

TENDER DOCUMENT

Tender Enquiry No. : TE- 348

For

“Miscellaneous work in Administrative Area”



Department Contact Person:

1. **Name:** Virendra Pal
Designation: Manager (Admin)
Email: vpal@bhel.in
Phone: 05361-267205
Mob: 94103 95915

2. **Name:** S. N. Tiwari
Designation: DGM (Admin, P&PR)
Email: snt@bhel.in
Phone: 05361-267207, 270107
Mob: 94509 919144.

Tender Due Date: 21/09/2017 at 14:00 Hrs.
Tender Opening Date: 21/09/2017 at 15:00 Hrs.

Department: Admin
BHEL Insulator Plant
I. A. JAGDISHPUR, Distt. Amethi- 227817 (U.P.) INDIA



BHARAT HEAVY ELECTRICALS LIMITED

INSULATOR PLANT, JAGDISHPUR -227817

DETAILS OF TENDER DOCUMENT

The detailed content of tender document are as follows:

Sl. No.	Description
1.0	Notice Inviting Tender (NIT)
2.0	Bid Application (Annexure- I)
2.a	Bid questionnaire (Annexure II)
2.b	Bid questionnaire (Annexure-III)
2.c	Declaration by Bidder (Annexure –IV)
3.0	Instructions to Bidder
4.0	Techno-commercial Bid Format (Annexure-V)
5.0	Qualifying Criteria (Annexure – VI)
6.0	Scope of work (Annexure- VII)
7.0	Special Terms and conditions (Annexure VIII)
8.0	General terms and conditions
8.30	Declaration (Annexure IX to XI)
9.0	Guidelines for dealing with discrepancy in words & figures – quoted in price bid. (Annexure-XII)
10.0	Price Bid Format

The duly filled in Techno- commercial bid **(Part A)** and Price bid **(Part B)** are to be kept in separate envelopes properly sealed and clearly marked with TE No. and type of bid. Both Part A and Part B envelopes shall be kept in one envelope marked with TE No. and due date which should reach us on or before tender opening date as mentioned in NIT, through Registered / Speed post/ Courier services or the same may be dropped in the tender box available at ADM building and should be addressed to:

To,
DGM (MM)
Administrative Building
BHEL - Insulator Plant
Industrial Area Jagdishpur
Distt. Amethi- 227817 (U.P.) INDIA

Note:

1. For relevant details please visit our website “www.bhel.com”. All bidders are advised to always be in touch with our said website until the tender is finally opened.
2. All corrigendum will be published on BHEL website only. Vendors are advised to check the said NIT regularly.
3. Offer by E-mail/Fax shall not be acceptable.
4. BHEL shall not be responsible for any delay in submission of bid due to any reason whatsoever (Including postal delay). Timely Submission of bid is sole responsibility of bidder only.

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



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INSULATOR PLANT, JAGDISHPUR -227817

1.0

NOTICE INVITING TENDER (NIT)

Sealed bids are invited from the bidders in two - bid for the following work as detailed below:

Sl. No.	Work Description	Tender Enquiry No. / Date	Value Of Contract Excluding Tax	EMD (in Rs.)
01	Miscellaneous Work in Administrative Area	TE - 348 Dt. 31/08/2017	Rs 117.265 Lakhs (One Crore seventeen Lac twenty six thousand five hundred)	Rs. 234530.00 OR Rs.5 lakhs one time EMD Only

Duration of contract : **ONE** year from the date of award of contract.

Cost of Tender document : Rs. **1000.00** (NON REFUNDABLE)

- I. Tender document can be obtained from BHEL IP respective section-in-charge on written request and after submission of applicable tender cost payable in the form of Demand Draft/Banker's Cheque in favour of BHEL payable at Industrial Area Jagdispur OR through EFT (detail given at clause 8.5 and 8.6). Proof of submission of tender cost should be provided with request letter.

OR

The tender document can be downloaded from BHEL website and tender cost to be paid by Demand Draft/Banker's Cheque in favour of BHEL payable at Industrial Area Jagdispur OR through EFT (detail given at clause 8.5 and 8.6). Proof of payment of tender cost should be submitted along with the Techno-commercial Bid (Part A).

Start date of Issue of tender document : **Date: - 01/09/2017 Time 09:00 Hrs**

Last date of Issue of tender document : **Date: - 21/09/2017 Time 13.00 Hrs**

Last date for submission of tender document : **Date: - 21/09/2017 Time 14.00 Hrs**

Date of opening of Tender : **Date: - 21/09/2017 Time 15.00 Hrs at Admn Bldg.**

Note:

- Contract will be governed by all statutory requirements amended from time to time, information furnished by the bidder in the tender document & General terms and conditions of the contract of BHEL..
- MSME bidders see clause no. 8.29.

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



BHARAT HEAVY ELECTRICALS LIMITED

INSULATOR PLANT, JAGDISHPUR -227817

PART – A

2. BID APPLICATION (Annexure –I)

To
DGM (Admin, P&PR)
Bharat Heavy Electricals Limited
Insulator Plant, Jagdishpur-227817

Dear Sir,

I / We hereby offer to carry out the work for **Miscellaneous work in Administrative Area** against Tender Enquiry **No. TE – 348**, Dated **31/08/2017**.

I /We have carefully perused the following documents connected with the above mentioned work and agree to abide with the same.

1. Notice Inviting Tender (NIT)
2. Bid Application (Annexure- I)
- 2.a Bid questionnaire (Annexure II)
- 2.b Bid questionnaire (Annexure-III)
- 2.c Declaration by Bidder (Annexure –IV)
3. Instructions to bidder
4. Techno-commercial Bid Format (Annexure-V)
5. Qualifying Criteria (Annexure – VI)
6. Scope of work (Annexure- VII)
7. Special Terms and conditions (Annexure VIII)
8. General terms and conditions
- 8.30 Declaration (Annexure IX to XI)
9. Guidelines for dealing with discrepancy in words & figures – quoted in price bid. (Annexure-XII)

(Part – A)

10. Price Bid Format

(Part – B)

I/ We further agree to execute all the works referred to in the said document as per NIT terms and conditions.

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



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INSULATOR PLANT, JAGDISHPUR -227817

2.a BID QUESTIONNAIRE (Annexure-II)

Tender Enquiry No. : TE – 348

Date : 31/08/2017

Details of the Bidder:

a) Name and address of the Firm:

b) Name and address of the proprietor / Directors / Partners:

c) Is any contract being operated under the control of the bidder in BHEL : Yes / No

(If yes furnish the details) :

	Location/ Address	Value	Date of Completion
1.			
2.			
3.			
4.			

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

Name	Staff no	Relationship	Location / Area
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I/We hereby accept above (signature & seal of bidder)



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INSULATOR PLANT, JAGDISHPUR -227817

2.b BID QUESTIONNAIRE (Annexure - III)

- a) All terms & conditions of NIT against TE – 348 dated 31/08/2017 are acceptable to us.
(Please indicate clearly as YES/NO): _____
- b) I have quoted the rates for all items unconditionally as indicated in the Price Bid (Part-B)
(Please indicate clearly as YES/NO): _____
- c) I fully understand that conditional rates are not acceptable to BHEL and such offer will be out rightly rejected.
- d) I also fully understand that in case of non-acceptance of any terms and conditions of NIT, the offer will be liable for rejection.
- e) Acceptance of general terms & conditions and terms & conditions of Reverse Auction as provided:(Yes / No)
- f) Acceptance for participation in RA :(Yes / No)

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

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



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INSULATOR PLANT, JAGDISHPUR -227817

2.c DECLARATION BY THE BIDDER (Annexure-IV)

I, _____ Proprietor / Director / Partner

of M/s _____,

aged _____ Years, S/o _____,

Residing / Office at _____

Hereby declare as follows:

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

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



BHARAT HEAVY ELECTRICALS LIMITED

INSULATOR PLANT, JAGDISHPUR -227817

3.0 INSTRUCTIONS TO BIDDER

3.1 Tender is a two - bid system. The tender documents consist of **Part - A (Techno-commercial Bid) and Part - B (Price Bid)** as detailed below, to be submitted in sealed cover enabling us to open on due date of tender opening.

