

**Name of Works: WORKS CONTRACT FOR REPAIR AND SERVICING OF ROLLING SHUTTERS IN HPBP FACTORY AREA INCLUDING UNIT-II AND SSTP AREA AT BHEL-TRICHY FOR 2019-20.**

**Enquiry No: 9031900014/ 18.10.2019**

**SEALED TENDERS** for the above work are hereby invited from contractors experienced in works of similar kind and magnitude. TENDERS must be submitted in a 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 8,000/-**

**(RUPEES EIGHT THOUSAND ONLY)**

**(NOTE: - EMD is not waived off for MSE/NSIC vendors.)**

**(Hence, vendors should furnish EMD of specified amount without which their bids will not be considered)**

**COVER 2- TECHNICAL BID**

**COVER-3 PRICE BID**

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

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**BHARAT HEAVY ELECTRICALS LIMITED  
TIRUCHIRAPPALLI-620 014  
WORKS CONTRACTS MANAGEMENT  
PART-I (TECHNO COMMERCIAL BID)**

**NOTICE INVITING TENDER**

1.	Tender Ref No:	<b>9031900014/ 18.10.2019</b>
2.	Name of works	<b>WORKS CONTRACT FOR REPAIR AND SERVICING OF ROLLING SHUTTERS IN HPBP FACTORY AREA INCLUDING UNIT-II AND SSTP AREA AT BHEL-TRICHY FOR 2019-20.</b>
3.	Location of work	BHEL-TRICHY
4.	Period of contract	Twelve (12) months from the date of Award of contract.
5.	Earnest Money Deposit	<b>₹ 8,000/- (Rupees Eight Thousand Only)</b>
6.	Tender Document details	A] Technical Bid - Pages from 1 to 35 (35 Pages) B] Price Bid - - Pages from 36 to 39 (4 Pages)
7.	Place of Submission of Tender Document	<b>DGM, Works Contracts Management Building 53, First Floor BHEL, High Pressure Boiler Plant Trichy 620 014</b>
8.	Last Date for Receipt of Tender	<b>09.11.2019 / 10:00 Hrs.</b>
9.	Date of Techno Commercial Bid Opening	<b>09.11.2019 / 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 Enterprise/ Company/ Firm.	
1.1.	Status of the Enterprise/ Company/ Firm.	<input type="checkbox"/> Public Limited; <input type="checkbox"/> Private Limited <input type="checkbox"/> Partnership Firm; <input type="checkbox"/> Single Ownership <input type="checkbox"/> Public Sector / Govt. org; <input type="checkbox"/> Others Pl specify if others ..... ( Documentary evidence for the same to be attached )
1.2	Regd. Address of Enterprise/ Company/ Firm	
1.3	If offer is addressed from different address, as above, the same may specified,	
2	Details of documentary evidence submitted in support of Status of the Enterprise/ Company/ Firm.	..... (Vendor to provide the details of document submitted)
Following documents may be submitted based on status of Enterprise/ Company/ Firm.		
2.1	Sole Proprietorship	Trade License / PAN/GST registration / Auditor's letter
2.2	Partnership (In case of partnership firm, copy of PAN of all partners shall be furnished)	Registered Partnership Deed and (Trade License / GST registration)

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2.3	Private Limited Company / Public Limited Company / Public Sector / Govt. Org	Certificate of Registration/Memorandum of Association & Articles of Association
2.4	Are you/your partner involved whether as a proprietor/partner in other companies.  In case of bid given by company, any other sister concerns being run. (Details of Name, Address, etc., of such companies shall be furnished.)	(Enclosed / Not applicable).....
3.	Landline/ Mobile number	
4.	E-mail Address:	
5.	Name, Designation and Contact details of person signing the Tender ( In case of authorized signatory signing the tender, the copy of power of attorney should be enclosed)	
6.	BHEL- Trichy Vendor Code:  (If vendor code is not available, kindly Submit the original NEFT/RTGS Format duly filled and signed as per Annexure-A5 along with cancelled cheque leaf)	
7.	<b>ESI Registration (No. &amp; Date)</b> (signed and stamped copy of ESI Registration to be attached)	
8.	<b>EPF Registration (No. &amp; Date)</b> (signed and stamped copy of EPF Registration to be attached)	
9.	<b>Labour License</b> (signed and stamped copy of Labour license to be attached)	
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Vendors not having PF, ESI, Labour License shall immediately get registered after award of work to comply with statutory requirements.</li> <li>2. If vendor fails to get PF, ESI and Labour License before start of work, EMD/SD shall be forfeited and penal action shall be taken as per extant rules of BHEL.</li> </ol>		

**B: Qualifying Criteria:**

<b>Sl. No.</b>	<b>Qualifying Criteria</b>	<b>DETAILS</b>
<b>1</b>	<p><b>EMD Amount: ₹ 8,000/- (Rupees Eight Thousand only)</b></p> <p>Note: -</p> <ol style="list-style-type: none"> <li>1. Offer without EMD will be rejected.</li> <li>2. NEFT is the preferred mode of payment for EMD. (Refer Annexure -A5 for making EMD payment through SBI-E collect)</li> <li>3. <u>EMD is not waived off for MSE/NSIC vendors.</u></li> </ol>	<p><b>PAYMENT DETAILS (NEFT/DD/FDR/CR NO.):</b></p> <p>AMOUNT:</p> <p>REF. NO:</p> <p>DATE:</p> <p>BANK NAME:</p>
<b>2</b>	<b>Income Tax Registration (PAN) :</b> (signed and stamped copy of PAN to be attached)	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
<b>3</b>	<b>Goods &amp; Service Tax Registration(GST):</b> (signed and stamped copy of GST Registration to be attached) (Declaration to be attached if Vendor is Exempted from paying GST on their letter head)	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed/ <input type="checkbox"/> Exempted
<b>4</b>	<p><b>Acceptance Clause:</b></p> <p>We have read all the terms and conditions, noted the job content &amp; site conditions. We have quoted our offer for all items by taking care of unit of measurement given in the Bill of quantities against individual items. 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. We have read the Guidelines for Suspension of Business Dealings with Suppliers/ Contractors referred to in the enquiry and confirm acceptance to the same.</p>	<input type="checkbox"/> Accepted

NOTE: Self attested copy of all the documents should be submitted along with Tender, if at any stage, the document(s) submitted by Contractor is / are found incorrect / false / fake, the necessary action will be taken by BHEL against Contractor viz., legal, Contractual, BHEL Policy / Procedural actions in whatsoever manner as deemed fit.

