



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00



TENDER DOCUMENT

For Works Contract

For Tender Enquiry No. : **TCX/TW/6/16**

For

“(Operation & Maintenance of Swimming pool (for Five months) for year 2017.)”

**Contact Person:**

Name: Pawan Nayyar

Designation: Mgr. (Civil & Estate)

Email: paawan@bheljhs.co.in

PH: 0510 2412582

Tender Due Date: 28/04/2017 at 13:15 Hrs

Tender Opening Date: 28/04/2017 at 14:00 Hrs

Rev .....	Short details of revision (In case of revision in tender document, otherwise NA)
Date: ....	

**Township Civil Department**  
**BHEL, PO: BHEL, Jhansi 284120 (UP)**



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

## DETAILS OF TENDER DOCUMENT

T	C	X	T	W	6	1	6	
---	---	---	---	---	---	---	---	--

**Nature of work:** - Operation & Maintenance of Swimming pool (for five months) for year 2017.

1. **BHEL JHANSI is in the process of finalizing the Works Contract for Operation & Maintenance of Swimming pool (for five months) for year 2017.**
2. The tender document has been detailed as follows:
  - a) Notice Inviting Tender (Annexure A)
  - b) Work Specifications (Annexure B)
  - c) Qualifying Requirements (Annexure C)
  - d) Instruction to Bidder (Annexure D)
  - e) Tender Evaluation Criteria (Annexure E)
  - f) Contractor's obligations (Annexure F)
  - g) Other General Terms and Conditions (Annexure G)
  - h) Criteria for measurement of work (Annexure H)
  - i) Technical Bid Qualifying criteria & check list (Annexure I)
  - j) Blank Price Bid (Annexure J)
  - k) Reference to general condition of contract (Annexure K)
  - l) Rules For Rounding off Numbers & discrepancy in words and numbers in price bid (Annexure L)
  - m) Price Bid (Annexure M)

The duly filled in Technical and Price / Rate bids (Annexure I and M, separately) along with the instructions to the tenders, Contractor's Obligations, General Terms and Conditions with the signature of the tender on all the pages and complete in all respects super scribed as Quotation for Tender No. TCX/TW/6/16 DATED 06-04-2017+should reach us in a sealed cover on or before **28/04/2017** (13.15 hours) through Registered / Speed post or the same may be dropped in the tender box available at the following address:

**To  
Tender Box  
CISF Control Room/Office  
Administrative Building  
Bharat Heavy Electricals Limited  
Jhansi-284 120. UP**

- Note:**
- 1) Dropping of tender in the Tender Box within schedule time and date is the responsibility of the bidder.
  - 2) Technical bid and price bid should be submitted in separate sealed envelopes, in case the bids founds in one single envelope then the bids+are liable to be rejected.



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

## Tender Documents

**TENDER ENQUIRY NO: TCX/TW/6/16**

**DATE: - 06-04-2017**

## CONTENTS

Sl. No.	Description	Annexure No	Page no (Please Specify as required)
01.	Notice Inviting Tender	A	4
02.	Work Specifications/ Scope of Work	B	5
03.	Qualifying Requirements	C	6 – 7
04	Instructions to Bidders	D	8
05.	Tender Evaluation Criteria	E	9
06.	Contractors obligations	F	10 – 11
07.	Other General Terms & Conditions (with sub annexures I to IV)	G	12 – 26
08	Criteria for measurement of work	H	27
09	Technical Bid Qualifying criteria & check list	I	28 – 29
10	Blank Price Bid	J	30
11	Reference to general condition of contract	K	31
12	Rules For Rounding off Numbers & discrepancy in words and numbers in price bid	L	33 – 33
13	Price Bid	M	34



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

**Annexure A**

## NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	Operation & Maintenance of Swimming pool (for five months) for year 2017
2	Tender Evaluation Criteria	<i>(as per Annexure E)</i>
3	Duration of Contract	<i>05 Months</i>
4	Last date of Seal of the Tender	<i>Upto 15:00 hrs on 27/04/2017</i>
5	Last date of receipt of the Tender	<i>Upto 13:15 hrs on 28/04/2017</i>
6	Date of opening of Techno – Commercial Bid.	<i>14:00 hrs on 28/04/2017</i>
7	Address for submitting the Tender	<i>(as on Page# 2)</i>
8	Earnest Money Deposit * (EMD)	<i>Rs. 3,776.00</i>
9	Cost of Tender	<i>Rs 200 plus 14.50% VAT (as applicable) = 229/- Rs Two Hundred Twenty Nine only (payable in cash at BHEL cash office or through a Demand Draft in favor of "BHEL, Jhansi" along with technical bid, in case the documents downloaded from website)</i>
10	Validity of Offer	<i>90 Days</i>
11	Security Deposit	<i>As per Annexure G</i>

### **Note:**

The EMD may be accepted only in the following forms:

(i) Cash deposit as permissible under the extant Income Tax Act (before tender opening)

(ii) Electronic Fund Transfer credited in BHEL account (before tender opening)

BHEL account details: Bank Name: - SBI; A/c No:- 1067082886: IFSCCode:- SBIN0003807 A/c

Holder Name:- BHEARAT HEAVY ELECTRICALS LIMITED

(iii) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)

The contractors may physically visit the work place before quoting their rates. For relevant details please visit our website [www.bhel.com](http://www.bhel.com).



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

Annexure B  
DATE: -06-04-2017

## WORK SPECIFICATION DETAILS OF WORK

S. NO	Short Description	Unit	Quantity
1	Providing the Coaching & training to the members for swimming of different style like- free style, back stroke, breast stroke and butter fly etc. in every shift. PPE required for life guard & trainer will be arranged by contractor.	Per member per month	400
2	Checking identity card of member daily at gate for authorized entry at specified timings and ensure entry of card holder only.	Daily	150
3	Cleaning of Toilets and wet mopping of floor (toilets and office) on daily basis. Material required will be supplied by BHEL.	Daily	150
4	Sampling & Testing of pool water (pH value, quantity of chlorine, turbidity.) and making record as per direction of Engineer-in-charge.	Per Day	150
5	Checking & operation of filtration plant as per specification.	Per Day	150
6	Providing life guard to stand besides the pool attentively & keep watch on all the members. He shall wears a life jacket for saving life of members by jumping in water and catch them, pull-out from pool and give first aid to them.	Per life guard per day	300
7	For disinfection mixing chemical (Bleaching, copper-sulphate, alum) in pool water as per required quantity and specifications. Material required will be supplied by BHEL	Per day	150
8	Brushing in pool including connecting pipe in skimmer operating motor mud cleaning from pool and taking out insects from water by net sieve. (Cleaning of pool surface all/floors) using brushes, detergent, bleaching powder and other T&P).	Per day	150
9	Maintaining lawns, flower beds, show plants and hedges. Cleaning surroundings removing bushes/wild growth. Daily cleaning of surface of water for remaining floating dirt, insects, leaves etc in every shift.	Hours	150
10	Dewatering of pool and cleaning of pool (as per requirement pool old water replace by new water time to time. After dewatering pool neatly cleaned by using brush and acid all floor and wall are cleaned properly before filling water in pool).	Nos	5