3.2 Part 'A' must be duly completed and sealed along with the Earnest money deposit (EMD) of **Rs 234530.00 or Rs.5 lakhs (one time EMD)** in an envelope super scribed as:-

Tender Enquiry No. TE – 348 dated 31/08/2017 Part 'A' - Techno-commercial Bid".

NOTE: The bidder shall not indicate the price or rate in the Blank price bid to be submitted along the Techno- commercial bid Part-A.

The Techno commercial Bid (Part - A) and general terms and conditions shall form part of Techno-commercial offer.

Note :- Name of the bidder should be written on the sealed envelope.

3.3 Part 'B' must be duly completed with reference to the tender and put in a separate sealed envelope super scribed as:-

"Part 'B' - Price Bid: - Tender Enquiry No. TE – 348, Dated 31/08/2017

Part 'B' – the price Bid should not carry any conditions. Price / rate should be quoted in clear terms in the format given by BHEL.

Note :- Name of the bidder should be written on the sealed envelope.

3.4 Tender documents consisting of Part 'A' & 'B' duly sealed in a separate envelopes and both should be sealed in another envelope super scribed as:-

Tender Enquiry No. TE – 348, Dated 31/08/2017 due for open on 21/09/2017

and should be deposited in the Tender Box kept at Administrative Building so as to reach **on or before due date and time of opening of tender.**

Note: - Name of the bidder should be written on the sealed envelope.

Part 'A' of tender form i.e. Techno-commercial Bid will be opened **on due date and time** in the presence of bidders or their representatives present for the tender opening.

Bidders who qualify in the Techno-commercial Bid (Part-A) will be intimated to attend the opening of part 'B' - price bid at a date to be notified separately. Part 'B' i.e. price Bid will be opened at the specified date in the presence of the bidders or their representative who are notified to attend the price bid opening.

BHEL shall not be responsible for any delay in submission of bid due to any reason whatsoever (Including postal delay). Timely Submission of bid is sole responsibility of bidder only.

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



BHARAT HEAVY ELECTRICALS LIMITED

INSULATOR PLANT, JAGDISHPUR -227817

- 3.5 Part 'B' Price bid will be opened only of those bidders who are qualified in Techno- Commercial Bid.
- 3.6 Before making the offer the bidders are advised to carefully go through the terms and conditions, which form part of the tender document and agreement. Before submitting the bids the bidder can visit the work place, obtain desired clarification to have clear understanding of scope of work and all terms and conditions of contract.

No claim or clarification will be provided after opening of bid and decision of BHEL IP on any matter arising due to non-understanding of any term by bidder will be final and binding to bidder.
No request of bidder shall be consider after opening of techno-commercial bid.

- 3.7 BHEL reserves the right to reject any bid/all bids, which is Techno-commercially unacceptable and unworkable. **BHEL** reserves the right to accept or reject any of the bid/all bids or cancel/withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder/intending bidders shall have any claim arising out of such action by BHEL. The opinion / decision of BHEL regarding the bid shall be final and conclusive.
- 3.8 The company has no obligation to accept the lowest tender and have **right to re-float the tender, if L1 price is not the acceptable price to BHEL inter-alia other reasons.** Offer of the Bidder if prima-facie found not comparable with the quantum of work envisaged but an efforts to be L1, then the offer is liable to be rejected. BHEL's decision in this regard shall be final and binding.
- 3.9 BHEL reserves the right to award the contract to one or more bidders simultaneously as deemed fit at the initial stage or during the contract period **at the L1 price to BHEL. BHEL reserves the right to negotiate the L1 rate.**
- 3.10 BHEL reserves the right to cancel the contract at the initial stage or during the contract period without assigning any reason to the bidder.
- 3.11 For deployment of manpower the following shall be adhered by bidder:
- 1) The maximum no of gate passes: **50 Nos Unskilled (USW), 01 Nos Semi-skilled (SSW), 06 Nos Skilled, 02 No. Clerk Grade – I and 03 Nos. Clerk Higher Grade manpower against this contract will be permitted by BHEL.**
 - 2) The bidder shall engage sufficient number of competent labor for executing the agreed work. The Bidder shall have full control over his labor including determining service conditions, discharge, dismiss, or otherwise terminate their services at any time.
 - 3) The bidder shall be solely responsible for any claim (including statutory payment) arising out of deployment or termination of his labors.
 - 4) In case of more work which can't be executed by present manpower, the work shall be completed through deployment of additional manpower for which temporary gate pass shall be issued.

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



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5) There may be fluctuations in work content over estimated quantity given in price bid annexure. Bidder has to deploy the manpower accordingly.

3.12 BHEL can reduce/increase quantum of work without assigning any reasons thereof. Quantity given in BOQ are tentative and can increase or decrease as per requirement of BHEL IP. In case of quantity variation, BHEL will not be liable for any claim arising thereof.

3.13 **PERIOD OF CONTRACT:** The period of contract will be for 1 (one) year only. The contract may be extended further on the same rates, terms and conditions if mutually agreed upon.

3.14 For any further details required, tender issuing officer of BHEL IP, JAGDISHPUR 227817 may be contacted in person or through Telephone Nos. (05361-267210).

3.15 PRICE BID

The bidders are required to submit their rate for **PERCENTAGE PROFIT MARGIN** in **Part 'B' in the price bid format** at SI No 9, given along with the tender document. Bidder should also fill same percentage of profit margin (as indicated in SI No 9) at SI No 9.a (for calculation) and calculate profit margin and fill in absolute Rs at against **SI No 9.a** of price bid format.

In case the bidder quotes different profit margin (%) at SI No 9 & 9.a, the percentage quoted at SI No 9 shall prevail and respective calculation shall be considered based on profit margin % quoted at SI No 9.

If there is a discrepancy between words and figures quoted at SI No 9, the profit margin % quoted in words shall prevail and respective calculation shall be considered based on profit margin % quoted in words against SI No 9.

PROFIT MARGIN QUOTE GUIDELINES

- A. Profit margin will be applicable only on payment of item at SI no 4 (i.e. Total A- Total yearly Minimum Wage) and SI no 5 (i.e. Total B- Total yearly Additional payment by BHEL) of price bid format.
- B. Profit margin will not be admissible on other items (i.e. PF, ESI, Bonus, Holiday, Leave, CA/TA, Admin. Charges, EDLI etc.) as these are being reimbursed.
- C. For quote of value of profit margin in figure:- Profit margin value up to two decimal place will be consider for calculation, value beyond the second place of decimal will not be considered for evaluation and all terms beyond second place of decimal will be ignored in calculation for overall L1.
- D. Quote profit margin in both words and figure as given in price bid format at SI no. 9.
- E. The value of Profit margin quoted by the bidder should be workable i.e. For labour supply contracts, bids lower than the minimum statutory amount, i.e. minimum wage, PF, ESI, etc. shall be rejected).

