



Central Dispatch Cell, Bharat Heavy Electricals Limited, JHANSI

Tender Document for Packing Contract in BHEL

Date: 03/07/2013

Tender Enq No. CDC TE 342

BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking)

P.O. BHEL Jhansi-284129

Central Dispatch Cell

TENDER DOCUMENT

For

**Manufacturing of Wooden Cases & Packing of
Transformer / Locomotive and its Accessories inside
BHEL (On Conversion basis).**

Tender Enquiry No.

CDC TE 342



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DETAIL OF TENDER DOCUMENT

TENDER ENQUIRY NO: CDC TE 342

DATE: 03/07/2013

C	D	C	T	E	3	4	2				R		
Three Digit Department Code e.g. FBM,TRM			Two Digits for Tender Enquiry TE		Year Code i.e. For 2010-11 Code will be 0 (Last Digit of Starting Year)	Two Digits For Tender No. To be Allotted by contracting section		Three digits W.O. numbers to be issued by CLC on the basis of approval			Three Digits Revision no in work order One R & Two digit for rev no i.e. 01		

NATURE OF WORK: **Manufacturing of wooden Cases & Packing of Transformer / Locomotive and its Accessories inside BHEL (On Conversion basis).**

1. BHEL JHANSI is in the process of finalizing the Contract for:

‘Manufacturing of wooden Cases & Packing of Transformer / Locomotive and its Accessories inside BHEL (On Conversion basis).’

2. The tender document has been detailed as follows:

- Notice Inviting Tender (Annexure A)
- Work Specifications (Annexure B)
- Qualifying Requirements (Annexure C)
- Instruction to Bidders (Annexure D)
- Tender Evaluation Criteria (Annexure E)
- Contractor’s obligations (Annexure F)
- Other General Terms and Conditions (Annexure G)
- Criteria for measurement of work (Annexure H)
- Technical Bid Application (Annexure I)
- Price Bid (Annexure J)

3. The duly filled in Technical and Price /Rate bids (**Annexure J to be kept in a separate sealed envelop**) with the signature of the bidder on all the pages of tender document , super scribed as “Quotation for Tender No.CDC TE 342 dt 03/07/2013, Due Date of Opening -06-Sep-2013” should reach us in a sealed cover on or before **06-Sep-2013**. (1315 hrs) through Registered / Speed Post or in the tender box available at following address :-

CISF Control Room/Office
Administrative Building
BHEL
Jhansi-284129



NOTE : 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.

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NOTICE FOR INVITING TENDER

Annexure-A

1. SCOPE OF WORK: Manufacturing of wooden Cases & Packing of Transformer /Locomotive and its Accessories in inside BHEL (On Conversion basis).
2. Tender Evaluation Criteria : As Per Annexure –E
3. Duration of the Contract : One year from the date of the award of the contract
4. Other specific requirements : Labor law and Govt. Rules to be followed.
- 5 Last date of receipt of the Tender : ...**06-Sep-2013 on 13.15 hours or before...**
6. Date of opening of Techno : ...**06-Sep-2013 on 14.00 hours**
Commercial Bid
7. Address for receipt/issue of tender : Addl General Manager (CDC)
Documents CISF Control Room/Office
Administrative Building
BHEL, Jhansi-284129

8. **EARNEST MOMENT DEPOSIT (EMD)** : Rs 1,00,000/- (One Lakh Only)

Payable in the form of Demand Draft/Banker's Cheque in favour of "BHEL, Jhansi" payable at Jhansi and copy of receipt may be enclosed along with tender

OR

One time EMD of Rs.2 Lacs can also be deposited in above form and copy of receipt may be enclosed along with tender form.

In case of successful bidder, EMD will be converted and adjusted against the security deposit. In case of others, the EMD shall be returned within 15 days of acceptance of award of work by the successful bidder.

9. **COST OF TENDER DOCUMENT**

: Rs 500/- + VAT@14% = Rs 570/-

(Payable through a Separate Demand Draft in favour of "BHEL, Jhansi" payable at Jhansi, along with technical bid, in case the documents downloaded from website)



10. SECURITY DEPOSIT

- 1.1. Depending on value of contract awarded the amount of Performance Security Deposit shall be as following:

Upto Rs 10 Lakhs	10%
Above Rs 10 Lakhs & upto Rs 50 Lakhs	Rs.1.0 Lakh + 7.5% of the amount exceeding Rs 10 Lakhs
Above 50 Lakhs	Rs. 4.0 Lakhs + 5% of the amount exceeding Rs. 50 Lakhs.