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

**Annexure C**

**DATE: -06-04-2017**

## **QUALIFYING REQUIREMENTS**

- 1) Should have PAN/TAN number. Copy of PAN/TAN to be submitted.
- 2) Should have Service Tax number (PAN based). Copy of Certificate issued by Excise Dept.
- 3) Should have VAT/TIN No. if material is supplied/ consumed. Certificate Issued by sales Tax Dept. to be enclosed.
- 4) Self-declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL as per Annexure "-----... "
- 5) Self-Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude as per Annexure "...."
- 6) Should have independent ESI Code number.  
Blank Price Bid as per annexure " J"
7. **Average Financial Turnover:** Average Annual financial turnover from during the last 3 years, ending 31<sup>st</sup> March 2016 should be at least **Rs. 0.57** Lakhs duly audited financial statement/balance sheet/certified by CA to be submitted as supporting documents. If all balance sheet/ financial statement are not available for three years than the average shall be calculated by dividing the sum of turnover of submitted balance sheet/certificate from CA/Financial statement by three.
8. Experience of having successfully completed similar works during last 7 years ending 28<sup>th</sup> Feb 2017 should be either of the following:-
  - a. Three similar completed works each costing not less than the amount equal to Rs. **0.76** Lakhs of the estimated cost.  
Or
  - b. Two similar completed works each costing not less than the amount equal to Rs. **0.95** Lakhs of the estimated cost.  
Or
  - c. One similar completed work, each costing not less than the amount equal to Rs. **1.51** Lakhs of the estimated cost.
9. Documentary proof (Execution Certificate) for the experience to be submitted along with Technical Bid. In case of experience in Private Sector relevant TDS Certificate must be attached as evidence.
10. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Annexure I.
11. The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows:



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

- (i) Partnership Firm: Partnership Deed registered at the office of Registrar of Firms.
- (ii) Company: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate.
- (iii) Society: Registration certificate issued by Registrar of societies.
- (iv) Sole Proprietor-ship Firm: Undertaking on oath (Rs. 100 stamp paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely (\_\_\_\_\_)

**12. Zila Panchayat and license/ registration no.** \_\_\_\_\_

**Note: - Similar work: - All types of works Contract.**



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

**Annexure D**

**DATE: -06-04-2017**

## **INSTRUCTIONS TO BIDDERS**

(For Two Part Bid System)

Above tender is in two Bid System (Techno Commercial Bid & Price Bid).

- 1) The tender is to be submitted in two parts viz a) Techno Commercial bid and b) price/rate bid.
  - a) **Techno-Commercial Bid**-The Technical Bid Application (Annexure - I) and its enclosures (along with the Contractor's Obligations, General Terms & Conditions and copies of qualifying requirements ) must be submitted in one sealed envelope superscribed with **"Tender for (details of tender as mentioned in page 2 of tender documents) TECHNO-COMMERCIAL BID"**. EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed.
  - b) **Price Bid**-The second envelope duly sealed should contain the price bid (Annexure-M) only superscribed as **"Name of Work as mentioned in page 2 of tender document) PRICE BID"**. Any other enclosures, which the bidder wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format is liable to be rejected/bypassed.
- 2) Both the technical bid and price bid sealed envelopes must be again enclosed in a single envelope duly sealed and superscribed as **"TENDER FOR TENDER NO (tender no as mentioned in page 2 of tender document) DUE DATE OF OPENING (date as mentioned in page 2 of tender documents) .** The same should be dropped in the tender box kept in the CISF gate of Administrative Building, BHEL, Khailar, Jhansi, within the specified date and time by the representative of the bidder. It shall be the responsibility of bidder that the bid is dropped in tender box before the due date and time. BHEL shall not take any responsibility if the bid is not dropped in the tender box before due time and date.
- 3) All bidders can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the bidders place by authorised officials, price bids of only those bidder who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose Technical bid has been accepted, in advance for witnessing the Price Bid opening.
- 4) All entries in the tender document should be in one ink. Corrections, over writing, cuttings, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the bidders before submission.
- 5) Price quoted in Price Bid shall be inclusive of all taxes & duties, all statutory requirements/liabilities like PF/ESI/Bonus/Min. wages etc. However service Tax shall be payable extra as applicable. The price / rate should be quoted in figures as well as in words. In case of discrepancy in figures and/ or the decision shall be as per guide lines issued by BHEL Corporate MM.
- 6) The rate quoted will be valid for the period of contract.
- 7) The contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutual agreement on same terms, conditions and rates.
- 8) BHEL may go for Reverse Auction after Techno-Commercial evaluation instead of submitted related Price Bid. Bidder should confirm participation in Reverse Auction along with Techno-Commercial Bid.
- 9) All the terms and of the contract with respect to Taxes and Duties are subject to the taxation laws introduced from time to time (eg. GST). The terms and conditions will be modified accordance with the provisions of new laws (eg. GST).

8

-----  
We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

**Annexure E**

**DATE: -06-04-2017**

## **TENDER EVALUATION CRITERIA**

The evaluation of the Tender will be carried out as follows:

1. **BHEL officials may visit the bidders' office & their client's place to evaluate the capability and assess the performance.**
2. **Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, equipment's in its possession, previous track record, experience in other organizations, etc.**
3. **Price Bids will be opened or participation in Reverse auction will be allowed to only Techno-Commercially accepted bidders.**
4. **The contractor shall be awarded the work on overall L-1 basis if otherwise not specified in the tender document.**



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

**Annexure F**

**DATE: - 06-04-2017**

## CONTRACTOR'S OBLIGATIONS

### A) CONTRACTUAL

#### Towards selection, control and supervision of employees

- 1) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- 2) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- 3) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
  - 3.1) Aadhar card is mandatory for contract labours for making of their gate pass for entry in BHEL premises.
  - 3.2) Supervisors of contracting firms who sign on behalf of contractors must have Power of Attorney to the same effect.
  - 3.3) Contractor are advised that contract labours must be employed without any discrimination on caste or creed basis
- 4) **Age of workers:** The contractor shall not employ any person who has not completed his 18 years. Also age of worker deployed should not exceed 60 years.
- 5) Contractor 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, proficiency, qualification, experience etc. acceptable to concerned department.
- 6) **Discipline:** The Contractor shall be responsible for the discipline of his own employees deployed under the contract. In case of any loss to the BHEL Jhansi on account of indiscipline of employee then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 7) The contractor, on advice of authorized BHEL official, shall immediately remove any person employed by him, who may in the opinion of such authorized BHEL official is involved in misconduct. Such person shall not be re-employed by the contractor without prior permission.
- 8) Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