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



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INSULATOR PLANT, JAGDISHPUR -227817

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

3.17 EVALUATION OF PRICE BID: bidders should quote required information/rates as indicated in slno. 9, 9.a and 10 of price bid format.

Evaluation of the L1 (Lowest bid) offer shall be computed on overall basis (i.e. Grand Total Price for all the items at Slno 10 of price bid format) in the tender. For evaluation of L1 bidder value up to two decimal place will be consider for calculation of Slno 10, value beyond the second place of decimal will not be considered for evaluation and all terms beyond second place of decimal will be ignored in calculation for overall L1.

The overall evaluation of L1 bid will be total cost (i.e. Total G at Slno. 10) for both:-

I.Amount quoted towards the Profit Margin (Total F at Slno. 9.a).

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

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

3.18 TERMS OF PAYMENT

3.18.1 Payment shall be made, on the Nos. of Measurement units, successfully executed, by the Bidder. The bidder shall submit their clear & legible bills (in duplicate) on Monthly basis, duly verified by concerned BHEL Executive. Each bill must be enclosed with work/ activity completion report duly signed by bidder & and BHEL representative (s).

3.18.2 All payments shall be released through electronic-pay mode only.

3.18.3 BHEL shall be releasing payments against the work order after deduction of income tax at source (TDS) as per requirement of income tax rules and BHEL will issue appropriate certificates in this regard. All statutory deduction as applicable, will be deducted from bills. Bidder shall inform his PAN to BHEL.

3.18.4 GST, as applicable, shall be paid, as per Govt. rules, to the bidder against running actual, on documentary evidence. The GST shall be paid extra and over the quoted rate. The Bidder shall be required to deposit GST as applicable, before due date as per Act, if same is applicable as per rules in force from time to time. The amounts so spent can be claimed from BHEL after submitting the proof of the same.

3.18.5 All the terms & conditions of the contract with respect to Taxes & Duties are subject to the new taxation laws introduced from time to time (e.g., GST- Amendments etc.). The terms & conditions will be modified in accordance with the provisions of new laws (e.g., GST- Amendments etc.).

3.18.6 No interest shall be payable by BHEL on Earnest Money, Security Deposit or on any money due to the firm by BHEL.

3.18.7 Bidder shall arrange his own finance for smooth execution of contract, wages payment, other statutory payments to his employees and all other agreed conditions.

3.18.8 Normally, payment shall be made within 45 days of receipt of bill at BHEL.

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



BHARAT HEAVY ELECTRICALS LIMITED

INSULATOR PLANT, JAGDISHPUR -227817

3.18.9 The Bidder shall produce to the Company, the documentary proof of payment of the said statutory dues. Non-observance of the provisions will be construed as default by the Bidder in making such payment, and payment of his bill will be deferred.

3.18.10 The bidder will have to extend paid National Holidays and Festival Holidays to their workers as per the provisions of Act and the Rules thereof. However, if due to exigencies of work he engages his workmen on National Holidays or Festival Holidays he shall pay wages as prescribed under the provisions of the Act. However same shall be reimbursed by BHEL.

3.18.11 In case of any extra work executed by the bidder, the bidder will paid on pro-rata basis.

3.18.12 BHEL Management shall have a right to deduct any sum from the bill of the bidder for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract, Non- payment of wages or of deduction made from his or their wages which are not justified by the terms of the contract or non-observance of the said contract Labour regulations.

3.18.13 BHEL shall be entitled to recover any payment made on behalf of the bidder under any law or otherwise.

3.18.14 The bidder shall submit the documentary evidence of payment on account of submission of statutory payments made to the concerned agencies before clearance of bill of next month.

3.18.15 All statutory and mandatory compliance payment shall be reimbursed by BHEL as per rules on submission of documentary proof along with bill. (like PF, ESI , Bonus, Leave Payment , Holiday payment, ADMIN, EDLI and all other mandatory and statutory compliance etc.)

3.18.16 The bidder will have to follow the provisions of Payment of Bonus Act 1965 and Rules 1975, and is liable to pay Bonus to his workers. (Minimum prescribed bonus being 8.33% at present). However same shall be reimbursed by BHEL after submission of proof of actual disbursement.

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



BHARAT HEAVY ELECTRICALS LIMITED

INSULATOR PLANT, JAGDISHPUR -227817

4.0 TECHNO-COMMERCIAL BID FORMAT (Annexure –V)

TABLE -1

Sl. No.	Description	Please Fill
1	Name of the Firm (Bidder)	
2	Address of the Firm (Registered Office)	
3	Name of Contact Person	
4	Contact Numbers/ Mobile no.	
5	Fax No., if any	
6	Email ID	

TABLE -2

Sl. No.	Description	YES / NO	Remarks
1	Earnest Money Deposit (EMD) Details		
2	Tender Document Cost, if applicable		
3	Signed and stamped copy of tender documents		Signed and stamped Copy of all pages (all sections) of BHEL tender documents to be enclosed as a token of acceptance of all terms and conditions of the tender
4	Un-Priced bid/ Blank Price Bid (Price bid format without prices)		Signed and stamped copy Blank price bid to be submitted
5	Documents against Qualifying Requirements		Signed and stamped copies of all documents as asked under qualifying criteria of the tender to be enclosed
6	Authorization for signing Tender Documents		Valid copy of power of attorney / authorized signatory to be enclosed as a proof of authorized representative of the firm
7	Signed and stamped copies of Annexures		Signed and stamped Copies of Annexures IX, X, XI to be submitted on firm's letter head
8	Labour License		The Bidder has to obtain & submit labour license as per prevailing rules after award of the work/LOI.
9	PF Code Number		Copy of the Certificate to be enclosed
10	ESI Code Number		Copy of the Certificate to be enclosed
11	PAN Number		Copy of the PAN Card to be enclosed
12	Income Tax Return (of last 3 yrs)		Copy of the ITR to be enclosed
13	Service Tax Registration Number/ GST No.		Copy of the Certificate to be enclosed
14	Validity of Offer		90 days from the date of tender Opening

Please mention "NA" if not applicable. I / We hereby certify that, all the information and data furnished above with regard to this Tender are true and complete to the best of my / our knowledge.

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



BHARAT HEAVY ELECTRICALS LIMITED

INSULATOR PLANT, JAGDISHPUR -227817

5.0 QUALIFYING CRITERIA (Annexure-VI)

Sl. No.	Description of Qualifying requirement	Documentary Proof enclosed
1.	<p>Experience of having successfully completed similar works (all type of works / service contract) during last 7 years should be any of the following:</p> <p>(a) Three completed/executed works each costing not less than the amount equal to Rs. 46.91 Lac .</p> <p>OR</p> <p>(b) Two completed/executed works each costing not less than the amount equal to Rs. 58.63 Lac</p> <p>OR</p> <p>(c) One completed/executed work costing not less than the amount equal to Rs. 93.81 Lac</p> <p>Copies of order/completion certificate for work completed before the due date of tender opening will be considered. Equivalent document from the executing authority shall be enclosed along with Techno-commercial bid. In case of experience in other than BHEL/PSU/Govt. Agencies, copy of duly signed TDS certificate (Downloaded from TRACES) from the principal/awarding agency shall be furnished.</p>	Yes/No
2.	<p>Average Annual Financial turnover during the last 3 years, ending 31st March 2016 should be at least Rs. 35.18 Lac. Audited balance sheet and Profit & loss account shall be submitted for last 3 years i.e. F.Y. 2013-14, 2014-15 & 2015-16.</p> <p>If audited balance sheets are not available, provisional turnover certificate issued by practising Chartered Accountant will be considered.</p>	Yes/No

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

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



BHARAT HEAVY ELECTRICALS LIMITED

INSULATOR PLANT, JAGDISHPUR -227817

6.0 SCOPE OF WORK (Annexure –VII)

Miscellaneous Works in Administrative Area	
Sno	Brief Description Of work
1	Canteen department (helping in food preparation, Serving food, Tea Snack etc.)
2	Helping Support in CISF Barak etc.
3	Helping in Community Centre work
4	Helping in different dept. (Commercial, Finance, Cooperative, GM Office & residence)
5	Helping in Guest House & Hospital, HR, Transport, Purchase & WEX department
6	Any instruction as when require time to time in Administrative Area.