- 1.2. The bidder shall submit the 'Performance Security Deposit' within 30 days of awarding of contract/ issue of Letter of Intent as following:-
- Pay Order, Demand Draft drawn in favor of M/s "Bharat Heavy Electricals Limited, JHANSI" valid for the period as aforesaid.
 - Local Cheque of scheduled banks, subject to realization.
 - Securities available from Post Offices such as NSC, Kisan Vikas Patras etc. (Certificates to be held in the name of bidder furnishing the security and duly pledged in favor of BHEL and discharged on the back)
 - Bank Guarantee from scheduled Banks/Public Financial Institutions as defined in Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - Fixed Deposit Receipt (FDR) issued by Scheduled Banks/Public Financial Institutions as defined in Company's Act. The FDR should be in the name of bidder; A/C BHEL JHANSI duly discharged on the back.
 - The PSD can also be recovered at the rate of 10% from running bills. However in such cases at least 50% of the PSD should be deposited before the start of work and balance 50% may be recovered from running bills.
 - All deposits in the form of bank instruments shall be caused to be submitted preferably through the issuing bank only and deposited with the Finance Deptt. of BHEL under receipt in duplicate with copy of receipt submitted to CDC.
 - The Performance Security Deposit shall not carry any interest.



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

Sl	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/-

NOTE:

1. The Contractors May Physically Visit The Work Place Before Quoting Their Rates.
2. FOR RELEVANT DETAILS PLEASE VISIT OUR WEBSITE “www.bhel.com”

**I/ we agree with the above
Signature of Contractor with Seal**

Executive In charge

**Annexure-B****WORK SPECIFICATIONS**

BHEL is manufacturing transformer & locomotive products duly packed before dispatch. Some of the transformer as well as locomotive products are being exported to various countries every year.

MANUFACTURING OF WOODEN CASES AND PACKING PROCESS

Various component, accessories, equipments, oil drums etc are to be packed before dispatch to consignee. The packing activity shall include cutting planks of required sizes from fresh wooden planks / logs or old wooden boxes with the help of band saw, hack saw, wheel saw etc, preparation of boxes by nailing the planks together, putting the component inside the box with proper identification tags & then packing of boxes for dispatch. It may also include covering the wooden boxes with polythene and GI sheet and putting identification marks with the help of paint/stencil or marker etc. The required tools and consumables for all the above activities shall be provided by BHEL free of cost. The above activity shall be inside BHEL Jhansi premises, mostly in CDC but location may change inside BHEL as per requirements. The contractor shall ensure quality, strength of packing using optimum quantity of wood and other consumables. Before participating in tender, bidders are advised to visit BHEL premises to know the requirement. The estimated volume of each category of work is as follows:-

SL NO.	DESCRIPTION OF PACKING	UNIT	QTY "A"
1	PREPARATION OF BOXES & PACKING OF POWER TRANSFORMERS ACCESSORIES, LOCO SPARES ETC. SMALL BOX (All sides less than 1500 mm)		
1a.	Preparation of Small Boxes	NO.	6000
1b.	Packing of Small Boxes	NO.	6000
2	LARGE BOX (Any side more than 1500 mm)		
2a.	Preparation of Large Boxes	NO.	4000
2b.	Packing of Large Boxes	NO.	4000
3	Packing of Instruments Transformer	NO.	800
4	Packing of HVR's (ESP) Transformers	NO.	1650
5	Packing of ACEMU Transformers	NO.	225
6	Packing of Frt Loco Transformer (50 Nos 1-ph + 70 Nos 3-ph	NO.	120
7	Packing of Dry Type Transformers)	NO.	150
8	Fixing of GL sheet on Export Packing	Sq. Mtr	500
9	Packing of Oil drums on pallets (4 Nos on each pallet)	Set	2000
10	Salvaging of Scrap Wood / Preparation of Wooden Planks	Cub. Mtr	1500

I/we agree with the above
Signature of contractor with seal

Executive In-charge



ANNEXURE 'C'

QUALIFYING REQUIREMENTS

1. Should have independent ESI Code number
2. Should have PAN/TAN number
3. Should have Service Tax number (PAN based)
4. Self certificate that he is not blacklisted/banned/delisted on the date of tender.
5. Should have VAT/TIN No. if material is supplied/consumed
6. Self Declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL
7. Self Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
8. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Annexure I
9. Average Annual financial turnover during the last 3 years, ending 31st March of the previous year, should be at least 30% of the estimated cost.
10. **Experience** of having successfully completed similar works (packing related) during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:-
 - a. Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.
Or
 - b. Two similar completed works each costing not less than the amount equal to 50% of the estimated cost.
Or
 - c. One similar completed work, each costing not less than the amount equal to 80% of the estimated cost

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.