- 9) Contractor to ensure compliance of the instructions contained in safety guidelines issued by Safety Dept. (HSE) of BHEL, Jhansi (Same can be downloaded from BHEL Jhansi website. The contractor has to ensure that all precautions are taken for safety of his employees and equipment.
- 10) **Record Keeping:** Contractor to maintain appropriate records of his employees deployed to carry out the job(s). Contractor shall maintain neatly written, complete and legible registers, records, reports and returns for inspection by various authorities at short notice.
- 11) **Bus Pass:** Contractor may apply for providing bus pass facility to his workmen. BHEL will consider such applications based on merits and availability of seats. Contractor would be responsible for depositing bus pass charges and penalties (if applied) of his/her workmen/staff etc. BHEL would have the right to deduct/recover the same in case of default by the contractor/supplier.
- 12) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues required.
- 13) Tools, tackles and materials : Contractor shall provide to his employees all tools, tackles, material, equipment as specified in contract and maintain the same to carry out the job under the contract at his risk and cost. BHEL shall not have any liability for these tools, tackles, equipment or material.

## B) **Towards statutory liability**

1. As mentioned in the terms and conditions enclosed as Annexure -G of this contract.
2. Contractor shall indemnify BHEL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
3. Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period (wage period shall be from 1<sup>st</sup> day of the month to the last date of the month) and to ensure disbursement of wages in the presence of the authorities representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
4. The changes in the statutory liabilities as and when done by respective government/ agency shall be applicable to the contract labours deployed under the contract.

## C) **Towards Finance**

Contractor to arrange his own finance for carrying out the job including supply of tools, tackles and equipment, if required, to his employees, materials, payment of wages to his employees etc. Rates to be as per price bid.



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

**Annexure G**

**DATE: - 06-04-2017**

## **GENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT OF WORKERS UNDER WORKS CONTRACT.**

### **SECURITY DEPOSIT**

#### 1) Modes of Deposit:

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

- i) Cash (as permissible under the extant Income Tax Act).
- ii) Local cheques of Schedules Banks (subject to realization)/Pay Order/Demand Draft/Electronic Fund Transfer in favour of BHEL.
- iii) Bank Guarantee from Schedules 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 Institution as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL).
- v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the document or in any other matter connected there. Waiver will be available as per Works policy 2016 available on BHEL intranet)

#### 2) Collection of Security

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

If the value of work done at any time exceeds the contractor 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.

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

3) Security Deposit shall be released to the Contractor upon fulfilment of contractual obligation as per terms of the contract.

4) The Security Deposit shall not carry any interest.

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith. Waiver will be available as per Works policy 2016 available on BHEL internet).



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

Stamp duty applicable as per Indian Stamp Act 1899 is as follows:-

S.1	Performance Security Deposit	Stamp Duty Applicable
1.	Pay Order, Demand Draft, Local Cheque of scheduled banks	Rs 125/- per Rs.1000
2.	Securities available from Post Offices such as NSC, Kisan Vikas Patras etc and Fixed Deposit Receipt (FDR) issued by Scheduled Banks/Public Financial Institutions	Rs 70/- per Rs.1000
3.	Bank Guarantee from scheduled Banks/Public Financial Institutions	Rs.5/- per Rs.1000 limited to Rs.10,000/-

## 1 LABOUR LICENCE AND OTHER REQUIREMENTS:-

### (a) Labor License

- i) Contractor shall within 15 days of commencement/completion of work-order submit Form VI-A to RLC office. The first & final bill shall be processed only on clearance regarding submission of Form VI-A by contractor.
- ii) Contractor shall apply for Form V to BHEL for obtaining labour license (if the number of workers deployed is more than 19) from appropriate government (as on date Central Government) and submit the same within one month from the date of award of the contract. Contractor shall possess separate valid Labour license from appropriate government for each contract in line with CL(R&A) Act before deploying their employees.
- iii) In case the number of employee desired to be deployed by the contractor against the contract during execution exceeds the number of employees allowed in the license then the contractor shall obtain prior amended valid labour license for the contract for the requisite number of employees.
- iv) The contractor cannot deploy the contract worker without obtaining requisite Labour licence from the Appropriate Government (Central Govt.) authority. Till then the contractor shall be allowed to deploy maximum 19 workers or the numbers required whichever is less.

### (b) Personal Accident Insurance Policy

- i) Contractor shall buy Personal Accident Insurance (24x7) policy for all of his employees deployed under the contract at own cost before the start of work. No employee should enter the BHEL factory premises/township premises or working area without insurance cover as stated below.
- ii) The policy should cover the accidental death of workers for 24 Hrs for all the seven days of week.
- iii) The policy should be purchased from Govt. under taking company.
- iv) The coverage shall be of Rs. 5 lakhs per individual. The sum assured (Rs. 5 lakhs) shall become payable to the nominee/legal heir in the event of death due to accident of insured person.
- v) In the event of death of any contract worker deployed by the contractor without proper insurance cover, the contractor shall be liable to pay Rs. 5 lakhs to the nominee/ legal heir of such deceased contract worker.

## 2 APPOINTMENT AND ENTRY IN FACTORY PREMISES :

2.1 The contractor shall submit the following to HR, contracting department and CISF

- (a) The details of the worker proposed to be deployed.

- (b) Character certificate issued by District Magistrate's Office or Proof of remittance of fees for character certificate at District Magistrate's Office. Further he should submit the character certificate within 60 days failing which he will be discontinued.
- (c) Copy of employment card issued by contractor to his own worker.  
Annexure II

- 2.2 After submission of documents the contractor shall issue photo identity card to the employee and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the employee to enter the factory premises initially for a period of one month.
- 2.3 The photo identity card shall have to be revalidated every month on last working day of the month or any other date fixed to do so. In absence of such revalidation, duly forwarded by HR department, CISF shall not allow any employee to enter the premises of BHEL Jhansi.
- 2.4 The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of Contract Labour (R&A) Central Rules. A copy of this format is annexed as **annexure III**.
- 2.5 The entry of contractor's workers in factory premise shall be through biometric/smart cards. The contractor shall ensure issuance of biometric/smart card through time office section of BHEL Jhansi. After the conclusion of works contract, the contractor shall collect these biometric cards from his workers and submit the same to Time Office section through contracting department. In event of any contract worker leaving the services before completion of the contract, the contractor shall ensure return of biometric card to BHEL Jhansi. In case of non-return of biometric card, Rs. 200/- (Rupees two hundred only) per card shall be deducted from the security deposit of the contractor.

