take immediate action under intimation to BHEL.
10. The security cover will be arranged for round the clock and will be managed in 3 shifts of 8 hours duty each. The points where manning is not required for 24 hours but to be secured by guards on other points by indicating in security plan.
11. The contract will be for a period of 24 months which may be awarded initially for 3 months. Further extension of 21 months or part thereof shall be considered on having found security services as satisfactory during this initially period of 3 months. The security contract can be extended for another one year from the date of expiry of 2 years contract on the same rates, terms & conditions if mutually agreed in writing.
12. Uniforms, both summer and winter on the pattern decided by BHEL shall be provided by the Security Agency at their expenses to the Security Personnel deployed by them.
13. In case of theft or loss of property due to negligence or carelessness of Security Personnel, the Security Agency will be responsible and shall make good the BHEL loss.
14. The contract can be terminated by giving one month's notice in advance by any party. No notice will, however, be required if the contract comes to end on the specified period and it will stand automatically terminated.
15. **The agency shall possess valid DGR sponsorship from the date of issuance of NIT till the date of issuance of Award of Contract.**
16. **The agency must possess Empanelment certificate issued by DGR and PAN Card of the ESM Corp/Pvt. Ltd. /individual company.**
17. **Evaluation Criteria:** The bids shall be evaluated on the basis of Agency Service Charges for providing security services as per the requirements indicated at Annexure-A.

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GENERAL TERMS & CONDITIONS

A. Instructions for Bidders.

Bids shall be submitted latest by 15:00 Hrs. on or before the due date, in two parts as follows:

1. **PART-I : TECHNO-COMMERCIAL BID** This part shall contain the following:

- i) Complete tender documents except Price Bid (Annexure-E) duly signed and stamped by the bidder. The Un-Priced Format Annexure-D duly signed with "Q" marked in space earmarked for percentage of services charges.
- ii) The Certificate of PF A/C No., Registration No. of Union Territory of Delhi, Labour Department and Income Tax Pan No., ESI No. from the concerned authority may be furnished in the part-I bid.
- iii) The agency will furnish documents showing the breakup of the wages and statutory payment to be made by the agency to security personnel for guarding / patrolling / checking to man the entry & exit gates.
- iv) The Undertaking on the following shall also form a part of Part-I bid:
 - The Security Guards provided by the Agency will be of below 50 years of age, of medical category "GOOD" and possessing the qualification matric / Defence qualification equivalent to matric.
 - The agency will abide by all the laws of land relating to employment of labour for which BHEL will not be responsible.
 - The agency has submitted price bid in prescribed format given at **Annexure-E** (No deviation shall be permitted and if noted subsequently, it will be treated as "Non-responsive").

2. **PART-II: PRICE BID**

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

This part shall be submitted in a Sealed Cover with bidder's Seal super-scribed with correct Enquiry No., due date of opening and '**Part-II: PRICE BID**'. **Rates shall be quoted both in words and figures.**

3. **Security Deposit:** The Successful bidder will be required to deposit security which should be deposited within ONE week of accepting the offer. The security amount will be 10% of the ONE month wage bill of the agency as per DGR Guidelines.

The Security Deposit can be furnished in the following manner: 100% through Pay Order / DD / local cheque of scheduled bank drawn in favour of BHEL / 50% in the form of Bank Guarantee and balance 50% through pay order / DD / Cheque / 50% through pay order / DD / Cheque and balance 50% recovered at the rate of 10% from the running bills.

The Security Deposit shall not carry any interest.

B. Other Instructions / Conditions.

1. Bid Opening

Part-I (Techno-Commercial Bids) will be opened at 15:30 Hrs. on the due date in the presence of bidders who may like to be present. Part-II (Price Bids) shall be opened of those bidders only who will be technically & commercially qualified vendors / parties in Part-I bid. Date and time of opening of Part-II (Price Bids) shall be communicated separately.

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

2. The Part-I and Part-II bids will be sent in separate sealed covers and both will be put together in a Sealed Cover with bidder's Seal super-scribed with correct Enquiry No., due date of opening and on the top of bids the heading Part-I: Techno-Commercial Bid and Part-II: Price Bid, shall be clearly written.

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

4. It is requested that before submitting the offer as above, the agency may visit the premises in order to assess the requirement.