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### **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 DGM, Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014, to reach WCM Dept. on or before date specified, **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 the same day at **10:30 Hrs. (IST)** at Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014. BHEL shall not responsible for any postal delay.

The bidders may contact Dy. Manager / WCM (0431-2571727/2574564) Email: [thiyaguvj@bhel.in](mailto:thiyaguvj@bhel.in)/[dineshwar@bhel.in](mailto:dineshwar@bhel.in) (OR) DGM / WCM (0431-2571913) Email: [philip@bhel.in](mailto:philip@bhel.in) M/s Bharat Heavy Electricals Limited, Tiruchirappalli – 620014, for any clarification required in this regard.

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 DD / Pay order drawn in favor of BHEL, Trichy or details of Electronic Fund Transfer or fixed deposit receipt (FDR) for EMD and super scribed as EMD Cover for NIT / Enquiry No.

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

2. **EMD may be submitted in the form of (i) Cash deposit under the extent Income Tax Act (before Tender opening) or (ii) Electronic Fund Transfer credited in BHEL account (before Tender opening) or (iii) Bankers Cheque/Pay order/Demand Draft (DD) in favor of BHEL Trichy (along with offer) or (iv) Fixed Deposit Receipt (FDR) issued by schedule banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL and affixed one rupee (Rs.1/-) revenue stamp & sign on back side of FDR). In case of vendor being unsuccessful FDR will be returned to vendors or to their authorized representative(s), in person only.**

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).

**Note:**

1. The quoted rate shall be valid up to **Four months (120 days)** from date of Tender opening.
2. The rates shall remain firm for the entire period of the contract.
3. **Evaluation of the offer shall be done on “Net Cash outflow to BHEL after taking into account applicable Taxes and Duties “and overall (package) L1 basis. The L1 position based on the quoted values (subject to calculations) excluding applicable Goods & Services tax (GST), will not necessarily mean L1 for a vendor, but the net liability to BHEL, after considering the Goods & Services tax (GST) criteria for all the vendors who had participated in**

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**the tender. In case of exemption from the payment of Goods & Services tax (GST), the contractor has to submit a declaration along with the tender.**

4. If the Contractor back outs after opening of tender, the contractor is liable for forfeiture of the EMD paid.
5. BHEL reserves the right to increase or decrease the tendered quantity.
- 6. BHEL does not guarantee ordering of any minimum quantity.**
7. 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.
8. All the Statutory Obligations such as ESI, PF, Labor Acts, Factories Act, **Goods & Services tax (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.
9. 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.
10. BHEL reserves the right to reject the tender, if it contains any tampering to the tender documents submitted by the bidder, at any stage.
12. The labors engaged under this contract cannot be deployed in any other work. Violation of this rule will be viewed seriously.
13. BHEL reserves the right to extend the tender submission date, cancel the tender or reject the lowest or any tender in full or in part, without assigning any reasons whatsoever.
14. In order to ensure compliance to Minimum Wage payment to all workmen entering the factory/township premises, the entry of manpower shall be regulated based on the quoted/awarded value and the prevailing minimum wages.

**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 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. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the Tenderers concerned
- e. The contractor shall quote only the lowest possible total amount, inclusive of all taxes (except Goods & Service Tax (GST) which will be paid by BHEL extra as applicable) that can be offered for the intended quantity. Rate for individual items of BoQ will then be arrived by BHEL, as per Annexure-A6
- f. The total amount quoted 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 discretion that any statement was aimed at deliberately misleading BHEL with a view to ensure award of the subject contract to the bidder.
- o. The contractor shall follow norms of BHEL security system for movement of men & materials within the complex

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including biometric system.

- p. 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.
- q. The contractor shall strictly adhere to various labour laws in force.
- r. The decision of In-charge for this contract shall be final and binding on the contractor regarding clarification of items of works.
- s. Lowest prices received against BHEL tenders need not be the technically acceptable one, and in that case, BHEL reserves the right not to consider the same.
- t. In all matters of disputes, the decision of the General Manager, BHEL, Tiruchirappalli-14 shall be final and binding on the Contractor
- u. Water, Electrical energy, compressed air required for the work will be provided by BHEL at free of cost at the locations wherever possible. BHEL does not accept any liability whatsoever for non-supply, delay in supply or failure of supply of same. Contractor shall ensure that there is no wastage of same, otherwise supply of above is liable to be stopped at contractor's risk and cost. The contractor shall make leak proof / fire proof shed and provide control panel board of required capacity and lay the required electrical cables at their own cost for further distribution.
- 1. The amount offered shall provide for the complete cost towards labour, consumables, tools, plants & machinery, transport, supervision, profits & overheads, and all other incidentals, etc. complete. However, if the GST is applicable for this contract, the same will be reimbursed on production of valid documentary proof for having paid the GST by them.
- 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 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.
- 4. The contractor has to make his own arrangements to provide refreshment for the workmen deployed by him.
- 5. 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.
- 6. Contractor/Authorized representative must be present at site to supervise the activities on day-to-day basis and for giving necessary instructions regarding the work to be carried out.
- 7. All the consumables, Tools & Plants used in the work shall be of approved quality and will be subject to periodical inspection by BHEL officials.
- 8. The contractor has to carry-out the work in production shops without affecting the day to-day production activities.
- 9. The contractor should record the entry of all machineries / materials at the security gate while bringing in for work.
- 10. 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.
- 11. 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.
- 12. Works shall be carried out as per relevant IS standards and rules adhering to necessary safety precautions.
- 13. The contractor should extend fullest co-operation with the third party agencies engaged, if any by BHEL to adhere the Quality Control Procedures ensuring quality.
- 14. The labour engaged under this contract cannot be deployed in any other works. Violation of this rule will be viewed seriously.
- 15. No contract labour will be allowed to enter into BHEL premises without PPEs (i.e. Safety Shoes etc.).

