

**Name of work: WORKS CONTRACT FOR HOUSEKEEPING & SANITATION WORKS AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2018-19.**  
**Ref No: WCT/9031800002 Dt 21.04.2018**

**PART-I (TECHNO COMMERCIAL BID)**

**SEALED TENDERS for the above work are hereby invited from contractors experienced in works of similar kind and magnitude. TENDERS must be submitted in sealed cover consisting of 3 (THREE) inner sealed covers all super scribing the name of work, tender ref no etc.**

**COVER- 1-EMD**

**SHOULD CONTAIN EMD OF INR 1,20,000/- (RUPEES ONE LAKH AND TWENTY THOUSAND ONLY)**

**COVER 2- TECHNICAL BID**

**VENDORS SHOULD GO THROUGH & SUBMIT ALL PAGES OF TECHNICAL BID AND ABIDE BY IT**

**COVER-3 PRICE BID**

**VENDOR SHALL GO THROUGH & SUBMIT ALL PAGES OF PRICE BID.**

**CONTRACTOR SHOULD SIGN & STAMP EVERY PAGE (AT RELEVANT PLACES) AS WELL AS IN SUPPORTING DOCUMENTS**

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**Ref No: WCT/9031800002 Dt 21.04.2018**

**BHARAT HEAVY ELECTRICALS LIMITED,  
TIRUCHIRAPPALLI-620 014  
WORKS CONTRACTS MANAGEMENT  
NOTICE INVITING TENDER**

1.	Tender Ref No:	<b>WCT/9031800002 Dt 21.04.2018</b>
2.	Name of work	WORKS CONTRACT FOR HOUSEKEEPING & SANITATION WORKS AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2018-19.
3.	Location of work	BHEL –TRICHY
4.	Period of contract	6 months from the date of award of contract.
5.	Earnest Money Deposit	₹ 1,20,000/- ( RUPEES ONE LAKH AND TWENTY THOUSAND ONLY)
6.	Tender Document details	A] Technical Bid - 50 Pages B] Price Bid - 3 Pages
7.	Place of Submission of Tender Document along with EMD	Sr. Manager Works Contracts Management (WCM) Building 53, First Floor, BHEL, High Pressure Boiler Plant, Trichy – 620 014
8	Last Date for Receipt of Tender	<b>08.05.2018 / 10:00 Hrs.</b>
9.	Date of Techno Commercial Bid Opening	<b>08.05.2018 / 10:30 Hrs.</b>
10.	Date of Price Bid Opening	Will be intimated separately to Technically qualified vendors.

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**A: Contractor Profile**

1.	Name of the Agency /Company /vendor.	
2.	Address:	
3.	Phone No.:	
4.	E-mail Address:	
5.	Name and Contact details of person for communication related to Tender	
6.	BHEL Vendor Code ( If any )	
7.	Labour License. ( Copy of Labour license to be attached )	

**Note:**

1. Vendors not having Labour License shall immediately get registered after award of work to comply with statutory requirements.
2. If vendor fails to get Labour License (As applicable) within 30 days of award of work, EMD / SD shall be forfeited and penal action shall be taken as per extant rules of BHEL.

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**(QUALIFYING CRITERIA)**

**B: Qualifying Criteria:**

Sl. No	Qualifying Criteria	DETAILS
<b>A</b>	<b>EMD Amount</b> EMD Amount: ₹ 1,20,000/- (Rupees One Lakh Twenty Thousand only) (Offer without EMD will be rejected.) (EMD will be waived off for Valid SME/NSIC/SSI vendors upon verification.) ( Copy of valid Certificate to be enclosed)	AMOUNT: DD NO: DD DATE: ISSUING BANK:
<b>A1</b>	<b>UAM No. (MSE bidders shall indicate the UAM number, failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs Order 2012)</b>	
<b>B</b>	<b>Technical Competence</b>	
<b>B.1</b>	<b>Firm Experience:</b> 1. Average annual financial turnover of ₹ 17.00 lakhs during the last 3 financial years ending 31-Mar-2017 ie 2014-15, 15-16, 16-17 2. During the last 7 years, i.e. since 01-04-2011 to 31-03-2018, should have executed works similar to housekeeping works such as Sweeping, Swabbing of areas, Cleaning of toilets, Manpower Supply. a) Three similar works for a value of ₹ 23.00 lakhs each (OR) b) Two similar works for a value of ₹ 29.00 lakhs each (OR) c) One similar work for a value of ₹ 47.00 lakhs Work order / Award of Contract / Service completion certificates issued by any Central / State Govt. / PSU company / Private Organization. Experience certificate from private organization to be supported by TDS (Tax Deducted at Source) certificate issued by the organization OR Form 26 AS.	

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<b>C</b>	Financial Soundness: <b>Copy of IT Return acknowledgement, Balance sheet and Profit &amp; Loss statement) during the last three financial years (2014-15, 15-16 &amp; 16-17) i.e. Assessment Year (2015-16, 16-17 &amp; 17-18) duly certified by chartered accountant to be attached</b>		
<b>C.1</b>	Balance Sheet for Financial Year duly certified by chartered accountant	<b>Year</b>	Please Tick (√) in the appropriate box
		2014-15	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2015-16	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2016-17	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
<b>C.2</b>	Profit & Loss Account for Financial Year duly certified by chartered accountant.	<b>Year</b>	
		2014-15	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2015-16	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2016-17	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
<b>C.3</b>	Copy of Income Tax submission acknowledgment for Financial Year.	<b>Year</b>	
		2014-15	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2015-16	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2016-17	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
<b>D</b>	<b>Income Tax Registration :</b> (Copy of PAN to be attached)		
<b>E</b>	<b>GST Registration</b> (Copy of GST Registration to be attached)		
<b>F</b>	<b>PF Registration (No. &amp; Date)</b> (Copy of PF Registration to be attached)		
<b>G</b>	<b>ESI Registration (No. &amp; Date)</b> (Copy of ESI Registration to be attached)		
<b>H</b>	<p>Acceptance Clause :</p> <p>We have read all the terms and conditions, noted the job content &amp; site conditions.</p> <p>We have quoted our offer by taking care of unit of measurement given in the Bill of quantities against individual items</p> <p>We have not taken any deviation from tender clauses as enumerated in the tender and we hereby convey our unqualified acceptance to all terms and conditions as stipulated in the tender. In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null &amp; void. We assure that no tampering was done to any part of tender document by us and if otherwise will lead to rejection of our bid.</p> <p>We confirm to have submitted our offer strictly in accordance with tender instructions.</p>		<input type="checkbox"/> Accepted / <input type="checkbox"/> Not Accepted

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Experience details (During the last 7 years, i.e. since 01-04-2011 to 31-03-2018) in similar works

<b><u>S No</u></b>	<b><u>Description of work</u></b>	<b><u>Client</u></b>	<b><u>From date</u></b>	<b><u>To date</u></b>	<b><u>Value executed</u></b>
<b><u>1</u></b>					
<b><u>2</u></b>					
<b><u>3</u></b>					

**INSTRUCTIONS TO THE TENDERERS**

SEALED TENDERS for the above work are hereby invited from contractors experienced in works of similar kind and magnitude. TENDERS must be submitted in sealed cover consisting of 3 (THREE) inner sealed covers all super scribing the name of work, tender ref no etc. The offer should be addressed to SENIOR MANAGER, Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014, to reach WCM Dept. on or before **08.05.2018 at 10:00 Hrs.** or the same may be dropped in the Tender Box kept at Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014

Tenders will be opened on **08.05.2018 at 10:30 Hrs.** (IST) at Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014. BHEL shall not responsible for any postal delay.

Bidder has to submit (1) Part-I (Techno-Commercial bid) (2) Part-II (Price bid) & (3) EMD cost in separate covers.

- a. The first envelope shall contain individual DD / Pay order drawn in favor of BHEL, Trichy or details of Electronic Fund Transfer for EMD, sealed in separate covers and super scribed as EMD Cover for NIT / Enquiry No.

**Note: 1. Offer without EMD will be rejected.**

2. **EMD may be submitted in the form of DD/Pay Order /Bankers Cheque drawn in favor of BHEL, Trichy (along with offer) or Electronic Fund Transfer credited in BHEL account (before Tender opening). EMD in any other form (Like FD / One Time EMD etc.) is not acceptable.**

**EMD shall be submitted preferably in the form of SBI E-Collect (Electronic Fund Transfer) credited in BHEL account (before Tender opening) and the receipt of payment should be submitted in EMD cover**

**Ref Link for E-payment:**

**<https://www.onlinesbi.com/prelogin/icollecthome.htm>**

- b. The second envelope shall be sealed and super scribed as Part-I (Technical Bid for NIT/Enquiry No.)
- c. The third envelope shall contain only Part-II (Price bid) for the above work as per scope and to be quoted as per the format given in price bid. Any other information in price bid will not be considered. The envelope shall be sealed and super scribed as Price Bid for NIT / Enquiry No.

All the above three envelopes shall be kept into one cover, sealed and super scribed as Tender Document for the work as per NIT (NIT/Enquiry No). **Offer without separate EMD Cover (with DD/MSME/NSIC) shall be liable for rejection.**

**Note:**

1. The contract will be awarded for a period of **6 months** from the date of ordering.
2. The quoted values shall be valid up to **four months** from date of Tender opening.
3. The rates shall remain firm for the entire period of the contract (including extended period) in case WO is awarded.
4. **If the Contractor back outs after opening of tender, the contractor is liable for forfeiture of the EMD paid.**
5. Evaluation of the offer shall be done on "Net Cash outflow to BHEL" after taking into account applicable Taxes and Duties.
6. BHEL reserves the right to increase or decrease the tendered quantity.
7. **BHEL does not guarantee ordering of any minimum quantity.**
8. Income Tax deduction at source as applicable in the IT Act from time to time will be made on the value of the bills in the absence of Income Tax Exemption Certificate from the concerned IT officer.

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9. All the Statutory Obligations such as ESI, PF, Labor Acts, Factories Act, GST, etc. will have to be taken care of by the vendor. BHEL will have no liability on them. Notwithstanding the above, if any demand notice is served by the concerned Statutory Authorities for recovery of any of their dues on BHEL, the same would be paid to the statutory authorities without notice to the vendor and recovered as a due from any pending / future bills.
10. In case contract is not executed by vendor after award and acceptance of contract, BHEL may exercise the right to forfeit EMD, Security Deposit / BG of such contractors and also suitable action will be taken by BHEL on those Contractors as deemed fit.

**11. MSE VENDORS: -**

**“Declaration of UAM number by MSE bidders on Central Public Procurement Portal (CPPP) is mandatory failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs Order 2012 for tenders invited through electronically through CPPP. Even in the Tenders invited non-electronically by BHEL, the MSE bidders shall indicate the UAM number in their bidding documents failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs Order 2012”**

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 is provided as 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 bids at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are 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.

**Annexure – A**

**Certificate by Chartered Accountant on letter head**

This is to Certify that M/S ..... (Here in after referred to as ‘company’) having its registered office at ..... is registered under MSMED Act 2006, (Entrepreneur Memorandum No. (Part – II) ..... Dtd: ....., Category: ..... (Micro/Small). (Copy enclosed). Further Verified from the Books of Accounts that the investment of the company as per the latest audited financial year ..... 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 MSMED Act, 2006 :  
Rs...Lac.

**(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 ever is not applicable) Category under MSMED Act 2006. Or The company has been graduated from its original category (Micro/Small) (Strike off whichever is not applicable) and the date of graduation of such enterprise from its original



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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 S.O. No. 3322€ 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.

**IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER.**

- (a) Should a Tenderer find discrepancies or omissions in the Tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the Tender, for clarification well before the due date, so as to submit his Tender in time. (No extension of time shall be given for submission of the Tender on any account) Every Endeavour is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take upon himself to provide for the risk of any error which may be subsequently by discovered and shall make no subsequent claim on account thereof.
- (b) Conditional, unwitnessed, late Tenders, Tenders containing prima-facie absurd rates and amounts, Tenders which are incomplete or otherwise considered defective and Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original **ARE LIABLE TO BE REJECTED**
- (c) Vendors are advised to get themselves acquainted with the site conditions, the scope / work details before submitting the offer.
- (d) All entries in the Tender documents should be in one ink. Bid should be free from correction, overwriting, using corrective fluid etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection
- (e) The contractor shall quote the %, rates inclusive all taxes but excluding GST
- (f) The quoted values shall be written in words as well as figures. Wherever there is a difference in the two, the rates quoted in words will be taken as final and binding on the contractor.
- (g) The Tender must be signed separately and legibly by Partner / Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly self-attested must accompany the proprietor or partner.
- (h) If a Tenderer deliberately gives wrong information in his Tender or creates conditions favorable for the acceptance of his Tender, BHEL will REJECT SUCH TENDER AT ANY STAGE.
- (i) Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- (j) Canvassing in any form in connection with Tenders is strictly prohibited and the Tenders submitted by the Contractors who resort to canvassing will be liable for rejection. The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.
- (k) Submission of Tenders by electronic media like e-mail, Internet, fax etc. followed by hard copy, is acceptable and will be at the sole risk of the Tenderer. The Tenders thus submitted will be final and binding on the Tenderer. BHEL will not be responsible for any consequences that may arise in this regard.
- (l) Late and Delayed Tenders will be summarily rejected and under no circumstances it will be considered and accepted.
- (m) All corrigenda/addenda/amendments/time extensions/clarifications, etc. to the tender will be hosted on BHEL & Govt. Tenders websites only (<http://www.bhel.com>, <http://tenders.gov.in/> or <https://eprocure.gov.in>) and will not be published in any other media. Bidders should regularly visit above website(s) to keep themselves updated.
- (n) *BHEL may reject the bid or in case the contract has been awarded, then terminate the contract apart from taking any other suitable action under the contract or applicable legal provisions or BHEL guidelines including Guidelines for suspension of Business Dealings, without any liability for any compensation to the bidder if, BHEL discovers at any time that any statement made by the bidder in the affidavit cum undertaking is false, fraudulent or Any document submitted by the bidder was fake and forged Or If BHEL determines in the sole*

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*discretion that any statement was aimed at deliberately misleading BHEL with a view to ensure award of the subject contract to the bidder.*

- (o) BHEL reserves the right to reject the tender, if it contains any tampering to the tender documents submitted by the bidder, at any stage.
- (p) The labours engaged under this contract cannot be deployed in any other work. Violation of this rule will be viewed seriously.
- (q) BHEL reserves the right to cancel the tender or reject the lowest or any tender in full or in part without assigning any reasons whatsoever.



**BHARAT HEAVY ELECTRICALS LIMITED**  
**TIRUCHIRAPPALLI – 14**  
**HUMAN RESOURCE MANAGEMENT**

**CIRCULAR**

No. BHEL: HR: WEL: MW  
Date: 03.02.2018

**ALL CONTRACT EXECUTING/AWARDING OFFICIALS**

Sub. : Minimum Wages Act 1948 – Fixation of Minimum rates of wages for the employment in “General Engineering and Fabrication Industry” – Reg.

Ref. : Tamil Nadu Gazette No. 1 dated 03.01.2018

Consequent upon the changes in the Basic Wages and Dearness Allowances payable under the Minimum Wages Act to those employed in “General Engineering and Fabrication Industry”, the Minimum Wages payable by the Contractors to their workmen engaged in the following categories would be as follows with effect from 01/01/2018:

Sl. No.	Category	Minimum Basic Wages per day	Minimum DA per day	Total Minimum Wages per day	Minimum Basic Wages per month	Minimum DA per month	Total Minimum Wages per month
1	Unskilled Worker	Rs.258.50	Rs.163.00	Rs.421.50	Rs.7755.00	Rs.4235.00	Rs.11990.00
2	Semi-Skilled Worker	Rs.271.00	Rs.163.00	Rs.434.00	Rs.8130.00	Rs.4235.00	Rs.12365.00
3	Skilled Worker	Rs.278.50	Rs.163.00	Rs.441.50	Rs.8355.00	Rs.4235.00	Rs.12590.00
4	Supervisor				Rs.7660.00	Rs.4235.00	Rs.11895.00

Contract Awarding / Executing Executives are requested to instruct contractors about the above changes in the Tamil Nadu Government Minimum Wages.

  
SDGM (HR-Welfare and Recruitment)

Cc:  
DGM/HR/PC/Chennai  
DGM/HR/PPPU/Thirumayam  
AGM/Finance  
GM/Finance  
AGM/HR  
GM/HR

KRISHNAVENI SEKAR  
Sr. DGM (HR - Welfare & Recrt.)  
Bharat Heavy Electricals Limited  
Tiruchirappalli - 620 014.

**UNPRICED BILL OF QUANTITIES - 2 items**

<b>Sl. No.</b>	<b>Qty.</b>	<b>Description of work</b>	<b>Unit</b>
1	6	Entire housekeeping works such as sweeping, cleaning, swabbing, washing with soap oil, cleaning of toilets, sanitation works, cleaning of electrical fittings, cleaning of grass, removal of rubbish etc. in BHEL Main Hospital, RSK Dispensary, Dispensary at Kattur, Security colony as per the enclosed Scope of work (SCOPE I), TERMS & CONDITIONS as per Annexure III. Frequencies of activities given in Annexure-A and any other works as per the instructions of Executive in charge. The entire premises should be always kept in a neat & clean manner. (Daily 48 unskilled workers- {15 Male,30 Female} and 3 supervisors- {2 male, 1 female} are to be engaged for the above work as per Clause 9 of Terms & Conditions) The rate of payment will be on pro-rata basis depending on the total number of services provided for the full month as per attendance certified by Executive in-charge.	Per Month
2	184	Daily Transporting the garbage, horticulture waste, hospital, kitchen waste etc., collected from various wards, dustbins and other places by Lorry covering with suitable net to avoid spilling during transportation and unloading at the earmarked place on the Eastern side of MHD (Nearly 5 K.M. from the center point of Kailasapuram). Rate also includes collection, loading, all lead, unloading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. complete and as directed by the department. The trip sheet is to be maintained for each load that will be certified by the concerned official, which will form the basis for making payment. Each load would exit only through the main entrance of Township.(Capacity of the Lorry should be minimum 300 cubic feet )	Each Trip

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**CRITERIA FOR AWARD OF WORK:**

1. The evaluation of Offer for award of work shall be on the basis of "Total Cost to BHEL". The criteria for award of work shall be overall L1 basis.
2. The works contract to be entered into with the successful tenderer will be governed by BHEL General Conditions of Contract in force.
3. The contractor shall follow norms of BHEL security system for movement of men & materials within the complex including biometric system.
4. The workmen to be deployed by the contractor shall adhere to the safety / security rules and regulations of the Company and any person who is found to be violating the security / safety rules of the company shall be replaced immediately at the cost of the contractor.
5. The contractor shall strictly adhere to various labour laws in force.
6. Water and electrical energy required for the work will be provided by BHEL at free of cost at the locations wherever possible.
7. The tenderer shall carry out health performance test at his cost for all the workmen engaged in the work through a registered medical practitioner and produce certificate on demand.
8. The contractor has to make his own arrangements to provide refreshment for the workmen deployed by him
9. If any of the workers employed by the contractor is found to indulge in acts subversive of discipline, the same will be brought to the knowledge of the contractor and he shall arrange for replacement of such personnel.
10. All the consumables, Tools & Plants used in the work shall be of approved quality and will be subject to periodical inspection by BHEL officials.
11. The contractor should record the entry of all machineries / materials at the security gate while bringing in for work.
12. Statement of completed works with detailed certified measurements along with material consumption statement shall be submitted by the contractor in the last week of every month for processing their bill.
13. Contractor's materials and tools & plant shall have to be brought inside the factory with proper invoice / voucher and make necessary entry in the Security gate. They should maintain proper record for materials, tools & plants, etc., brought inside the factory complex.
14. The decision of In-charge for this contract shall be final and binding on the contractor regarding clarification of items of works.
15. **In all matters of disputes, the decision of the General Manager, BHEL, Tiruchirappali-14 shall be final and binding on the Contractor.**

**- TERMS & CONDITIONS:**

**1.0 INTRODUCTION:**

- 1.1 BHEL Main Hospital is situated in BHEL Township, Kailasapuram, Trichy-14 which is 17 KMs away from Trichy Central Bus Stand.
- 1.2 There is one Satellite Dispensary (RSK Dispensary) at Thillai Nagar in Trichy 15kms from Main Hospital and there are two more Dispensaries one at Kattur, which is 5 KM from Main Hospital and the other at Security Colony which is 1.5 Kms from Main Hospital.
- 1.3 This contract is for the House Keeping and Sanitation activities to be performed in the above Hospital and Dispensaries. This contract is for 6 months period.
- 1.4 The Contractor has to quote for all the activities of housekeeping as given in B.O.Q.

**2.0 GENERAL:**

- 2.1 The Agency should provide a set of proper uniform to their employees including supervisors. No person will be allowed to work without uniform. For Female Ward, Gynaec Ward, Labour Ward, P.O.W. etc., only female labours should be engaged. One female supervisor shall be engaged to supervise the activities in these wards. Also the safety measures have to be taken care of by the contractor.
- 2.2 The labourers should not wander here and there. They should stick to their allotted areas of work.
- 2.3 The contractor has to arrange for supervision by engaging one supervisor during 1<sup>st</sup> shift & 2<sup>nd</sup> shift. For general shift, one female supervisor shall be posted.
- 2.4 Security check will be there for the labourers when they come to work and when they leave the hospital.
- 2.5 The quoted rate should include all taxes and duties, if any.(except applicable GST).Quoted rates remain firm and will not be increased at any cost.
- 2.6 The contractor has to pay the minimum wage to their workers as prescribed and revised by the Govt. of Tamil Nadu from time to time as per **General engineering and related employment**. The contractor shall take all necessary steps to comply with the relevant statutes in force, governing the contract workers. There will not be any liability for BHEL in respect of personnel employed by the contractor. The contractor shall indemnify BHEL against all claims and losses arising as a liability under ESI Act, EPF & Misc. Provisions act, Workmen Compensation Act, ID Act, Minimum Wages Act etc, or any civil / Criminal law in force so far they relate to the contract workers engaged under this contract in BHEL.
- 2.7 The Agency has to submit the list showing the details of the Labourer / Employees and supervisors engaged, with Passport size Photograph and permanent address with proof of address.

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- 2.8 In case of additional requirement of housekeeping, the agency should be in a position to carry out the job without any delay.
- 2.9 In case if it is found by BHEL that any property or materials of BHEL is lost or stolen or damaged due to the negligence of the Agency, the Agency will be held fully responsible and should reimburse the cost of loss / damage so incurred. The decision of BHEL as to the cost of loss and negligence is final.
- 2.10 Contractor shall not assign or transfer the rights under this contract to any other person.
- 2.11 The contractor shall be required to execute an agreement towards this on non-judicial stamp paper of value Rs.100/- in the form prescribed by BHEL. The expenses of completing and stamping the agreement shall be borne and paid by the contractor.
- 2.12 These contract conditions shall be deemed to form an integral part of the contract agreement that is to be entered into.
- 2.13 In addition to above, General conditions of contract of BHEL in force is also applicable.
- 2.14 In the event of unsatisfactory or noncompliance of any of the terms and conditions of the contract by the contractor, the management of BHEL shall have the right to terminate the contract with one-month notice.
- 2.15 The total manpower required to do the above works with respect to Sl. No.1 of BOQ, should be total 48 persons, minimum 45 LABOURERS {15-Male, 30-Female} & 3 SUPERVISORS{2- Male, 1- Female} daily except on Sundays & Holidays. The contractor should plan accordingly for suitable relievers along with regular Supervisors & Unskilled workers. For Sundays and holidays required manpower will be indicated by the executive in charge.
- 2.16 In case executive in-charge requires less number of services on a particular day/Sunday/Holiday, the same will be informed to the contractor in advance and the contractor will provide the required services as per the requirement for that particular day. The monthly payment to the contractor will be paid on pro-rata basis depending on the total number of services availed per month based on the attendance maintained by executive in-charge/ BHEL Hospital. If the contractor fails to supply 45 labourers and 3 supervisors on any particular day without any instruction from executive incharge, deduction will be made as per the prevailing Minimum wages (Basic+DA+Additional wages) + 5% as penal charges.
- 2.17 For Sl. No. 2 of BOQ, Transportation of Garbage, the contractor has to engage separate manpower.
- 2.18 The contractor has to maintain sufficient Man power to ensure the continuous supply of 3 Supervisors and 45 labourers each day taking into consideration the weekly off/ absentism of Labourers including Supervisors.
- 2.19 **Salary to the workers and supervisors shall be as per Minimum Wages Act 1948 and notification from Commissioner of Labour Chennai for "General Engineering and related employment" as applicable from time to time.**