I/We agree with above

Signature Of contractor with seal

Executive In-charge



Annexure 'D'

INSTRUCTION TO TENDERERS

1. Above tender is two bid System (Technical /Commercial Bid & Price / Rate bid)

The tender is to be processed in two parts viz. 1) Technical and Commercial bid 2) and price/rate 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 super scribed as **"Tender for Manufacturing of wooden Cases & Packing of Transformer / Locomotive and its Accessories inside BHEL."**

"TECHNO-COMMERCIAL BID". EMD/ Cost of tender documents or Documents required as per qualifying requirements must be enclosed.

The second envelope duly sealed should contain the price bid (Annexure-J) only super scribed as **"Manufacturing of wooden Cases & Packing of Transformer / Locomotive and its Accessories inside BHEL "**. 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. Offer not in line with the above procedure or quoted in any other format is liable to be rejected /by passed.

1. Both the technical bid and price bid sealed envelope must be again sent in a single envelope duly sealed and super scribed as **"Manufacturing of wooden Cases & Packing of Transformer / Locomotive and its Accessories inside BHEL"**. Tender no. CDC TE 342 due date of opening .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 bidder.
2. All bidders can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the bidder's / clients place by authorized officials ,price bids of only those bidders 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.
3. All entries in the tender documents 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 bidder before submission.
4. The price / rate should be quoted in figure as well as in words. Price quoted shall be inclusive of all taxes & duties, all statutory requirement/ liabilities like PF/ESI/Bonus/Min. wages etc. However Service Tax shall be payable extra as applicable.
5. The contract shall commence on the date as applicable against the contract and shall be valid as for one year. The contract can be extended on mutually agreed terms & conditions.
6. BHEL may go for Reverse Auction after Techno-Commercial evaluation instead of submitted related Price Bid. Bidder should confirm participation in Reverse Auction alongwith Techno-Commercial Bid.

I/We agree with above

Signature Of contractor with seal

Executive In-charge



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Annexure 'E'

TENDER EVALUATION CRITERIA

The Evaluation of the tender will be carried out as follows:

1. The bidders meeting qualifying requirements as given in Annexure 'C' shall be evaluated and assess the performance.
2. Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, equipments in its possession, previous track record, experience in other organizations etc.
3. Successful technically qualified bidders after the process only will be invited for opening of the rate/price bid.
4. The contractor shall be awarded the work on over all L-1 basis (Lowest business volume) if otherwise not specified in the tender.

**I/We agree with the above
Signature of Contractor with Seal**

Executive In-charge



CONTRACTORS OBLIGATIONS

A) TOWARDS SELECTION, CONTROL AND SUPERVISION OF EMPLOYEES

- a) Contractor shall decide the number of employees to be deployed for execution of the work awarded to them and their 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. **However on any day, the number of workers should not be less 10 and 1 supervisor. Out of 10 workers, minimum 4 workers should be deployed in the 2nd shift.**
- b) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- c) 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.**
- d) Contractor to **maintain appropriate records of his employees** deployed to carry out the job(s).
- e) Contractor shall ensure Personal Accident Insurance (24x7) policy of Contract Workers from (Govt. under taking company). The coverage shall be of Rs. 5 Lakhs per individual. The coverage shall be of 24 Hrs. (Accidental Death cover). The sum assured (Rs. 5 Lakhs) shall become payable to the nominee in the event of death of insured person. 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. In case of extension of contract premium of accidental insurance will be on actual subject to maximum of Rs. 300/- per individual per quarter. Gate pass of the contract labour shall be issued only after taking the Insurance Cover.
- f) 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.**
- g) 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.
- h) The contractor has to provide to his workers uniform (lower dark blue & upper light blue) along with badges bearing logo of his establishment, which shall be affixed by the contract labour on the left side of his pocket.
- i) Contractor to ensure that **all precautions are taken for safety** of his employees and equipments.
- j) 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.**



B) TOWARDS SUPPLY OF TOOLS, TACKLES AND MATERIALS

- a) BHEL will provide *all tools, tackles, consumables, equipments free of cost*. Contractor can bring their own equipment if required
- b) Contractor shall provide shoe, helmet, and personal protective equipment & maintain the same at their own cost.
- c) Contractor shall ensure that his workers wear uniform, shoes, helmet and other required safety appliances, apparels / equipments inside factory.