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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 DGM / 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. DEVIATIONS:** The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of the respective area HOD/WCM. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.

**4. Work to Be Carried Out:**

The Contract shall include all labour which may be required for the execution of the work.

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 of the work. No extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.

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

The Contractor shall not, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons.

**6. Sub-Contract:**

The Contractor shall not sublet any portion of the contract.

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**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:**

The EMD shall be accepted only in the following forms:

- (i) Cash deposit under the extent Income Tax Act (before Tender opening) or
- (ii) Electronic Fund Transfer credited in BHEL account (before Tender opening) or
- (iii) Bankers Cheque/Pay order/Demand Draft (DD) in favor of BHEL Trichy (along with offer) or
- (iv) Fixed Deposit Receipt (FDR) issued by schedule banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL and affix one rupee (Rs.1/-) revenue stamp & sign on back side of FDR). **In case of vendor being unsuccessful FDR will be returned to vendors or to their authorized representative(s), in person only.**

~~In addition to above, the EMD in excess of Rs Two lakh may also 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 or increase his earlier quoted rates.
- ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
- iii) 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.
- iv) If the contractor does not commence the work within the period after issue of LOI or if the contractor is silent in this regard within 7 days of 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 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, furnish security deposit within seven days of receipt of the notification of acceptance of his tender, as indicated. Security deposit shall be @ 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)

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- 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 and **affix one rupee (Rs.1/-) revenue stamp & sign on back side of FDR**). **In case of vendor being unsuccessful FDR will be returned to vendors or to their authorized representative(s), in person only.**
- 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 favour of BHEL)

**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. However, 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.

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 or 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 as indicated. Else EMD will be forfeited.**

**9. GOODS & SERVICE TAX (GST) REGISTRATION & COMPLIANCE**

1. Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GST registration No (GSTIN) which should be clearly mentioned in the offer. If the dealer is exempted from GST registration, a declaration with due supporting documents need to be furnished for considering the offer. Dealers under composition scheme should declare that he is a composition dealer supported by the screen shot taken from GST portal. The dealer has to submit necessary documents if there is any change in status under GST.
2. Supplier shall mention their GSTIN in all their invoices (incl. credit Notes, Debit Notes) 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), Billed to party (with GSTIN) & Shipped to party

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details, item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, Place of Supply etc.

3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
4. Invoices will be processed only upon completion of statutory requirement and further subject to following:
  - a. Vendor declaring such invoice in Form GST ANX-1
  - b. Receipt of Goods or Services and Tax invoice by BHEL
5. As the continuous uploading of tax invoices in GSTN portal (in GST ANX-1) is available for all (i.e. both Small & Large) tax payers under proposed new GST Return System, all invoices raised on BHEL may be uploaded immediately in GST portal on despatch of material /rendering of services. The supplier shall ensure availability of Invoice in GST portal before submission of invoice to BHEL. Invoices will be admitted by BHEL only if the invoices are available in GSTN portal (in BHEL's GST ANX-2).
6. In case of discrepancy in the data uploaded by the 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 or debit note (details also to be uploaded in GSTN portal) for the shortages or rejections in the supplies or additional claims, within the calendar month informed by BHEL.
7. In cases where invoice details have been uploaded by the vendor but failed to remit the GST amount to GST Department (Form PMT-08 or Form GST RET-01 to be submitted) within stipulated time, then GST paid on the invoices pertaining to the month for which GST return not filed by the vendor will be recovered from the vendor along with the applicable interest (currently 24% pa) and all subsequent bills of the vendor will not be processed till filing of the GST return by the vendor.
8. In case GST credit is denied to BHEL due to non-receipt or delayed receipt of goods and/ or tax invoice or expiry of timeline prescribed in GST law for availing such ITC, or any other reasons not attributable to BHEL, GST amount claimed in the invoice shall be disallowed to the vendor.
9. Where any GST liability arising on BHEL under Reverse Charge (RCM), the vendor has to submit the invoices to BHEL well within the timeline prescribed in GST Law, to enable BHEL to discharge the GST liability. If there is a delay in submission of invoice by the vendor resulting in delayed payment of GST by BHEL along with Interest, then such Interest payable or paid shall be recovered from the vendor.
10. Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers/contracts. Hence applicable GST shall also be recoverable from suppliers/contractors on LD amount. For this Tax Invoice will be issued by BHEL indicating the respective supply invoice number.
11. GST TDS will be deducted as per Section 51 of CGST Act 2017 and in line with Notification 50/2018 – Central Tax dated 13.09.2018. GST TDS certificate which will be generated in GST portal subsequent to vendor accepting the TDS deduction in the GST portal, will be issued to the vendor.

**10. 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.

**11. 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.

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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.