### 3 ATTENDANCE AND PAYMENT OF WAGES

- a) Contractor should maintain attendance register by recording daily attendance duly signed by both contractor and contract worker in form 16 of muster roll.
- b) Statement of Wages of labours deployed by him in form 17 under the Service contract, PF/ESI no., statutory deductions etc., in the format as in Annexure IV annexed to these terms and conditions to be maintained (Form XVII of Contract Labour (R&A) Rules)
- c) The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the contract, at least a day prior to disbursement of wages.
- d) The contractor shall make payment to the his own employees/ Before the expiry of the 7th day after the last day of the wage period in respect of which the wages are payable, preferably through bank account for better control and smooth disbursement of wages. The payment of wages to the employees shall not be subject to payment against the bills by BHEL.
- e) The contractor shall remit the cheques favoring RPFC and ESI Kanpur with the appropriate banks with such period as stipulated under relevant provisions. Last date for remittance of PF is 15<sup>th</sup> and that in case of ESI is 21<sup>st</sup> of each month.

- f) The contractor shall make payment of wages to his workers on due date in presence of an authorized representative of contracting department. The authorized representative shall retain a copy of wage payment sheet with him.
- g) In cases where the payment to the contractor is due only after completion of work and the payment is not made monthly then the contractor shall have to produce documents as enumerated in respect of all workers deployed by him against the contract, for each month separately, along with final bills.

#### 4 Payment of bills

The payment of bills shall be done as per contract on completion of work/stage and duly certified by agency as defined in contract. The contractor's bills should be accompanied with the following.

- a) Copy of Measurement Book entries/Statement of work done by the Contractor
- b) Statement of Minimum Wages of employees deployed by him under the contract, PF/ESI no., statutory deductions etc., in the format as in Annexure IV annexed to these terms and conditions. (Form XVII of Contract Labour (R&A) Rules)
- c) PF and ESI challans for previous month- separate for concerned contract. Print of online challan along with ECR/ Contribution History of contributing contract workers for PF/ESI duly certified by the contractor.
- d) Wage payment sheet for the bill period as per annexure IV.
- e) Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.
- f) Copy of Form 12A-regarding PF remittance
- g) List of CL covered under accident insurance policy
- h) Statement of material supplied by the contractor if any
- i) Copy of Labour License if increase in no. of employees deployed against Work Order if applicable.
- j) Copy of Challan of previous service tax paid
- k) Proof of Personal Accident Insurance Policy along with bill

The executing department shall pass the bills of the contractor, after thorough checking, along with requisite documents the bill in original and Service Tax Challan & documents as above forward them to Finance through HR department.

After checking the Labour Laws compliances with respect to the concerned contract, HR department after retaining copies of PF and ESI Challans and wage payment sheet pertaining to the relevant months, annexure IV etc., will forward the bill along with requisite documents (the bill in original and Service Tax Challan) to finance department. Finance department shall on satisfactory compliances of stamp duty charges, service tax and security deposit amount, make payment as per contract. Finance department shall, on satisfactory compliance, and after deduction on account of Security deposit amount and TDS will make payment to the contractor.

#### 5.0 Provident Fund

- a. The contractor should get independent EPF code before deployment of his contract worker against work contract.

- b. The Contractor should allot PF account number and get the nomination form, duly filled in, from each worker deployed by him at the time of joining. Each worker must have his/her Provident Fund KYC completed and his respective UAN must have been allocated.
- c. In case the worker already has PF/pension account number, allotted to him, previously, then the contractor shall get the transfer form filled up at the time of joining and send to the office of concerned Regional Provident Fund Commissioner.
- d. After termination of contract the contractor shall provide due assistance to the employee for withdrawal of PF/pension amount, when due.
- e. The Contractor shall liaison with the PF officials to get the annual PF slips and distribute amongst his own workers. Security deposit shall be released only after submission of PF slips of workers.

## 5.1 PF CONTRIBUTION:

Employee's Contribution	Employer's Contribution	
12% of Normal wages paid	PF Contribution	3.67%
<i>As applicable by respective Govt/ Agency. (Current statutory wage ceiling - Rs.15000/- month on Employee's/ Employers Contribution).</i>	Insp/ Admn Charges	0.85%
	(subject to minimum Rs. 500/- per challan)	
	Admn/ Insp Charges	0.50%
	Pension Fund	8.33%
	EDLI Charges	0.01%
	(subject to minimum Rs. 200/- per challan)	
	<b>Total</b>	<b>13.36%</b>

- 5.2 The Contractor shall submit annual returns in Form-6A and Form 3A, prescribed under statutory EPF scheme, 1952, in respect of each worker deployed by him with a copy to HR.

## 6 Employees State Insurance

- a) The Contractor should allot ESI account number and get the nomination form, duly filled in, from each employee deployed by him at the time of joining.
- b) At the time of joining the contractor shall get the self/family registration form filled by the workers and submit to the local ESI office.
- c) The contractor shall facilitate collection of issued ESI cards by his worker.
- d) As applicable by Government/ respective agency (existing wage limit for coverage under the Act is Rs. 15,000/- per month w.e.f. 01/05/2010).

### 7.1 ESI CONTRIBUTION:-

<u>Employee's Contribution</u>	<u>Employer Contribution</u>
1.75% of gross wages	4.75% of gross wages

- 7.2 The Contractor shall submit annual returns in Form-6 prescribed under ESI Act, deployed by him with a copy to HR and finance department

- 7.3 The Contractor shall produce the following Registers and forms as per Contract Labour (R & A) Rules 1971 for verification by the Executing Officer of the company
- Form XIII - Register of Workmen employed by contractor (Rule 75)
  - Form XIV - Employment Card issued by contractor (Rule 76)
  - Form XVI - Muster Roll 78(1) (a) (i)
  - Form XVII - Register of Wages (Rule 78 (1) (a) (i))
  - Form XVIII - Register of wages-cum Muster Roll (in case of weekly Payment)
  - Form XIX - Wage Slip (Rule 78)(1) (b)
  - Form XX - Register of deduction for damages of loss (Rule (78)( 1) (a) (ii))
  - Form XXI - Register of fines (Rule 78) (1) (a) (ii)
  - Form XXII - Register of advance (Rule 78) (1) (a) (ii)
  - Form XXIII - Register of overtime (Rule 78) (1) (a) (iii)
  - Form XXIV - Return to be sent by the contractor to licensing officer (Rule 82)
  - Form XII . Register of Adult Workers
  - Form XIV . Leave with wage register
  - Form XV . Leave book

- 7.4 Contractor shall fully abide by the provisions of various applicable labour Act/laws and all other enactments as applicable for such contracts.