Note:

- Bidder shall be responsible for the storage and security of material issued to him by BHEL. In case of any loss / shortage/damage, cost of material shall be deducted from bills of the bidder.
- The bidder shall be responsible for safe custody of BHEL's property like materials, tools etc., entrusted to him and if necessary, bidder shall arrange insurance at his own expense.
- Cleaning and upkeep of machine and machine parts after the completion of the shift work will be the responsibility of the bidder.
- Bidder has to ensure extreme care in handling of the product at all stages of processes by their workmen.
- The bidder shall extend help to BHEL in recording the daily attendance & movement of their manpower from their designated workplace through the system provided by BHEL IP, Jagdishpur time to time.

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



7.0 SPECIAL TERMS AND CONDITION RELATED TO WORK (Annexure –VIII)

1. Manpower will be deployed considering requirement of amount of work at work place after instruction of BHEL shop executive (Max. Nos. of manpower will be as per Tender)
2. Shop executive has the power to take any disciplinary action against workmen in case of loss or rejection incurred to BHEL by them.



8.0 GENERAL TERMS AND CONDITIONS

8.1 GENERAL.

8.1.1 In case the bidder has a relative employed in BHEL, the authority inviting tender shall be informed of this fact in writing at the time of submission of tender, failing which the tender may be disqualified, or if such fact comes to light subsequently, the contract may be terminated.

8.1.2 If the bidder gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, BHEL, IP reserves the right to reject such tender at any stage.

8.2 SIGNING OF TENDER DOCUMENTS

The tenderer shall furnish following, duly enclosing documents relating thereto:-

- a) 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.
- b) Power of Attorney: An attested copy of the Power of Attorney, in case an individual other than the sole proprietor signs the tender shall be submitted along with the tenders.
- c) In case of an Individual, full name, address, place & nature of business and license relating to.
- d) In case of Partnership Firms: The names of all the partners and their address. A copy of the partnership deed/instrument of partnership duly certified by the Notary Public shall be enclosed. The tender must be signed by all the partners of the firm or by the managing partner who has power to do.
- e) BHEL will not be bound by any other power of attorney granted or the change in composition of the firm made after the execution of the contract agreement. They may, however, recognize such power of attorney or change in status only after legal advice.
- f) Bidder shall sign all pages of tender document with seal and date. In case bidder download document from BHEL website no signing of document will be done by BHEL authority and submitting authentic and countersigned copy of tender is responsibility of bidder.
- g) The bidder shall accept all the terms and conditions of the tender. Each page should be duly signed by the bidder as a token of acceptance.
- h) The tender forms both Part 'A' & 'B' duly filled in all respects shall be signed on each page by the bidder. Alteration/ over-writing if any will be neatly carried out and duly attested over with the full signature of the bidder.
- i) All entries in the tender document should be in one Ink. All the columns in the tender form should be filled without leaving any column blank in any page of the tender. In case any of the columns are left blank, the tender may liable to be rejected.

8.3 **OFFICIAL SECRET ACT:** The bidder shall give an undertaking under the official secret Act for maintaining secrecy of the drawings, documents or other records connected with the work given to them. The bidder shall return all the drawings/documents given to them.



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8.4 MODE OF COMMUNICATIONS: Generally, all communications, references etc. shall be delivered through Fax/ E-Mail/ Internet/Registered Post or can be given to the authorized supervisor. It will be undertaken that the bidder has read and understood the message, within three days of the delivery, even if they have not received / not opened/ having Technical problems on their side. Bidder shall communicate their change of authorized supervisor, email address in advance. Any communication required to be sent to the bidder in writing shall be sent at the address mentioned on the tender form or to any other address subsequently intimated by him in writing to BHEL IP for the purposes.

8.5 EARNEST MONEY DEPOSIT (EMD)

8.5.1 EMD is to be paid by bidder for securing fulfilment of any obligations in terms of the NIT. Offer should be accompanied with Earnest Money as specified in NIT through The EMD may be accepted only in the following forms:

- a. Cash deposit as permissible under the extant Income Tax Act (before tender opening)
- b. Electronic Fund Transfer credited in BHEL account (before tender opening). EFT shall be made in Bank Account No.: 10405292240 of SBI, IGFC branch, I A Jagdishpur, IFSC No. SBIN0009072. Receipt of EFT Transfer from bank shall be enclosed with Techno-commercial offer. Proof of EMD deposit should be send by email to given contact person.
- c. Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer) EMD to be deposited along with the tender documents in the form of a Accounts payee Crossed demand draft favoring B.H.E.L., Drawn on Bank of Baroda, Payable at Industrial Area, Jagdishpur (Code- INDJAG) or a Crossed demand draft favoring B.H.E.L., drawn on State Bank Of India, Payable at IGFC Ltd. Branch, Industrial Area, Jagdishpur (code- 09072).
- d. In case total EMD amount is more than Rs. 20 Lakh, the amount in excess of Rs. 20 lakh may be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at least six months.
- e. The EMD shall not carry any interest.

8.5.2In case of unsuccessful bidder, the EMD will be refunded after finalization of the tender.

8.5.3BHEL reserves the right of forfeiture of EMD, in case the successful bidder who:

- a. After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- b. The Bidder fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.

8.5.4 EMD instructions:

- a) EMD amount as indicated in NIT is to be submitted by the bidders. If the bidder wishes to participate in more than one tender, one time EMD option may be opted by the bidders.
- b) The one time EMD amount is **Rs. 5.00 Lakhs**. For Deposit of one time EMD contact DGM (MM).
- c) The one time EMD will be valid for all the tenders floated by BHEL – IP, Jagdishpur during the period up to 30th December 2017.
- d) One time EMD will not be adjusted against Security Deposit.

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- e) One time EMD will be refunded only after the finalization of all tenders participated by the bidder.
- f) The copy of the onetime EMD deposit receipt is to be submitted with the bid.
- g) Tenders without EMD shall be rejected out rightly.**

8.6 SECURITY DEPOSIT

8.6.1 Security Deposit means the security provided by the Bidder towards fulfilment of any obligations in terms of the provisions of the contract.

8.6.2 The total amount of Security Deposit will be 5% of the contract value. EMD of the successful bidder shall be converted and adjusted towards the required amount of Security Deposit.

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

- a) Cash (as permissible under the extant Income Tax Act)
- b) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL (payable at Ind. Area Jagdishpur). EFT shall be made in Bank Account No.: 10405292240 of SBI, IGFC branch, I A Jagdishpur., IFSC No. SBIN0009072. Receipt of EFT Transfer from bank shall be submitted to BHEL.
- c) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- d) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Bidder, a/c BHEL)
- e) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patra etc. (held in the name of Bidder 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 documents or in any other matter connected therewith.)