**12. Payment to employees engaged by the contractor:**

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, EPF and Miscellaneous Provisions Act-1952, Employees' State Insurance Act-1948 and other relevant Acts and rules framed, thereunder from time to time.
3. Contractor shall be responsible for making payment of wages within 7 days from the last day of wage period and shall obtain the signature at the end of entries in the wage register from area in-charge of contract operating department.
4. Contract labours has to sign the filled in wage register in front of the area in-charge of contract operating department and area in-charge should certify the wage register for payment to the Contract labours only after signed by all the contract labours in filled wage register.
5. Contractor shall have/ obtain license under the Contract Labour (Regulation and Abolition) Act-1970.
6. As per the circular issued by HR-Welfare/ BHEL dt 08.04.2014, the following additional wages per month has to be paid by the Contractor to his employees over and above the minimum wages declared by the Government of Tamil Nadu as:
  - a) Unskilled : ₹3200/-
  - b) Semi-skilled : ₹3700/-
  - c) Skilled : ₹4100/-
  - d) Highly Skilled Worker (HSW) : ₹4300/-

***The above additional wages & minimum wages will also attract PF, ESI, Bonus etc.***

7. Contractor should ensure that at least the prevailing minimum wages, as per the rules of Government of Tamil Nadu, which are applicable to **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 nationalized bank accounts by means of NEFT/ RTGS/ IMPS.

Any changes in manpower should be informed to the executive in-charge of Contract execution department before engaging them along with the details.

While submitting the bills, the contractor should submit a proof of payment made to employees only through nationalized 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. The prevailing wages as per BHEL circular is cited below for reference:

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

Ref No. TP:HR: Contract Cell: MW

Date: 28/03/2019

**CIRCULAR**

To

**All Contract Awarding/Executing Executives**

**Sub:** Minimum Wages Act, 1948 – Revision of Dearness Allowance for in employment in "General Engineering and Fabrication Industry" – Reg.

**Ref:** Notification No.Z3/7657/2019 dated 18/03/2019 by Office of the Commissioner of Labour, Chennai – 600 006.

Consequent upon the increase in Dearness Allowance payable under the Minimum Wages Act from Rs.4235/- to **Rs.4574/-** per month to those employed in "General Engineering and Fabrication Industry", the Statutory Minimum Wages applicable to the contract workmen would be as follows with effect from 01/04/2019:

S No	Category	Minimum Basic Wages per day	Minimum DA per day*	Total Minimum Wages per day
1	Unskilled Worker	Rs.258.50	Rs.176.00	Rs.434.50
2	Semi-Skilled Worker	Rs.271.00	Rs.176.00	Rs.447.00
3	Skilled Worker	Rs.278.50	Rs.176.00	Rs.454.50
4	Supervisor**	Rs.295.00	Rs.176.00	Rs.471.00

Note: (calculation)

\*Minimum DA per day (Rs.4574/26) = 175.92, which is rounded off to Rs.176/-

\*\*For Supervisors, minimum Basic Wages per day (Rs.7660/26) = 294.61, which is rounded off to Rs.295/-

All Contract Awarding / Executing Executives are requested to ensure that the contractors make payment of wages to their workers not less than the above Statutory Minimum Wages along with BHEL Additional Wages as stipulated in the respective work order.

**Sr. Manager (HR-Law&Cont. Cell)**

**CC:**

All HR Executives  
DGM/HR & Admin /PC/Chennai  
DGM/HR/PPPU/Thirumayam  
AGM/Finance  
GM/WCM & MM  
GM/Finance  
GM/HR&Medical

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8. The contractor shall preferably remit the salary/wages of their workmen through nationalized Bank, directly to the salary/savings account of the employee concerned. monthly clearance will be given in respect of those contractors, only if the salary/wages to the workmen concerned has been remitted. The relevant Bank statement/proof of payment should be produced along with PF and ESI challans every month.

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.

9. 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.

10. Each contract employees must have his own PF and ESI Codes and comply with the relevant Acts.

11. 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.

12. Contractor shall maintain proper records of PF, EDLI, Pension, ESI contribution, administrative charges etc., wherever applicable and shall produce proof of deductions as well as remittances. Contractor shall issue wage slips to his employees. Indicative lists as follows, which shall be maintained neatly, completely and legibly for inspection by various statutory authorities and the company officials even at short notice:

(a) Form XIII	-	Register of Workmen employed by contractor (Rule 75)
(b) Form XIV	-	Employment card issued by contractor (rule 76)
(c) Form XVI	-	Muster Roll (Rule 78(1) (a) (i))
(d) Form XVII	-	Register of Wages (Rule 78(1) (a) (i))
(e) Form XVIII	-	Register of wages-cum Muster Roll (in case of weekly Payment)
(f) Form XIX	-	Wage Slip (Rule 78) (b)
(g) Form XX	-	Register of deduction for damages of loss (Rule (78) (1) (a) (ii))
(h) Form XXI	-	Register of files (Rule 78) (1) (a) (ii))
(i) Form XXII	-	Register of advance (Rule 78) (1) (a) (ii))
(j) Form XXIII	-	Register of overtime (Rule 78) (1) (a) (iii))
(k) Form XXIV	-	Return to be sent by the contractor to licensing officer (Rule 82)
(l) any other records/registers required to be maintained by the contractors under statutory provisions applicable to him.		

**13. 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.

**14. 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

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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.

**15. Laws Governing the Contract:**

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

**16. 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 with 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-bona-fide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

**17. 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.

- 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 of such percentage to

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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.

**18. 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.

**19. 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.

**20. 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.

**21. PAYMENT TERMS:**

1. Payment will be made only after completion of work on pro-rata basis on acceptance and certification of bills by BHEL Engineer-in-Charge.

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 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. 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.

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

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- a) 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.
- b) Any other relevant document which is required from time to time as per BHEL requirement.
- c) 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.

No advance may be paid for operational or any other expenses.

Goods and Services tax will be payable extra by BHEL at prevailing rates and corresponding TDS will be made as per Government norms.

**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 may be refunded to the Contractor after completion of the contract provided, after 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 for periods considered reasonable by the respective area **HOD** at his discretion subject to prompt notification by the contractor.

**26. Arbitration:**

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 Tiruchirappalli.

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 there under and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Tiruchirappalli (the place from which the contract is issued).