## 8.0 **Bonus**

The contractor shall be liable to pay statutory bonus under payment of Bonus Act, 1965 and submit proof of disbursement along with received copy of Form-D to L.E.O Office.

## 9.0 **LEAVE WITH WAGES TO THEIR EMPLOYEES:-**

- 9.1 Guidelines as per factories Act 1948 & U P factories Rules 1950 should be strictly observed with regard to crediting / availing of leave of absence. Register as prescribed under the said rules should be maintained by the contractor.
- 9.2 The contractor will give three paid National Holidays to his employees.

## 10.0 **INDEMNITY BOND/ COMPLIANCE OF LEGAL PROVISION/ INTIGRITY ACT**

- BHEL Jhansi shall not be liable for any compensation whatsoever in the case of accident / injury to the person employed by the contractor coming in the premises of BHEL Jhansi. Contractor shall pay all claims / compensation / damages / penalty / fine or any amount payable to the individual / authorities payable due to accident / injury to the person employed by the Contractor.
- That BHEL-Jhansi will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against BHEL-Jhansi. If any such claim is made against BHEL-Jhansi by any worker or his heirs engaged/employed by the contractor, which BHEL-Jhansi is obliged to discharge by virtue of any statue or any provision of law and rules due to mere fact of the workers of the contractor working at BHEL- Jhansi premises or otherwise, the contractor will be liable to indemnify/reimburse BHEL-Jhansi all the money paid in addition to the expenses incurred by him. The contractor must indemnify and keep indemnified BHEL- Jhansi against all losses and claims for injuries or damage to any person or property whatsoever which may arise of or in course of the operation of the contract and against all claims,



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.

- c. The Contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/- Non-Judicial Stamp Paper.
- d. In case of contract estimate is equal to or more that Rs. 10 Corer Integrity Pact to be signed and submitted by the bidder along with the tender documents by the bidder.

## **11.0 OTHER GENERAL TERMS AND CONDITIONS:-**

### **Legal compliance**

- a) The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the contract Labour (Regulation & abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Government from time to time. For non-compliance of any provisions, statutory compliance under law, the contractor shall be responsible for penalties levied by the appropriate authority under the Act. The contractor shall also be liable to comply with all other Labour and Industrial Laws and such other acts and Statutes (including Factories Act, Payment of Bonus Act, minimum wages Act, etc.,). Depositing of ESI, PF contribution as applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.
- b) The work shall be supervised by the contractor or through the authorized representatives on day to day basis.
- c) The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representativesq negligence or otherwise during execution of work.
- d) In the event of contractor abandoning the work or BHEL revoking the contract BHEL shall have a right to get incomplete work completed at contractor's risk and cost. BHEL shall have a right to terminate the contract at any time without assigning any reason thereof.
- e) Security deposit will be released on submission of following certificates from departments mentioned as under:-
  - i) Completion of work and certification of payment of minimum wages to employees from contracting department.
  - ii) Certificate of compliance of labour laws from Contracting Deptt and verified by HR department.
  - iii) Certificate of payment of Bonus by Contracting Deptt and verified by HR Department

- iv) No dues certificate from contractor regarding Service Tax payment & any other dues liable to remitted by contractor under Financial Laws to Finance department.
- v) In case of non-satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute decision of concerned Head of the Department will be final .

**12.0 Risk & Cost:** If the Contractor fails to perform/execute the work within time or fail to perform as per the specification prescribed in tender or acted in violation to prescribed terms and conditions, BHEL-Jhansi shall be entitled to terminate the Contract and take recourse to alternate source to get the work done at the risk and cost of the Contractor. In such case Contractor shall make good the loss to BHEL. BHEL shall be entitled to recover the difference in cost, if any incurred by BHEL due to getting the work done from alternate source. However, in such case Contractor shall not be entitled for any gain.

**13.0 SETTLEMENT OF DISPUTE/JURISDICTION/ARBITRATION ETC. :-**

BHEL Reserve the following rights to evaluate the bid as per BHEL policy and Govt. guidelines including CVC / Vigilance guidelines by the tender committee duly constituted by BHEL Management. In case dispute arising if any the decision of BHEL, Jhansi Management or a committee duly approved by competent authority shall be final and binding to bidder.

**14.0 CONFIDENTIALITY**

The parties agree & acknowledge that in the course of their discussions and interaction, BHEL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the contractor. Such information shall be considered as confidential. The contract agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorised personnel strictly on a need know basis, without the prior written permission of BHEL.

**15.0 TERMINATION**

BHEL reserves the right to terminate contract awarded for any contravention of statutory provision or any other reasons without assigning any explanation or notice to the contractor.

**16.0 SUSPENSION**

BHEL reserves the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of the suspension and the reasons therefore. The Contractor shall thereupon suspend performance of such obligations until ordered in writing to resume such performance by the same authority that ordered for suspension.

**17.0 JURISDICTION**

Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi Court only.

**18.0 ARBITRATION:-**

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with Arbitration and conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the unit (BHEL Jhansi).

The award of the arbitrator shall be final and binding on both the parties. The venue of the Arbitration shall be at Jhansi in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Jhansi court.

