

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

**Enquiry No: 90320 00015/ 27.10.2020**

**BHARAT HEAVY ELECTRICALS LIMITED- TIRUCHIRAPPALLI-620 014**

**WORKS CONTRACTS MANAGEMENT**

**NOTICE INVITING e-TENDER**

**PART-I (TECHNO COMMERCIAL BID)**

1.	Tender Ref No:	<b>9032000015/ 27.10.2020</b>
2.	Tender Type	Open Tender-Two Part (e-Tender)
3.	Name of work	<b>Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR &amp; SECURITY COLONY) FOR 15 MONTHS FOR 2020-22.</b>
4.	Location of work	BHEL –TRICHY (as detailed in scope of work)
5.	Period of contract	Fifteen (15) months from the date of award of contract.
6.	Earnest Money Deposit	<b>₹ 93,400/- (Rupees Ninety-three thousand and Four Hundred only).</b> EMD is not waived off for MSE/NSIC/SSI vendors for this tender. (EMD shall be paid preferably in the NEFT form (Ref.Annex-A2 and the SBIECollect receipt shall be uploaded), EMD taken other than NEFT mode, should be forwarded in original, physically/couriered to WCM office/24 BLDG III Floor, on or before tender submission deadline. The scanned copy of the same should be uploaded in eprocurement site. For NEFT mode (Failing to adhere to the above, will make the bid liable for rejection).
7.	Tender Document details	Technical bid Pages 1- 55 Price bid Pages 56-58
8.	<b>Mode for submission of offer</b>	No physical submission of tender. Tender only to be submitted electronically by logging to e-Procurement portal <b><a href="https://bhel.abcprocure.com">https://bhel.abcprocure.com</a></b>
9.	Contact details for queries related to tender	Shri Thiagarajan V, Dy. Manager / WCM; 0431 257 1727; e-mail: <a href="mailto:thiyaguvj@bhel.in">thiyaguvj@bhel.in</a> Shri Dineshwar Pahan, Dy Engineer /WCM 0431-257 4564; e-mail: <a href="mailto:dineshwar@bhel.in">dineshwar@bhel.in</a> Shri Balamurugan M, MGR/ WCM; 0431 257 6757; e-mail: <a href="mailto:mbn@bhel.in">mbn@bhel.in</a>
9.1	Contact details for queries related to scope of work	Shri S. Parthasarathy, Manager/Medical 0431-257 4237 email: <a href="mailto:spsy@bhel.in">spsy@bhel.in</a>
10.	Last Date for Receipt of Tender	<b>07.11.2020/14:30 Hrs.</b>
11.	Date of Techno Commercial Bid Opening	<b>07.11.2020/14:45 Hrs.</b>

We, the tenderer, have gone through all the pages of tender document and accept the terms and conditions.

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**A: Contractor Profile**

1.	Name of the Enterprise/ Company/ Firm.	To be filled in e-procurement portal
1.1.	Status of the Enterprise/ Company/ Firm.	To be filled in e-procurement portal
1.2	Regd. Address of Enterprise/ Company/ Firm	To be filled in e-procurement portal
1.3	If offer is addressed from different address, as above, the same may specified,	To be filled in e-procurement portal
2	Details of documentary evidence submitted in support of Status of the Enterprise/ Company/ Firm.	Details to be filled and documentary evidence to be uploaded in e-procurement portal
<b>Following documents to be uploaded in e-procurement portal based on status of Enterprise/ Company/ Firm.</b>		
2.1	Sole Proprietorship	Trade License/ PAN/ GST registration/ Auditor's letter
2.2	Partnership	Registered Partnership Deed, PAN Copy of the firm. Also, PAN copy of all partners be furnished
2.3	Private Limited Company / Public Limited Company / Public Sector / Govt. Org	Certificate of Registration/Memorandum of Association & Articles of Association
2.4	Are you/your partner involved whether as a proprietor/partner in other companies. In case of bid given by company, any other sister concerns being run. (Details of Name, Address, etc., of such companies shall be furnished.) if applicable.	To be filled in e-procurement portal

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3.	Landline/Mobile number(s)	To be filled in e-procurement portal
4.	E-mail Address	To be filled in e-procurement portal
5.	<b>Name, Designation and Contact details of person signing the Tender</b> (In case of authorized signatory, the copy of Power of Attorney (POA) should be uploaded as per Annexure-A5.)	To be filled in e-procurement portal
6.	<b>BHEL- Trichy Vendor Code:</b> (If vendor code is not available, kindly Submit the Original NEFT/RTGS Format duly filled and signed as per Annexure-A3 along with cancelled cheque leaf)	To be filled in e-procurement portal
7.	<b>EPF Registration (No. &amp; Date)</b> (Copy of EPF Registration to be uploaded)	Details to be filled and documentary evidence to be uploaded in e-procurement portal
8.	<b>ESI Registration (No. &amp; Date)</b> (Copy of ESI Registration to be uploaded)	Details to be filled and documentary evidence to be uploaded in e-procurement portal
9.	<b>Labour License.</b> (Copy of Labour license to be uploaded)	Details to be filled and documentary evidence to be uploaded in e-procurement portal

**Note:**

- Vendors not having EPF, ESI reg. no. and Labour License shall immediately get registered after award of work to comply with statutory requirements.**
- If vendor fails to get EPF, ESI reg. no. and Labour License before start of work, EMD/SD shall be forfeited and penal action shall be taken as per extant rules of BHEL.**