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The cost of arbitration shall be borne as per the award of the Arbitrator. Subject to the arbitration in terms of Clause above, the Courts at **Tiruchirappalli** (PI incorporate the name of the place where the Principal Civil Court having ordinary original civil jurisdiction to decide questions forming subject matter of the arbitration is located) 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 Enterprises (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. JURISDICTION:**

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

### **28. SECRECY OF CONFIDENTIAL INFORMATION:**

The Contractor undertakes and agrees that he/it will not disclose or reveal in part or full the proprietary/confidential information, which terms shall mean and include patents, trademarks, service marks, registered designs, copyright, design rights, know-how, confidential information, trade and business names and any other similar protected information of BHEL received during negotiation or currency of the contract to any third party or governmental authorities without written permission from BHEL. In the event of termination or expiry of the contract, the contractor shall return all proprietary/confidential information to BHEL. This clause shall survive termination or expiry of the contract.

BHEL reserves the right to initiate appropriate action including legal proceeds / termination of contract, recovery of damages, penalties etc., if the contractor is found guilty / wrong usage of the documents given by BHEL for any unauthorised activity.

### **29. 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 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.

### **30. 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 amendment/revision, LD shall be linked to the amended/revised PO value.

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## **31. 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.

## **32. 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". BHEL's Guidelines for Suspension of Business Dealings with Suppliers/ Contractors shall apply to this Notice Inviting Tender/ Enquiry. The said Guidelines are available at [http://www.bhel.com/vender\\_registration/pdf/Suspension\\_guidelines\\_adbridged.pdf](http://www.bhel.com/vender_registration/pdf/Suspension_guidelines_adbridged.pdf) The Bidders shall peruse the same prior to submission of the bid Any action taken or proposed to be taken by BHEL under the said policy shall be without prejudice, and in addition, to other rights and remedies as may be available to BHEL under contract or law."

## **33. 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.

**In case vendor fails to fulfil any of the tender / Contract obligations as per Contract / Agreement, contract shall be cancelled and SD shall be forfeited.**

## **34. 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.

## **35. Notices of Accidents:**

In the event of an accident the Contractor shall be required to fill injury report and submit to the Engineer-in-charge immediately and ensure compliance of ESI / Workmen's Compensation of accident as per the Act.

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The Contractor shall get the Contract personnel engaged by him insured under workmen's compensation policy from any Insurance company in India before actually starting the work. The Insurance Coverage should be for the entire period of Contract. The Contractor shall comply with the provisions of the Workmen's Compensation Act 1923. (This should be read in connection with the provisions of ESI Act.)

**36. Government Law's Covering Under This Contract:**

**1. 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 ensure the safety of person so working.

**2. 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 color 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.

The Contractor shall in respect of Personnel employed by him either directly or through sub-Contractors, comply with or cause to be complied with following statutory provisions and rules and in regard to all matters provided therein.

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

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- 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.

**37. 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.
- 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.

**38. 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.

**39. 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

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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.

**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 have 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, (Dhoti, 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.

**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.

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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.

**Equipment's:**

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.
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.

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2. Bio-Metric Entry for Contract Workmen Contractors have been directed to cover all the contract workmen engaged by them through Bio-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.

Any willful act that creates unsafe conditions.

**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 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.*

**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.*

***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,***

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***tenders are liable to be rejected. Tenderers need to complete the security formalities at the gate entrance i.e. gate pass etc., while submitting their offers and hence they are advised to be present in the campus premises well ahead of time.***

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.

The works executed in the own name of the tenderer only will be considered for eligibility criteria.

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.

- 41.** 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.
- 42.** 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 )
- 43.** 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
- 44.** 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.
- 45.** BHEL shall not be liable for any expenses incurred by bidder in preparation of bid irrespective of whether it is accepted or not.
- 46.** 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
- 47.** 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.
- 48.** 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.
- 49.** 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. Police verification certificate shall be obtained by vendors for the Labourers engaged for the first time for execution of work.
- 50.** Contractors are advised that contract labours must be employed without any discrimination on caste or creed or religion

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or gender basis.

**51.** 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.

**52.** It will be the responsibility of the Contractor to ensure that the contractor himself, 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.

**53.** The Contractor shall ensure that his workmen movement is restricted to their relevant work areas only & shall vacate the premises after the shift is over.

**54.** Vendors shall quote the rates for all the items listed in the bill of quantities. In case if for any item the vendor fails to quote their bid will not be considered.

**55. Compensation Clause:**

~~"BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of life / permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below.~~

~~a) Victim: Any person who suffers permanent disablement or dies in an accident as defined below.~~

~~b) Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing/operation and works incidental thereto at BHEL factories/offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works/during working at BHEL Units/Officers/townships and premises/Project sites~~

~~c) Compensation in respect of each of the victims:~~

~~(i) In the event of death or permanent disability resulting from Loss of both limbs: Rs 10,00,000/- (Rs Ten lakh)~~

~~(ii) In the event of others permanent disability: Rs.7,00,000/- (Rs. Seven Lakh)~~

~~d) Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to section 2 (l) of the Employee's Compensation Act, 1923"~~

**56.** The Parties who have been suspended or black listed or issued with "Show Cause Notice" by BHEL Trichy-14 or any other BHEL Unit will not be allowed to participate in the Tender and the bidder should declare the same in the Tender. Even during the course of evaluation / finalization of Tender if it is found that some of the parties are black listed / barred from business transactions / under business hold, BHEL will not consider them for further participation in the Tender.

**57. DISCREPANCY IN WORDS & FIGURES- QUOTED IN PRICE BID:**

I. If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the

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decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.

- II. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- III. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (I) and (II) above.
- IV. If there is such discrepancy in an offer, the same will be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- V. 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 shall be liable for rejection.