## **1.0 SCOPE OF WORK-I**

The scope of work in BHEL Main Hospital and the three Dispensaries are given below. Frequency of activities are given in **Annexure – A**

- 1.1 Cleaning and sweeping of all Wards, Pharmacy, OP areas, Doctors' rooms, Office rooms, Conference hall, all Verandahs etc. with brooms and then by swabbing with wet cloth using soap oil or equivalent.
- 1.2 Cleaning the toilets, urinals, washbasins, bathrooms, etc.
- 1.3 Removal of cobweb in the entire hospital area.
- 1.4 Washing the areas with water & soap oil periodically.
- 1.5 Cleaning of electrical fittings such as fans, lights, switch boards, partitions, cupboards, chairs, sofas, file-racks etc. once in 15 days.
- 1.6 Cleaning of doors, windows, ventilators, etc. once in 15 days.
- 1.7 Cleaning of all open terrace areas, walls, ceilings etc. once in a month.
- 1.8 Removal of unwanted jungle, vegetation, dried leaves etc. and disposal of the same to one designated place outside the Hospital. Collection of these garbage is through the vehicle as per the Scope, Sl. No. 2 in BOQ.
- 1.9 Collection of Bio medical wastages daily from all wards, operation theatres etc., segregation and keeping it in colour coded bags at a designated place. A contractor already engaged by BHEL for this purpose will collect the bags.
- 1.10 Cleaning & preparation of the discharge rooms, immediately after the discharge of a patient.
- 1.11 Fumigation of rooms including cleaning all the furniture, keeping it in sunlight and rearranging the same, whenever occasion arises.
- 1.12 Washing of dirty, soiled linen specifically from OT, ICU, Gyniec ward, Post-Operative Ward etc. identified by the executive in-charge and handing over the same to Dhobi.
- 1.13 The work should be attended to round the clock. Our shift timings are given below:

**I Shift : 06.00 Hr. to 14.00 Hr.**

**II Shift : 14.00 Hr. to 22.00 Hr.**

**III Shift : 22.00 Hr. to 06.00 Hr.**

**Split shift (7.00 Hr. to 12.00 Hr. & 13.00 Hr. to 16.00 Hr.)**

**General: 8.00 Hr. to 16.30 Hr.**



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- 1.14 In wards, whenever the patients vomit, urination, defeating, bleeds, etc., on emergency basis the cleaning is to be done immediately.
- 1.15 Removal of blocks in drainage chambers and up to manholes, manholes to manholes inside hospital area, **carcass** if any in the premises should be removed and buried.
- 1.16 Collection of medicines from main store and distribution to all the five pharmacies as below:
  1. Ward Pharmacy in Main hospital, 2. General pharmacy in Main hospital 3. RSK Dispensary 4. Kattur Dispensary 5. Security colony Dispensary.Arranging the medicines in racks, as per the directions of Pharmacy in-charges.
- 1.17 The Female surgical ward which is at present closed. This ward is to be cleaned once in 15 days.
- 1.18 The Mortuary is situated 100 meters away from the casualty. The area is 19 m<sup>2</sup> and is to be cleaned once in a week. Apart from this, after removal of dead bodies, mortuary is to be washed completely.
- 1.19 Two operation theatres (A&B) are available in main hospital. Proper cleaning and swabbing is to be done regularly. Washing is to be done weekly once, as per instructions of theatre in-charge. During emergency operations, concerned ward sanitary workers are to be deputed for washing the clothes and operation theatres.
- 1.20 Watering of the lawns and all plants are to be done periodically. All the lawns are to be cleaned and maintained properly. Mowing of the lawns and cutting/trimming the plants have to be done periodically.
- 1.21 One person is to be deputed exclusively for cleaning the Dining & Dietary areas including cleaning of toilets, washing of plates before and after breakfast / lunch / dinner, etc. Every day, the dining hall is to be washed after lunch. Dietary cleaning is to be done every day.
- 1.22 Whenever functions / meetings are arranged on Sundays and other days, the conference hall is to be cleaned and maintained properly.
- 1.23 There are four rest rooms ( Hospital Annexe rooms ) nearer to the hospital, whenever required these rooms and surrounding are to be cleaned.
- 1.24 In Laboratory for cleaning the floor area, toilet, test tubes, burettes, glass plates, slides etc. one person is to be deputed exclusively every day except on Sundays.
- 1.25 On Sundays and Holidays the following areas will not function. Hence the manpower should be utilized for washing the floors with soap oil in these areas.
  - a) General OP
  - b) Male OP
  - c) Female OP
  - d) X-ray
  - e) Lab
  - f) General Pharmacy
  - g) ERNE
  - h) Physiotherapy
  - i) Operation Theatre
  - j) Stores
  - k) Canteen

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- l) Office
- m) Community Health Services

**PATIENT CARE BY THE CONTRACTOR:**

- 1.26 The Bed Pans, Urinals, Spittoons, Buckets, Kidney Trays, Dust Bins, etc. used by the patients are to be washed then and there with antiseptic solutions.
- 1.27 The patients who are unable to walk should be given bed pan and urinal whenever needed and cleaned after their use.
- 1.28 The patients who are unknowingly urinating / defecating in bed should be cleaned & washed including washing of clothes etc.
- 1.29 After motion the anal region of patients is to be cleaned.
- 1.30 Whenever the patients are to be shifted from ward to ward and to other areas viz. X-ray. Physiotherapy, Lab. Dental, Eye, ENT, Operation Theatre etc. they should be shifted by wheel chair or Trolley.
- 1.31 Enema can, Bowl, Catheters, gloves, Rubber-sheets, etc. are to be cleaned with antiseptic solution.
- 1.32 The collected blood, urine, motion that are to be tested are to be collected and given to Lab.
- 1.33 Shifting of machineries, furniture etc. from one place to other whenever needed is to be arranged.
- 1.34 Cleaning of utensils with soap solution should be done weekly once thoroughly and kept dried in sunlight.
- 1.35 If any patient expires in the ward, then immediately that area has to be washed.
- 1.36 Monday & Thursday security colony, Tuesday & Friday Kattur – Peripheral dispensaries are to be cleaned.
- 1.37 The footwear of doctors, staff of Post-Operative Ward, ICU & OT are to be washed daily in night shift.

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**FLOOR AREA:**

1.38 Area of Wards

Sl. No.	Description	Area in SQM
1	Male ward	409
2	Female ward	381
3	Special ward	310
4	Male Surgical ward	245
5	Isolation ward	220
6	Gynaec & Pediatric ward	296
7	Labour ward	285
8	Operation Theatre – A & Minor OT	428
9	Operation Theatre – B	150
10	Post Operative ward and Intensive care unit	246
11	Special Care Nursery	125
12	Casualty	487
13	New Labour ward	300
14	Female Surgical ward	250
	<b>Total</b>	<b>4132</b>

**Say 4135 Sqm**

1.39 Other than wards

Sl. No.	Description	Area in SQM
1	Community Health Services	247
2	Dietary & Dining Hall	269
3	Ramp Area	133
4	Minor OT out side	150
5	Main Verandah	310
6	X-ray section	137
7	CMO Office area	358
8	Male OP	766
9	Specialist area up to Lab	813
10	Female OP	627
11	Stores and Purchase	410
12	Hospital Annexe building ( 4 Rooms )	
	<b>TOTAL</b>	<b>4220 Sq.M</b>

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1.40 Open area sweeping (Daily) Car sheds, All cycle and Scooter stands area, front entrance open area etc.	- 6000 SQM
1.41 Surrounding area sweeping (once in a week) (All-round the buildings)	- 6000 SQM
1.42 RSK Dispensary area	- 4400 SQM
1.43 Closed wards area	- 250 SQM
1.44 Mortuary area	- 19 SQM

## **TOILETS**

1.44 Main hospital total toilets area – 415 SQM (This is only floor area and walls 1.5 metre height tiles area is also to be cleaned)

a) Indian water closet	-	48
b) European water closet	-	39
c) Wash basin	-	46
d) Sink (Small)	-	96
e) Sink (Large)	-	6
f) Urinal	-	8

1.45 RSK Dispensary Toilet Area – 35 SQM (This is only floor area and walls 1.5 meter height tiles area is also to be cleaned).

a) No. of Toilets	-	9
b) IWC	-	6
c) EWC	-	3
d) Wash basin	-	2
e)		

1.46 The removal of grass and rubbish have to be done periodically  
The removed grass to be collected and kept at one place for disposal or burning.  
Removing or clearing of any debris inside the hospital compound.

## **2.0 SCOPE – II**

- 2.1 The conveyance for clearing of garbage and other items which are kept at the rear side of hospital are to be removed daily and as per the instructions during emergency.
- 2.2 Payment will be made per load basis (Open Lorry capacity 300 cubic feet). The garbage will be kept in one place and collection has to be done from that area and disposed at the designated place. The grass & leaves are to be collected from various areas.

### **3.0 BHEL FREE SUPPLY ITEMS**

BHEL will supply the following Items Free of Cost. The contractor has to maintain a register for the receipt from BHEL stores, issue to all sections and stock on hand date wise, this register will be checked monthly by the executive in-charge to verify the consumption of all the consumable items given by BHEL free of cost.

The Executive In-Charge will sign and certify the consumption of the items each month in the register.

#### **Tools:**

Ladder, Stool (to be returned safely)  
Vacuum cleaner if required (to be returned safely)  
Free power for operating machineries

#### **Consumables:**

Vim Powder  
Soap Oil, Pine Oil, Phenyl  
Floor Washing Liquid (Lizol/Equivalent)  
Toilet Washing Liquid (Harpic/Equivalent)  
Naphthalene balls  
Bleaching Powder  
Odonil

### **4.0 CONTRACTOR SCOPE MATERIALS:**

#### **Tools:**

Bucket with Lid (Big)	: 20 Nos
PVC Hose (25 mtrs)	: 2 Nos
Block Removing Steel Rod`	: 2 Nos
Soil Cutter	: 1 Nos
Knife	: 1 Nos
Moram	: 20 Nos
Bickle	: 1 Nos
Kodaparai Rod	: 1 Nos

#### **Consumables:**

#### **Bellow consumables should be replaced monthly:**

Soft Brooms	: 15 Nos
Coconut Brooms	: 15 Nos
LCR Brushes	: 5 Nos
Scrubbers	: 12 Nos
MOP Thread	: 15 Nos
Cobweb remover Stick	: 3 Nos (To be replaced once in three months)

### **5.0 TERMS & CONDITIONS**

a) The rate quoted should be inclusive of all taxes etc. for the work indicated under all scope of work mentioned above.

b) The rates quoted should be firm and no increase is allowed throughout the contract period

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- c) In case of revision in minimum wages by BHEL based on G.O, minimum wages at actuals only will be paid by BHEL and not service charges . Service charge will remain firm through the contract period or extended duration and no extra payment will be reimbursed to the contractor by BHEL. Service charge will not be revised on any revision in DA/ wages to the contract labour.
- d) The contractor should revise the wages whenever there is a revision of wages throughout the whole period of contract period for the workmen and Supervisors engaged by him.
- e) In case if the lowest offer of rate for this contract does not meet BHEL scope of work given in the tender BHEL reserves the right not to consider the same.
- f) BHEL reserves the right to negotiate or refloat the tender if the L1 rate of contract is not the lowest acceptable value to BHEL inter-alia other reasons.
- g) At any point of time during the course of contract, if the workers of the contract absent themselves from work or go on strike BHEL will be at full liberty to engage work force from outside agencies and the amount paid to them will be deducted from the contractors bills.

## **6.0 CONTRACT PERIOD**

The period of contract will be for 6 months and if found satisfactory it may be extended for another six months which will be mutually agreed. However, the contract may be terminated due to violation or non-performance of contract conditions by giving one month notice only by BHEL.

## **7.0 INSURANCE**

BHEL will not be liable for any Injury / Loss of life of persons engaged by the contractor. A suitable Insurance coverage for them may be arranged by the Contractor at his own cost.

## **8.0 EMD**

The EMD for the said work should be furnished in the manner specified in Favor of BHEL, Trichy-14.