### 19.0 **SPECIAL CONDITIONS OF CONTRACT FOR WORK**

- 19.1 The payment shall be made on the basis of measurement only as per unit given in schedule. The contractor or his supervisor /authorized person maintained a register and entry the work / measurement immediately and verified daily/after the satisfactory completion of work by BHEL personnel.
- 20.0 Contractor will be fully responsible for the preparation of bill and submission to Engineer-in-charge.
- 21.0 Payment for work done on running account will be made periodically only on submission of the bill by contractor to Engineer-in-charge.
- 22.0 Final bill shall be prepared within 3 months after successful completion of work in the Performa prescribed for the purpose, based on the certificate issued by the Engineer that the entire work as stipulated in the tender Specifications has been completed in all respect to the entire satisfaction of BHEL. The Contractor shall give unqualified 'No claim' and 'no demand' certificate. The abstract of final quantities and financial values shall also be entered in the measurement book and signed by both the parties. The final bill shall be paid within a reasonable time after completion of the work. After the payment of final bill, only the guarantee obligation percentage value (Security deposit) shall remain unpaid, which will be released after completion of defect liability period on submission of no-dues certificate.
- NOTE:** - Normally it takes approximately 60 days for the payments to be released by BHEL after recording the measurements.
- 23.0 The BHEL General Conditions of contract shall an integral part of this contract. (The BHEL General condition of contract may be seen in civil Office).
- 24.0 The Special Conditions of Contract (SCC) shall have overriding priority over General Conditions of Contract (GCC). Whenever there is any contradiction between the GCC and SCC, the SCC shall be treated as final.
- 25.0 The following General Conditions of Contract shall not be applicable; they shall be treated as deleted: 9(d), 34.A.2, 34.A.3, 34.A.4, 34.A.5, 34.A.6, 34.A.7, 34.A.8, 34.A.9, 34.A.10, 34.A.11, 34.A.12, 51.1 (b), 51.2, 51.3, 52.1, 53(b).2, 53(c), 53(d), 53(e), 53(e).1.
- 26.0 The contractor shall take necessary precautions for the safety of his workmen.
- 27.0 The contractor shall take proper care to avoid any damage to BHEL property. If any damage does take place, the contractor will be fully responsible for the same .The decision of Engineer in charge is such case shall be final and binding on contractor.
- 28.0 The contractor will follow all safety rules required in connection with execution of such type of works.
- 29.0 The contractor will have to get his workman insured at his cost. Work order will be issued on productions of this document to the department.
- 30.0 The workers should be trained enough for the work.
- 31.0 No minor worker will be allowed to work.
- 32.0 The contractor shall be wholly responsible for the behavior of his workmen with the official staff.
- 33.0 All tools, plants, ladder & machinery required for the work execution shall be arranged by contractor on his cost.



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

## MATERIALS FOR ISSUE TO THE CONTRACTOR

S.No.	Particulars	Rate at which material will		Quantity	Place of issue
		Unit			
1.	Bleaching Powder	Kg	Free of cost	As per requirement	Civil store
2.	Alum	kg	Free of cost	As per requirement	Civil store
3.	Copper sulphate	kg	Free of cost	As per requirement	Civil store

## TOOLS, PLANT AND BUILDING ISSUE TO THE CONTRACTOR

S. No.	T & P	Rates
	Nil	

- 34.0 The BHEL General Conditions of contract shall an integral part of this contract. (The BHEL General condition of contract may be seen in civil Office)
- 35.0 The Special Conditions of Contract (SCC) shall have overriding priority over General Conditions of Contract (GCC). Whenever there is any contradiction between the GCC and SCC, the SCC shall be treated as final.
- 36.0 The following General Conditions of Contract shall not be applicable; they shall be treated as deleted: 9(d), 34.A.2, 34.A.3, 34.A.4, 34.A.5, 34.A.6, 34.A.7, 34.A.8, 34.A.9, 34.A.10, 34.A.11, 34.A.12, 51.1 (b), 51.2, 51.3, 52.1, 53(b).2, 53(c), 53(d), 53(e), 53(e).1.
- 37.0 The contractor shall take necessary precautions for the safety of his workmen.
- 38.0 The contractor shall take proper care to avoid any damage to BHEL property. If any damage does take place, the contractor will be fully responsible for the same. The decision of Engineer in charge is such case shall be final and binding on contractor.
- 39.0 The contractor will follow all safety rules required in connection with execution of such type of works.
- 40.0 The contractor will have to get his workman insured at his cost. Work order will be issued on productions of this document to the department.
- 41.0 The Workman Compensation Act, its implications, licensing and liabilities of Minimum Wages Act will be entirely the responsibility of the contractor.
- 42.0 The workers should be trained enough for the work.
- 43.0 No minor worker will be allowed to work.
- 44.0 The contractor is advised to take insurance policy to cover accident risk under Workmen's Compensation Act in respect of workmen engaged by him.
- 45.0 The contractor shall be wholly responsible for the behavior of his workmen with the official staff.
- 46.0 Contractor will have to ensure that the work places are entirely cleaned
- 47.0 In case any time contractor fails to arrange the work BHEL will deduct the expenses to make alternate arrangement for the same.
- 48.0 All tools plants & machinery required for the work shall be arranged by contractor on their cost.
- 49.0 Contractor engaged in construction and maintenance work shall register his firm at Zila Panchayat and obtain license/ registration no. from competent authority. Contractor shall provide license/ registration no. to BHEL Jhansi before commencing the work.
- 50.0 Contractor should have at least four members of swimming pool staff (i.e should involve 1 no. coach, 1 life guard and 2no, supporting staff).
- (i) Coach should provide Coaching and training to the members for swimming of different style like- free style, back stroke, breast stroke and butter fly etc. and life guard should keep watch on all the members for their safety. Coach should have certification from regional, state or any another appropriate sports authority/institution for swimming. Ex-sports/ sportsperson person who



# Bharat Heavy Electricals Limited, Jhansi

## Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

participate in State, National and other reputed competitions of premier status will be considered as fully skilled( in such case he/she have to submit the proof of participation in competition and no certification is required in this particular case).

51.0 The coaching staff & life guards shall always wear a life jacket.

52.0 Coaching shall be provided in two session per day (morning & evening). The duration of each session is 4hrs.

53.0 Attendance of 1 no. life guard & 1 no. coach is mandatory during both shift.

Time period swimming as per below table (tentative)

Session	Morning	Evening
Monday	Closed	4 pm to 8 pm
Tuesday to Saturday	5 am to 9 am	4 pm to 8 pm
Sunday	5 am to 9 am	Closed

54.0 Contractor should follow appropriate of water purification proceed for water purification and used provide water disinfection as per direction of engineer in charge. (All required equipment and consumables will be provided by BHEL).

55.0 Contract should maintain record of enroll member and mark their attendance daily.

56.0 Contractor should ensure the entry of legal members only and Id of member should checked during entry. No other person should be allowed to enter the pool premise without order of engineer in charge.

57.0 Contractor should clean all toilets and bathrooms daily to ensure environment.

58.0 Contractor have to maintain a record book for testing of pool water (PH value, quantity of chlorine, turbidity.) and filtration plant. Pool water should be cleaned per day using suction pipe & brush. Contractor should ensure minimum to two workers for cleaning of pool water daily from 10am to 3pm.

59.0 The pool water and surrounding should be clean and free from germs, dust, dry leafs and other impurities.

## गेट पास आवेदन

(ठेकेदार के संविदा श्रमिकों हेतु)

१. ठेकेदार का नाम .....
२. कार्य का स्वरूप .....
३. कार्य आदेश सं./दिनांक .....
४. कार्य आदेश अवधि .....
५. कार्य स्थल (विभाग एवं कोड)  एवं
६. गेट का नाम जिससे प्रवेश/वर्हिगन होगा .....
७. कर्मचारी की ड्यूटी का समय .....