C) TOWARDS STATUTORY LIABILITY

- a) As mentioned in the terms and conditions enclosed as Annexure 'G' of this contract.
- b) 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.
- c) 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 1st 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.
- d) Contractor to obtain license under the provisions of CL(R&A) Act.

D) TOWARDS FINANCE

Contractor to arrange his own finance for carrying out the job, like payment of wages to his employees etc. **Rates quoted should be as per price bid**

**I/We agree with the above
Signature of Contractor with Seal**

Executive In-charge



Annexure 'G'

GENERAL TERMS & CONDITION FOR CONTRACTORS FOR DEPLOYMENT OF CONTRACT LABOURS UNDER SERVICE/ WORKS CONTRACT.

Contract shall be awarded on the following terms and conditions.

LABOUR LICENCE AND OTHER REQUIREMENTS:-

- 1.1. The contractor shall also have to submit copy of PAN card and latest IT return.
- 1.2. The contractor must possess Service Tax Registration number under relevant code head.
- 1.3. The contractor should possess VAT/TIN Number if material is supplied /consumed. The contractor should not be disqualified from bidding in case the contractor does not have TIN No. However, he shall have to produce TIN No. before opening of Price bid.
- 1.4. If the contractor is awarded the contract then he should apply for Form-V from BHEL to obtain Labour License from Appropriate Government and submit the same within one month from the date of award of contract. Till then award will be treated as **PROVISIONAL**.
- 1.5. In case the number of labour deployed by the contractor in premises of BHEL Jhansi exceeds the number of labour allowed in the license then the contractor shall immediately inform the HR and concerned department. The contractor shall also apply to the licensing officer in the region for amendment in the license within 7 days of exceeding the number of labours mentioned in the license.

2.0 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 in Annexure-I.
 - (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 as in Para 2.1, the contractor shall issue photo identity card to the labour and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the labour to enter the factory premises initially for a period of one month.
- 2.3 The photo identity card shall have to be revalidated in every three 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 labour 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***.



3.0 BILLS PAYMENT, ATTENDANCE AND PAYMENT OF WAGES

Contractor shall submit the bills for Packing / Manufacturing of boxes as per price bid format and get certified by the supervisor.

- 3.1 The contractor shall pay minimum wages as applicable of the Appropriate Government and in addition to minimum wage Rs. 76.92 per day shall also paid to the contract workers. This additional amount will also attract all statutory deduction and payments.
- 3.2 The contractor shall submit bills to the contracting department on 8th of each month.
- 3.3 The contractor's bills should be accompanied with the following.
- Copy of Measurement Book entries/Statement of work done by the Contractor
 - Statement of Minimum Wages of labours deployed by them under the Service 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
 - PF and ESI challans for previous month- separate for concerned Service contract. Print of online challan alongwith list of contributing contract workers for ESI duly certified by the contractor.
 - Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.
 - Copy of Form 12A-regarding PF remittance
 - List of CL covered under accident insurance policy
 - Statement of material supplied by the contractor if any
 - Copy of Labour Licence if increase in no. of labours deployed against Work Order if applicable.
 - Copy of Challan of previous service tax paid
- 3.4 The executing department shall pass the bills of the contractor, by 9th of each month, and after checking the documents as in Para 3.3 above forward them to Finance through HR department.
- 3.5 After checking the Labour Laws compliances with respect to the concerned service contract HR department and after retaining copies of PF and ESI Challans and wage payment sheet pertaining to current month, 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.
- 3.6 Finance department shall, on satisfactory compliance, and after deduction on account of Security deposit amount and TDS will make payment to the contractor within 10 days of submission of clean bill by the contractor.
- 3.7 The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the Service contract, at least a day prior to disbursement of wages.
- 3.8 The contractor shall make payment to the own labours/contract workers before the expiry of the 7th day after the last day of the wage period in respect of which the wages are payable. The payment of wages to the workers shall **not** be subject to payment against the bills by BHEL.