**Offers without EMD will be rejected.**

## **9.0 EMPLOYEES**

- a) The contractor shall engage a minimum of 45 employees + 3 supervisors for the above said works mentioned in the scope.
- b) Expenses on account of salary, food for the contract employees, one set of uniform, personal protective equipment and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus etc. to the employees engaged by the contractor shall be borne by the contractor.
- c) The contractor shall have full control of his employees in respect of discipline, attendance and obedience etc.
- d) The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- e) The contractor shall employ such personnel who are medically fit. BHEL has the right to direct the contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.
- f) The contractor shall comply with the provision of the Factories Act 1948, Contract Labour ( Regulation & Abolition ) Act 1970,ESI Act 1948,Workmen Compensation Act1923, Employees Provident Fund and Miscellaneous Act 1952, Minimum Wages Act 1948, Payment of wages Act 1936, Payment of Bonus Act 1965,Payment of Gratuity act 1972, GST

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if applicable, Tamil Nadu Industrial Establishment ( National & Festival holidays) Act 1958 and the rules framed under or any other laws and rules as may be applicable from time to time to the workers engaged by him. The contractor shall produce the Attendance Register, Wage Register, PF statement and ESI statement etc. every month for claiming his monthly bills. The contractor when required by the company shall produce the registers and records for verification and shall comply with other directions issued by the company for compliance of statutory provisions. This clause shall survive termination or expiry of contract and the contractor agrees to maintain these details and records as per the provisions of various statutory provisions and rules.

- g) Noncompliance of the statutory acts for the payment of salary to the employees will be viewed seriously and the contract shall be terminated.**
- h) After completion of the contract period, the contractor is responsible for the PF amount settlement to the workmen and the supervisor within one month from the date of completion. After settlement of PF and all other dues from the contractor to the workmen only the security deposit of the contractor will be released by BHEL.**
- i) The contractor has to ensure payment to the employs and supervisors engaged by him before 7<sup>th</sup> day of every calendar month. Payments should be made through electronic mode directly to the Bank account of the employees. Monthly bank Statement for the proof of Payment has to be enclosed with the contractor Bills for each month.

*Contractor should ensure that atleast the prevailing minimum wages, as per the rules of Government of Tamilnadu, which are applicable to General Engineering and Fabrication Industry and BHEL's additional wages, inclusive of bonus after remitting PF & ESI contributions, are paid to his employees ONLY in their respective bank accounts by means of NEFT/ RTGS/ IMPS. While submitting the bills, the contractor should submit a proof of payment made to employees through bank, along with PF and ESI contribution challans to Welfare Section every month for effecting payment by BHEL. Otherwise payment to the bills will not be processed. In addition, the contractor has to submit wage register as a proof for payment of Minimum wages and additional wages as per prevailing acts, for getting payment from BHEL.*

*To illustrate, at present the minimum wages as per the guidelines of government of Tamilnadu plus BHEL's additional wages inclusive of bonus being paid to an unskilled worker per day after remitting PF & ESI contributions, is*

*Unskilled worker is Rs 515/-,*

*Semiskilled worker is Rs. 545/-,*

*Skilled worker is Rs. 567/- and*

*Supervisor it is Rs 545/- which shall be the minimum amount per day that has to be paid to the employees' bank accounts.*

*The above Illustration is subject to change as and when the minimum wages are revised by the competent authority.*

- j) Pay slips with details are to be provided to the all employees.
- k) In case of delay in Payment to the employees beyond 7<sup>th</sup> of every month, BHEL will put a penalty to the contractor 0.5% of the monthly bill value of the contract per week of delay.**
- l) In case an employee continues to work beyond 8 hrs in a day, the Overtime should be recorded in the Overtime register and payment shall be made as per statutory conditions.**

**10. Payment to the contractor by BHEL:**

- a) The bills for Payment shall be prepared by the contractor on the basis of contract and submitted in the name "Medical Supt.", BHEL Main Hospital, Trichy in the first week of every month along with copies of PF, ESI & GST receipts. The bills will be verified and sent to Finance department. Payment of the same will be made within a period of 60 days from the date of

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submission of Bills proper in all respects.

**ANNEXURE-A**

**FREQUENCY OF ACTIVITIES**

SI No	AREA	WORKS	FREQUENCY
1	All wards	Sweeping and swabbing Only sweeping	I Shift Twice II Shift Once I Shift Once
2	Bathrooms, toilets, urinals, wash basins, sinks, etc.,	Washing, Cleaning & Disinfecting	I Shift Thrice II Shift Twice I Shift Once
3	All areas	Cob web cleaning	Weekly once
4	Entire floor area of hospital excluding wards	Sweeping and Swabbing	In General shift Sweeping twice Sweeping once
5	All areas including wards	Washing with soap oil	Once in a week
6	Car sheds, All cycle and scooter stands area. Front entrance open area etc.,	Cleaning and up keeping  Cleaning and upkeeping	Weekly twice  Daily
7	Surrounding areas (All round the building)	Cleaning and upkeeping Including cutting & cleaning of grass	Once in a week
8	Lawns & plants	Watering & cleaning etc.,	Alternative days
9	Mortuary	Cleaning & swabbing washing with soap oil	Daily at once Whenever death occurs
10	Closed wards ( 3 Nos.)	Sweeping & cobweb removal	Once in 15 days
11	Laboratory	Cleaning , washing, Test tubes, bowls, etc.,	Daily except Sundays & Holidays
12	Pharmacy	Cleaning, collection of medicines, distributing, keeping in racks etc.,	All days Sundays & Holidays one pharmacy will work (1/2 day by one person)
13	RSK Dispensary including toilets	Sweeping, , swabbing , disinfecting	I Shift Twice II Shift Twice (Except Sundays & holidays)
14	RSK Dispensary all areas	Washing with soap oil	Once in 15 days
15	Dietary & Dining hall	Sweeping, swabbing , washing , cleaning of plates, supply of food for lunch, etc.,	Daily except Sundays & holidays
16	Kattur Dispensary	Cleaning, washing, swabbing, etc.,	Only Tuesdays & Fridays 16.00 Hr. to 18.00 Hr.
17	Security colony Dispensary	Cleaning, washing, swabbing, etc.,	Only Mondays & Thursdays 16.00 Hr. to 18.00 Hr.

CONTRACTOR SEAL & SIGNATURE

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ACCEPTING OFFICER



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18	Main Hospital	Patients care	All days 3 shifts.
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**GENERAL TERMS & CONDITIONS OF CONTRACT**

**1. Definition:**

In these General Conditions of Contract, the following terms shall have, I meaning hereby assigned to them, except where the context otherwise requires:

- a) The "Contract" means, the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The "Work" means, the work described in the tender documents in individual work orders as may be issued from time to time to the contractor by the Officer-In charge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.
- c) The "contractor" means, the individual, Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.
- d) "The Officer-In charge" means, the Officer deputed by the respective area **HOD** to supervise the work or part of the work.
- e) "Approved" and "Directed" means, the approval or direction of the respective area **HOD** or person deputed by him for the particular purposes.
- f) "BHARAT HEAVY ELECTRICALS LIMITED" (hereinafter referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or, other Administrative Officer of the said Company including Sr.Manager / WCM authorised to invite tenders and enter into contract for works on behalf of the Company.
- g) The "Contract sum" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.
- h) A "week" means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.
- i) A "day" means, the day of 24 hours (TWENTY FOUR) irrespective of the number of hours worked or not worked in that day.

**2. Heading to the Contract Conditions:**

The heading to these conditions shall not affect the interpretations thereof.

**3. Work To Be Carried Out:**

The Contract shall include all labour include all labour, materials, tools, plants equipment and transport which may be required in preparation for, and in the entire execution and full completion of the work. The insertion of the name of any firm of suppliers in the Tender Documents is for the purpose of obtaining a particular class or quality of materials or workmanship but the articles or materials specified may be obtained from any other firm subject to prior written approval of the Engineer – in – charge. The contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution and completion of the work. No extra charges consequent on any mis-understanding in these respects or otherwise will be allowed.

**4. Deviations:**

The contractor shall carry out any Scope of work as per instructions of Executing official.

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The contractor shall not make any alteration in addition to or omission from the work as described in the tender documents except in pursuance of the written instructions of the Engineer-in-charge. No such deviation from the work described in the tender documents shall be valid unless the same has been specifically confirmed and accepted by the Accepting Officer in writing and incorporated in the contract.

**5. Assignment of Transfer of Contract:**

The Contractor shall not, without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.

**6. Sub-Contract:**

The Contractor shall not sublet any portion of the contract

**7. Compliance to Regulations and Bye-Laws:**

The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-laws of any local authority. The Contractor shall be bound to give all notices required by statutory regulations or by-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

**8. Earnest Money Deposit (EMD) & Security Deposit (SD):**

***Earnest Money Deposit (EMD):***

Tender must be accompanied by Earnest Money for the amount mentioned in tender notice, pledged to BHEL, Trichy in any of the forms mentioned below.

**Modes of Deposit:**

EMD may be submitted in the form of DD/Pay Order /Bankers Cheque drawn in favor of BHEL, Trichy (along with offer) or Electronic Fund Transfer credited in BHEL account (before Tender opening). EMD in any other form (Like FD / One Time EMD etc.) is not acceptable.

EMD shall be submitted preferably in the form of SBI E-Collect (Electronic Fund Transfer) credited in BHEL account (before Tender opening) and the receipt of payment should be submitted in EMD cover

**Ref Link for E-payment:**

**<https://www.onlinesbi.com/prelogin/icollecthome.htm>**

In case total EMD amount is more than ₹20 Lakh, the amount in excess of ₹ 20 lakh may be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at least six months.

**Forfeiture of EMD:**

EMD by the tenderer will be forfeited as per tender documents if

- i) After opening the Tender and within the offer validity period, the Tenderer revokes his Tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) If only, a part of the work included in the tender has been awarded to the tenderer and the tenderer refuses to take up the work the amount of Earnest Money to be forfeited will be based on the value of the contract so awarded.
- iii) The contractor fails to deposit the required security deposit or commence the work within the period as per LOI/ Contractor, silent in this regard then within 15 days after award of Contract.

**General Terms related to EMD:**

Earnest Money Deposit (EMD) will not carry any interest.

Earnest Money Deposit (EMD) of the successful tenderer will be retained as part of Security deposit.

The Earnest Money Deposit (EMD) will be refunded to the unsuccessful tenderers normally within 15 days

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of acceptance of the award of work by successful tenderer / expiry of offer validity period

**Security Deposit (SD):**

The contractor whose tender has been accepted shall, within seven days of receipt of the notification of acceptance of his tender, should deposit Security deposit @ 5 % of Contract value.

EMD of the successful tenderer shall be converted and adjusted towards the required amount of **Security deposit (SD):**

**Modes of Deposit:**

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

- i) Cash (as permissible under the extant Income Tax Act)
- ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
- iv) 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)
- v) 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 favor of BHEL)

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

**General Terms related to SD:**

The security Deposit will not carry any interest.

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

BHEL, shall not be responsible for any loss of securities due to liquidation or any other reason whatsoever or any depreciation in the value of the Securities while in their charge or for any loss of interest thereon.

NOTE: Acceptance of Security Deposit against Sl. No. (iii),(iv) and (v) above will be subject to hypothecation or endorsement on the documents (Signature of the Branch Manager must be present ) in favor of BHEL.

At least 50% of the required Security Deposit, including the EMD, should be remitted by the contractor 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.

If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.

All compensation or other sums of money payable by the contractor to BHEL under the terms of this contract or under any other contract with BHEL, may be deducted from the Security Deposit or realized by the sale of the securities of from the interest arising there from or from any sums which may be due or may become due to the contractor payable by BHEL, on any account whatsoever against this contract of any other contract with BHEL and in the event of his Security Deposit being reduced by reason of such deductions or sale as aforesaid, the Contractor shall within seven days thereafter make good in cash or in securities endorsed as aforesaid, any sum or sums by which the security Deposit has been so reduced.

In case of an Award of a Contract and if the Contractor fails to perform or does not comply with the Performance Evaluation Criteria, the Security Deposit will not be refunded / Bank Guarantee encashed.

**The Bank Guarantee shall be kept valid until the due date for refund of Security Deposit.**

**Security Deposit has to be deposited within 7 days of LOI/WO. Else EMD will be forfeited and may also attract the provision of "Suspension of Business dealings with Suppliers/Contractors".**

#### **9. Orders under the Contract:**

All orders, notices etc. to be given under the contract shall be in writing, typescript or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.