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

6. In case L1 rates are received more than desired parties, the job will be awarded to the two senior most agencies and further in case any of those senior most agency is not able to provide the required nos. of security guards then next L1 quoted senior most agency will be given opportunity to provide the security guards. This is as per the DGR guidelines.

7. 10% of the security staff deployed for security duty (during all duty hours) should have training in Fire Fighting & First Aid and in possession of driving license for driving the vehicle when the need arises.

8. The agency will also provide arrangements for frisking of the female employees.

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

Legal conditions:

11. The information gathered by outsource staff during course of their work shall not be divulged to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the agency as well as the person concerned liable for penal action under IPC, CrPC or any other relevant provision besides, action for breach of contract.

12. The agency will be responsible for compliance of all statutory provisions relating to Minimum Wages payable to skilled worker under the Minimum wages Act, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it at BHEL premises. BHEL shall have no liability in this regard.

13. The agency shall also be liable for depositing all taxes, Cess etc. on account of service rendered by it to BHEL to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.

14. The agency shall maintain all statutory registers under the Law, The agency shall produce the same, on demand, to the concerned authority of BHEL or any other authority under Law.

15. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by BHEL.

16. In case, the agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof BHEL is put to any loss / obligation, monetary or otherwise, BHEL will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

17. BHEL reserves the right to withdraw / relax any of the terms and condition mentioned, so as to overcome the problem encountered at a later stage.

18. Arbitration

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

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

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

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India.

Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

19. 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.

20. Jurisdiction of Court

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

21. Default / Breach of Contract, Insolvency and Risk Purchase

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

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

C. Documents Required:

- a. Tenderer has to submit a copy of registration certificate of PAN No., ESI Registration No. & Service Tax No.
- b. 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.
- c. A copy of tender enquiry duly signed on each and every page shall be submitted along with technical bid.

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- d. Tenderer has to submit the No Deviation Certificate duly signed in the format mentioned in **Annexure-F**.
- e. The Bidder must submit a declaration (**Annexure-G**) that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- f. Tender has to be submitted with contact address and e-mail ID etc. duly filled and signed as placed in **Annexure-I**.
- g. The bidder shall submit the Bank details along with a cancelled cheque for NEFT/RTGS as placed in **Annexure-J**.
- h. Bidder must submit signed and sealed **Annexure-C** as a token of proof that he would be liable to make payment to the Security Guards as per the sheet attached and abide by all statutory norms.
- i. Bidder must submit signed Copy of Empanelment certificate issued by DGR.
- j. Bidder must submit duly filled and signed check list enclosed at (**Annexure-K**).

IMPORTANT NOTE: No additional documents shall be submitted with Part-I and Part-II bid other than the documents enlisted above for both bids. Ordered / indexed / numbered bids are expected from all the bidders. Additional documents if found any, shall not be considered for evaluation purpose.



PAYMENT TERMS & CONDITIONS**I. Wage structure as approved by DGR.**

CONSOLIDATED WAGES & OTHER ALLOWANCES & STATUTORY PAYMENTS / CONTRIBUTIONS (As per DGR) FOR NOIDA BASED BHEL OFFICES					
Sl. No.	Components	Security Guard (Without Arms) (Round the clock)	Security Supervisor (Round the clock)	Security Guard (Without Arms) (During Office Hours)	Security Supervisor (During Office Hours)
1	Basic plus VDA	9,542.00	12,690.86	9,542.00	12,690.86
2	ESI@4.75% of S.No.1	453.25	602.82	453.25	602.82
3	PF Contribution on Sl. No. 1				
(A)	EPF @ 12% on Sl. No. 1	1,145.04	1,522.90	1,145.04	1,522.90
(B)	EDLI @ 0.50% on Sl. No. 1	47.71	63.45	47.71	63.45
(C)	Admn. Charges @ 1.11% on Sl. No. 1	105.92	140.87	105.92	140.87
4	HRA @ 30% on Sl. No. 1	2,862.60	3,807.26	2,862.60	3,807.26
5	ESI on HRA@4.75% of HRA	135.97	180.84	135.97	180.84
6	Uniform outfit & washing allowance @8% on Sl. No. 1	763.36	1,015.27	763.36	1,015.27
7	Bonus @8.33% of Rs.3500.00	291.55	0.00	291.55	0.00
8	Sub Total Amount (A)	15,347.39	20,024.27	15,347.39	20,024.27
9	Relieving Charges 1/6th of (A)	2,557.90	3,337.38	0.00	0.00
10	Sub Total Amount (B) (8+9)	17,905.29	23,361.65	15,347.39	20,024.27