- 3.9 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 15th and that in case of ESI is 21st of each month.
- 3.10 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.
- 3.11 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 Para 3.3 above, in respect of all workers deployed by him against the contract, for each month separately, along with final bills.

4.0 **PROVIDENT FUND**

- 4.1 The contractor should get independent EPF code before deployment of his contract worker against work contract.
- 4-2 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.
- 4-3 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.
- 4-4 After termination of contract the contractor shall provide due assistance to the labour for withdrawal of PF/pension amount, when due.
- 4.5 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.
- 4.6 **PF CONTRIBUTION :**

Employee's Contribution

12% of Normal wages paid

Employer's Contribution

PF Contribution	3.67%
Insp/Admn Charages	1.10%
Admn/Insp Charges	0.01%
Pension Fund	8.33%
EDLI Charges	<u>0.50%</u>
Total	<u>13.61%</u>

- 4.7 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.



5.0 EMPLOYEES STATE INSURANCE

- 5.1 The Contractor should allot ESI account number and get the nomination form, duly filled in, from each labour deployed by him at the time of joining.
- 5.2 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.
- 5.3 The contractor shall facilitate collection of issued ESI cards by his worker.

5.4 ESI CONTRIBUTION :-

Employee's Contribution

1.75% of gross wages

Employer Contribution

4.75% of gross wages

- 5.5 The Contractor shall submit annual returns in Form-6 prescribed under ESI Act, deployed by him with a copy to HR and finance department
- 5.6 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:-
- (a) Form XII - Register of contractors (Rule 74)
 - (b) Form XIII - Register of Workmen employed by contractor (Rule 75)
 - (c) Form XIV - Employment Card issued by contractor (Rule 76)
 - (d) Form XVI - Muster Roll 78(1) (a) (i)
 - (e) Form XVII - Register of Wages (Rule 78 (1) (a) (i))
 - (f) Form XVIII - Register of wages-cum Muster Roll (in case of weekly Payment)
 - (g) Form XIX - Wage Slip (Rule 78)(1) (b)
 - (h) Form XX - Register of deduction for damages of loss (Rule (78)(1) (a) (ii))
 - (i) Form XXI - Register of fines (Rule 78) (1) (a) (ii)
 - (j) Form XXII - Register of advance (Rule 78) (1) (a) (ii)
 - (k) Form XXIII - Register of overtime (Rule 78) (1) (a) (iii)
 - (l) Form XXIV - Return to be sent by the contractor to licensing officer (Rule 82)

6.0 Bonus

The contractor shall be liable to pay statutory bonus under payment of Bonus Act, 1965



7.0 Discipline

- 7.1 The Contractor shall be responsible for the discipline of his own labours deployed under the works contract. In case of any loss to the BHEL Jhansi on account of indiscipline of contract labour then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 7.2 The contractor shall not employ any person who has not completed his 18 years of age and person who has attained 60 years of age.
- 7.3 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.

8.0 LEAVE WITH WAGES TO CONTRACT LABOUR :-

Guidelines as per UP factories Rules 1950 should be strictly observed with regard to crediting /availment of leave. Register as prescribed under the said rules should be maintained by the contractor.

9.0 INDEMNITY BOND/COMPLIANCE OF LEGAL PROVISION

- 9.1 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 statute 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, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.
- 9.2 The Contractor has to make an agreement with BHEL in the format prescribed only on Non-Judicial Stamp Paper of Rs. 100/-



10.0 OTHER GENERAL TERMS AND CONDITIONS :-

10.1 Legal compliance

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 may be applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.

- 10.2 The work shall be supervised by the contractor or through the authorized representatives on day to day basis.
- 10.3 The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representatives' negligence or otherwise during execution of work.
- 10.4 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.
- 10.5 Security deposit will be released on submission of following certificates from departments mentioned as under:-
- a. Completion of work and certification of payment of minimum wages to contract labours from contracting department.
 - b. Certificate of compliance of labour laws from HR department.
 - c. Certificate of payment of Bonus by Contracting and HR Department
 - d. No-dues certificate regarding service tax payment, and any other dues liable to be remitted by contractor under financial laws, to Finance department
 - e. 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



11.0 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. The decision of BHEL, Jhansi Management or Tender committee duly approved by competent authority shall be final and binding to bidder.