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**B: Qualifying Criteria:**

Sl. No.	Qualifying Criteria	DETAILS
<b>A</b>	<p><b>₹ 93,400/- (Rupees Ninety-three thousand and Four Hundred only).</b></p> <p><b>(Offer without EMD will be rejected)</b>  <b>(EMD IS NOT WAIVED OFF FOR MSE/NSIC/SSI VENDORS for this tender. Hence vendors shall submit EMD)</b></p> <p><b>(NEFT is the preferred mode of payment for EMD)</b></p> <p>EMD may be submitted in following ways:</p> <ol style="list-style-type: none"> <li>Electronic fund transfer credited in BHEL account (Before Tender Opening). (Refer Annexure–A2 for making EMD payment through SBI-Ecollect)</li> <li>In the form of Cash deposit (Done before tender opening) / Bankers Cheque / Pay order / DD / FDR (Along with offer) drawn in favour of BHEL - Trichy, payable at Trichy issued by Scheduled Bank / Nationalized bank / Consortium banks.</li> </ol> <p><b>EMD in any other form (One Time EMD, BG for full value of EMD etc.) is not acceptable.</b></p>	<p><b>NEFT/ RTGS PAYMENT DETAILS:</b></p> <p><b>OR</b></p> <p><b>DD/ FDR/ PAY ORDER DETAILS:</b></p> <p><b>(Details to be filled and documentary evidence to be uploaded in e-procurement portal)</b></p>
<b>B</b>	<b>Technical Competence</b>	
<b>B1</b>	Average annual financial turnover of <b>₹28.00 lakhs</b> during any 3 consecutive financial years of FY 2016-17, 2017-18, 18-19, 19-20.	
<b>B2</b>	<p>During the last 7 years, i.e. since 01-10-2013 to 30-09-2020, should have executed works similar to Housekeeping works such as Sweeping, Swabbing of areas, Cleaning of toilets/ Manpower supply contracts.</p> <ol style="list-style-type: none"> <li>Three similar works for a value of <b>₹37.00 lakhs</b> each (OR)</li> <li>Two similar works for a value of <b>₹46.50 lakhs</b> each (OR)</li> <li>One similar work for a value of <b>₹74.50 lakhs</b>.</li> </ol> <p>(Experience proof from BHEL shall contain work order copies and experience proof from other than BHEL shall contain work order copies along with Form 26AS/TDS certificate / bank statement for payment from the organisation for the work executed).</p>	<p><b>Details to be filled and documentary evidence to be uploaded in e-procurement portal</b></p>
<b>C</b>	<p><b>Financial Soundness: Vendor to filled and documentary evidence to be uploaded in e-procurement portal of Income tax return acknowledgement, Balance sheet and profit &amp; loss statement for any 3 consecutive FY of the financial years i.e. 2016-17, 17-18, 18-19, 19-20.</b></p>	

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<b>C1</b>	<b>Balance Sheet</b> (Copy of Balance Sheet certified by CA to be uploaded)	<b>Fin. Year (any 3 CONSECUTIVE FY OF )</b>	<b>Details to be filled and documentary evidence to be uploaded in e-procurement portal</b>
		2016-17	
		2017-18	
		2018-19	
		2019-20	
<b>C2</b>	<b>Profit &amp; Loss Statement</b> (Copy of Profit & Loss account statement certified by CA to be uploaded)		
<b>C3</b>	<b>Income Tax Return acknowledgment</b> (Copy of ITR to be uploaded)		
<b>D</b>	<b>Income Tax Registration (PAN)</b> (Copy of PAN to be uploaded)		
<b>E</b>	<b>Goods &amp; Service Tax Registration (GST)</b> (Copy of GST Registration to be uploaded)  (Declaration to be uploaded if Vendor is Exempted from paying GST. For such exempted vendor, Vendor cannot claim GST from BHEL, during the execution of the contract(if awarded) even if their status under GST changes to regular tax payer.)		<b>Details to be filled and documentary evidence to be uploaded in e-procurement portal</b>
<b>F</b>	<b>Acceptance to Scope of work, Special and General Terms and Conditions of Contract.</b> (Duly signed and sealed copy of tender document to be uploaded)		
<b>G</b>	<b>“No deviation &amp; Declaration certificate”</b> on bidder’s Letter head as per enclosed Annexure-A1 of tender document (Duly signed and sealed copy to be uploaded.)		
<b>H</b>	Applicable GST % against the scope of work (To be confirmed)		
<b>Note:</b> <b>1. Bidders are requested to submit only the documents required to meet the pre-qualification criteria as per tender. Documents not relevant to tender pre-qualification criteria / tender shall not be enclosed along with the offer.</b>  <b>2. Digitally signed/ Self-attested copy of all the documents should be uploaded along with Tender, if at any stage, the document(s) submitted by Contractor is / are found incorrect / false / fake, then necessary action will be taken by BHEL against Contractor viz., legal, Contractual, BHEL Policy / Procedural Actions in whatsoever manner as deemed fit.</b>			

**No splitting of work. The entire work will be awarded to L1 vendor only.**

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**CHECK LIST FOR DOCUMENTS TO BE UPLOADED IN e-PROCUREMENT PORTAL**

<b>Description</b>	<b>Remarks</b>
EMD	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
Work Experience Certificates/ Work executed details	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
Income tax return acknowledgement (ITR), Balance sheet and profit & loss statement	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
PAN	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
GST	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
Signed and sealed copy of this Tender Document (all pages) no price should be written in this tender document, the price should be quoted only in eprocurement portal)	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
NO DEVIATION AND DECLARATION CERTIFICATE ON BIDDERS LETTER HEAD	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
PF	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
ESI	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
Labour License.	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
DOCUMENTARY PROOF FOR COMPANY/ FIRM/ PROPRIETORSHIP	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
NEFT BANK FORMAT (If applicable)	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded
POWER OF ATTORNEY FOR SIGNING TENDER (If applicable)	<input type="checkbox"/> uploaded / <input type="checkbox"/> Not uploaded

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**INSTRUCTIONS TO THE TENDERERS**

1. Tender only to be submitted electronically by logging to e-Procurement portal <https://bhel.abcprocure.com>. Physical submission of tender shall not be accepted.
2. EMD should be submitted as per Part-I (Technical Bid) Qualifying Criteria. Techno-commercial bid will be considered only, if the EMD is valid. EMD in any other form and tender without EMD will be summarily rejected. EMD indicated in the tender may or may not, reflect any specified percentage on value of work. Hence vendors are advised to offer their quote cautiously while submitting their bid, without any presumption.
3. EMD may be submitted in the form of (i) Cash deposit under the extent Income Tax Act (before Tender opening) or (ii) Electronic Fund Transfer credited in BHEL account (before Tender opening) or (iii) Bankers Cheque/Pay order/Demand Draft (DD) in favor of BHEL Trichy or (iv) Fixed Deposit Receipt (FDR) issued by schedule banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL and affix one rupee (Rs.1/-) revenue stamp & sign on back side of FDR, In case, the same discharged FDR submitting second time as EMD "A Lien-Confirmation letter" issued from Bank must be submitted along with FDR). For vendors who are unsuccessful in the tender, who submitted FDR, it will be returned in person only.
4. In case of offline payments, the hardcopies of EMD documents i.e. DD/FDR submitted to WCM office/24 Building 3<sup>rd</sup> Floor, BHEL, Trichy before tender opening and the soft-copies to be uploaded at the time of online bid submission, otherwise the tender will be summarily rejected.
5. Bidder should arrange for the EMD as specified in the tender. The original EMD should be posted/couriered/given in person in a sealed cover super scribing "Name of Work" "Enquiry number & date" to the Tender Inviting Authority, within the bid submission date and time for the tender.
6. Any deviation to this tender terms & conditions, and schedules of this tender will lead to total rejection of the offer submitted.
7. Tenderer who have been suspended or black listed or issued with "Show Cause Notice" by BHEL, Tiruchirappalli -620014 or any other unit or GOI will not be allowed to participate in the tender, and bidder should declare the same in the tender. Even during the course of evaluation/ finalization of tender if it is found that some of the parties are black listed/ barred from business transaction/ under business hold, BHEL will not consider them for further participation in the tender.
8. Should a tenderer find discrepancies or omissions in the tender documents, or should there be any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. No extension of time shall be given for submission of the tender on any account.
9. Amount should be quoted as per the Work schedule (Price bid/Part –II). Amount quoted in any other form will not be accepted, and will be rejected.
10. The tender must be signed digitally / physically by Partner/ Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly attested by a Notary Public must accompany the tender (As per annexure-A5)
11. If a tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the BHEL will reject such tender at any stage.
12. Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
13. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
14. Should a Tenderer's or a Contractor's or in the case of a firm or company of contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the tenders shall be informed in writing of this fact at the time of submission of the tender, failing which the tender may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.
15. The tender schedule, and the tender shall be deemed to form an integral part of the contract to be entered into for this work.