8.6.3 At least 50% of the required Security Deposit, including the EMD, should be deposited 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 Bidder till the total amount of the required Security Deposit is collected.

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

The recoveries made from running bills (deduction towards 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.

Security Deposit shall be released to the Bidder upon fulfilment of contractual obligations as per terms of the contract. The Security Deposit shall not carry any interest.

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8.6.4 Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the bidder shall be liable to compensate the losses if any incurred by BHEL on this account. The security deposit shall be refunded within a reasonable time after the date of expiry of the contract period subject to the bidder carrying out all obligations and operations as required under the contract.

8.6.5 BHEL reserves the right to appropriate the whole or any part of the amount of the security deposit without prejudice to other claims against the bidder for losses suffered by BHEL due to failures on the part of the bidder or due to termination of contract or bidder becoming disqualified because of liquidation. Such losses, damages, charges, expenses or cost, as assumed by BHEL shall be final and binding the bidder and shall not be called into question.

8.6.6 Whenever any sum of money is found to be recoverable from the bidder, the same will be deducted from any sum that may due or which at any time there after becomes due to the bidder under this contract or under any other contract or from his security deposit. In case the recoveries are not complete even after such deduction, the bidder shall pay the same or the balance thereof from the security deposit. The bidder shall immediately thereafter pay such further sums as may be required to replenish the shortage caused by such recoveries in the amount of security deposit.

8.6.7 Security deposit money of bidder will be refunded only after successful completion of the contract. In case any dues are claimed by the statutory Authorities related to contract, the same shall be recovered/ borne/ settled by bidder.

8.7 STATUTORY REQUIREMENTS

8.7.1 The bidders are advised to take care of Minimum wages State Government (UP) notification. Present rate (with effect from 01/04/17 to 30/09/17) of minimum wages as applicable are as under -

Unskilled	—	Rs. 7400.46 per month
Semi-Skilled	—	Rs. 8140.51 per month
Skilled	—	Rs. 9118.66 per month

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

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

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

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

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8.7.3 The bidder shall comply with the provisions of the Factories Act 1948, Contract Labour (Regulation and Abolition) Act 1970, ESI Act, Employees Provident Fund and Miscellaneous Act 1952, Minimum Wages Act 1948, Payment of Gratuity Act 1972, Industrial Disputes Act, 1947, Employers Liability Act 1938, Inter State Migrants Workmen (Regulation of employment and conditions of Service) Act 1979 and or any other Laws and Rules that may be applicable from time to time to the workers engaged by him. The bidder, when required by the Company shall produce the registers and records for verification and comply with other directions issued by the company for compliance of the statutory provisions.

8.7.4 The bidder will have to follow the provisions of Payment of Bonus Act 1965 and Rules 1975, and is liable to pay Bonus to his workers. (Minimum prescribed bonus being 8.33% at present). The bidder shall maintain Form D as per Rule 5 of the PAYMENT OF BONUS ACT 1965. The bidder is further liable to pay bonus to his employees in accordance with the payment of Bonus Act 1965 and will keep all the records in Form C as per the said Act.

8.7.5 In case of revision of Minimum Wage by the State Govt. after the award of work by BHEL IP, the bidder will be liable to pay the difference of increased wages for such period. Any failure to comply with the statutory requirements on the part of bidder shall disqualify such bidder from all contracts awarded to him and his name shall be black listed for further tenders / contracts. In addition, the bidder's security deposit shall be forfeited apart from consequential legal action against him.

8.7.6 STATUTORY REGISTRATIONS AND CLEARANCES- PRE-REQUISITES: Bidder shall commence the work only after obtaining:

I. Labour License : The Bidder has to obtain & submit labour license as per prevailing rules after award of the work/LOI.

II. Provident fund code no. : Bidder should preferably have the independent PF code under Employee Provident Fund and Miscellaneous Provisions Act 1952

III. ESI code no. : Photocopy of Letter from ESI Corporation and PF commissioner's office, to establish that bidder is independently registered as an employer under ESI and PF to be produced before commencement of work (ESI & PF code to be submitted). Bidder should preferably have independent ESI Employer code under ESI Act 1948.

IV. Notice of commencement in form 6-A & maintain Register of workers Form-13.

8.8 CONTRACTOR SHALL ENSURE FOLLOWING WHILE EXECUTING CONTRACT

I. Employment card as per rule no 76 of contract labour (Regulation & Abolition) UP rules, 1973

II. Appointment letter to his employees.

III. Annual leave with wages including EL, CL, National Holidays & Festival holiday.

IV. Leave record register.

V. Shall engage only adult workers who have attained the age of 18.

VI. Work to be done on second/third shift, overtime, Sundays or on other declared holiday with written permission.

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- VII. Obtain insurance cover for his employees/equipments, tools etc & third party insurance coverage at his own cost.
- VIII. Remit Provident fund contribution in prescribed 3A & 6A forms.
- IX. ESI contribution in form 6
- X. Submit challans of PF & ESI contributions every month.
- XI. Provide Personal protective equipments for his employees
- XII. Distribute wage slip each month to his employees
- XIII. Ensure payment as per minimum wages act, 1948 through bank account of labours
- XIV. On completion of work
- a) Submit PF & inspection report
 - b) Notice of completion -Form 25 A (8).
- XV. Those engaging 100 or more workman,
- a. Shall comply with the provisions of factories Act.
- 8.8.1 Each bidder will be required to maintain the daily attendance of his labours in the prescribed Performa for accounting payment of minimum wages, deduction towards ESI & PF Contributions, payment of Bonus, leave etc.
- 8.8.2 The Bidder shall, keep and produce for inspection at all times, forms, registers and other records required to be maintained under various statutes in order go through them by the Company whenever required.

8.9 FAILURE TO COMPLY WITH CONTRACT/ TERMINATION OF CONTRACT

8.9.1 Notwithstanding anything contained in any other clause, BHEL reserves the right to terminate the contract due to any failure on the part of the Bidder in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the BHEL about the failure on the part of the Bidder shall be final and binding on the bidder. In case of any damage to the existing building, structures, materials, tools, furniture and fixtures, machines etc., caused from bidder's end, the cost of its repairs or replacement will be recovered from the bidder. If there is any stoppage of production in any area of the plant due to the fault of the bidder, the bidder is liable to compensate the same.

8.9.2 In the event of any failure on the part of the bidder, BHEL shall have the right without prejudice to any other right or remedies, to get the work done through any other agency and the Bidder shall be liable to compensate BHEL for any losses on this account. The additional cost, loss, if any incurred by BHEL will be recovered from the bills, security deposits, other dues as well as directly from the Bidder.

8.9.3 The cancellation of contract may be either whole or part of the contract at BHEL's option. However the bidder shall continue to operate that part of contract which has not been terminated.

8.9.4 The bidder shall ensure and maintain uninterrupted progress of the work in accordance with instructions given to him on behalf of BHEL from time to time.

8.9.5 In case the bidder makes default in commencing the work within the time specified by BHEL without any reasonable cause, disputes any of the terms and conditions of the contract or refuses to execute the contract or any part thereof at any stage, the contract shall, without prejudice to any

other right or remedies available to BHEL IP, be liable to be canceled / terminated in part or in whole. In the event of cancellation / termination of contract, the bidder shall be liable, to compensate BHEL for all losses incurred by BHEL including the loss suffered on account of having the work executed

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through any other bidder or department as may be convenient to BHEL, in accordance with the exigencies of the work.