### संविदा श्रमिक का व्यक्तिगत विवरण

(एक से अधिक संविदा श्रमिकों के आवेदन हेतु अलग से सूची संलग्न करें)

संविदा श्रमिक का नाम.....जन्म तिथि/आयु.....

पिता का नाम.....पहचान चिन्ह.....

स्थायी पता.....वर्तमान पता.....

शैक्षिक योग्यता.....

तकनीकी योग्यता.....

आधार न०.....मोबाइल न०.....

भविष्य निधि खाता संख्या

कर्मचारी रा.बी. निगम खाता संख्या

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

कारखाना प्रबन्धक/शॉप प्रभारी के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

ठेकेदार या उसके सुपरवाइजर के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

आबंटित गेट पास सं०.....दिनांक.....हस्ताक्षर आबंटनकर्ता.....

विभागाध्यक्ष-मा.सं./सं.श्र.प्र. प्रभारी के हस्ताक्षर

(दिनांक एवं मोहर सहित)

के० ओ० सु० ब० द्वारा भरने के लिए

पासों के विचाराधीन रहने तक.....से.....तक श्री.....

नियोजक.....को कारखाने में प्रवेश हेतु अनुमति दी जाती है।

पास संख्या.....जारी होने की तिथि से दिनांक.....तक ही वैध होगी तथा प्रत्येक माह/तीन दिन के पश्चात्  
२५ तारीख को के० ओ० सु० ब० द्वारा नवीनीकृत किया जायेगा।

हस्ताक्षर उप कमान्डेन्ट के० ओ० सु० ब० इकाई  
बी०एच०ई०एल० झॉसी (उ०प्र०)



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00  
**Sub Annexure II**

ANNEXURE –II

FROM XIV

(See Rule 76)

## Employment Card

Name and address of Contractor :.....

Nature of work and location of work:.....

Name and address of Establishment:.....

In/under which contract is carried on :.....

Name of address of Principal :.....

Empolyed :.....

1. Name of the workmen :.....

2. Serial No. in the register of workmen

Employed :.....

3. Nature of employment/designation :.....

4. Wage rate with particulars of unit,

In case of piece-work. :.....

5. Wage period :.....

6. Tenure of employment :.....

Remarks :.....

Signature of Contractor.



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

Sub Annexure III

## ANNEXURE –III

FROM XIII

(See Rule 75)

### Register of workmen employed by contractor

Name and address of contractor :.....

.....

Name and location of work :.....

Name and address of Establishment in /under :.....

Which contract is carried on :.....

Name and address of Principal Employer :.....

SL. No.	Name and surname of workman	Age and Sex	Father's/ Husband's name	Nature of employment/ designation	Permanent home address of workman (village and tehsill) and taluk and district	Local address	Date of Com-mencement of employ-ment	Signature or thump impression of workman	Date of term nation of employment	Reasons for termination	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Note: Register of wages as per form XVII is mandatory to be maintained for each month

-----  
We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

**Department: Township Civil**

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

**Sub- Annexure: IV**

**DATE: - 06-04-2017**

### FORM XVII

[See Rule 78(1) (a)(i)]

*Register of Wages*

Name and Address of Contractor

o o o o o o o o o o o o o o o o o o ...

Nature and location of works

Name and address of Establishment in / under

which contract is carried on o o o o o o o o o o .

o o o o o o o o o o o o o o o o o o ...

o o o o o o o o o o o o o o o o o o ...

Name and address of Principal

Employer o o o o o o o o o o o o o o o o

o o o o o o o o o o o o o o o o o o

Wage period: Monthly o o o o o o o o o o ...

Sl. No.	Name of workman	Serial No. in the register of workman	Designation / nature of work done	No. of days worked	Units of works done
1	2	3	4	5	6

Amount of wages earned					
Daily-rate of wages/piece rate	Basic wages	Dearness Allowances	Overtime	Other cash payments (Nature of payment to be indicated)	Total
7	8	9	10	11	12

Deductions, if any, (indicate nature)	Net amount paid	Signature / Thumb impression of workman	Initial of contractor or his representative
13	14	15	16

SIGNATURE OF THE CONTRACTOR

**Verified that Wages disbursed to labours mentioned in Sr No 2 through bank on ...(date)..**  
(Executive Incharge)



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

**Annexure H**

**DATE: -06-04-2017**

## MEASUREMENT OF WORK AND PAYMENTS THEREOF.

1. The designated officer of the Unit will periodically inspect the Work being provided by the contractor and find out deficiencies. The contractor shall rectify the same immediately to the satisfaction of the designated officer.
2. Payment towards work satisfactorily executed will be made to the contractor on the basis of following: -

S.NO	Short Description	Unit	Quantity
1	Providing the Coaching & training to the members for swimming of different style like- free style, back stroke, breast stroke and butter fly etc. in every shift. PPE required for life guard & trainer will be arranged by contractor.	Per member per month	400
2	Checking identity card of member daily at gate for authorized entry at specified timings and ensure entry of card holder only.	Daily	150
3	Cleaning of Toilets and wet mopping of floor (toilets and office) on daily basis. Material required will be supplied by BHEL.	Daily	150
4	Sampling & Testing of pool water (pH value, quantity of chlorine, turbidity.) and making record as per direction of Engineer-in-charge.	Per Day	150
5	Checking & operation of filtration plant as per specification.	Per Day	150
6	Providing life guard to stand besides the pool attentively & keep watch on all the members. He shall wears a life jacket for saving life of members by jumping in water and catch them, pull-out from pool and give first aid to them.	Per life guard per day	300
7	For disinfection mixing chemical (Bleaching, copper-sulphate, alum) in pool water as per required quantity and specifications. Material required will be supplied by BHEL	Per day	150
8	Brushing in pool including connecting pipe in skimmer operating motor mud cleaning from pool and taking out insects from water by net sieve. (Cleaning of pool surface alls/floors) using brushes, detergent, bleaching powder and other T&P).	Per day	150
9	Maintaining lawns, flower beds, show plants and hedges. Cleaning surroundings removing bushes/wild growth. Daily cleaning of surface of water for remaining floating dirt, insects, leaves etc in every shift.	Hours	150
10	Dewatering of pool and cleaning of pool (as per requirement pool old water replace by new water time to time. After dewatering pool neatly cleaned by using brush and acid all floor and wall are cleaned properly before filling water in pool).	Nos	5

- 3) Payments will be made to the contractor on the basis of work carried out by him.
- 4) All payments will be subject to deduction of income tax at source as per Income Tax as per the applicable Rules.
- 5) Measurement Book to be maintained for the work carried out periodically by the contractor & the same shall be verified by BHEL official, nominated for the same.