Note:-

- Agency Service Charge & Service Tax as applicable shall be payable extra.
- Wages are subject to amendments as and when promulgated from time to time by DGR.
- Bonus is mandatory as per Payment of Bonus Act 1965(as amended). The minimum bonus has been calculated on the minimum wage of Rs.3500. The upper limit of bonus is 20 per cent. Bonus is applicable for wages between 3500 (Lower Limit) to Rs.10000 (upper limit).
- Security Guard(s) is to be given a day of rest after a continuous period of six days work (8 hour shift / day) every week.
- Moreover, when a security guard works for more than 48 hours in a week he is entitled wages on overtime rates i.e. double the ordinary rates of wages

II. Terms & conditions

- Agency shall submit the bills to BHEL latest by the 7th day of each month. BHEL shall release the payments, on calendar month basis, through NEFT within 3 working days. The agency shall positively make the payment of the wages to the guards / supervisors by the 2nd day of each month. However, no interest payment shall be made for delay in making payment.

7. Over and above the reimbursement of wages, BHEL shall also reimburse **Agency Service Charges** as quoted by the agency and applicable **Service Tax**, subject to documentary evidence.
8. The monthly agency service charges shall remain firm during the contract period including the extended period, if any.
9. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by BHEL besides annulment of the contract.
10. The agency should also ensure that the Statutory Dues as per the existing provisions of various Labor Laws, Rules and regulations, issued from time to time, (like ESI / PF, etc.) are deposited within the specified period to the concerned Government authorities. All payments of these statutory dues in respect of drivers so deployed in BHEL are to be settled by Agency and BHEL shall in no manner be responsible for any dispute in this regard. Any statutory variation in the rates of said deposits shall also be admissible during the tenure of the contract. Further, the agency shall submit the evidence of deposit of EPF / ESI on monthly basis during the course of the contract.
11. The agency shall raise the bill, in **triplicate**, along with attendance sheet (duly verified by competent authority) in respect of the persons deployed and submit the same to designated competent authority in the first week of the succeeding month. Refer Annexure-A, Clause C (S. No. 4).
12. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc, should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of BHEL.
13. The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute for the period beyond 7 working days by the agency shall be deducted from the monthly bills of the service provider in the following month.



Annexure-D

Ref: AA:GAX:14:SA:103

Dated: 03.01.2015

UN-PRICED FORMAT

CONSOLIDATED WAGES & OTHER ALLOWANCES & STATUTORY PAYMENTS / CONTRIBUTIONS (As per DGR) FOR NOIDA BASED BHEL OFFICES					
Sl. No.	Components	Security Guard (Without Arms) (Round the clock)	Security Supervisor (Round the clock)	Security Guard (Without Arms) (During Office Hours)	Security Supervisor (During Office Hours)
1	Basic plus VDA	9,542.00	12,690.86	9,542.00	12,690.86
2	ESI@4.75% of S.No.1	453.25	602.82	453.25	602.82
3	PF Contribution on Sl. No. 1				
(A)	EPF @ 12% on Sl. No. 1	1,145.04	1,522.90	1,145.04	1,522.90
(B)	EDLI @ 0.50% on Sl. No. 1	47.71	63.45	47.71	63.45
(C)	Admn. Charges @ 1.11% on Sl. No. 1	105.92	140.87	105.92	140.87
4	HRA @ 30% on Sl. No. 1	2,862.60	3,807.26	2,862.60	3,807.26
5	ESI on HRA@4.75% of HRA	135.97	180.84	135.97	180.84
6	Uniform outfit & washing allowance @8% on Sl. No. 1	763.36	1,015.27	763.36	1,015.27
7	Bonus @8.33% of Rs.3500.00	291.55	0.00	291.55	0.00
8	Sub Total Amount (A)	15,347.39	20,024.27	15,347.39	20,024.27
9	Relieving Charges 1/6th of (A)	2,557.90	3,337.38	0.00	0.00
10	Sub Total Amount (B) (8+9)	17,905.29	23,361.65	15,347.39	20,024.27