8.9.6 Officer In-charge shall have the right to stop the work at any stage or at any time by giving the bidder the seven days' notice in writing and the measurement of the work shall be made by the officer or his authorized representative at any time after due notice at the time of measurement to the bidder. When the payment is made to the bidder based on such measurement, whether or not the bidder or his agent was present at the time of measurement, he shall have no further claim against BHEL.

8.9.7 Officer In-charge shall have the right to terminate the contract, forfeit the Security Deposit and recover the loss sustained in getting the balance work done through other agencies at bidder's risk & cost in addition to liquidated damages in the event of Bidder's continued poor performance, withdrawal from or abandonment of the work before completion of the work after giving a show cause with notice period of 15 days.

8.10 LAWS GOVERNING THE CONTRACT

8.10.1 The contract will be governed by the Laws of India for the time being in force and as amended or made from time to time.

8.10.2 All disputes shall be settled in accordance with the Laws of India for the time being in force and as amended from time to time.

8.10.3 The decision of BHEL regarding interpretation of any terms and conditions set forth in tender document and the agreement shall be final and binding on the bidder.

8.10.4 SUB-CONTRACTING: The bidder shall not sub-contract or transfer or assign the contract in full or in part or any part thereof to any other person or firm or company.

8.11 DUTIES AND RESPONSIBILITIES OF THE BIDDER

The duties and responsibilities and obligation of the bidder including statutory responsibilities mentioned in this document is an indicative list and not exhaustive list. Bidders are required to confirm with the concerned authorities for proper and complete compliance.

8.11.1 CHILD LABOUR: The bidder will not engage any child labour (i.e. any workers below the age of 18 years) and the bidder will abide by the provisions of child labour (Prohibition & Regulation) Rules 1988. He should issue appropriate appointment Letter to his Workmen.

8.11.2 The following documents / forms under Contract Labour (Regulation & Abolition) Act 1970 and relevant rules therein shall be maintained by each bidder:

(i) A notice showing the wage period and the place and time of disbursement of wages to be displayed at the place of work and a copy sent by the bidder to the HR Department (Rule 75).

(ii) A register of workman Form XIII (Rule 75)

(iii) Employment card Form XIV (Rule 76)

(iv) Service Certificate Form XV (Rule 77)

(v) Muster Roll, Wage Register, Deductions Register, overtime Register Etc.

(vi) Half yearly return to be sent (In duplicate) by the bidder to the licensing officer. Form – XXIV (Rule 82 (I) with a copy to HRM Department regularly.

(vii) All statutory registers and records shall be preserved in original for a period of Ten years and should be made available even after the contract is over for verification.



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8.11.3 The bidder shall comply with the provisions of Contract Labour (R & A) Act including provisions relating to welfare and Health facilities as provided under the Contract Labour (R& A) Act 1970 and relevant rules.

8.11.4 All the bidders shall submit the returns required under contract Labour (Regulation & Abolition) Act 1970 and forward a copy to HR Department.

8.11.5 Since, IP-JAGDISHPUR is a Notified Area under the provisions for ESI Act 1948, the bidder shall comply with the provision of ESI Act, and will be responsible for any liability arising during the tenure of the work contract under the Act, The bidder should ensure ESI coverage and facilities to his workers (I.e. ESI code no. and ESI card etc.,) as per ESI Scheme from ESI authorities including Medical Benefit etc,. The bidder shall arrange for filling of family declaration forms in respect of their contract labors and deposit the same in ESI office for issue of Identity card by ESI authorities. The bidder may deduct required ESI contribution from the wages of their employees as per law and deposit the same (Employees share) along with his contribution to the ESI authorities.

8.11.6 Workmen insured under ESI Act only shall be deployed in contract work.

8.11.7 The bidder shall submit Six Monthly return in Form 6 along with monthly Challans to the appropriate authority under the provisions of Employee's State Insurance Act 1948, under intimation to HR Dept.

8.11.8 Notwithstanding anything contrary to this, in the event of accident the bidder shall be required to submit injury report to the concerned authorities with a copy of the same to the designated BHEL IP Executive immediately and ensure the compliance of the ESI Act and rules made therein.

8.11.9 The bidder shall submit the following returns to the appropriate authority under the provisions of Employee's Provident Fund and Misc. Provisions Act 1952, Employees Pension Scheme 1995 under intimation to HR Dept.

8.11.10 Monthly return in Form 12 A along with form 5 & 10(addition and deletion) and monthly Challan.

8.11.11 Annual Return in Form 6A along with Form 3A.

The Bidder shall maintain the following records as required under the Employees Provident Fund and Miscellaneous Provisions Act 1952, Employee's Pension Scheme 1995

- (i) Declaration of Nomination, Form No.2 Para 33 and 61 (1).
- (ii) Pass Book.
- (iii) Cash Book.
- (iv) Attendance.
- (v) Wage Register.
- (vi) PAN , Mobile , UID

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8.11.12 The bidder shall regularly pay the amount of contribution (employer's contribution as well as the employee's contribution) as per the Employee's Provident Fund and Miscellaneous Provisions Act 1952, Employees Pension Scheme 1995 and Employee's State Insurance Act 1948.

(i) The bidder may recover from his workmen, the employee's contribution in accordance with the provision of the said act and the Scheme but he shall not recover the employer's contribution or the other charges from his employees in any manner.

(ii) The bidder shall submit along with monthly bills to BHEL, statement showing the recoveries of contributions in respect of employees employed by or through him along with the proof of Deposit of such contribution with the Concerned Authority and shall also furnish to BHEL IP such information, in the capacity of principal Employer, is required to furnish under the provisions of the schemes under the Employees P.F. and Misc. provisions Act 1952 and ESI Act 1948 to the authorities under the said acts.

(iii) The bidder will arrange for his own P.F. and ESI code No. from the P.F. Authorities and ESI Authorities.

8.11.13 Bidder to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. The company has right to direct the bidder to remove from the BHEL premises such of his personnel who may be physically, hygienically, clinically or medically unfit.

8.11.14 In case bidder fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the Security deposit / other dues payable under the contract can be utilized by BHEL to discharge the liability of the bidder.

8.11.15 The liability for any compensation on account of injury sustained by an employee of the bidder will be exclusively that of the bidder.

8.11.16 NATIONAL & FESTIVAL HOLIDAYS (as declared by BHEL, IP Jagdishpur): The bidder will give paid National Holidays and Festival Holidays to the workers as per Section 5 of National and Festival Holidays Act. However, if due to the exigency of work if any of his workmen is required to work on National Holiday or Festival Holiday, the bidder will pay wages as per Section 5 sub section 2 and 3 of the said act.

8.11.17 Besides the three national holidays 15th August, 26th January and 2nd October, if (BHEL IP, Jagdishpur) or Govt. declares any other day as a national holiday / holiday same will be treated as paid holiday for the purpose of this contract. Accordingly the bidder shall be required to provide paid holiday to its workers for the same. If any of the contract worker works on such additional declared national holiday, he will be entitled to additional payment for the said day.

8.11.18 GENERAL ELECTIONS: If the general elections are held for State Assembly / Parliament and Government declares a public holiday for exercising the franchise, the contract shall give all his workman half day leave in "A" shift only. The bidder's workmen working B and C shifts will be required to exercise their franchise during their own time.