Contractor shall be deemed to have included in his tender price of all the plant, machinery and appliances required for the purpose of all operations connected with the work embraced under the contract to secure a satisfactory quality of work and rate of progress which in the opinion of the "Contract Signing Officer" will ensure the completion of the work within the time specified. This is a time bound contract for period mentioned, and does not envisage any extension of time. (Extension if any will be on mutual acceptance by BHEL as well as the contractor subject to same tender terms and conditions, for reasons as deemed fit)

#### **10. Contractor's Supervision:**

1. The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to BHEL Officials.
2. Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself.
3. The Contractor or his accredited agent shall attend when required without making any claim for doing so to the OFFICER-INCHARGE, to receive instructions.
4. The respective area HOD shall have full powers and without assigning any reason, requires the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.

#### **11. Labour:**

1. The Contractor shall remain liable for the payment of all wages and other payments in connection with the employees engaged by him and with regard to the work.
2. The Contractor shall comply with the applicable provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees Liability Act. 1938, Employees' Compensation Act 1923, Payment of Bonus Act, EPF and Miscellaneous Provisions Act, 1952, Employees State Insurance Act, 1948 and other relevant Acts and rules framed, there under from time to time
3. Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period and shall ensure disbursement of wages in the presence of the authority's representative of contract operating division who shall record under his signature at the end of entries in the Register of wages. Certificate of payment shall be furnished in duplicate by the Contractor to the Engineer in charge each month in the format specified
4. Contractor shall have/ obtain license under CL(R&A) Act, 1970.
5. As per BHEL circular HR-Welfare circular dt 08.04.2014, the following additional wages per month has to be paid by the Contractor over and above minimum wages declared by Tamil Nadu Government to labors as:

a) Unskilled	: ₹. 3200/-
b) Semi-skilled	: ₹. 3700/-
c) Skilled	: ₹. 4100/-

6. " Contractor should ensure that atleast the prevailing minimum wages, as per the rules of Government of Tamilnadu, which are applicable to General Engineering and Fabrication Industry and BHEL's additional wages, inclusive of bonus after remitting PF & ESI contributions, are paid to his employees ONLY in their respective bank accounts by means of NEFT/ RTGS/ IMPS.

While submitting the bills, the contractor should submit a proof of payment made to employees through bank, along with PF and ESI contribution challans to Welfare Section every month for effecting payment by BHEL. Otherwise payment to the bills will not be processed.

In addition, the contractor has to submit wage register as a proof for payment of Minimum wages and additional wages as per prevailing acts, for getting payment from BHEL

To illustrate, at present the minimum wages as per the guidelines of government of Tamilnadu plus BHEL's additional wages inclusive of bonus being paid to an unskilled worker per day after remitting PF & ESI contributions, is

Unskilled worker is Rs 515/-,  
Semiskilled worker is Rs. 545/-,  
Skilled worker is Rs. 567/- and

Supervisor it is Rs 545/- which shall be the minimum amount per day that has to be paid to the employees' bank accounts.

**The above Illustration is subject to change as and when the minimum wages are revised by the competent authority. "**

The signature at the bottom of the rate schedule confirms that the Tenderer had read and accepted all the Terms and conditions in Tender Schedule, also rate quoted by vendor is inclusive of all taxes and duties levied excluding GST.

## **12. Precautions against Risk:**

The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

## **13. Damage & Loss to Private Property & Injury to workmen:**

The Contractor shall at his own expense reinstate and make good to the satisfaction of the respective area HOD and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Employees Compensation Act or otherwise.

## **14. Laws Governing the Contract:**

The contract shall be governed by the Indian Laws for the time being in force.

**15. Cancellation of Contract for Corrupt Acts:**

BHEL, whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued, shall accrue thereafter to BHEL cancel the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default.

If the Contractor shall:

a) Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for having borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,

OR

b) enter into a contract or understanding with any person in BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL,

OR

c) To obtain' a contract with BHEL as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

**16. Cancellation of Contract for Insolvency Assignment of Transfer or Subletting Of Contract:**

BHEL, without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to BHEL, shall cancel the contract in any of the following cases:

If the Contractor,

a) Being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors.

OR

b) Being a Company, shall pass a resolution or Court shall make an order for the liquidation of its assets, or a receiver or Manager on behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager.

OR

c) Assigns, Transfers, Sublets or attempts to assign, transfer or sublet any portion of the work without the prior written approval of the BHEL.

d) Whenever BHEL exercises the authority to cancel the contract under these conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by the respective area **HOD**) being less than the contract cost, the advantage shall accrue to BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by the respective area **HOD** or the same shall be recovered from the Contractor by other means.

e) In case BHEL carries out the work under the provisions of this condition, the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and / or labour provided by BHEL with an addition

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of such percentage to cover superintendence and establishment charges as may be decided by the respective area **HOD** whose decision shall be final and conclusive.

f) Labour engaged by the contractor should be disciplined & exhibit good behaviour in dealing with employees of BHEL. Any misbehaviour or undesirable conduct of any person engaged by the contractor is reported, contractor shall change that person immediately or else it may even lead to termination of the contract & in such case security deposit will be forfeited as penalty.

**17. Cancellation of Contract In Part or Full for Contractor's Default:**

If the contractor:

- a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from the respective area **HOD** or his authorized representative:
- b) fails to comply with any of the terms & conditions of the contract or failure to comply orders after reasonable notice in writing with orders properly issued thereunder:

BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercises the authority to cancel the contract as a whole or part under this condition, BHEL may complete the work at the contractor's risk and cost (as certified by the respective area **HOD** which is final and conclusive) being less than the contract cost, the advantage shall accrue to BHEL. If the cost exceeds the money due to the Contractor under this contract, the Contractor shall either pay the excess amount ordered by the respective area **HOD** or the same shall be recovered from the Contractor by other means. In case BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the respective area **HOD** whose decision shall be final and conclusive.

**18. Termination of Contract on Death of Contractor:**

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated, BHEL shall have the option of terminating the contract without compensation to the Contractor.

**19. Special Power to Termination:**

If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the respective area **HOD** shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosing of the work.

**20. Submission and Processing of Bills:**

**Payment of Bills:**

- 1. Payment will be made after completion of work on pro-rata basis on acceptance and certification of bills by BHEL Engineer.
- 2. Payment shall be made against Certification by respective area **Engineer in charge**.

The Contractor at the end of each month shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in

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every month, submit to the respective area **HOD** separately details of their claims for the work done by them up to and including the previous month which are not covered by their contract agreement in any of the following respects:

- a) Deviation from the items provided in the contract documents.
- b) Extra items / new items of work.
- c) Items in respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done up to and including the period under report. Payment will be at the sole discretion of BHEL.

**21. Along with bills, Contractors has to furnish copy of the following documents for further processing of bills:**

- a) Documentary proof for payment of PF/ESI with respect to the employees engaged by the contractor with payment details relating to individual names to be submitted.
- b) Copy of payment challan of previous Month / Quarter as proof of deposit of GST along with a certificate from the Contractor that tax collected from BHEL has been remitted to tax authorities.
- c) Any other relevant document which is required from time to time as per BHEL requirement.
- d) If the Contractor is not registered for any statutory obligation and not liable thereto, then a declaration shall be submitted along with offer that they are within the threshold limit.

**22. Recovery from Contractor:**

Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractor, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit unless the contractor pays the claim on demand.

**23. Post- Technical Audit of Work and Bills:**

BHEL reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub- paragraphs. However no such recovery shall be enforced after three years of passing the final bill.

**24. Refund of Security Deposit:**

The Security Deposit mentioned in condition **8** above may be refunded to the Contractor after a period of 6 months on termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE".

**25. Force Majeure Clause:**

If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earthquake etc. ) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence thereof neither of the parties shall by reason of such event be entitled to terminate this Contract or claim for damages against the other in respect of such non-performance or delay for such period. Performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time may be granted



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for periods considered reasonable by the respective area **HOD** at his discretion subject to prompt notification by the contractor.

**26. ARBITRATION & CONCILIATION**

Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Unit/Region/Division issuing the Contract.

The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.

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 seat of arbitration shall be Tiruchirapalli, Tamil Nadu.

The cost of arbitration shall be borne as per the award of the Arbitrator.

Subject to the arbitration in terms of Clause 26.0 above, the Courts at Tiruchirapalli, Tamil Nadu shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.

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

In case of Contract with Public Sector Enterprise PSE or a Government Department the following shall be applicable:

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contract, such dispute or difference shall be referred by either Party for arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the Parties to the dispute, provided, however, any Party aggrieved by such award may make further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and 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 to the dispute will share equally the cost of arbitration as intimated by the Arbitrator."

**27. Signing of Contract:**

Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership or Hindu Joint Family firm, may be signed in the FIRM'S name by the Managing Partner or all /one of the Partners on behalf of the firm or the Karta or Manager for HUF as the case may be. Contract by a Company shall be signed with the name of the Company from a person authorised in this behalf and a Resolution or

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power of attorney or other satisfactory proof, showing that the person signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

**28. LIQUIDATED DAMAGES (LD)/PENALTY:**

If the contractor fails to complete the service/work as per terms & conditions of the order within the delivery schedule,

- a) LD shall be levied @ 0.5 % of the order value per week of delay or part thereof subject to a maximum of 10 % of the full order value.
- b) In case of any change to the order value, the LD shall be @ 0.5 % of the revised order value per week of delay or part thereof subject to a maximum of 10 % of the revised order value.

**29. RISK PURCHASE:**

- a) In the event of any successful Tenderer's failure to fulfil any of the tender / Contract obligations as per Contract / Agreement, BHEL may entrust the job to alternate vendor and get it completed to meet the BHEL requirement and additional expenditure, if any, including consequential cost viz., demurrage etc., will be fully recovered from the Contractor who failed to complete the job in line with the Contract.
- b) The decision of BHEL with regard to the actual losses / consequential expenditure incurred by BHEL shall be final and binding on the Contractor.

**30. Biometric Entry/Exit System for Contract Workmen:**

1. The Entry/Exit of the employees engaged by contractor is to be regulated only through Biometric system.
2. The Contractor initially will be issued with a temporary gang pass for his/her employees for a period of ten days.
3. The contractor should arrange photo coverage for all his/her employees within the above stipulated time.
4. The contractor has to submit FORM-I for all his/her contract employees. All the particulars required in FORM-I are to be provided by the contractor without fail.
5. Every employee of the Contractor shall be provided with Employment Card as per Form XIV (as per Rule 76 of the Contract Labour (Central) Rules, 1971 and the contractor shall instruct its employees to carry the Employment Card as well as Entry Card without fail, while entering/exiting factory.
6. The contractor should educate his employees in registering the attendance through the system.
7. Whenever a contract employee migrates or leaves service of the contractor, the contractor has to surrender the biometric card of the particular employee to Contract Cell with immediate effect, without fail.
8. On completion of the work, the contractor has to surrender all the biometric entry cards issued to its employees immediately to the contract cell. Otherwise, an amount of Rs.100/- per card will be deducted from the final bill/security deposit of the contractor.
9. If any contract employee lose his/her entry card, the contractor shall arrange a duplicate entry card for the employee by paying an amount of Rs.100/-.
10. The Contractor is totally responsible for the biometric cards issued to his/her employee.
11. The Contractor has to indemnify BHEL for all the damages and losses caused by his/her employees.

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**31. Common Terms and Conditions for Works Contract relevant to Safety:**

1. All the Contract employees should be trained on Safety and certified by Safety/BHEL. New employees should undergo Safety Training before take up the work, without Safety Training no contract person is allowed to do any work.
2. Use of cell phones and other mobile electronic devices (including hands-free devices) in the work spot and during the operation of a vehicle in the BHEL premises is prohibited.
3. Contract employees working on BHEL premises must wear appropriate personal protective equipments which shall be furnished by the contractor. Strict adherence to all required Personal Protective Equipment (Helmet, Safety Shoes and Goggles) are mandatory, specific PPE requirements will be based on job type or tasks performed.
4. Excessively loose-clothing, dhoti/Lungi is prohibited especially around rotating or moving equipment.
5. The contractors' work area should be kept clean and orderly, free of clutter and trash, so that work may proceed in a safe and orderly manner. Tools should be safely positioned during use and promptly put away when no longer required.
6. Fire-fighting, emergency shutdown devices, and life-saving equipment, should not be blocked by the contractor/employees and access to the path to this equipment should be maintained at all times.
7. Only approved equipment should be used in locations where flammable mixtures are present. A Hot Work Permit is required when open flames, or electric arcs are in the work area and while handling flammable materials.
8. Smoking is not allowed in work area.
9. BHEL operate under a comprehensive Emergency Response Plan. Contractors should be aware of the site Emergency Response Plan and communicate that plan to all their employees.
10. It is recommended that the contractor should know & display the emergency phone numbers like Fire, Ambulance, Safety, Security etc. at their work area.
11. It is the responsibility of the contractor to understand and use the appropriate Work Permits and to verify any permit requirements at the location. Contractor must make necessary arrangements with their Representative to acquire appropriate authorization to perform those operations at the site.