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16. Tenderer shall sign the tender documents for having accepted the conditions and upload in e-procurement portal.
17. Tender can be cancelled at any stage due to unavoidable circumstances.
18. Kindly ensure that the total size of the scanned documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.
19. If there is a discrepancy between words and figures quoted by bidder, the amount in words shall prevail. 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.

**20. CRITERIA FOR AWARD OF WORK:**

Evaluation of the offer shall be done on "Net Cash outflow to BHEL after taking into account applicable Taxes and Duties "and overall (package) L1 basis. The L1 position based on the quoted values (subject to calculations) excluding applicable Goods & Services tax (GST), will not necessarily mean L1 for a vendor, but the net liability to BHEL, after considering the Goods & Services tax (GST) criteria for all the vendors who had participated in the tender. In case of exemption from the payment of Goods & Services tax (GST), the vendor has to submit a declaration along with the tender. For such exempted vendor, Vendor cannot claim GST from BHEL, during the execution of the contract (if awarded) even if their status under GST changes to regular tax payer. The Evaluation currency for this tender shall be INR.

21. If the contractor back outs after opening of tender, the contractor is liable for forfeiture of the EMD paid.
22. BHEL reserves the right to increase or decrease the tendered quantity.
23. BHEL does not guarantee ordering of any minimum quantity.
24. Income Tax deduction at source as applicable in the IT Act from time to time will be made on the value of the bills in the absence of Income Tax Exemption Certificate from the concerned IT officer.
25. All the Statutory Obligations such as ESI, PF, Labor Acts, Factories Act, Goods & Services tax (GST), etc. will have to be taken care of by the vendor. BHEL will have no liability on them. Notwithstanding the above, if any demand notice is served by the concerned Statutory Authorities for recovery of any of their dues on BHEL, the same would be paid to the statutory authorities without notice to the vendor and recovered as a due from any pending / future bills.
26. In case contract is not executed by vendor after award and acceptance of contract, BHEL may exercise the right to forfeit EMD, Security Deposit / BG of such contractors and also suitable action will be taken by BHEL on those Contractors as deemed fit.
27. BHEL reserves the right to reject the tender, if it contains any tampering to the tender documents submitted by the bidder, at any stage.
28. The labors engaged under this contract cannot be deployed in any other work. Violation of this rule will be viewed seriously.
29. BHEL reserves the right to cancel the tender or reject the lowest or any tender in full or in part without assigning any reasons whatsoever.
30. In order to ensure compliance to Minimum Wage payment to all workmen entering the BHEL premises, the entry of manpower shall be regulated based on the awarded value and the prevailing minimum wages.



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**IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER:**

- a) Should a Tenderer find discrepancies or omissions in the Tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the Tender, for clarification well before the due date, so as to submit his Tender in time. (No extension of time shall be given for submission of the Tender on any account) Every Endeavour is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take upon himself to provide for the risk of any error which may be subsequently by discovered and shall make no subsequent claim on account thereof.
- b) Conditional, unwitnessed, late Tenders, Tenders containing prima-facie absurd rates and amounts, Tenders which are incomplete or otherwise considered defective and Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original **ARE LIABLE TO BE REJECTED**
- c) Vendors are advised to get themselves acquainted with the site conditions, the scope / work details before submitting the offer.
- d) The contractor shall quote only the lowest possible amount, inclusive of all taxes (except Goods & Service Tax which will be paid by BHEL extra as applicable) that can be offered for the intended quantity.
- e) If a Tenderer deliberately gives wrong information in his Tender or creates conditions favorable for the acceptance of his Tender, BHEL will REJECT SUCH TENDER AT ANY STAGE.
- f) Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- g) Canvassing in any form in connection with Tenders is strictly prohibited and the Tenders submitted by the Contractors who resort to canvassing will be liable for rejection. The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.
- h) Late and Delayed Tenders will be summarily rejected and under no circumstances it will be considered and accepted.
- i) All corrigenda/addenda/amendments/time extensions/clarifications, etc. to the tender will be hosted on BHEL & Govt. Tenders websites only (i.e. <http://www.bhel.com>, & <https://eprocure.gov.in> ) and will not be published in any other media. Bidders should regularly visit above website(s) to keep themselves updated.
- j) BHEL may reject the bid or in case the contract has been awarded, then terminate the contract apart from taking any other suitable action under the contract or applicable legal provisions or BHEL guidelines including Guidelines for suspension of Business Dealings, without any liability for any compensation to the bidder if, BHEL discovers at any time that any statement made by the bidder in the affidavit cum undertaking is false, fraudulent or Any document submitted by the bidder was fake and forged Or If BHEL determines in the sole discretion that any statement was aimed at deliberately misleading BHEL with a view to ensure award of the subject contract to the bidder.
- k) The contractor shall follow norms of BHEL security system for movement of men & materials within the complex including biometric system.
- l) The workmen to be deployed by the contractor shall adhere to the safety / security rules and regulations of the Company and any person who is found to be violating the security / safety rules of the company shall be replaced immediately at the cost of the contractor.
- m) The contractor shall strictly adhere to various labour laws in force.
- n) The decision of In-charge for this contract shall be final and binding on the contractor regarding clarification of items of works.
- o) Lowest prices received against BHEL tenders need not be the technically acceptable one, and in that case, BHEL reserves the right not to consider the same.
- p) BHEL would negotiate or re-float the Tender opened if L1 price is not the acceptable price to them inter-alia other reasons. Tenderers shall not increase their quoted rates in case BHEL, negotiates for reduction of rates. Such negotiation shall not amount to cancellation or withdrawal of the original offer.
- q) In all matters of disputes, the decision of the General Manager, BHEL, Tiruchirappali-14 shall be final and binding on the Contractor.
- r) Water, Electrical energy, compressed air required for the work will be provided by BHEL at free of cost at the locations wherever possible. BHEL does not accept any liability whatsoever for non-supply, delay in supply or failure of supply of same. Contractor shall ensure that there is no wastage of same,

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otherwise supply of above is liable to be stopped at contractor's risk and cost. The contractor shall make leak proof / fire proof shed and provide control panel board of required capacity and lay the required electrical cables at their own cost for further distribution.

