



BHEL, BHOPAL

**TRANSFORMER MANUFACTURING DIVISION**

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**SPECIAL CONDITIONS****REV. 00**

(The Special conditions given here under, supersede the relevant terms & conditions given in "General Terms & Conditions and Statutory compliances", where ever applicable).

**1.0 (A) Tender submission**

Before tendering, the tenderer is advised to inspect the site of work and the environments and be acquainted with the actual working and other prevalent conditions, facilities available etc. In case of any query/doubt on the tender specifications, bidder shall contact the concerned authority for clarification before tender submission. No claim will be entertained later on grounds of lack of knowledge.

No **condition/ deviation** w.r.t. terms & conditions of the tender are acceptable.

Tenders can be submitted personally or by courier/post. Tenders submitted by post should be sent preferably as "REGISTERED POST ACKNOWLEDGEMENT DUE/SPEED POST". Tenders should be posted with due allowance for any postal delay. Tenders should be submitted with in due date and time. The tenders received after the due date and time of submission shall be rejected.

(B) The techno commercial bid and price bid, should be enclosed in two different sealed envelopes and each to be super scribed with 'Techno-commercial bid' or 'Price Bid' as case may be. NIT Number and bidder's name & address should also be clearly mentioned on these envelopes. Both are to be kept in a bigger envelope and sealed properly and super scribed with following details:

- a. NIT No. & Title of Work.
- b. Bid Opening date & Time.
- c. Bidder's name & Address.

**2.0 Technical responsibilities:-**

- a) The work shall be done under the complete and full time administrative supervision of the firm. ITI passed or Non ITI workers with at least 3yrs experience in relevant skilled work category in BHEL, shall be deployed to execute the work.
- b) Payments by BHEL will be made on the basis of total **deployed Man Hours** per month by the firm.
- c) Firm has to take responsibility to safe and satisfactory operation. Workers have to adhere to safety norms strictly. If any careless / casualty is noticed (at BHEL discretion) in the work, penalty will be imposed on the firm.
- d) Workers / Supervisors have to complete the assigned work and quantity in any combination, as per BHEL directives and up to the satisfaction of shop executive. Otherwise, the firm may not be paid their contract amount.
- e) Firm shall arrange all equipment's required for personnel safety of the workers as per BHEL Safety dept. norms.
- f) If any defects are noticed in the work at later stage firm has to take responsibility to repair on short notice at free of cost. Major defects found in the work will be liable for cancellation of contract and penalty at the discretion of BHEL.
- g) No any Additional/ Waiting charges will be made other than normal charges.
- h) Firm has to confirm that they will submit worker's qualification/experience certificates when desired by BHEL. Any such workers who are found deficient in their qualification and performance, will be rejected at the discretion of BHEL.
- i) Firm has to submit Security deposit as per BHEL works policy norms before starting the work and also required to sign a contract with BHEL on a proper Non-judicial



stamp paper, in a prescribed format before start of work. The cost towards agreement shall be borne by the firm.

- j) The firm has to take responsibility of awareness to all his workers for proper use of materials, machinery/tools etc provided by BHEL.

**3.0 The bidder shall follow BHEL norms prevailing for wages to be paid to the Contract workers as flashed by HR-CLC.**

**A copy of HR-CLC site for wages to be paid, is attached herewith.**

**“Contractor shall ensure the payment of statutory minimum wages as well as additional wages recommended by BHEL”.**

**“Contractor shall also ensure hike in statutory minimum wages in October month & April month with additional wages recommended by BHEL”**

**4.0 The bidder has to pay their workers through Bank to ascertain the wages paid after award of work.**

**5.0 The successful bidder should follow the set guide line of BHEL-HR (CLC), the final bill shall be released only after meeting all the compliances and payment of bonus to the workmen.**

**6.0 Penalty Clause:**

For non-deployment/absenteeism of man power continuously for more than 3days, from minimum required strength (min. strength on L1 =22 nos., L2=14nos. and on L3-4nos. at least should be maintained per day, however it may change as per shop requirement), @1% of billing amount per person per day shall be recovered and may recovered up to max. 10% of billing value. GST on penalty shall be charged extra.

**7.0 Rights of BHEL**

- The bidders offer may be rejected based on unsatisfactory past performance in any of the contracts of BHEL Bhopal or any of its units.**
- If the tenderer furnishes wrong information in his offer, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Security Deposit.
- The incomplete/unsigned offers may be summarily rejected. The bidder should submit the complete offer in all respect with duly signed & sealed.
- BHEL reserves the right to cancel this tender, at any stage, without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action.

(The terms and conditions as per **Works Policy -2016** and **latest BHEL/Government Rulings/Amendments** supersedes the relevant terms & conditions given in **Special conditions & “General Terms & Conditions and Statutory compliances”**, where ever applicable)

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**ANNEXURE – “A”**

**LIST OF ACTIVITIES CARRIED OUT**

(Copy of supporting documents like work order, Completion cum performance certificate /Running work order, is to be enclosed. as per NIT 3.3(i))

S.No.	Agency by whom awarded	Location of work	Activities performed	Date of completion

Name & signature of the bidder

(Seal)



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**ANNEXURE – “B”**

**DECLARATION SHEET**

I / We, .....  
hereby certify that, all the information and data furnished by me / us with regard to this Tender Specification **NIT:** ..... are true and complete to the best of my / our knowledge. I / We have gone through the NIT, “Special conditions” and “General terms & conditions and Statutory compliances” in detail and agree to comply with the requirements and intent of specification, without any condition or deviation.

I / We, hereby give undertaking that I / We will submit the Provident fund certificate to BHEL, before deployment of labours.

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

Tenderer’s Name & Address:

Name & signature of the bidder  
(Seal)



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**SPECIAL CONDITIONS****REV. 00****ANNEXURE – “C”****CHECKLIST & SCHEDULE OF GENERAL PARTICULARS**

NOTE: - Bidder shall fill in the following details and no column should be left blank.

1	Name & Address of the Bidder	
2	Fax / Email Address	
3	Phone No. (Office)/ Mobile nos.	
4	Name & designation of the official of the tenderer to whom all the references shall be made	
5	Bidder's proposal No. & date	
6	Whether Tender fee submitted. Pl. give details (on line e-payment details).	
7	Whether EMD submitted (fresh EMD through online/One Time EMD). Pl. give details.	
8	Income tax PAN no., GSTIN	Yes / No
9	Submission of details as per Annexure “A”	Yes / No
10	Submission of balance sheet & profit and loss account and ITR for last 3years upto Mar-2018	Yes / No
11	Submission of performance certificate with work order copies.	Yes / No
12	Submission of signed and stamped downloaded copy of “NIT”, “Special conditions”, “General terms & conditions” & BHEL norms.	Yes / No
13	Submission of Attested copy of power of attorney if signed by person other than the owner.	Yes / No
14	Submission of Details about type of ownership of the firm	Yes / No
15	Submission of copy of ESI certificates, PF certificate (before deployment of labour), (Labour licence, as applicable, after award of work).	Yes / No
16	Submission of Declaration sheet (in the format Annexure –“B”)	Yes / No
17	Submission Of Undertaking(in the format Annexure – “D” from General terms & Conditions)	Yes / No
18	Submission of Part-II (Price bid) <b>in a separate sealed envelope.</b>	Yes / No

**Signature of the Bidder with seal**