**32. FRAUD PREVENTION POLICY**

The Bidder along with its associate / collaborators / sub – vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about fraud or suspected fraud as soon as it comes to their notice”.

Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website, vendor portals of Units / Regions intranet.

**33. SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS / CONTRACTORS:**

Penal action can be initiated on the suppliers / Contractors in line with extant 'Guidelines for Suspension of Business Dealings with Suppliers/ Contractors. The abridged version of extant 'Guidelines for suspension of business dealings with suppliers/ contractors' has been uploaded on <http://www.bhel.com> on “supplier registration page”.

**34. STATUTORY REQUIREMENTS:**

- a. All statutory requirements under Minimum Wages Act, 1948, Factories Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Provisions Act, 1952, Payment of Gratuity Act 1972, Employee State Insurance Act 1948, Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, GST Act and all other applicable Acts shall be complied with by the Contractor.
- b. Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.

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- c. Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- d. Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provide a copy of the same to BHEL.
- e. Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

**35. REGISTERS & RECORDS:-** The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor.

**36. PRECAUTIONS AGAINST RISK:-** The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose

**37. REMOTE TRANSACTIONS:-** The Contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, teleservice operations (whether voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done. Any transaction pertaining to the tender from both the parties of business done round the clock irrespective of the office or business hours of the companies, are valid legally and binding on both the parties. This applies to the extent only in such cases where deadline time for transaction is not specifically declared by either or both the parties to the business. In case Letter of Intent (LOI) is issued through email, the PC generated time and date of mail shall be construed as the official time and date of release of LOI. In as much as this date is within the last date of validity given by the bidder the LOI is said to have been issued within the validity period and shall be binding on both the parties to the business.

**38. CHANGE IN CONSTITUTION OF FIRM:-** Changes in constitution of firm whenever it is made after submission of application or during currency of the Contract, the existing firm has to duly inform the proposed changes to Contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc.) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL has the right for suspending or terminating the Contract.

**Employer Interests: -**

Contractor shall watch and safeguard Employer's interests during the performance of the work. The Contractor shall carefully check each consignment with the relevant Dispatch documents to ensure correctness of each dispatch and each delivery.

**39. CONDITIONS RELATED TO THE WELFARE OF LABOURS**

- a) The Minimum Wages as prescribed by the State Government from time to time and additional payment as per BHEL circular should be paid to the Contract Workers and the Wage and Attendance Registers should be produced to Welfare Section every month.
- b) If the Contractor employs more than twenty employees, he has to obtain License to this effect from the Factory Inspectorate and renew the same periodically.
- c) He has to have his own PF and ESI Codes and comply with the relevant Acts.
- d) The Contractor has to remit PF, ESI for his workers for the same amount which he paid as total wages to the employees on monthly basis

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- e) The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The Contractor should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident / incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.
- f) Contractor should ensure that atleast the prevailing minimum wages, as per the rules of Government of Tamilnadu, which are applicable to General Engineering and Fabrication Industry and BHEL's additional wages, inclusive of bonus after remitting PF & ESI contributions, are paid to his employees ONLY in their respective bank accounts by means of NEFT/ RTGS/ IMPS.

While submitting the bills, the contractor should submit a proof of payment made to employees through bank, along with PF and ESI contribution challans to Welfare Section every month for effecting payment by BHEL. Otherwise payment to the bills will not be processed.

In addition, the contractor has to submit wage register as a proof for payment of Minimum wages and additional wages as per prevailing acts, for getting payment from BHEL.

To illustrate, at present the minimum wages as per the guidelines of government of Tamilnadu plus BHEL's additional wages inclusive of bonus being paid to an unskilled worker per day after remitting PF & ESI contributions, is

**Unskilled worker is Rs 515/-,  
Semiskilled worker is Rs. 545/-,  
Skilled worker is Rs. 567 /- and**

**Supervisor it is Rs 545/- which shall be the minimum amount per day that has to be paid to the employees' bank accounts.**

The above Illustration is subject to change as and when the minimum wages are revised by the competent authority.

- g) If the Contractor employs more than twenty employees, he has to obtain License to this effect from the Factory Inspectorate and renew the same periodically.
- h) The Contractor will have to make payment to the Contract Personnel, as per minimum wages prescribed by the Government of Tamil Nadu from time to time and additional payment per month (over and above the minimum wage) as given below, any amendment to the government notification, from time to time will be applicable and become part and parcel of these conditions.
- |             |       |           |
|-------------|-------|-----------|
| Unskilled   | ----- | ₹ 3,200/- |
| Semiskilled | ----- | ₹ 3,700/- |
| Skilled     | ----- | ₹ 4,100/- |
- i) The above additional wages & minimum wages will also attract PF, ESI, Bonus etc.
- j) The Contractor should follow and comply with Minimum Wages, ESI, PF, Bonus, Group Insurance and other statutory regulations as stipulated in Factories Act and other applicable State / Central Governments' rules & regulations.
- k) Each contract employees must have his own PF and ESI Codes and comply with the relevant Acts.
- l) The Contractor has to remit PF, ESI for his workers for the same amount which he paid as total wages to the employees on monthly basis.

**A. The Factories Act, 1948:**

**Section 32:** Floors, stairs and means of access shall be properly maintained to ensure safety. Every place of working should have safe access. When any person has to work at a height from which he is likely to fall, provision shall be made, so far as is reasonably practicable, by fencing or otherwise, to

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ensure the safety of person so working.

**B. Tamil Nadu Factories Rules, 1950**

**Rule 55:** Hoists and Lifts & Rule 55A. Lifting machines, chains, ropes and lifting tackles: Shall be maintained in good condition, thoroughly inspected and examined by competent persons and records to be maintained.

**Rule 57:** Excessive Weights: No person shall, unaided by another person, lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the maximum limit in weight set out in the schedule (50 kg for adult male and 30 kg for adult female).

**Rule 61E:** Machinery and plant: No machinery, plant or equipment shall be constructed, situated, operated or maintained in any factory in such a manner as to cause risk of bodily injury.

**Rule 61F:** Methods of Work: No process or work shall be carried on in any factory in such a manner as to cause risk of bodily injury.

**Rule 61G:** Stacking and storing of materials etc.: No materials or equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.

**Rule 61-K.** Examination of eye sight of certain workers: No person shall be employed to operate a crane or to give signals to crane operator unless his eye sight and colour vision have been examined and declared fit by a qualified ophthalmologist.

**Rule 61-N and Rule 61- O:** Workers to be provided with Personal Protective equipment suitable for the hazards and should be of good quality / have certification by Indian Standard Institute.

**Note:** For the type of work envisaged, personal protective equipment such as helmet, safety shoes and gloves are essential.

**Rule 96:** Notification of accidents: Shall be complied with as required in the Factories Act (Section 88 and Section 88A) and Tamil Nadu Factories Rules.

**40. Common Terms and Conditions for Works Contract relevant to Safety:**

Following points shall be ensured for the safety of contract employees.

**I. Identity and Entry:**

1. The contractors to give identity card to their employees with full details like employee name, company name, age, blood group, contact person with phone no. etc.
2. The contractors not to employ people whose age is below 18 years.
3. HR/ Welfare will issue passes to the trained employees only.
4. Welfare section shall arrange for necessary infrastructure (biometric entry) for enrolment of new contract workers. Biometric entry system will be made available in North Gate and Unit 2 initially.
5. The data of daily entry of contract workers through biometric will be made available online to the contract awarding departments HR/Welfare.

**II. Training:**

1. Safety, first aid and firefighting training to be given to two responsible persons in each contract and they should take care of their groups on day to day working.
2. This shall be done within a period of 2 weeks after awarding of fresh contract.
3. For ongoing contracts the contractors has to identify the persons to be trained within a period of 2 weeks.
4. Driving/operation of Crane/jumbo/Fork lift etc. are to be done only by authorized persons.

**III. Dress Code:**

1. Male employees should enter gates only with Safety shoes, Pants-Shirts, (Dothi, Lungi not permitted).
2. Female employees should enter gates only with Safety shoes. Loose dress must be avoided. (A shirt over saree /chudithar is a must).
3. Normal shoes are acceptable for office area work only.
4. Employees working in canteens can wear sandex.
5. Welfare will finalize and indicate a color coding to be provided in the dresses used by contract employees for uniformity and easy identification of the contract workers.

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**IV. Procedures:**

1. Smoking, audio-playing (mobile phone, iPod, inbuilt music systems etc. in the vehicles.) are banned within the factory premises.
2. Moving to unrelated areas must be strictly avoided by the contract employees entering to the other areas only with knowledge of concerned department.
3. Procedure (SOP) given from user departments are to be adopted for all operations and maintenance — e.g. tank cleaning, FT plant maintenance, Sewage maintenance, Oxidation pond maintenance, operation of substation, transformer maintenance etc. User departments agreed to generate procedures incase if not available already (Snake catching, Monkey catching, Honey comb removal etc.).
4. Adequate precautions to be taken while waste removal like paint sludge removal, chromic sludge removal, phenol and tar removal by contract employees.
5. The contractor should clearly inform the hazards involved to the employees MSDS to be displayed.
6. The contract employees involved in tank cleaning, ET plant maintenance, Oxidation pond maintenance should know swimming and strict monitoring should be ensured.
7. Line clearance (LOTO) procedure to be followed during bulb changing, electrical substation maintenance, ay, maintenance, furnace instrumentation etc.
8. Work permits to be obtained for jobs like work at height, excavation, blasting, hot work, pipe line work, roof light maintenance, work at confined space like cellar.
9. Users agreed to initiate the permits for all the works mentioned in the table given below to safety Management for clearance.
10. Specified Speed limit 20 kmph to be followed by all the vehicles entered in factory premises.
11. Procedure given by user departments for spray painting, brush painting and dip painting should be followed. Paint sludge removal, empty tin removals etc. are to be periodically carried out and sent to disposal stores.

**Work Permit Instructions**

1	Work at height	Only experienced and qualified persons shall be allowed to carry out the work at height. Physically fit without any vertigo problem. Wear safety belt and use life line, Net etc.
2	Confined space work, cellars, furnace ducts	Oxygen level to be checked before work, proper breathing apparatus to be used. Only experienced people shall be allowed to carry out the work at cellars/confined space

**Equipments:**

1. All the equipment used by the contractors are to be in good condition with all safety provisions and to be checked and certified by the department officials.
2. Electrical supply to be taken through the M&S department. Unauthorized connections taken any will be viewed seriously.
3. Welding machines are to be used with proper earth connection. Cables should be in good condition. Insulation to be checked regularly and maintained.
4. Qualified electricians are only to be used for giving connections.
5. Good quality Electrical equipment and tools are to be used with valid certificates. These certificates must be shown on demand.
6. For portable electrical equipment supply to be taken using plugs points.
7. Wires /cables extension box should be in good condition.
8. Proper earthing should be maintained.

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9. Mobile Crane, Fork lift, Trailers; JCB etc. should be in good condition with specified capacity and should not cause any untoward incident while in use.
10. Fitness Certificate issued by competent person approved by Govt. authorities, insurance and emission certificate etc. should be in possession and should be shown on demand.

**V. Welfare:**

1. The contractors are directed to generate PF number and ensure PF contribution remittance for all contract workmen engaged by them.
2. Bio-Metric Entry for Contract Workmen Contractors have been directed to cover all the contract workmen engaged by them through Bin-Metric Entry System

**VI. Violations:**

The following will be treated as serious violations and appropriate actions are to be Initiated by the users.

1. Employing people whose age is below 18 years.
2. Not wearing safety shoes or normal shoes (Contract employees will not be permitted after the security gates).
3. Not wearing FTEs.
4. Working without proper work permit.
5. Possession of mobile phones other than taxi drivers.
6. Using mobile phones while driving.
7. Unauthorized electrical connections.
8. Driving/operation of Crane/jumbo/Fork lift etc. by unauthorized persons.
9. Unauthorized operation/driving of Lorries, mobile cranes etc.
10. Smoking, alcohol, audio-playing etc.
11. Moving to unconnected areas.
12. Any willful act that creates unsafe conditions.