**58.** Charges incurred towards submission of bids, incidental to tender/contract should be borne by contractors only.

**59.** All financial instruments submitted towards the tender/contract are subject to realisation and if any deterrents arise during the course of realisation of same, charges incurred by BHEL, towards such shall be borne by contractor.

**60. 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.

**Declaration**

We M/s. .... do hereby confirm the following points with ref to the above works, if ordered on us.

1. We do hereby confirm that we will pay (i) at least the minimum wages (minimum basic wages + minimum DA) to all the persons engaged (Un Skilled / Semi-Skilled / Skilled /Supervisor category) by us in the above contract as per the Tamilnadu Government Minimum Wages Act - 1948 & also as per any revisions made by the State Govt. from time to time and (ii) Additional Wages as per HR / BHEL circular ref: BHE: HR: W: EW dt 08.04.2014 and (iii) Bonus as per the Bonus Act-1965 along with Wage.
2. ESI, PF & Bonus (both Employer and Employee contributions) amounts are to be remitted for total wages to be paid as mentioned in (i) & (ii) of point 1 and challans to be produced along with invoices for all the respective persons engaged in the above contract.
3. The quoted amount in this tender will remain firm throughout the entire Contract period and no extra payment against service charges will be claimed from BHEL under any circumstances from our end.
4. We, the contractor, will disburse the salary/wages to all the persons engaged in the contract preferably through nationalized banking channel in their respective accounts & the relevant Bank statement / proof for Bank payment will also be produced along with PF and ESI challans to the Welfare Section every month for processing our invoices for payment.
5. We will pay the previous month salary in full to our employees before 7<sup>th</sup> of every month and will not adjust any advance/ loan / repayment due by the employee to us.
6. All the payments to the persons engaged in the contract will be paid preferably through nationalized bank. No other mode of payment (hand payment / account transfer as advance payment or any other) is acceptable as salary.
7. In case we fail to pay the minimum wages to all the persons engaged in the contract which includes Minimum wages and Additional wages with ESI and PF (both Employee and Employer contributions) for every month including Bonus, BHEL has the right to recover from the outstanding payments to us either under this Contract or in any other Contract(s) or from Security Deposit or from both. In case this amount is insufficient for such recoveries, we shall make good the balance amount by actual payment. In addition, BHEL, Trichy may recover the said amounts through other running contracts from BHEL's sister units.
8. We also confirm to all the Terms & Conditions as per your above referred Enquiry & as per our offer submitted against the same.
9. We also declare that, we have not been suspended or black listed or issued with Show Cause Notice by BHEL Trichy-14 or any other BHEL Unit or any PSU/ Government organization
10. We will obtain and submit Labour License (As applicable) within 30 days from award of work.

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**ANNEXURE-A2**

**No deviation certificate**

We M/s. ....do hereby declare that we do not have any deviations to the tender terms and conditions as per

- 1. Technical Bid-Qualifying Criteria**
- 2. Scope of Work & Special/Technical Terms and Conditions**
- 3. General terms & Conditions of Contract**

We have read and clearly understood all the Terms and conditions in Tender Schedule and accordingly we accept the same without any Deviation what so ever.

**EMD PAYMENT VIDE SBI-Ecollect**

This explains how to make Payments to BHEL- Tiruchirappalli 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 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](https://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.
    1. In the next page, take print out of receipt.

**Name of Works: WORKS CONTRACT FOR REPAIR AND SERVICING OF ROLLING SHUTTERS IN HPBP FACTORY AREA INCLUDING UNIT-II AND SSTP AREA AT BHEL-TRICHY FOR 2019-20.**

**Enquiry No: 9031900014/ 18.10.2019**

**ANNEXURE-A4**

**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 for (Name of work) .....

---

**Enquiry No: .....**

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

(Signature of the representative)

Authorized signature  
with seal and address

**Name of Works: WORKS CONTRACT FOR REPAIR AND SERVICING OF ROLLING SHUTTERS IN HPBP FACTORY AREA INCLUDING UNIT-II AND SSTP AREA AT BHEL-TRICHY FOR 2019-20.**

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**ANNEXURE-A5**

**(NOTE: VENDORS ALREADY HAVING VENDOR CODE/PAID VIA EFT WITH BHEL TRICHY PREVIOUSLY NEED NOT FILL THIS, UNLESS ANY CHANGE. IN CASE OF CHANGE IN BANK DETAILS VENDORS TO FURNISH NOC FROM PREVIOUS BANK)**

**ACCEPTANCE FOR ELECTRONIC FUND TRANSFER (NEFT) / RTGS TRANSFER**

1	NAME & ADDRESS OF THE SUPPLIER	
2	VENDOR CODE assigned by BHEL	
	<b><u>Details of Bank Account:</u></b>	
3	NAME & ADDRESS OF THE BANK	
4	NAME OF THE BRANCH	
5	BRANCH CODE	
6	MICR CODE	
7	ACCOUNT NUMBER	
8	TYPE OF ACCOUNT	CURRENT A/C / OD / CASH CREDIT
9	BENEFICIARY'S NAME	
10	IFSC CODE OF THE BRANCH	
11	EMAIL ID	
12	TELEPHONE/MOBILE NO.	

**CERTIFICATE** I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited. I / We also agree to bear the applicable Bank Charges for the above mode of transfer. A copy of the cheque leaf/Cancelled cheque leaf of the above account is sent herewith.

**AUTHORISED SIGNATORY WITH NAME SEAL**

**Banker's Certification**

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of \_\_\_\_\_ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

(Manager / Officer's)

DATE:

Signature Under Bank stamp and Name Seal  
With Membership No.

(Telephone / Mobile No. \_\_\_\_\_)

**Illustration for arriving the rates for individual items of BoQ by BHEL for the total amount quoted by the vendor:**

Contractor shall only quote the total amount for the work and not the individual rates for every item of BoQ. The amount quoted shall include all taxes except Goods & service tax. Applicable Goods & service tax would be paid extra.