8.11.19 The Bidder shall maintain the following Documents, Registers, Forms as required under the FACTORIES Act 1948 and Rules 1969.

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- | | | |
|------|------------|------------------------|
| (I) | Leave Book | Form No. 15 (Rule 121) |
| (II) | Nomination | Form No. 25 (Rule 127) |

8.11.20 The bidder will extend leave with wage to his workers who have worked for a period of 240 days or more during a calendar year. To facilitate the proper execution of the Factories Act, these leaves shall be allowed during the same calendar year, at the rate of one day for every 20 working days. A worker commencing service on a day other than the 1st day of the January shall be entitled to leave with wages at the above rate (one day for every 20 days of work) only if he has worked for 2/3rd of total no. of days in the remaining year. The bidder will pay the un-availed portion of leave to worker every Six month from the start of the contract.

8.11.21 Bidder has to ensure that all his workmen are granted one day weekly off after every 48 hrs of working.

8.11.22 All the Registers and Records, forms, Notices maintained under the relevant Acts and Rules should be produced on demand before the Inspector or any other authority under the Act, failing which the contract may be terminated without any notice.

8.11.23 Bidder shall be required to submit a list of his workers to be deployed for the works contract in the enclosed Performa giving details regarding Name of contract worker Fathers Name, permanent and Present Address, Date of Birth, Qualification, Caste-SC/ST/OBC ESI No. and family member details.

8.11.24 The bidder shall promptly furnish all information and document required by BHEL IP Authorities for the purpose of complying with the responsibilities of Occupier of the factory and shall render all the necessary assistance for the same.

8.11.25 The bidder will maintain proper discipline of his workmen and will ensure that his workers do not cause any loss or theft or damage to any company's property. The bidder will also be responsible for the good conduct of his workmen.

8.11.26 The bidder or his authorized representative shall be required to be present at the work place / site during working hours for the purpose of supervising the work and executing as per contract, who should be capable of managing of his workforce, carry out the job smoothly, maintaining and submitting all statutory records and co-ordination with concerned section-in charge. The bidder will be solely responsible for executing the agreed work and the employees of BHEL will only oversee the proper execution of work.

8.11.27 The bidder shall, without fail, give up to date information in writing of the attendance of the workers engaged by him. The bidder will also submit the required documents and certificates as prescribed from time to time for the clearance and the payment of the bill.

8.11.28 During the currency of contract, if the bidder is awarded any other work contract in BHEL IP, the bidder will have to inform the designated BHEL/ IP executive before accepting the other work.

8.11.29 The bidder shall be responsible for observance of local laws, employment of personnel, payment of taxes etc.

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8.11.30 The bidder shall be wholly responsible for the behavior of the workmen at the work place and outside, in the BHEL premises.

8.11.31 The bidder shall ensure disbursement of wages payable to the labour in their respective Bank Accounts before 10th day of next month.

8.12 SETTLEMENT OF DISPUTES

- i) Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the engineer subject to a written appeal by the bidder to the engineer, whose decision shall be final to the parties hereto.
- ii) Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.
- iii) If amicable settlement cannot be reached then all disputed issues shall be settled by arbitration as provided in relevant clause.

8.13 LEGAL JURISDICTION

In respect of all matters arising out of or pertaining to the contract, the cause of action thereof shall be deemed to have arisen only at JAGDISHPUR, where BHEL-IP is situated. All legal proceedings pertaining to the above matters or dispute shall be instituted only in courts having territorial jurisdiction over the place where BHEL-IP is situated and no other court shall have the jurisdiction.

8.14 ARBITRATION

(i) All disputes between the parties to the Contract arising out of or in relation to the Contract, other than those for which the decision of the authority in the Contract or any other person is expressed to be final and conclusive, shall after written notice by either party to the contract to the other party, be referred to sole arbitration of the General Manager or his nominee. The Arbitration shall be conducted in accordance with the provisions of the Indian Arbitration and Reconciliation Act, 1996.

(ii) The parties to the Contract understand and agree that there will be no objection that the General Manager / Unit Head or the person nominated as arbitrator had earlier in his official capacity directly or indirectly dealt with the matters to which the Contract relates or that in the course of his official duties had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties to this contract.

(iii) Work under the contract shall be continued by the bidder during the arbitration proceedings, unless the matter is such that the work cannot possibly be continued until the dispute or differences are settled by the arbitration and save as those which are otherwise expressly provided in the contract.

(iv) The arbitration proceedings shall be held at Jagdishpur.

8.15 STRIKES AND LOCKOUTS

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- a. The bidder will be solely responsible for all disputes and other issues connected with his workmen. In the event of bidder's workmen resorting to strike or the bidder resorting to lockout and, if the strike or lockout so declared is not settled within a period of one month, BHEL shall have the right to get the work executed employing its own men or through other agencies or both. The cost incurred by BHEL in this regard shall be recovered from the bidder.
- b. For any purpose whatsoever, the employees of the bidder shall not be deemed to be in the employment of BHEL.
- c. The bidder, as the employer of his workmen, shall manage them. In the event of any dispute arising between the Bidder and his employees, the Bidder alone is solely responsible for resolving the dispute between them and BHEL will in no way be responsible for settling the dispute either statutory or otherwise.

8.16 DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

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

8.17 TERMINATION OF CONTRACT ON DEATH OF BIDDER

Without prejudice to any of the rights or remedies under this contract, if the bidder (in case of sole proprietorship concern) dies, the competent authority on behalf of the BHEL shall have the right of terminating the contract without compensation to the bidder.

8.18 SAFETY AND OCCUPATIONAL HEALTH

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



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i. The bidder has to assume full responsibility of the safety of the vehicles/ equipments, crew and to comply with the security/ safety regulations of BHEL and others inside the BHEL factory. The bidder is required to maintain first aid box at work place. The bidder shall follow safety rules and regulations as per provisions of Factories Act 1948, and Rules at his own expense and arrange for the safety provisions as appended to these conditions or rules framed by the government from time to time. The bidder shall be responsible for safety of his laborers while they are engaged for work connected with BHEL IP contract.

II. The bidder has to properly educate their workmen in safe working practices in consultation with the officer-in-charge and ensure safe working condition.

III. The Bidder shall arrange necessary Insurance cover/Personal Accident Policy as applicable for their staff. If any accident/injury/loss/ occurs due to the operation of any equipments, to any other persons/public and the properties of BHEL/client/other agencies/third party, the bidder shall have to pay necessary compensation and other expense, so decided by the appropriate authorities/victims

IV. BHEL IP Jagdishpur shall not be liable for any compensation whatsoever in the case of accident. / injury to the person employed by the bidder coming in the premises of BHEL IP Jagdishpur. Bidder 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 Bidder as per ESI Act.

V. Bidder shall ensure that Uniform, safety shoes and PPE (as per requirement of work area) shall be provided to workers as specified by BHEL and will be reimbursed by BHEL on actuals.

8.19 FORCE MAJEURE: Notwithstanding anything contained in this Contract, neither the Bidder and nor the BHEL shall be held responsible for total or partial non execution of any of the contractual obligations, should the obligation be made impossible due to concurrence of a Force Majeure which will include war, military operations of any nature, blockages, revolutions, insurrections, riots, civil commotion's, insurgency, sabotage, act of public enemy, acts of god, epidemics and act of Govt. over which the Supplier or BHEL has no control.