- s) Care should be taken to ensure only correct bid for the corresponding enquiry is placed in appropriate cover super scribing the same, failing which the bid will be liable for rejection.
  - t) No bidder shall be allowed to use any electronic gadgets viz., mobile phones, tablets etc during tender opening/ or at any other meeting with BHEL for the purpose of this tender, which if found would be liable for rejection of their bid.
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- 1) Wherever the tender calls for quoting the amount, as per Price bid, vendors should quote only the amount for the total duration of the contract given in the tender, rates will be arrived by BHEL as stipulated in the annexure. Wherever the word rates are specified in the tender terms; it will be derived so from the amount quoted.
  - 2) The amount offered shall provide for the complete cost towards labour, consumables, tools, plants & machinery, transport, supervision, profits & overheads, and all other incidentals, etc. complete. However, if the GST is applicable for this contract, the same will be reimbursed on production of valid documentary proof for having paid the GST by them.
  - 3) The works contract to be entered into with the successful tenderer will be governed by BHEL General Conditions of Contract in force.
  - 4) The tenderer shall carry out health performance test at his cost for all the workmen engaged in the work through a registered medical practitioner and produce certificate on demand.
  - 5) The contractor has to make his own arrangements to provide refreshment for the workmen deployed by him.
  - 6) If any of the workers employed by the contractor is found to indulge in acts subversive of discipline, the same will be brought to the knowledge of the contractor and he shall arrange for replacement of such personnel.
  - 7) Contractor/Authorized representative must be present at site to supervise the activities on day-to-day basis and for giving necessary instructions regarding the work to be carried out.
  - 8) All the consumables, Tools & Plants used in the work shall be of approved quality and will be subject to periodical inspection by BHEL officials.
  - 9) The contractor has to carry-out the work in production shops without affecting the day to-day production activities.
  - 10) The contractor should record the entry of all machineries / materials at the security gate while bringing in for work.
  - 11) Statement of completed works with detailed certified measurements along with material consumption statement shall be submitted by the contractor in the last week of every month for processing their bill.
  - 12) Contractor's materials and tools & plant shall have to be brought inside the factory with proper invoice / voucher and make necessary entry in the Security gate. They should maintain proper record for materials, tools & plants, etc., brought inside the factory complex.
  - 13) Works shall be carried out as per relevant IS standards and rules adhering to necessary safety precautions.
  - 14) The contractor should extend fullest co-operation with the third party agencies engaged, if any by BHEL to adhere the Quality Control Procedures ensuring quality.
  - 15) The labour engaged under this contract cannot be deployed in any other works. Violation of this rule will be viewed seriously.
  - 16) No contract labour will be allowed to enter into BHEL premises without PPEs (i.e. Safety Shoes etc.)
  - 17) GST will be charged on the forfeited EMD/SD amount from the bidder at the applicable rates. GST tax Invoice will be issued to the vendor on receipt/recovery of GST amount from the vendor.

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**18) Signing the Tender**

The Tender shall be signed by the Authorized Signatory Only. Authorized signatory shall be the person holding 'power of attorney' on behalf of the firm / company / bidder-concerned authorized / empowered to act on behalf for the specific purpose.

Authorized signatory should have Power of Autonomy issued by MD or Board of Directors or authorized person for this purpose for quoting Tender and all procedures connected with, till finalization and execution of the Contract.

In case the Bidder is a Partnership Firm under Partnership Act, the Tender shall be signed by all the Partners of the firm or by the Managing Partner who have Signature and Seal of the Contractor authorized to do so or by a person holding the Power of Attorney on behalf of the Partnership Firm.

A copy of the Partnership Deed and / or a copy of the Power of Attorney, Self-attested shall accompany the Proprietor or Partner of the Company.

BHEL will not be bound by any other Power of Attorney granted or the change in the composition of the firm made, subsequent to the execution of the Contract agreement. They may however recognize such Power of Attorney or change in status after obtaining legal advice and the cost involved in that connection shall be chargeable to the bidder concerned.

If tenderer expires after the submission of his tender or after the acceptance of his tender the BHEL may, at their discretion, cancels such tender. If a partner of a firm expires after submission of tender or after the acceptance of the Tender, BHEL may cancel such Tender at their discretion unless the firm retain its character.

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

- 19) In case of opening day falls on holiday or happened to be declared as a holiday, opening of the tender shall automatically fall on the same timing of the next working day.
- 20) Expenses incurred by bidder towards preparation of bid incidental to tender irrespective of whether it is accepted or not, shall be borne by vendor only.
- 21) The offers of the tenderer / bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site ([www.bhel.com](http://www.bhel.com) → Tender Notification → List of Banned Firms).
- 22) The Parties who have been suspended or black listed or issued with "Show Cause Notice" by BHEL Trichy-14 or any other BHEL Unit will not be allowed to participate in the Tender and the bidder should declare the same in the Tender. Even during the course of evaluation / finalization of Tender if it is found that some of the parties are black listed / barred from business transactions / under business hold, BHEL will not consider them for further participation in the Tender.
- 23) Similarly, the offers of the bidders who are suspended (under hold/ delist) for business dealings by BHEL shall not be considered. Please note that lifting/ restoration of suspension (Ban/Hold/ De-list) of business dealing is not automatic after expiry of specified suspension period. Hence, vendor shall be considered as suspended for business till suspension is lifted by BHEL in writing on specific request of the vendor as per extant guidelines.
- 24) The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
- 25) Contractor has to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, experience etc. acceptable to concerned department.
- 26) Contractors are advised that contract labours must be employed without any discrimination on caste or creed or religion or gender basis.
- 27) The contractor shall submit police verification certificate in respect of the persons, engaged for first time by the contractor, for delivering services.
- 28) The contractor by submitting the tender undertakes that, they had never been found guilty by a court of law in India for any offence in involving fraud, dishonesty and moral turpitude. If at a later date, if it comes to the notice of BHEL about any such occurrences on the subject bidder, BHEL will have every right to reject the offer of such vendors at any point of time.
- 29) The Contractor shall ensure that his workmen movement is restricted to their relevant work areas only & shall vacate the premises after the shift is over.