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

**Annexure 'I'**

**DATE: - 06-04-2017**

## Technical Bid Qualifying criteria & check list

PROFORMA FOR SUBMITTING TECHNICAL BID FOR -----

### **(A) Essential Documents Required**

1. Name of the firm : -----

(Documents as per clause 12 of annexure C to be attached )

2. Name of the Proprietor/Partners : \_\_\_\_\_

3. Address and Contact Numbers : \_\_\_\_\_

4. ESI Code Number : \_\_\_\_\_

Copy of the ESI Certificate Enclosed / Not Enclosed

5. PAN/TAN Number : \_\_\_\_\_

6. Service Tax Number(PAN Based) : \_\_\_\_\_

7. VAT/TIN Number : \_\_\_\_\_

Copy of Certificate Enclosed / Not Enclosed

(To be submitted only in case where material transaction is Involved )

8. Audited financial statement/CA Certificate as per tender :  
Enclosed / Not Enclosed

9.. Experience Certificate : Enclosed / Not Enclosed  
(Along with necessary enclosures as per tender to be submitted)

10. No. of Workers including Supervisors on the rolls of the firm : \_\_\_\_\_

11. Earnest Money Deposit : Rs. \_\_\_\_\_

a) D.D. Number & Date : \_\_\_\_\_ Date \_\_\_\_\_

b) Drawn on (Bank) : \_\_\_\_\_

12. Any other relevant information: \_\_\_\_\_

-----



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

- 13. Tender Cost :Rs. \_\_\_\_\_  
D.D. No. /Receipt No : \_\_\_\_\_
- 14. Validity of offer : \_\_\_\_\_  
(At least 90 days from the date of tender Opening.)
- 15. Blank Price bid format : Enclosed/Not Enclosed
- 16. PF registration certificate (if exempted submit exemption proof)  
PF registration code : \_\_\_\_\_  
Attach Copy of the PF registration
- 17. ESI registration certificate: (if exempted submit exemption proof)  
ESI registration code : \_\_\_\_\_  
Attach Copy of ESI registration
- 18. Jhansi Zila Panchayat and license/ registration no. \_\_\_\_\_

**(B) Desirable:**

- 1. Income Tax return last 3 yrs. : Enclosed / Not Enclosed
- 2. Acceptance of RA : Accepted/Not accepted

**We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.**

Signature with Name  
& Office Seal

Date:

NOTE (1) : TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPS. IN CASE THE BIDS ARE FOUND IN ONE SINGAL ENVELOPE THEN THE BIDS ARE LIABLE TO BE REJECTED.

o o

Note : -NOTE (1) is applicable only when tender is called in two bid system



**Reference to general condition of contract**

Condition No.		
3(b)	Accepting Authority	AGM – (HR)
3 ( i)	Market Rate percentage addition to cover overheads and profit.	-----
9	<b>Earnest money : security deposit</b>	
	(a) Earnest money -	Rs 3,776/-
	(b) Security deposits The rate of security deposit as below.	5% OF TOTAL CONTRACT VALUE
10 (iv)A (A)	Permissible deviation limit for any contract item , substituted item or contract -cum substituted item in excess of the original value of the item (Applicable percentage Rate Contracts)	It may vary extent to as per requirement
10 (vi)A (b)	Permissible deviation limit for an individual trade item (Applicable to Lump sum Contracts only)	NA
10 (vi)A (c)	Permissible deviation limit for items of work not already included in the contract.	NA
(vii) B (a)	Permissible deviation limit for an individual trade item.	It may vary extent to as per requirement
<b>12</b>	<b>Suspension of work</b>	
12 (b) (ii)	Percentage payable to cover Contractors indirect expenses for suspension exceeding thirty days and not exceeding 3 months.	NA
( C)	Percentage payable to cover Contractor's indirect expenses for suspension exceeding 3 months.	NA
<b>13</b>	<b>Time allowed for execution of work</b>	<b>One Year</b>
13 (h)	Authority competent to decide if "any other cause ' of delay is beyond Contractor's Control.	AGM – (HR)
32	Authority competent to reduce compensation amount	AGM – (HR)
33	Defects liability period.	NIL
34	Authority for appointing arbitrator	Unit Head



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

Annexure L

## RULES FOR ROUNDING OFF NUMBERS

<b>CASE A:</b> In rounding off numbers, the last figure kept should be unchanged if the first figure dropped is less than 5.	For example, if only one decimal is to be kept, then 6.422 becomes 6.4
<b>CASE B:</b> In rounding off numbers, the last figure kept should be increased by 1 if the first figure dropped is greater than 5.	For example, if only two decimals are to be kept, then 6.4872 becomes 6.49. Similarly, 6.997 becomes 7.00
<b>CASE C:</b> In rounding off numbers, if the first figure dropped is 5, and all the figures following the five are zero or if there are no figures after the 5, then the last figure kept should be unchanged if that last figure is even.	For example, if only one decimal is to be kept, then 6.6500 becomes 6.66. For example, if only two decimals are to be kept, then 7.485 becomes 7.48
<b>CASE D:</b> In rounding off numbers, if the first figure dropped is 5, and all the figures following the five are zero or if there are no figures after the 5, then the last figure kept should be increased by 1 if that last figure is odd.	For example, if only two decimals are to be kept, then 6.755000 becomes 6.76. For example, if only two decimals are to be kept, 8.995 becomes 9.00
<b>CASE E:</b> In rounding off numbers, if the first figure dropped is 5, and there are any figures following the five that are not zero, then the last figure kept should be increased by 1.	For example, if only one decimal is to be kept, then 6.6501 becomes 6.7. For example, if only two decimals are to be kept, then 7.4852007 becomes 7.49.



# Bharat Heavy Electricals Limited, Jhansi

Department: Township Civil

Tender Enquiry No: TCX/TW/6/16 date:- 06-04-2017

TD: 2016-17, Rev- 00

## Guidelines for dealing with “discrepancy in words & figures – quoted in price bid”.

In case of non-conformities/errors/discrepancies are observed between the quoted prices in figures and that in words, following guidelines are to be followed:-

- (a) 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.
- (b) 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 (a) and (b) above.
- (c) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the tenderer, the bid is liable to be ignored.
- (d) In case of tie between two or more lowest bidders, snap bid shall be called with discount on the offered rates. If snap bid is not feasible than the L1 shall be decided with lottery system.