**The Contract Labour (Regulation & Abolition) Act 1970 and the related Rules.**

- a. The minimum wages Act 1948 and the related rules
- b. The payment of wages Act 1936 and the related rules.
- c. The Factories Act 1948 and related Tamil Nadu Rules.
- d. The Employees' Provident Fund & Miscellaneous provisions Act 1952.
- e. The Employees State Insurance Act 1948.
- f. Workmen Compensation Act 1923
- g. Payment of Bonus Act 1965
- h. Maternity Benefit Act, 1961
- i. Payment of Gratuity Act, 1972
- j. Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979
- k. Equal Remuneration Act, 1976
- l. Industrial Employment (Standing Order) Act, 1960 (In case of engaging 100 or more personnel)
- m. The Industrial Disputes Act 1947

And any other law, or modifications to the above or to the rules made there under from time to time

41. Should a Bidder's or a Contractor's or in the case of a firm or company of Contractors / any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the Tender, failing which the Tender may be disqualified, or if such fact **subsequently** comes to light, the Contract may be cancelled.

**42. Signing the Tender**

The Tender shall be signed by the Authorized Signatory Only. Authorized signatory shall be the person holding 'power of attorney' on behalf of the firm / company / bidder-concerned authorized / empowered to act on behalf for the specific purpose

Authorized signatory should have Power of Autonomy issued by MD or Board of Directors or  
CONTRACTOR SEAL & SIGNATURE 40 ACCEPTING OFFICER



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authorized person for this purpose for quoting Tender and all procedures connected with, till finalization and execution of the Contract.

In case the Bidder is a Partnership Firm under Partnership Act, the Tender shall be signed by all the Partners of the firm or by the Managing Partner who have Signature and Seal of the Contractor authorized to do so or by a person holding the Power of Attorney on behalf of the Partnership Firm.

A copy of the Partnership Deed and / or a copy of the Power of Attorney, Self-attested shall accompany the Proprietor or Partner of the Company.

BHEL will not be bound by any other Power of Attorney granted or the change in the composition of the firm made, subsequent to the execution of the Contract agreement. They may however recognize such Power of Attorney or change in status after obtaining legal advice and the cost involved in that connection shall be chargeable to the bidder concerned.

#### **43 Witnessing the Tender opening**

The representative of the Bidder may choose to witness the Tender opening have to produce the Authorization Letter, as per the enclosed proforma, before opening of the Tender. The representatives without Authorization Letter in the prescribed format will not be allowed to participate in the Tender opening.

Only one representative from one bidder will be allowed to participate in the Tender opening.

#### **44 Registration with BHEL**

1. Every Contractor shall register his name with the Welfare Section of BHEL before taking up the work awarded to him by giving the following information getting a Code Number:

- a) The Name of the Contractor
- b) Nature of Contract Work
- c) Period of work
- d) Number of maximum labour employed by him on any one day
- e) License No. & Date (Applicable in case of contractor employing 20 or more workers)
- f) Whether enrolled for PF, ESI, etc., and enrolment No.

#### **45 JURISDICTION**

In case of any suit or other legal proceedings arising under or relating to this Contract, the courts at Trichy, Tamil Nadu only shall have the Jurisdiction and is only after exhausting the, Arbitration

#### **46 Records and Measurements:**

All items having a financial value shall be entered in the B.H.E.L Measurement Book so that a complete record is obtained of all works performed under the Contract. The measurements shall be taken jointly by any person duly authorized on the part of the BHEL and by the Contractor. The Engineer-in-charge shall give reasonable notice in writing to the Contractor of appointment for measurement. The Contractor shall, without extra charge, provide assistance with appliance and other things necessary for measurement. The Contractor shall bear all the cost of measurement of his work. Measurement shall be entered in the B.H.E.L Measurement Book and signed and dated by both parties each day at the Site on completion of measurement. If the Contractor objects to any of the measurements recorded on behalf of the B.H.E.L a note to that effect will be made in the BHEL Measurement Book or against the item or items objected to; and such note shall be signed and dated by both the parties engaged in taking the measurement. If, as a result of such objection, it becomes necessary to re-measure the work wholly or in part, the expense of such re- measurement shall be borne by the party requiring the measurement.

Measurement to be re-taken, provided that a net error is found by this remeasurement to amount to less than 5% (five percent) of the value as recorded by the first measurement. But, where the net errors amount

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to 5% and over of the said value, then the cost is to be borne by the other party. In any case, if the net value of errors found exceeds Rs. 500/- the expense of re-measurement is to be borne by the other party. If the Contractor's representative fails to attend when required, the Engineer-in-charge shall have power to proceed by himself to take measurement and in that case these measurements shall be accepted by the Contractor as final.

The contractor shall, once every month, submit to the Engineer-in-charge with a copy to the Civil Manager/Senior Engineer details of his claims for the work done by him up to and including the previous month which are not covered by his Contract Agreement in any of the following respects;

- a. Deviation from the items and Specifications provided in the contract documents.
- b. Extra Items/New Items of work.
- c. Quantities in excess of those provided in the contract schedule.
- d. Items in respect of which rates have not been settled. He should, in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claim and that no further claims shall be raised by him in respect of the work done up to and including the period under report.

Except where any general or detailed description of the work in quantities expressly shows to the contrary, schedule of quantities shall be deemed to have been prepared and measurements shall be taken in accordance with the procedure set forth in the schedule of rates specification notwithstanding any provision in the relevant standard method of measurement or any general or local custom. In the case of items which are not covered by the schedule of rates / specification, measurements shall be taken in accordance with relevant standard method of measurement issued by the Indian Standard Institution or as per standard engineering practice.

47. Tenders submitted by post should be sent "Registered Post with Acknowledgement due". These should be posted with due allowance for any delay in postal delivery. Tenders received after the due date and time of opening, tenders are liable to be rejected.
48. If tenderer expires after the submission of his tender or after the acceptance of his tender the BHEL may, at their discretion, cancels such tender. If a partner of a firm expires after submission of tender or after the acceptance of the Tender, BHEL may cancel such Tender at their discretion unless the firm retain its character.
49. The work must be completed within the period specified against the tender
50. In case of opening day falls on holiday or happened to be declared as a holiday, the receipt and opening of the tender shall automatically fall on the same timing of the next working day. You / your authorized representative may participate in the tender opening with authorization letter for Tender opening.
51. Documentary evidences (Xerox copies -self-attested) for turnover, works experience, value of work executed in the similar nature of work, etc EPF, ESI, GST and Balance sheet ,Profit & Loss account & IT returns for the years specified etc., all as required & indicated in the tender document should be furnished, without which the tender shall not be considered for further evaluation. The tenderers shall produce original document for verification if so decided by BHEL.
52. The contractor has to submit the organization chart of their set up for the works and any change thereafter in the organization set up shall have the prior approval of BHEL.
53. The bidder representative may be called for discussion with the committee. His originals may be verified by the committee. In addition to above their organisation chart and detail list of manpower and technically capability will be discussed and ascertained by the committee.
54. BHEL reserves the right to verify the credentials of the bidder at any time. Details of qualifying work(s)

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executed by the bidder may be forwarded to the principal employer for verification of the work with respect to completion, commencement & completion date and value of the work executed. Performance feedback of the bidder may be sought from the principal employer.

55. Offers should be strictly in accordance with the Tender Specifications and General Instructions to Tenderer enclosed herewith.
56. The works executed in the own name of the tenderer only will be considered for eligibility criteria.
57. The offers of the tenderer / bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site ([www.bhel.com](http://www.bhel.com) → Tender Notification → List of Banned Firms )
58. Similarly, the offers of the bidders who are suspended (under hold/ delist) for business dealings by BHEL shall not be considered. Please note that lifting/ restoration of suspension (Ban/Hold/ De-list) of business dealing is not automatic after expiry of specified suspension period. Hence, vendor shall be considered as suspended for business till suspension is lifted by BHEL in writing on specific request of the vendor as per extant guidelines
59. Documents submitted along with the offer shall be duly signed and stamped in each page by bidder/ authorized representative of the bidder
60. No advance / mobilization advance will be given and the part payment or advance for raw materials brought by the successful tenderer will not be paid. Payment will be made only for the quantities actually executed for a finished item of work as measured and accepted finally. No separate payment will be paid for invisible and visible wastage and scrap materials. No advance payment will be made. No part payment will be made.
61. The successful tenderer has to raise invoice in running bills based on the measurements written in the Measurement Book.
62. The rate offered is for finished item of works as per Bill of quantities and shall provide for the complete cost towards fuel, tools, tackles, plant & machinery, temporary works, labour, materials, levies, taxes, transport, lay-out, repairs, rectifications, maintenance till handing over, supervision, labour colonies, establishment, services, roads, revenue expenses, overheads, profits & all other incidentals etc., complete. The contractor shall pay and bear all taxes, fees, license charges, Cess, duties, deposits, tolls, royalties, commission or other charges which may be leviable on account of his operations in executing the contract
63. The rate quoted includes all taxes except GST. However the GST as applicable for this contract work can be claimed from BHEL along with their monthly bills for further payment to be made to the authorities concerned. The contractor has to submit the GST payment challan as a documentary proof of having paid the GST for the previous bill for which he has received the GST tax payment along with the subsequent bill for which payment has to be processed.

**64. New Taxes / Levies**

In case the Government imposes any new levy / tax on the output service after award of the contract, the same shall be reimbursed by BHEL at actual.

In case any change in taxes and duties as per government notification including GST the same shall be applicable from time to time..

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65. In case any adverse information is received concerning performance, capability or conduct of the bidder after issue of tender enquiry, BHEL reserves the right to reject the offer at any stage as deemed fit.
66. BHEL shall not be liable for any expenses incurred by bidder in preparation of bid irrespective of whether it is accepted or not.
67. Quotations received from bidders who do not fulfil the Pre qualification requirement shall be summarily rejected without any further evaluation and information to bidders.
68. It shall be the responsibility of the contractor to ensure that, all the certificates submitted for pre-qualification, remains valid at all times even after award and during the entire duration of contract
69. The works contract to be entered in to with the contractor will be governed by the BHEL Revised General Conditions of contract in force.
70. Bharat Heavy Electricals Limited will not be bound by any power of attorney granted by the tenderer or by changes in the composition of firm made subsequent to the execution of the contract. They may however recognize such power of attorney and changes after obtaining proper legal advice the cost of which will be chargeable to the contract concerned.
71. The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
72. The expenses for completing and stamping the agreement shall be borne by the contractor
73. Tenderers shall not increase their quoted rates in case the Bharat Heavy Electricals Limited, negotiates for negotiation for reduction of rates. Such negotiation shall not amount to cancellation or withdrawal of the original offer and the rates originally quoted shall be binding on the tenderers for a period of four months from the date of opening of tenders.
74. TENDERERS should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of Tender Documents before submitting their tender.
75. In quoting their rates, the tenderers are advised to take account all factors including any fluctuations in the market rates etc. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract.
76. Unless the contractor whose tender is accepted should remit the necessary security deposit specified within Seven days of the date of the order directing him to do so the amount of Earnest Money Deposit already deposited by him will be forfeited and acceptance of his tender withdrawn.
77. If after opening of tenderer revokes his tender or increases his earlier quoted rates or after acceptance of his tender does not commence the work in accordance with the instruction of the Engineer-in-charge, the Earnest Money deposited by him will be forfeited and acceptance of his tender withdrawn. If only a part of the work included in the tender had been awarded to the tenderer, the amount of Earnest Money to be forfeited will be based on the value of the contract so awarded.
78. The Chairman / General Manger / Deputy General Manager / Deputy Manager / Senior Engineer shall be Accepting Officer, herein after referred to as such for the purpose of this contract.
79. The tenderers are advised to go through the conditions stipulated in Health & Safety of Contract Labourer. Any violation thereof will invite punitive action being taken against them.