**SCOPE OF WORK AND SPECIAL/ TECHNICAL TERMS & CONDITIONS**

**Annexure-III**

**Special Terms and Conditions**

1.0 Scope of Mechanized and/or Non-Mechanized Sanitation work includes Sweeping, cleaning of hospital floors, offices including all toilets, bathrooms, washbasins, etc along with transporting of garbage. at BHEL Main hospital, RSK dispensary, Kattur dispensary & Security colony dispensary area. All works to be done as per the frequency and quantity as indicated in Annexure A, and as directed by the Admn. -in-charge.

1.1 Mechanized and/or Non-Mechanized Sanitation work shall be done as required. The major cleaning activities involving scrubbing and detailed cleaning of hospital working floor areas are to be carried out during non-operational Hours. Cleaning has to be carried out in such a manner that all premises look always clean.

2.1 The price quoted in the price-bid shall be inclusive of all taxes except GST. GST shall be paid extra as applicable. Contractor shall arrange his own finance for smooth execution of contract, wages payment, other statutory payments to his employees and all other agreed conditions. Payment against running bills, on achievement of milestones, will have no relation with the payment schedule of firm for wages etc. of their personnel.

2.2 Workers must be immunized properly before deployment in the work area and it shall be the responsibility of the contractor. Before deployment of workers in the hospital, they should produce medical fitness certificate from the registered medical practitioners.

3.0 On placing of work order, the contractor should provide the plan for deployment of manpower, area / building / location wise for BHEL Trichy approval and record & issue of entry pass. This is only for getting passes and not for payment purpose. Payment will be made on the basis of measurement of work. The deployed manpower and machineries should meet the cleaning requirement given in Annexure-A and vendor may be required to prove the same on demand from BHEL.

3.1 The contractor has to carry out all the works on all days including Sundays and BHEL holidays under normal circumstances. On Sundays and Holidays the following areas will not function

a) General OP b) Male OP c) Female OP d) X-ray e) Lab f) General Pharmacy g) ERNE h)

Physiotherapy i) Operation Theatre j) Stores k) Canteen l) Office m) Community Health Services.

and the manpower should be utilized for washing the assigned floor areas with soap oil.

**4.0 Terms & conditions of Cleaning:**

4.1 The major cleaning activities involving scrubbing and detailed cleaning of hospital working floor areas are to be carried out during non-operational Hours. Cleaning has to be carried out in such a manner that all premises look always clean. All necessary Mechanized cleaning equipments, machines and tool and tackles which are required to be used to carry out the cleaning work effectively are in the scope of the contractor.

4.2 It shall be the responsibility of the Contractor to arrange all the consumable & required machines, cleaning material etc. (as per Section 5.0) at their own cost and any other materials relating to the cleaning work of standard quality and maintain hygienic conditions.

4.3 Adequate / sufficient quantity of Chemicals, Detergents, Consumables like Deodorants, Tablets, Aerosols etc. shall be used for the specific work by the contractor so as to have good quality of cleanliness.

4.4 All the consumables like cleaning chemicals, tools and tackles etc. brought in side hospital must be verified and signed by Chief Matron or Admn in Charge and stocked on quarterly basis in store provided by BHEL. If contractor fails to get monthly consignment of cleaning chemicals verified and signed by Chief Matron or Admn in Charge, it will be assumed that those unverified chemicals/materials have not been brought inside for use under this contract. Penalty in such cases shall be imposed accordingly.

4.5 Required power plug points will be provided by BHEL for running the equipments

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4.6 The Contractor shall be responsible for providing necessary staff in adequate number for satisfactory execution of work with the prescribed uniform. Contractor shall maintain the attendance register for all the shift staff.

4.7 The cleaning work is subject to supervision by BHEL and subject to such time and period specified for each work by the BHEL and any irregularity observed or any area left un-cleaned, will entail penal deduction from running bill as given below:

Sl. No.	Description of Irregularities	Penalty
1	If the garbage is not lifted as per defined mode & scheduled	@ Rs. 500/-on each failure occasion
2	Staff not in Uniform/without I Card	@ Rs. 100/- per worker /day
3	Staff not wearing PPE (Chapel, Gloves & Mask etc.	@ Rs. 100/-per worker /day
4	If it is found that no action is been taken within one hour after the complaint of Un-clean premises and improper house keeping	@ Rs. 500/-per complaint
5	Misbehaviour by the housekeeping staff to BHEL employee or patient/ patient relative/ visitors.	@ Rs. 500/-per incident
6	For non-performance of activities under scope of work	1.5 times the quoted rate/unit for the non-executed activities. This is to be calculated by the executing department
7	Recurring of irregularities given at Sr. No. 1, 2, 3, 4,5&6	Double the penalties amount mentioned in Sr. No. 1 to 6

4.8 It will be the responsibility of contractor to maintain the high standards of cleaning of the areas with specified machines and other materials and should ensure that cleanliness is maintained to the satisfaction of Authorised Executive of the Medical Department.

4.9 The contractor shall take a certificate from the officer in-charge regarding performance each month for having finished cleanliness of job satisfactorily and successfully.

4.10 In the event of unsatisfactory performances of non-compliance of any of the Terms and Conditions of the contract by the Contractor, BHEL shall have the right to terminate the contract with one-month advance notice.

4.11 The contractor will be responsible for enforcing all safety regulations as applicable to BHEL and is advised to take adequate insurance cover of its representative, labourers, machines, & equipments, etc.

4.12 Personal Protective Equipment including disposable clothing, gloves, goggles, mask etc. shall be provided to the workers by the contractor at no extra cost and he will ensure that it is used/worn during the cleaning activity.

4.13 Personal protective equipments including shoes, disposable clothing, gloves, goggles, mask etc. shall be worn by the workers on duty and all immunization including HepatitisB, TT, shall be given to the workers deployed by the party and cost will be borne by the contractor. The certificate of a medical practitioner regarding medical fitness and vaccination of all workers and supervisors should be submitted in Admn in Charge of BHEL Trichy main hospital before actual deployment.

4.14 The contractor shall ensure to follow safety & Health measure for carrying out the above work as per occupational health and safety norms for the workers deployed by him. In case the gloves, mask and disposable

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clothing etc. is not provided by the contractor, BHEL will provide the same and deduct double the market price value of protective equipment from the running bill of contractor. The PPE items has to be supplied from the date of commencement of work and if not supplied so, recovery will be made as per the rate as indicated in Sec 4.7 from each running bills till the PPE items supplied.

4.15 The contractor has to provide a distinct uniform different from BHEL employees and other work contract workers already deployed in BHEL Trichy Hospital. The uniform shall be kept in neat, tidy and wearable condition. The worker has to carry photo ID while on duty.