Accept / Reject any or all tender fully or partly without valid reasons.

11.1 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's strictly on a need know basis, without the prior written permission of BHEL.

11.2 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.

11.3 JURISDICTION

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

11.4 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.

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.

I/We agree with the above
Signature of Contractor with Seal

Executive In-charge



P & D

गेट पास आवेदन प्रपत्र**ANNEXURE-I (II)**

(ठेकेदार के कर्मचारियों/आपूर्तिकर्ताओं/कोरियर सेवा कर्मों आदि के उपयोग हेतु)

1. ठेकेदार का नाम
2. कार्य का स्वरूप
3. कार्य आदेश सं./दिनांक
4. कार्य आदेश अवधि
5. कार्य स्थल (विभाग)
6. गेट का नाम जिससे प्रवेश/वर्हिगन होगा
7. 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.....
 स्थाई पता..... वर्तमान पता.....

संविदा श्रमिक का
हस्ताक्षर युक्त फोटो
(ठेकेदार द्वारा सत्यापित)

शैक्षिक योग्यता.....
 भविष्य निधि खाता संख्या.....कर्मचारी रा बी निगम खाता सं.....

(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)

आवंटित गेट पास सं०..... दिनांक..... हस्ताक्षर आवंटनकर्ता.....

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 के पश्चात 25 तारीख को के० ओ० सु० ब० द्वारा नवीकृत किया जायेगा।

हस्ताक्षर उप कमान्डेंट के० ओ० सु० ब० इकाई
बी० एच० ई० एल० झाँसी (उ० प्र०)



Central Dispatch Cell, Bharat Heavy Electricals Limited, JHANSI

Tender Document for Packing Contract in BHEL

Date: 03/07/2013

Tender Enq No. CDC TE 342

Annexure II

FORM 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 and address of Principal : -----
Employer

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 :
.....
- 4 Wage period :
.....
- 5 Tenure of employment :
.....

Remarks

Signature of contractor

Tender Enq No. CDC TE 342

Tender Document for Packing Contract in BHEL
Date: 03/07/2013

ANNEXURE - III

FORM 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 :

[illegible]



Central Dispatch Cell, Bharat Heavy Electricals Limited, JHANSI

Tender Document for Packing Contract in BHEL

Date: 03/07/2013

Tender Enq No. CDC TE 342

Annexure IV

STATEMENT OF THE CONTRACTOR FOR THE MONTH OF _____ 20____

WORK ORDER NO-----

CONTRACTING DEPARTMENT-----

CONTRACTOR NAME-----

S.NO	NAME OF WORKER	CAT.	NORMAL DAYS	OT DAYS	GROSS WAGES	EMPLOYEES CONTRIBUTION DEDUCTION		OTHER DEDUCTION	TOTAL RECOVERY	NET PAYABLE	EMPLOYER'S CONTRIBUTION	
						PF 12%	ESI 1.75%				PF 13.61%	ESI 4.75%
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												

SIGNATURE OF THE CONTRACTOR

**Annexure 'H'****MEASUREMENT OF WORK AND PAYMENTS THEREOF.**

1. The designation officer of the Unit will periodically inspect the data punching and miscellaneous services 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:-

SL NO.	DESCRIPTION OF PACKING	UNIT	QTY "A"
1	PREPARATION OF BOXES & PACKING OF POWER TRANSFORMERS ACCESSORIES, LOCO SPARES ETC. SMALL BOX (All sides less than 1500 mm)		
1a.	Preparation of Small Boxes	NO.	6000
1b.	Packing of Small Boxes	NO.	6000
2	LARGE BOX (Any side more than 1500 mm)		
2a.	Preparation of Large Boxes	NO.	4000
2b.	Packing of Large Boxes	NO.	4000
3	Packing of Instruments Transformer	NO.	800
4	Packing of HVR's (ESP) Transformers	NO.	1650
5	Packing of ACEMU Transformers	NO.	225
6	Packing of Frt Loco Transformer (50 Nos 1-ph + 70 Nos 3-ph	NO.	120
7	Packing of Dry Type Transformers)	NO.	150
8	Fixing of GL sheet on Export Packing	Sq. Mtr	500
9	Packing of Oil drums on pallets (4 Nos on each pallet)	Set	2000
10	Salvaging of Scrap Wood / Preparation of Wooden Planks	Cub. Mtr	1500

3. Payment will be made to the contractor on the basis of work carried out by him on a monthly basis.
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 daily / weekly /monthly to be certified by the contractor's representative and BHEL official nominated for the same.