Note:-

1. Agency Service Charge & Service Tax as applicable shall be payable extra.
2. Wages are subject to amendments as and when promulgated from time to time by DGR.
3. Bonus is mandatory as per Payment of Bonus Act 1965(as amended). The minimum bonus has been calculated on the minimum wage of Rs.3500. The upper limit of bonus is 20 per cent. Bonus is applicable for wages between 3500 (Lower Limit) to Rs.10000 (upper limit).
4. Security Guard(s) is to be given a day of rest after a continuous period of six days work (8 hour shift / day) every week.
5. Moreover, when a security guard works for more than 48 hours in a week he is entitled wages on overtime rates i.e. double the ordinary rates of wages

S. No.	Description	% Offered (figures)	% Offered (words)
		Q / NQ	Q / NQ
1.	Agency Service Charges for providing security services as per the requirement indicated at Annexure-A .		

Evaluation Criteria: The bids shall be evaluated on the basis of % Agency Service Charges offered as against S.No.1 above.

SPLITTING THE CONTRACTS

1. Order will be placed to top two senior most L1 agencies on approximately equitable basis.
2. L1 rates shall be applicable for the award of contract(s) to both agencies.
3. Based on the outcome of Price Bid Opening, the bidders would be ranked from L1 position in ascending order. Since BHEL has to award the contract to two agencies on approximately equitable basis, counter-offer of L1 bidder (Agency Service Charge) shall be given to the next higher bidder in the rank, i.e., L2 & so on. The award to the second bidder shall be subject to matching the L-1 rates (Agency Service Charge).
4. In an eventuality of more than two DGR Sponsored agencies quoting the L1 rates the contract under consideration will be allotted to the two senior most DGR sponsored agency. The order of seniority of sponsored agencies is indicated in sponsorship letter.
5. In continuation with S. No. 01 to 04 above, for the purpose of sharing business between the two successful bidders, BHEL will place order to **first successful senior most security agency** for providing Security Services at **BHEL offices of HRDI-PEM & Kribhco Bhawan-Noida** and for providing Security Services at **BHEL Township Noida and BHEL office at Advant Navis Business Park, Sector-142, Noida**, BHEL will be place order to **second successful senior most security agency**.

Signature:

Name:

Date:

Stamp:



Annexure-E

Ref: AA:GAX:14:SA:103

Dated: 03.01.2015

PRICE FORMAT

CONSOLIDATED WAGES & OTHER ALLOWANCES & STATUTORY PAYMENTS / CONTRIBUTIONS (As per DGR) FOR NOIDA BASED BHEL OFFICES					
Sl. No.	Components	Security Guard (Without Arms) (Round the clock)	Security Supervisor (Round the clock)	Security Guard (Without Arms) (During Office Hours)	Security Supervisor (During Office Hours)
1	Basic plus VDA	9,542.00	12,690.86	9,542.00	12,690.86
2	ESI@4.75% of S.No.1	453.25	602.82	453.25	602.82
3	PF Contribution on Sl. No. 1				
(A)	EPF @ 12% on Sl. No. 1	1,145.04	1,522.90	1,145.04	1,522.90
(B)	EDLI @ 0.50% on Sl. No. 1	47.71	63.45	47.71	63.45
(C)	Admn. Charges @ 1.11% on Sl. No. 1	105.92	140.87	105.92	140.87
4	HRA @ 30% on Sl. No. 1	2,862.60	3,807.26	2,862.60	3,807.26
5	ESI on HRA@4.75% of HRA	135.97	180.84	135.97	180.84
6	Uniform outfit & washing allowance @8% on Sl. No. 1	763.36	1,015.27	763.36	1,015.27
7	Bonus @8.33% of Rs.3500.00	291.55	0.00	291.55	0.00
8	Sub Total Amount (A)	15,347.39	20,024.27	15,347.39	20,024.27
9	Relieving Charges 1/6th of (A)	2,557.90	3,337.38	0.00	0.00
10	Sub Total Amount (B) (8+9)	17,905.29	23,361.65	15,347.39	20,024.27