4.16 The contractor shall ensure safety measure while carrying work at Heights, handling chemicals & cleaning agents as per the provisions Labour Laws.

4.17 BHEL, Trichy shall provide free water & electricity at the cleaning work site wherever possible.

4.18 The contractor shall be responsible for all acts and omissions of their staff and liabilities arising out of the acts and omissions of such staff shall be borne by the contractor, BHEL shall in no way be responsible for any such acts, omissions or any liabilities arising there from.

4.19 The Contractor shall arrange necessary Insurance cover with appropriate Third Party Liability cover for any loss/ill health/occupational hazards to the man power deployed by him. If any accident/ injury/loss occurs due to the operation of the cleaning work in the defined areas, contractor shall have to pay necessary compensation and other expense, so decided by the appropriate authorities/victims.

4.20 Only the authorised staff attached to the contracted work or representative nominated by the contractor shall be allowed entry inside the company's premises during the period of contract.

4.21 The persons employed by the contractor in respect of the work will be treated as the authorized representative(s) and shall also be held responsible along with the contractors, for any breach of the terms and conditions as provided in this contract.

4.22 The workers deployed by the contractor should not enter into direct agreement with patient's / family members for any services while the patient is admitted in hospital. If any of the worker is found to be engaged in any of such activities he will have to be terminated immediately.

4.23 If BHEL, Authorised Executive of the Medical Department feels that the persons deployed on job are not having required skill & knowledge to perform the job, the contractor will have to replace those persons by adequately trained worker.

4.24 Accident occurred during the course of Company's work should be reported by the Contractor to BHEL immediately and certainly not later than 24 hours. This should be followed by a detailed report from the contractor.

4.25 The Contractor will have to indemnify BHEL against -

- (a) All claims for injury or damage to any person or property caused by his negligence or negligence of his employees whilst in BHEL premises.
- (b) Observance of Labour & 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 Contractor will accept liability for compensation in accordance with the provision of the workmen 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 contractor 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

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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 of or occasioned by the negligent, imperfect or improper performance of this contract by the Contractor, their workmen servants or agents.

(f) That BHEL shall not be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operations done by the contractor. Such loss, damage or compensation if paid by BHEL shall be reimbursed by the Contractor to the company together with the costs incurred by the company on any legal proceedings pertaining there to.

4.26 This contract may be terminated at any time without paying any compensation whatsoever to the Contractor in case of misbehaviour, disobedience, dishonesty, clandestine insolvency, any court order or any other related activities on their part or their failure to fulfil the terms and conditions of this agreement.

4.27 While quoting their rates, the Tenderers are advised to take into account all factors, including any fluctuations in the market rates etc. No claim will be entertained on any account after acceptance of the tender during the period of the contract. Rate escalation will not be allowed for any reasons whatsoever.

4.28 BHEL reserves the right to short close the contract at its discretion at any point of time with one-month notice period without assigning any reason thereof.

4.29 The total charges payable will be rounded off to the nearest full rupee value. Income Tax shall be deducted at source under Income Tax Act.

**5.0 List of cleaning Materials & Equipment (vendor scope): -**

- a) List of Cleaning Materials to be used on monthly basis: For all items of cleaning, required quantity of consumables should be supplied by vendor every month and to be used for each and every activity & time so that it should be clean and neat always. If the quantity of consumables consumed is less than the theoretical quantity, the cost of the consumables for the deficit quantity will be recovered at the rate indicated as under:

<b>MONTHLY CONSUMPTION OF ITEMS for Contract</b>				
<b>Sl. No.</b>	<b>Consumables:</b>	<b>unit</b>	<b>Proposed qty per month</b>	<b>Recovery rate per unit in Rs.</b>
1	Vim Powder/Exo powder	Kg	150	60.8
2	Soap Oil	Liter	150	56
3	Phenol	Liter	150	72
4	Sanitary sent (perfume)	Litre	6	1568
5	Colour cubes	Each	750	6.8
6	Acid	Litre	11	54.4
7	Dettol or Equivalent	Litre	3	600
8	Naphthalene balls	kg	5	321.6
9	Bleaching Powder	kg	30	88
10	Odonil 75 gm packets	each	90	70
11	Soft Brooms	Each	15	136
12	Coconut Brooms	Each	15	44.8
13	Maller(Road sweeping with handle)	Each	5	246.4
14	LCR Brushes	Each	5	73.6
15	Muthu Brush	Each	10	81.6
16	Scrubbers	Each	10	14.4
17	MOP Thread	Each	15	131.2
18	MOP Stick	Each	5	92.8
19	Cobweb remover Stick	Each	3	160
20	BUCKET & MUG	SET	2	448

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21	Bio-Medical Waste Bags	Each	330	10
22	Washing Soda	kg	5	112
23	Harpic or Equivalent	ltr	60	172
24	Lyzol or Equivalent	ltr	60	362
25	Note Book	Each	2	50

**b) List of tools:**

No.	Tools	Qty
1	PVC Hose 25 mtrs	2 Nos
2	Block Removing Steel Rod	2 Nos
3	Soil Cutter	1 No
4	Knife	1 No
5	Moram	15 No
6	Buckle	1 No
7	Kodaparai Rod	1 No
8	Ladder 7 step	1 No

**C) List of Mechanized Equipments (Indicative):**

SI. No	Type of Machine	quantity
1	Single Disc Scrubber machine	1
2	Heavy duty Wet and Dry Vacuum Cleaner	2
3	Heavy duty Auto Scrubber cum	1
4	Glass Cleaning Kit	2
5	Cob-web Kit	2

Note: -

All Chemicals, disinfectants, cleaning materials (for eg. Dettol, Phenyl, Glass Cleaners, Acid etc.) to be used will be borne by the contractor for the execution of the Mechanized Sanitation and/or Non Mechanized Sanitation Work in adequate quantity so as to upkeep the hospital in excellent hygienic condition and excellent cleanliness. For execution of the above work, no materials will be issued from BHEL except water and electricity.

6.0 Contractor is required to maintain proper logbook for the consumption of materials, log sheet for daily work done (As per format shown in Annexure A & Annexure A-I to A-V) and submit to the department for its approval. The contractor shall maintain registers/work diary for entering the details of cleaning done in each bay / building and obtain the signature from the concerned officials daily for the works carried out.

7.0 Once in a month, bill should be prepared for the actual quantum of work done as per the daily log sheet (As per Annexure-A) and the same will be scrutinized, certified and forwarded to Finance for payment. Statement of deployment of manpower, completed works with detailed certified measurements along with material consumption statement shall be submitted by the contractor in the last week of every month for processing their bill.