8.20 FRAUD PREVENTION POLICY : "The Bidder along with its associate/ collaborators/ sub-bidders/ 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 any fraud or suspected fraud as soon as it comes to their notice."

8.21 SUSPENSION OF BUSINESS DEALINGS WITH BHEL : The guidelines for suspension of business dealings are available on www.bhel.com and will be guiding criteria in case of any misconduct/default/use of illegal means etc. is resorted by vendor/bidder. The details of different type of default/misconducts are available in guidelines.

8.22 PAYMENT TO THE BIDDER

The periodicity of payment to the Bidder shall be on monthly basis. The Bidder shall raise the bill for payment as per contractual terms and conditions mentioned in the Contract, which should be duly certified by the BHEL official in charge of the contracted work. However the bill shall be raised by the bidder only after disbursement of wages payable to the workmen before 10th day of every month (with billing cycle as 1st to 30th/31st of month) in their respective bank account.

8.23 LD/ PENALTY FOR DELAYED PERFORMANCE

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



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For late completion of work, BHEL standard LD clause shall be applicable which is 0.5% per week for unexecuted portion of work subject to maximum 10% of work order value. Cost of rejection/rework, as appropriate shall be recovered from bidder as compensation for defective job done.

8.24 INDEMNITY_BOND/ COMPLIANCE OF LEGAL PROVISION/ INTIGRITY PACT

The Bidder will have to indemnify BHEL against:

- (a) All claims for injury or damage to any person or property caused by his negligence of his employees whilst in BHEL premises.
- (b) Observance of Labor & Industrial Laws, including regular remittance to EPF and ESI.
- (c) All claims by way of compensation and all other types of unforeseen claims, which may arise in the period of contract.
- (d) The Bidder will accept liability for compensation in accordance with the provision of the Indian Worker's Compensation Act, 1948, amendments thereafter and or other law for the time being in force for personal injury caused to any workmen by accident arising out of and in the course of this contract.
- (e) The Bidder will indemnify the company against all payments by way of compensation or otherwise which the company may be called upon to make under the provisions of the said Acts to any workmen as aforesaid, and any cost incurred by the company in connection with any claim preferred by such workmen and or against all actions, claims and demand whatsoever in respect thereof or in respect of any loss, injury or damages whatsoever to any third person arising out or occasioned by the negligent, imperfect or improper performance of this contract by the Bidder, their workmen servants or agents.
- (f) The Company shall not be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operation done by the bidder, such loss, damage or compensation shall be reimbursed by the Bidder to the company together with the costs incurred by the company on any legal proceedings pertaining there to.
- (g) The Bidder shall fully indemnify the loss if any caused to BHEL due to any default or non-observance of any of the laws, or any omission or commission or inability on the part of the Bidder or his representative.
- (h) In case of contract estimate is equal to or more that Rs. 5 Crore, Integrity Pact to be signed and submitted by the bidder along with the tender documents by the bidder.

8.25 That BHEL-IP Jagdishpur will not, in any manner be responsible for any act, omission or commission of the workers engaged by bidder and no claim in this respect will lie against BHEL-IP Jagdishpur. If any such claim is made against BHEL-IP Jagdishpur by any worker or his heirs engaged/employed by the bidder, which BHEL-IP Jagdishpur 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 bidder working at BHEL-IP Jagdishpur premises or otherwise, the bidder will be liable to indemnify/reimburse BHEL-IP Jagdishpur all the money paid in addition to the expenses incurred by him. The bidder must indemnify and keep indemnified BHEL- IP Jagdishpur 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

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

8.26 CONTRACT AGREEMENT: The successful bidder has to sign and submit a contract agreement on a non-judicial stamp paper of Rs.100/- at his own cost within stipulated time as acceptance of rates, terms and conditions of the contract.

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

8.28 REVERSE AUCTION

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

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

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ bidders (as available on www.bhel.com)."

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

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

8.29 PREFERENCE FOR MSEs

The benefits/facilities as per MSMED Act 2006 shall be provided to all the MSEs registered with District Industries Center (DIC) or Khadi & Village Industries Commission (KVIC) or Khadi & Industrial Board (KVIB) or Coir Board or National Small Industries Commission (NSIC) or Directorate of Handicraft and Handlooms or Udyog Aadhaar Memorandum and duly supported by CA (Chartered Accountants) certificate (not older than one year) for investment in equipments for Service category.

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



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8.30 DECLARATION

ANNEXURE - IX

(To be made on Bidder's letter head)

DECLARATION SHEET

I / We hereby certify that, all the information and data furnished by me / us with regard to this Tender are true and complete to the best of my / our knowledge. I / We have gone through the specification, conditions and stipulations in detail and understand fully the scope of work and agree to comply with the requirement and intent of specification.

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

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

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

Date:

Name & Signature of the bidder

(Seal)

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



BHARAT HEAVY ELECTRICALS LIMITED

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ANNEXURE - X

(To be made on Bidder's letter head)

CERTIFICATE OF DECLARATION CONFIRMING THE KNOWLEDGE OF SITE CONDITION

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

Date:

Name & Signature of the bidder

(Seal)

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



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ANNEXURE - XI

(To be made on Bidder's letter head)

TO WHOM SO EVER IT MAY CONCERN

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

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

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

Date:

Name & Signature of the bidder

(Seal)

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



9.0 Guidelines for dealing with “discrepancy in words & figures – quoted in price bid”.(Annexure-XII)

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) In the price structure quoted for service contract, if 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 tenderer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall be govern and the unit price corrected accordingly.

(b) 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.

(c) 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.



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10. PART B

PRICE BID FORMAT: Tender Enquiry No.: TE – 348 dated 31.08.2017

S.I No	Particulars	
1	Name of the Work:.....	
2	Nos. of labour Required (in nos.)	62
	a) Clerk Higher Grade	03
	b) Clerk Grade – I	02
	c) Skilled	06
	d) Semi Skilled	01
	e) Unskilled	50
3	Monthly Minimum wage/ labour (in Rs.) (UP State Government)	
	a) Clerk Higher Grade	9983.55
	b) Clerk Grade – I	9650.20
	c) Skilled	9118.66
	d) Semi Skilled	8140.51
	e) Unskilled	7400.46
4	Total yearly wage (in Rs.) (A)	5785518.24
5	Additional payment by BHEL @ USW: Rs3200, SSW: RS 3700, SW/ Clerk Grade – I & Clerk Higher Grade: 4100/ per labour (in Rs.) (B)	2505600.00
6	PF & ESI, Administrative charges and EDLI on Additional payment (in Rs.) (i.e. PF@12%, ESI @4.75 % and Admin & EDLI @1.15%) (C=0.1790*B))	448502.40
7	Add Statutory Payment on yearly Minimum wage(in Rs.) (i.e. PF@12%, ESI @4.75 %, Leave @5%, Holiday @3.2%, Bonus @8.33% and Admin& EDLI @1.15%) (D=0.3443*A)	1991953.93
8	Compensatory allowance and travel charges (in Rs.) (E=12*780*No of labours as at s no 2)	580320.00
9	Profit Margin (% age in Figures) on (A + B):-	
	Profit Margin (% age in Words) on (A + B):-.....	
9.a	Profit Margin on (Minimum Wage (A at Sln. 4) and Additional payment(B at slno. 5)) (F = (..... % at slno. 9) X (A+B)) (in Rs.)
10	Total (in Rs.)(G = A+B+C+D+E+F)

Total Amount (in words) at Sl no. 10 of price bid format:-

Signature & Address of the bidder

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