Note:-

1. Agency Service Charge & Service Tax as applicable shall be payable extra.
2. Wages are subject to amendments as and when promulgated from time to time by DGR.
3. Bonus is mandatory as per Payment of Bonus Act 1965(as amended). The minimum bonus has been calculated on the minimum wage of Rs.3500. The upper limit of bonus is 20 per cent. Bonus is applicable for wages between 3500 (Lower Limit) to Rs.10000 (upper limit).
4. Security Guard(s) is to be given a day of rest after a continuous period of six days work (8 hour shift / day) every week.
5. Moreover, when a security guard works for more than 48 hours in a week he is entitled wages on overtime rates i.e. double the ordinary rates of wages

S. No.	Description	% Offered (figures)	% Offered (words)
1.	Agency Service Charges for providing security services as per the requirement indicated at Annexure-A		

Evaluation Criteria: The bids shall be evaluated on the basis of % Agency Service Charges offered as against S.No.1 above.

SPLITTING THE CONTRACTS

1. Order will be placed to top two senior most L1 agencies on approximately equitable basis.
2. L1 rates shall be applicable for the award of contract(s) to both agencies.
3. Based on the outcome of Price Bid Opening, the bidders would be ranked from L1 position in ascending order. Since BHEL has to award the contract to two agencies on approximately equitable basis, counter-offer of L1 bidder (Agency Service Charge) shall be given to the next higher bidder in the rank, i.e., L2 & so on. The award to the second bidder shall be subject to matching the L-1 rates (Agency Service Charge).
4. In an eventuality of more than two DGR Sponsored agencies quoting the L1 rates the contract under consideration will be allotted to the two senior most DGR sponsored agency. The order of seniority of sponsored agencies is indicated in sponsorship letter.
5. In continuation with S. No. 01 to 04 above, for the purpose of sharing business between the two successful bidders, BHEL will place order to **first successful senior most security agency** for providing Security Services at **BHEL offices of HRDI-PEM & Kribhco Bhawan-Noida** and for providing Security Services at **BHEL Township Noida and BHEL office at Advant Navis Business Park, Sector-142, Noida**, BHEL will be place order to **second successful senior most security agency**.

Signature:

Name:

Date:

Stamp:



Annexure-F

Ref: AA:GAX:14:SA:103

Dated: 03.01.2015

Acceptance Letter / No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. We confirm that services offered by us are conforming to the specifications mentioned in Annexure-A & Annexure-C.

Or

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

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

Note: Deviations may or may not be accepted by BHEL.

Signature

With name, Designation & seal of the firm

Gopal

Annexure-G

Ref: AA:GAX:14:SA:103

Dated: 03.01.2015

DECLARATION

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

Signature

With name, Designation & seal of the firm



Annexure-I

Ref: AA:GAX:14:SA:103

Dated: 03.01.2015

BIDDER'S DETAILS

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

(Signature & seal of the contractor)

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Annexure-J

Ref: AA:GAX:14:SA:103

Dated: 03.01.2015

NEFT Format

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

Enclosed: A photocopy/cancelled copy of one leaf from my cheque book for the codes required above.

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

Thanking you,

Yours sincerely.

Signature:

Name:

Designation:

Company Seal:

Date:



Annexure-K

Ref: AA:GAX:14:SA:103

Dated: 03.01.2015

CHECK-LIST (Part-I Bid)**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

S. No	Description of requirement	Yes/ No/NA	Page Nos.
1	Copy of the PAN card		
2	Copy of certificate of PF A/C Number		
3	Copy of Registration No. of Union Territory of Delhi		
4	Copy of certificate for ESI No.		
5	Copy of Service Tax registration certificate		
6	Copy of Empanelment certificate issued by DGR		
7	<i>Undertaking</i> as per Annexure-B, Clause A,1,(iv).		
8	Techno-Commercial Terms & Conditions (Annexure-A)		
9	General Terms & Conditions (Annexure-B)		
10	Payment Terms & Conditions (Annexure-C)		
11	Un-Priced Format (Annexure-D)		
12	Acceptance letter/deviation statement (Annexure-F)		
13	Declaration reg. non banning (Annexure-G)		
14	Bidder's Details (Annexure-I)		
15	NEFT Format (Annexure-J)		
16	Checklist (Annexure-K)		

(Signature & seal of the contractor)