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8.0 The contractor shall ensure payment of minimum wages, Bonus to the workmen employed by him at the rates at which shall not less than the minimum wage applicable under law time to time.

9.0 The labourers shall be paid BHEL Additional wages as mentioned below, in addition to the payment of minimum wages, Bonus, to the workmen employed by the contractor.

Unskilled worker---RS. 3200/- per month.

Semi-skilled worker Rs. 3700/- per month.

Skilled worker / Supervisor—Rs. 4100/- per month.

Highly skilled worker---Rs.4300/- per month.

10.0 The works contract will be governed by the BHEL Revised General Conditions of Contract in force. The contractor shall strictly adhere to various labour laws in force.

11.0 Covered area for the purpose of office / rest room for the contract workers will be provided by BHEL at free of cost depends upon the availability.

12.0 In addition to the daily cleaning works the Same manpower shall be used for the other Miscellaneous housekeeping works related to hospital, in and around hospital area as and when required and as directed by Admn. in- Charge for which no additional payment shall be made.

13.0 Contractor/Authorized representative must be present at site to supervise the activities on day-to-day basis and for giving necessary instructions regarding the work to be carried out (preferably one male and one female supervisor may be employed).

14.0 The decision of Admn. In-charge for this contract shall be final and binding on the contractor regarding clarification of items of works. In all matters of disputes, the decision of the Additional General Manager/HR & Medical, BHEL, Tiruchirappali-14 shall be final and binding on the Contractor.

**15.0 Safety & Occupational Health:**

The Contractor has to ensure full responsibility of the safety and health of the manpower which shall be deployed for the Mechanized Sanitation and/or Non-Mechanized Sanitation work to comply with the security/safety and health regulations of BHEL.

**16.0 Legal Jurisdiction:**

In respect of all matters arising out of or pertaining to the contract, the cause of action there of shall be deemed to have arisen only at Tiruchirappalli, where HPBP-BHEL 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-HPBP is situated and no other court shall have the jurisdiction.

Vendor may visit the site, before quoting for judiciously planning the daily manpower deployment and may use machineries for ease of work.

**SITE VISIT:**

- (a) Before quoting, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions, position of materials and labour related procedures including payments, billing and practices etc. They should be well versed with BHEL General Conditions of Contract, Instructions to tenderers, drawings wherever applicable and specifications and all other documents which form part of the agreement to be entered into subsequent to award of work. The tenderers shall specially note that it is the tenderer's responsibility to provide any item which is not specially mentioned in the specification or drawing, but which is necessary to complete the work.
- (b) The tenderer/Bidder and any of his authorized personnel or agents will be granted permission by the BHEL to enter upon its premises and lands for the purpose of site visit.

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However, the bidder shall express condition that he, his personnel, and agents will be responsible against all liability in respect thereof, including death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

- (c) The Bidder should inform the BHEL at least 2 days (time may be fixed in consultation with tender issuing authority) in advance about the proposed site visit. The Bidder, at his own responsibility and risk is encouraged to visit, inspect and survey the Site and its surroundings and satisfy himself before submitting his bid as to the form and nature of the Site, the means of access to the Site, the accommodation he may require, etc.
- (d) In general, Bidders shall themselves obtain all necessary information. A Bidder shall be deemed to have full knowledge of the Site, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed. The cost of visiting the Site shall be at the Bidders' own expense.

**HOUSEKEEPING & SANITATION WORKS CONTRACT**

**TERMS & CONDITIONS:**

**1.0 INTRODUCTION:**

1.1 BHEL Main Hospital is situated in BHEL Township, Kailasapuram, Trichy-14 which is 17 KMs away from Trichy Central Bus Stand.

1.2 There is one Satellite Dispensary (RSK Dispensary) at Thillai Nagar in Trichy 15kms from Main Hospital and there are two more Dispensaries one at Kattur, which is 5 KM from Main Hospital and the other at Security Colony which is 1.5 Kms from Main Hospital.

1.3 This contract is for the House Keeping and Sanitation activities to be performed in the above Hospital and Dispensaries.

1.4 The Contractor has to quote for all the activities of housekeeping as given in B.O.Q.

**2.0 GENERAL:**

2.1 The Contractor shall provide proper uniforms to their employees including supervisors. No person will be allowed to work without uniform. For Female Ward, Gynaec Ward, Labour Ward, P.O. W. etc., only female labourers should be engaged. One female supervisor shall be engaged to supervise the activities in these wards. Also the safety measures have to be taken care of by the contractor.

2.2 The labourers should not wander here and there. They should stick to their allotted areas of work.

2.3 Security check will be there for the labourers when they come to work and when they leave the hospital.

2.4 The quoted rate should except applicable GST, the quoted rates remain firm and will not be increased at any cost.

2.5 The contractor has to pay the minimum wage to their workers as prescribed and revised by the Govt. of Tamil Nadu from time to time as per General engineering and related employment. The contractor shall take all necessary steps to comply with the relevant statutes in force, governing the contract workers. There will not be any liability for BHEL in respect of personnel employed by the contractor. The contractor shall indemnify BHEL against all claims and losses arising as a liability under ESI Act, EPF & Misc. Provisions act, Workmen Compensation Act, ID Act, Minimum Wages Act etc, or any civil / Criminal law in force so far they relate to the contract workers engaged under this contract in BHEL.

2.6 The Agency has to submit the list showing the details of the Labourer / Employees and supervisors engaged, with Passport Size Photograph and permanent address with proof of address.

2.7 In case of additional requirement of housekeeping, the agency should be in a position to carry out the job without any delay.

2.8 In case if it is found by BHEL that any property or materials of BHEL is lost or stolen or damaged due to the negligence of the Agency, the Agency will be held fully responsible and should reimburse the cost of loss / damage so incurred. The decision of BHEL as to the cost of loss and negligence is final.

2.9 Contractor shall not assign or transfer the rights under this contract to any other person.

2.10 The contractor shall be required to execute an agreement towards this on non-judicial stamp paper of value Rs.100/- in the form prescribed by BHEL. The expenses of completing and stamping the agreement shall be borne and paid by the contractor.

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2.11 These contract conditions shall be deemed to form an integral part of the contract agreement that is to be entered into.

2.12 In addition to above, General conditions of contract of BHEL in force is also applicable.

2.13 In the event of unsatisfactory or non-compliance of any of the terms and conditions of the contract by the contractor, the management of BHEL shall have the right to terminate the contract one-month notice.

2.14 In case executive in-charge requires less number of services on a particular day/Sunday/Holiday, the same will be informed to the contractor in advance and the contractor will provide the required services as per the requirement for that particular day. The monthly payment to the contractor will be paid on pro-rata basis depending on the total number of services availed per month.