The rates for the individual items of BoQ would be arrived by BHEL as follows: -

**In this illustration, assume there are 5 items in the BoQ and the respective quantity and Percentage allocation is specified as below.**

<b>S No</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>% allocation</b>
1	1	50	Each	15%
2	2	33	Each	20%
3	3	27	Each	25%
4	4	21	Each	30%
5	5	18	Each	10%

If the total amount quoted by a vendor is 10,00,000/- (Ten lakhs) for the entire package,

Then,

Amount allocated for item 1 would be =  $15\% \times 10,00,000$  (since % allocation is 15% for this item)  
= Rs 1,50,000 /-

Hence the rate per unit, for item 1 would be =  $1,50,000 / 50 = \text{Rs } 3,000/-$

In the same manner, the rate per unit, for all other items would be arrived as follows,

Item 2=Rs 6,060.60

Item 3=Rs 9,259.26

Item 4=Rs 14,285.71

Item 5=Rs 5,555.55

**The rates will be rounded off to nearest two decimal places only, so as to match the total amount or closest to the total amount, quoted by the vendor. Rates so arrived by BHEL shall be final and binding on the contractor.**

**Name of Works: WORKS CONTRACT FOR REPAIR AND SERVICING OF ROLLING SHUTTERS IN HPBP FACTORY AREA INCLUDING UNIT-II AND SSTP AREA AT BHEL-TRICHY FOR 2019-20.**

**Enquiry No: 9031900014/ 18.10.2019**

**PART-II (PRICE BID)**

**BILL OF QUANTITIES - 33 Items**

(REF ANNEXURE -A6 FOR ARRIVAL OF RATES BY BHEL REG % ALLOCATION)

SL NO	DESCRIPTION OF WORK	UNIT	QTY	% Allocation
1	ONE TIME EFFECTIVE SERVICING, ATTENDING MINOR REPAIRS DURING THE SERVICING, GREASING FOR ALL TYPE OF ROLLING SHUTTERS (BOTH PULL AND PUSH AND GEAR TYPE) FOR ALL SIZES ETC. COMPLETE AS PER THE SPECIFICATIONS AND INSTRUCTIONS OF THE ENGINEER - IN CHARGE. THE QUOTED RATE IS FOR THE REPAIRS, ALL ADJUSTMENTS, BOLT NUT TIGHTENING INCLUDING REMOVING SHUTTERS BRACKETS AND OTHER ACCESSORIES IF NECESSARY, RE-FIXING THE SHUTTER IN POSITION AND ALL OTHER INCIDENTAL CHARGES, TOOLS AND PLANTS, COST OF GREASE SCAFFOLDING CHARGES, ETC. COMPLETE (SCAFFOLDING MATERIALS SHALL BE ARRANGED BY THE CONTRACTOR AT HIS OWN COST)	SQM	700.00	71.53%
2	SUPPLYING AND REPLACING THE FOLLOWING WORN OUT/ DAMAGED SPARES WHEREVER REQUIRED AS PER THE INSTRUCTION OF ENGINEER-IN-CHARGE. THE QUOTED RATE SHALL INCLUDE COST OF SPARES, BOLT, NUTS, WASHERS, SCAFFOLDING CHARGES WELDING CHARGES, LABOUR CHARGES ALL OTHER INCIDENTAL CHARGES ETC.,COMPLETE.			
2a	M.S BOTTOM RAILS 12 G	RM	4.00	0.29%
2b	M.S BUILT UP BOTTOM RAILS	RM	2.00	0.14%
2c	M.S SHAFT CAGE RECONSTRUCTION	RM	4.00	0.30%
2d	M.S TOP COVER FOR PULL AND PUSH TYPE 18 G	RM	2.00	0.33%
2e	M.S TOP COVER FOR GEAR TYPE 18 G	RM	2.00	0.33%
2f	COILED SPRINGS FOR PULL AND PUSH TYPE 18 G	EACH	2.00	0.25%
2g	M.S LATHS 18G	RM	15.00	0.74%
2h	COILED SPRINGS FOR GEAR TYPE - ISWG 60 TO 65 ROUNDS 4.5"DIA	EACH	6.00	2.96%
2i	COILED SPRINGS FOR GEAR TYPE - ISWG 65 TO 70 ROUNDS 4.5"DIA	EACH	12.00	6.63%
2j	GEAR TYPE M.S WORM WITH PEDESTAL	EACH	4.00	0.99%
2k	C.I GEAR WHEEL 9" TO 12"	EACH	2.00	0.74%
2l	GEAR TYPE C.I BEVEL WHEELS	EACH	2.00	0.99%
2m	GEAR TYPE END CLIPS	EACH	7.00	0.07%
2n	LOCKING STOPPER WITHOUT WELDING CLEAT	EACH	2.00	0.31%
2o	WELDING OF LOCKING CLEAT	EACH	4.00	0.37%
2p	M.S HANDLES WITH BOLTS	EACH	6.00	0.64%

**Name of Works: WORKS CONTRACT FOR REPAIR AND SERVICING OF ROLLING SHUTTERS IN HPBP FACTORY AREA INCLUDING UNIT-II AND SSTP AREA AT BHEL-TRICHY FOR 2019-20.**