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80. Since the responsibility for the quality, workmanship and accuracy of any work being carried out under this contract lies with the contractor, the contractor should ensure that no work is done without the presence of contractor's representative at the work spot.
81. Contractor has to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, experience etc. acceptable to concerned department.
82. Contractors are advised that contract labours must be employed without any discrimination on caste or creed or religion basis.
83. The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
84. Tenderers participating in the tender should declare in their technical bid that whether they have been black-listed / kept on hold for a specified period / given Business holiday for a specified period by any Public sector undertaking or Government departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to BHEL. If no such details are mentioned in the offer then it will be construed that the subject bidder is not under any such hold. But at a later date if it comes to the notice of BHEL about any such hold under enforcement on the subject bidder, BHEL will have every right to reject the offer of such vendors at any point of time and also under any stage of the finalisation of the subject tender irrespective of the status of the subject bidder in that tender. Such bidders will not be permitted to participate in the further tender proceedings and will be communicated suitably. They will not be also considered for any on going tenders even if participated till the hold is officially lifted and confirmed in writing.
85. The contractor by submitting the tender undertakes that, they had never been found guilty by a court of law in India for any offence in involving fraud, dishonesty and moral turpitude. If at a later date, if it comes to the notice of BHEL about any such occurrences on the subject bidder, BHEL will have every right to reject the offer of such vendors at any point of time
86. Time is the essence of the contract. The contractor shall ensure and maintain uninterrupted progress of the work as directed by Engineer in charge such that the work shall be completed within the time imposed
87. The work shall be executed in a workman-like manner and to the satisfaction in all respects of the Engineer-in-charge
88. **Inspection of the work:** BHEL officials concerned with the Contract shall have power at any time to inspect and examine any part of the work and the Contractor shall give such facilities as may be required to be given for such inspection and examination. Should Engineer-in-charge consider, at any time during the contract, that any work has been executed with unsound, imperfect or unskilled workmanship or of a quality inferior to that contracted for or not otherwise in accordance with the contract (in respect) the decision of Engineer-in-charge shall be final and conclusive. the Contractor shall on demand in writing from the Engineer-in-charge specifying the fault notwithstanding that the same may have been inadvertently passed, certified and paid for, forthwith rectify or remove and reconstruct the work so specified in whole or in part as the case may be required at his own expense to the entire satisfaction of the Engineer-in-charge and in the event of his failing to do so within a period to be specified by the Engineer-in-charge in his demand as aforesaid, the Engineer-in-charge may carry out the work by other means at the risk and expense in all respects of the Contractor.
89. It will be the responsibility of the Contractor to ensure that the contractor himself, their sub contractors, agents and labour engaged for the work, are required to possess valid necessary license for execution of work from statutory authorities, renewal of the same periodically, during the occurrence of the contract and scrupulously adhere to the prevailing safety regulations, safety precautions and measures. BHEL will not be responsible for the lapses, shortcomings arising out of such deviations and the contractor will be responsible for any such eventualities and liabilities if any.
90. If in case of Price bid opening, if there is a tie in quoted L1 amount, then ranking will be decided based on Lot system

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91. BHEL reserves its right to reject the tender at any stage on account of unsatisfactory past performance by the present tenderer in another project / sister unit awarded under different enquiry.
92. The Contractor shall ensure that his workmen vacate the premises after the shift is over.
93. None of the documents issued with reference to the contract shall be used by the contractor for any purpose other than that of this contract. The Contractor shall take necessary steps to ensure that all persons employed on any work in connection with this contract have noticed that the Indian official Secrets Act 1923 (XIX of 1923) applies to them and shall continue so to apply even after the execution of such works under the contract.

**94. Stores and Materials**

The Contractor shall, at his own cost and expense, provide all materials required for the works, unless specified otherwise in Bill of quantities. All materials to be supplied by the Contractor shall be of the best kind as described in the specifications and the Contractor shall, if requested by the Engineer-in-charge, furnish proof to the satisfaction of the Engineer-in-charge, that the materials so comply with the specifications. The contractor shall, at his own expense and without delay, supply samples of materials proposed to be used in the execution of the work for approval of the Engineer-in-charge, who may reject the materials not corresponding either in quality or character to the approved samples. In the case of stores provided, if specified, the Contractor shall bear the cost of loading, transporting to site, unloading, storing under cover as required assembling and jointing the several parts together as necessary and incorporating or fixing these stores materials in the work, including all preparatory work of whatever description as may be required, and of closing, preparing, loading and returning empty cases or containers to the place of issue without any extra charges.

95. The Contractor shall fully indemnify B.H.E.L or the agent, servant, or employee of B.H.E.L against any action, claim or proceeding relating to infringement or the use of any patent or design or any alleged patent or design rights, and shall pay any royalties which may be payable in respect of any article / or part thereof included in the contract. In the event of any claims being made or action brought against B.H.E.L or any agent, or servant or employee of BHEL in respect of matters aforesaid the Contractor shall immediately be notified thereof for taking necessary action provided that payment of indemnity shall not apply when such infringement has taken place in complying with the specific directions issued by the BHEL but the Contractor shall pay any royalties payable in respect of any such use.

96. **Admission to Site:** The Contractor shall not enter on (other than for inspection purposes) or take possession of the site unless permitted to do so by the Engineer-in-charge. The portions of the Site to be occupied by the Contractor will be clearly defined and marked on the site plan, and the Contractor will on no account be allowed to extend his operations beyond these areas. The Contractor shall provide, if necessary or required at the Site, temporary access there to and shall alter, modify and maintain the same as required from time to time. He shall take out and clear away the access route when no longer required and restoring the area to its original condition. The Engineer-in-charge shall have power to execute other works (whether or not connected with the work in the contract agreement) on the site contemporaneously with the execution of the original work and Contractor shall give reasonable facilities for this purpose. B.H.E.L reserves the right of taking over, at any time, any portion of the site which they may require and the Contractor shall at his own expense clear such portion forthwith. No photographs of the Site or of the work or any part thereof shall be taken, published or otherwise circulated without the prior approval of the Engineer-in-charge. No such approval shall however exempt the contractor from complying with any statutory provisions in regard to the taking and publication of such photographs. B.H.E.L Officials connected with the Contract shall have the right of entry to the Site at all times. Engineer - in charge shall have the power to exclude from the site any person whose admission there to may, in his opinion be undesirable for any reason whatsoever.

97. The Engineer-in-charge concerned shall have the right to deduct from the money due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfilment of the conditions of the contract for the benefit of the workers non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the contract or non-observance of the regulations. The Contractor shall be liable primarily for all payments to be made under the contract and for the observance of the Regulations aforesaid without prejudice to his right to claim indemnity from his sub-contractors.

**Name of work: WORKS CONTRACT FOR HOUSEKEEPING & SANITATION WORKS AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2018-19.**

**Ref No: WCT/9031800002 Dt 21.04.2018**

98. In the unforeseen event of inordinate delay in receipt of materials, drawings, fronts, etc, due to which inordinate discontinuity of work is anticipated, BHEL at its discretion may consider short closing the contract. In such a case, the estimated value of the unexecuted portion of work as mutually agreed, shall however be reduced from the final contract value. Contract value for this purpose shall mean executed contract value plus value of unexecuted portion of work as per rate schedule

**99. Final Bill**

As soon as possible after the completion of the work to the satisfaction of the Engineer-in-charge, the contractor shall forward a certified final account on BHEL form, in duplicate. It shall be accompanied by all abstracts, vouchers etc., in support thereof and shall be prepared in the manner prescribed by the Engineer-in-charge. No claims will be entertained after the receipt of the final bill. The Contractor shall be entitled to be paid the final sum less the value of payments already made on account subject to certification of the final bill by the Engineer-in-charge. Any sums due from the contractor on account of Tools & Plant, Stores or any other items provided by BHEL not yet recovered from the contractor shall be deducted from the final sum aforesaid. No charge shall be allowed to the Contractor on account of the preparation of the final bill.

**100. GST (Goods and Service Tax):**

1. Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GST registration no which should clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.
2. Supplier shall mention their GSTIN registration number in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.
3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
4. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.
5. All documents like Mill Test Certificate, LR copy, Guarantee/Warranty certificate, work completion certificate, any other document mentioned in PO, shall be sent along with the vehicle/consignment. For all consignments received within the calendar month, input credit will be availed within that month in line with monthly returns filing cycle. In case of any discrepancy in the document or non-submission of documents mentioned in the PO, then BHEL will not be able to accept or account the material, in such case availing of tax credit will be deferred to next month or so.
6. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the suppliers, within the calendar month notified by BHEL.
7. For any such delay in availing of tax credit for reasons attributable to supplier (as mentioned above), interest (calculated @ SBI Base Rate + 6%) alongwith penalty if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.

## **ANNEXURE-C**

### **EMD PAYMENT VIDE E-COLLECT**

This explains how to make Payments to BHEL- Tiruchirapali and through SBI-Ecollect. Vendors (EMD and SD Payments payable by others) can utilise this facility. Payments can be made using Internet Banking, Debit Cards/Credit Cards etc. SBI Charges a minimum amount (Service Charge) for every transaction. This may vary according to the MODE selected.

#### **STEP BY STEP PROCEDURE:**

Login to <https://www.onlinesbi.com>

1. Select State Bank Collect available on the top ( pre login page )
2. Accept the terms and conditions and click "PROCEED"
3. Select State "TAMILNADU "and Institution type "INDUSTRY ".
4. Select "BHEL TRICHY under "INDUSTRY".
5. In the next page, Select APPROPRIATE category, fill details correctly & click "SUBMIT".
6. If all details entered are correctly populated, click "CONFIRM "to proceed.
7. Make payment as per your convenience. (Options available are payment of fees through SBI Net Banking, State Bank ATM cum Debit Cards / Other Bank Debit / Credit Cards and through SBI Branches).
8. SAVE & Keep the copy of receipt for future reference.

#### **HOW TO TAKE RECEIPT FOR A PAYMENT MADE, EVEN ON A LATER DATE:**

(PLEASE CHECK THE STATUS BEFORE MAKING PAYMENT SECOND TIME)

1. Login to [www.onlinesbi.com](http://www.onlinesbi.com)
2. Select State Bank Collect available on the top ( pre login page )
3. Accept the terms and conditions and click "PROCEED"
4. Select "PAYMENT HISTORY "option available on the left side of screen.
5. Using two options as mentioned below , you can get the receipt :
  - a. Type the same Date of Birth, Mobile Number which you have entered at the time of making payment through SB collect. Select the date range and submit.
  - b. If you know the payment reference number, then enter the Reference number (DU...) along with anyone information (Date of Birth / Mobile number, which you have entered at the time of making payment). Select the date range and submit.
6. In the next page, take print out of receipt.



ANNEXURE-D

PROFORMA (SAMPLE)

(ON BIDDER’S LETTER HEAD)

REF:..... DT:.....

AUTHORIZATION LETTER FOR PARTICIPATING TENDER OPENING

We, M/s..... (name of the Tenderer) hereby  
authorizing ..... (name of the representative) to participate in  
the Tender opening of BHEL Trichy “WORKS CONTRACT FOR HOUSEKEEPING AND SANITATION  
WORKS AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR , THILLAI NAGAR,  
SECURITY COLONY) FOR 2018-19. for Enquiry No : WCT / 90317000XX Dt. XX.01.2018

The representative’s specimen signature is appended below & attested.

(Signature of the representative)

Authorized signature  
with seal and address

**FORMAT FOR CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTORS**

Name & Address of the Client .....

Details of works executed by Shri. M/s .....

1. Name of work with brief particulars :
2. Agreement No. and date :
3. Date of commencement :
4. Stipulated date of completion :
5. Actual date of completion :
6. Details of compensation levied for delay, if any:
7. Tendered amount :
8. Gross amount of the work completed :
9. Name and address of the authority under whom work executed :
10. Whether the contractor employed qualified Sanitary Inspector / Supervisor during execution of work? :
11. (i) Quality of work (indicate grading) : Outstanding/V.Good/Good/Poor  
(ii) Amount of work paid on reduced rate basis, if any :
12. (i) Did the contractor go for arbitration? :  
(ii) If yes, amount of claim :  
(iii) Amount received :
13. Comments on the capabilities of the contractor
  - (a) Technical Proficiency : Outstanding/V. Good/Good/Poor
  - (b) Financial Soundness : Outstanding/V. Good/Good/Poor
  - (c) Mobilization of adequate T & P : Outstanding/V. Good/Good/Poor
  - (d) Mobilization of manpower : Outstanding/V. Good/Good/Poor
  - (e) General behavior : Outstanding/V. Good/Good/Poor

NOTE: All columns should be filled in properly.

Signature of the Certifying Officer with  
Official seal