I/we agree with the above
Signature of contractor with seal

Executive In-charge



Annexure 'I'

PERFORMA FOR SUBMITTING TECHNICAL BID FOR Manufacturing of wooden Cases & Packing of Transformer / Locomotive and its Accessories inside BHEL

1. Name of the firm : _____
2. Name of the Proprietor : _____
3. Address and Contact Numbers : _____
4. Registration Number : _____
Copy of the Certificate : Enclosed / Not Enclosed
5. Labour License Number : _____
Copy of the License : Enclosed / Not Enclosed
6. PF Code Number : _____
Copy of the Certificate : Enclosed / Not Enclosed
7. ESI Code Number : _____
Copy of the Certificate : Enclosed / Not Enclosed
8. (1) PAN/TAN Number : _____
(2) Income Tax return last 3 yrs. : Enclosed / Not Enclosed
9. Service Tax Number(PAN Based) : _____
10. VAT/TIN Number : Enclosed / Not Enclosed
(To be submitted only in case where material transaction is involved)

Contd...



Tender Enq No. CDC TE 342

11. No. of Workers including Supervisors : _____
on the rolls of the firm
12. Earnest Money Deposit : Rs. -----
a) D.D. Number & Date : -----Date-----
b) Drawn on (Bank) : -----
13. Any other relevant information :-----
14. Tender Cost : Rs. -----
D.D.No. : -----
15. Validity of offer : 90 days from the date of
tender Opening.
16. Blank Price bid format : Enclosed/Not Enclosed
17. Experience document : Enclosed/Not Enclosed

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: 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.

I/We agree with the above
Signature of Contractor with Seal

Executive In-charge

**Annexure 'J'****PRICE BID FORMAT**
(To be submitted along with Techno- Commercial)**Detail of work: Manufacturing of wooden Cases & Packing of Transformer / Locomotive and its Accessories inside BHEL.**

- 1 Name of the firms :
- 2 Name of the proprietor/ partners :
- 3 Address & contact nos. :
- 4 Price offer on work measurement basis :

SL NO.	DESCRIPTION OF PACKING	UNIT	QTY "A"	Rate Rs. "B"	Total Value Rs. (AxB)
(a)	(b)	(c)	(d)	(e)	(f)
1	PREPARATION OF BOXES & PACKING OF POWER TRANSFORMERS ACCESSORIES, LOCO SPARES ETC. SMALL BOX (All sides less than 1500 mm)				
1a.	Preparation of Small Boxes	NO.	6000		
1b.	Packing of Small Boxes	NO.	6000		
2	LARGE BOX (Any side more than 1500 mm)				
2a.	Preparation of Large Boxes	NO.	4000		
2b.	Packing of Large Boxes	NO.	4000		
3	Packing of Instruments Transformer	NO.	800		
4	Packing of HVR's (ESP) Transformers	NO.	1650		
5	Packing of ACEMU Transformers	NO.	225		
6	Packing of Frt Loco Transformer (50 Nos 1-ph + 70 Nos 3-ph	NO.	120		
7	Packing of Dry Type Transformers)	NO.	150		
8	Fixing of GL sheet on Export Packing	Sq. Mtr	500		
9	Packing of Oil drums on pallets (4 Nos on each pallet)	Set	2000		
10	Salvaging of Scrap Wood / Preparation of Wooden Planks	Cub. Mtr	1500		
GRAND TOTAL					
GRAND TOTAL (In Words)					

Service tax will be paid extra as applicable

Note: The evaluation of L1 shall be based on Total value of Contract ie Total of Column 'f'. In case of non-conformities/errors/discrepancies observed between the quoted prices in figures and that in words, guidelines as per Annexure-A shall be followed

Tools / tackle, consumable such as nails, wood shall be provided free of cost by BHEL

Signature of Contractor



Annexure-K

Sub: 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 shall be followed:

- (a) If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. Unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall 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 and
- (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
- (d) If there is such discrepancy in an offer the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.