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2q	M.S PULLEYS 9" TO 12"	EACH	4.00	0.31%
2r	M.S RINGS 9" TO 12"	EACH	2.00	0.16%
2s	M.S GEAR BOX WITH BEVEL WHEELS	EACH	3.00	2.95%
2t	32mmX75mmX3.25mmTHK.GUIDE CHANNEL WITH FIXING CLEAT	RM	7.00	0.70%
2u	PROVIDING AND FIXING BALL BEARING FOR ROLLING SHUTTERS	EACH	4.00	0.54%
2v	SUPPLYING AND FIXING MECHANICAL DEVICE CHAIN AND CRANK OPERATION FOR OPERATING ROLLING SHUTTERS EXCEEDING 10.00 SQM UP TO 16.80SQM IN AREA.	SQM	3.00	0.21%
2w	SUPPLYING AND FIXING MECHANICAL DEVICE CHAIN AND CRANK OPERATION FOR OPERATING ROLLING SHUTTERS EXCEEDING 16.80SQM IN AREA.	SQM	3.00	0.33%
3	DISMANTLING OF ROLLING SHUTTER AT VARIOUS HEIGHTS INCLUDING STACKING THE MATERIALS SAFETY AT THE SPECIFIED PLACES AS DIRECTED BY THE ENGINEER-IN-CHARGE. RATE INCLUDE COST OF ALL LABOUR, SCAFFOLDING AND OTHER INCIDENTAL CHARGES ETC.,COMPLETE.	SQM	20.00	2.79%
4	SUPPLYING AND REPLACING THE FOLLOWING DAMAGED/WORNOUT SPARE WHEREVER NECESSARY TO SUIT THE EXISTING DOOR AS PER THE INSTRUCTION OF ENGINEER-IN-CHARGE.THE OFFERED RATE INCLUDE COST OF SPARES, BOLTS, NUTS,WASHERS, T AQND P ALL LABOUR CHARGES AND ALL OTHER INCIDENTAL CHARGES ETC., COMPLETE			
4a	TOP PIVOT FOR ALUMINIUM DOOR	EACH	2	0.19%
4b	BOTTOM PIVOT FOR ALUMINIUM DOOR	EACH	2	0.23%
4c	MORTICE LOCK BRASS BODY 4 LEAVER	EACH	2	0.33%
4d	HEAVY DUTY DOUBLE ACTION FLOOR SPRING	EACH	2.00	0.85%
4e	EPDM GASKET GASKET/RUBBER BEADING D/O/U TYPE	RM	25.00	0.19%
5	CONVEYING FROM BHEL STORES TO SITE OF WORK AND FIXING ROLLING SHUTTERS IN PROPER POSITION, ALL AS DIRECTED BY THE ENGINEER-IN-CHARGE. RATE INCLUDE LOADING, LEADING, UNLOADING AND FIXING OF ROLLER SHUTTER INCLUDING SIDE BRACKETS, GEAR BOX, LUBRICATING THE BEARING ETC., COMPLETE AND MAKING IT FIT FOR OPERATION. LABOUR CHARGES ONLY.	SQM	30	1.88%
6	SUPPLY AND FIXING D TYPE ANODISED ALUMINIUM HANDLE-125 MM, FURNITURE FITTINGS OF APPROVED BRAND AND QUALITY (ISI MARKED) IN THE APPROPRIATE POSITION OF DOOR, WINDOWS, VENTILATORS, CUPBOARDS ETC. WITH APPROPRIATE SCREWS, NAILS ETC., ALL AS PER STANDERD SPECIFICATIONS AND INSTRUCTIONS OF ENGINEER-IN-CHARGE.	EACH	15	0.12%

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7	SERVICING/OVERHAULING, OILING, CLEANING, OF ALUMINIUM DOOR / WINDOW SHUTTER OF ANY SIZE FOR SMOOTH OPERATION AS PER INSTRUCTIONS OF ENGINEER-IN-CHARGE RATE INCLUDES COST OF TOOL AND LABOUR (EXCLUDING COST OF SPARES WHICH WILL BE PAID SEPARATELY) AND OTHER INCIDENTAL CHARGES ETC. COMPLETE.	SQM	15	0.61%
				<b>100.00%</b>

Total amount quoted for the above work - **(WORKS CONTRACT FOR REPAIR AND SERVICING OF ROLLING SHUTTERS IN HPBP FACTORY AREA INCLUDING UNIT-II AND SSTP AREA AT BHEL-TRICHY FOR 2019-20.)** for the quantity as indicated above, for the total contract duration of Twelve (12) months, including all the taxes (except applicable Goods & Service Tax) for all the above items in the Bill of quantities – in.

Total offer Value (In Figures Rs.) .....in words.....

.....  
Applicable GST @.....%  
.....

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**Note:**

01. Amount should be quoted both in figures and words and are to be identical. If not, the prices in the words will be considered as final and the same shall be valid and binding on the contractor.
  - (a) If there is such discrepancy in an offer, the same will be conveyed to the bidder with target date up-to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
02. The amount should be quoted inclusive of any taxes and duties levied or to be levied both by Central and State Government authorities from time to time, except Goods & Service Tax. Goods & Service Tax will be paid extra on production of documentary evidence.
03. Quotation should be valid for a period of **Four Months (120 Days)** from the date of Tender opening.
04. If, there is a tie in quoted amount, and if ranking needs to decided, then ranking will be decided based on draw of Lots.
05. Evaluation of the offer shall be done on "Net Cash outflow to BHEL" after taking into account applicable Taxes and Duties.
06. The amount quoted shall remain firm and valid during the entire period of contract (including extended period if any) and no extra payment will be reimbursed to the contractor by BHEL. Any increase of DA/ wages to the contract labor shall be absorbed by the contractor themselves during the period of contract.
07. 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 amount quoted with inclusive of any taxes and duties levied and excluding Goods & Service Tax etc. has been considered by the tenderer for the total contract period (including extended period if any) while quoting the above rates.
08. No other pre conditions along with your offer will be entertained by BHEL.
09. The contractor shall quote only the lowest possible total amount that can be offered for the intended quantity. Rate for individual items of BOQ will then be arrived by BHEL, as per **Annexure-A6** in Technical bid.
10. The contractor while quoting shall take care of units specified against every item in bill of quantities.
11. In order to ensure compliance to Minimum Wage payment to all workmen entering the factory premises, the entry of manpower shall be regulated based on the quoted/awarded value and the prevailing minimum wages.