2.15 The contractor has to maintain sufficient Man power to ensure the continuity of the job every day taking into consideration the weekly off/ absentees of Labourers including Supervisors.

2.16 Salary to the workers and supervisors shall be as per Minimum Wages Act 1948 and notification from Commissioner of Labour Chennai for "General Engineering and related employment" as applicable from time to time.

### **1.0 SCOPE OF WORK-I**

The scope of work in BHEL Main Hospital and the three Dispensaries are given below. Frequency of activities are given in Annexure A

1.1 Cleaning and sweeping of all Wards, Pharmacy, OP areas, Doctors' rooms, Office rooms, Conference hall, all Verandas etc. with brooms and then by swabbing with wet cloth using soap oil or equivalent.

1.2 Cleaning the toilets, urinals, washbasins, bathrooms, etc.

1.3 Removal of cobweb in the entire hospital area.

1.4 Washing the areas with water & soap oil periodically.

1.5 Cleaning of electrical fittings such as fans, lights, switch boards, partitions, cupboards, chairs, sofas, file-racks etc. once in 15 days.

1.6 Cleaning of doors, windows, ventilators, etc. once in 15 days.

1.7 Cleaning of all open terrace areas, walls, ceilings etc. once in a month.

1.8 Removal of unwanted jungle, vegetation, dried leaves etc. and disposal of the same to one designated place outside the Hospital. Collection of these garbage is through the vehicle as per the Scope indicated in Sl. No. 15 in BOQ.

1.9 Collection of Bio medical wastages daily from all wards, operation theatres etc., segregation and keeping it in colour coded bags at a designated place. A contractor already engaged by BHEL for this purpose will collect the bags.

1.10 Cleaning & preparation of the discharge rooms, immediately after the discharge of a patient.

1.11 Fumigation of rooms including cleaning all the furniture, keeping it in sunlight and rearranging the same, whenever occasion arises.

1.12 Washing of dirty, soiled linen specifically from OT, ICU, Gynaec ward, Post-Operative Ward etc. identified by the executive in-charge and handing over the same to Dhobi.

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1.13 The work should be attended to round the clock. The shift timings are given below:

- 1 Shift: 06.00 Hr. to 14.00 Hr.
- 11 Shift : 14.00 Hr. to 22.00 Hr.
- 111 Shift: 22.00 Hr. to 06.00 Hr.
- split shift: (7.00 Hr. to 12.00 Hr. & 13.00 Hr. to 16.00 Hr.)
- General: 8.00 Hr. to 16.30 Hr.

1.14 In wards, whenever the patients vomit, urination, defeating, bleeds, etc., on emergency basis the cleaning is to be done immediately.

1.15 Removal of blocks in drainage chambers and up to manholes, manholes to manholes inside hospital area, carcass if any in the premises should be removed and buried.

1.17 Collection of medicines from main store and distribution to all the five pharmacies as below:

- 1. Ward Pharmacy in Main hospital, 2. General pharmacy in Main hospital 3. RSK Dispensary 4. Kattur Dispensary 5. Security colony Dispensary.

Arranging the medicines in racks, as per the directions of Pharmacy in-charges.

1.18 The Female surgical ward which is at present closed. This ward is to be cleaned once in 7 days.

1.19 The Mortuary is situated 100 metres away from the casualty. The area is 19 sqm and is to be cleaned once in a week. Apart from this, after removal of dead bodies, mortuary is to be washed completely.

1.20 Two operation theatres (A&B) are available in main hospital. Proper cleaning and swabbing is to be done regularly. Washing is to be done weekly once, as per instructions of theatre in-charge. During emergency operations, concerned ward sanitary workers are to be deputed for washing the clothes and operation theatres.

1.21 Watering of the lawns and all plants are to be done periodically. All the lawns are to be cleaned and maintained properly. Mowing of the lawns and cutting/trimming the plants have to be done periodically.

1.22 One person is to be deputed exclusively for cleaning the Dining & Dietary areas including cleaning of toilets, washing of plates before and after breakfast / lunch / dinner, etc. Every day, the dining hall is to be washed after lunch. Dietary cleaning is to be done every day.

1.23 Whenever functions / meetings are arranged on Sundays and other days, the conference hall is to be cleaned and maintained properly.

1.24 There are four rest rooms (Hospital Annexe rooms) nearer to the hospital, whenever required these rooms and surrounding area to be cleaned.

1.25 In Laboratory for cleaning the floor area, toilet, test tubes, burettes, glass plates, slides etc. one person is to be deputed exclusively every day except on Sundays.

1.26 On Sundays and Holidays the following areas will not function. Hence the manpower should be utilized for washing the floors with soap oil in these areas.

- a) General OP
- b) Male OP
- c) Female OP
- d) X-ray
- e) Lab
- f) General Pharmacy
- f) ERNE
- g) Physiotherapy
- h) Operation Theatre
- i) Stores

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

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- j) Canteen
- k) Office
- l) Community Health Services

- 1.27 Monday & Thursday security colony, Tuesday & Friday Kattur Peripheral dispensaries are to be cleaned.
- 1.28 The footwear of doctors, staff of Post-Operative Ward, ICU & OT are to be washed daily in night shift.
- 1.29 Shifting of machineries, furniture etc. from one place to other whenever needed is to be arranged.

**PATIENT CARE BY THE CONTRACTOR:**

- 1.30 The Bed Pans, Urinals, Spittoons, Buckets, Kidney Trays, Dust Bins, etc. used by the patients are to be washed then and there with antiseptic solutions.
- 1.31 The patients who are unable to walk should be given bed pan and urinal whenever needed and cleaned after their use.
- 1.32 The patients who are unknowingly urinating / defecating in bed should be cleaned & washed including washing of clothes etc.
- 1.33 After motion the anal region of patients is to be cleaned.
- 1.34 Whenever the patients are to be shifted from ward to ward and to other areas viz. X-ray. Physiotherapy, Lab. Dental, Eye, ENT, Operation Theatre etc. they should be shifted by wheel chair or Trolley,
- 1.35 Enema can, Bowl, Catheters, gloves, Rubber-sheets, etc. are to be cleaned with antiseptic solution.
- 1.36 The collected blood, urine, motion that are to be tested are to be collected and given to Lab.
- 1.37 Cleaning of utensils with soap solution should be done weekly once thoroughly and kept dried in sunlight.
- 1.38 If any patient expires in the ward, then immediately that area has to be washed.

**FLOOR AREA:**

**1.39 Area of Wards:**

Sl. No.	Description	Area in SQM
1	Male ward	409
2	Female ward	381
3	Special ward	310
4	Male Surgical ward	245
5	Isolation ward	220
6	Gynaec & Pediatric ward	296
7	Labour ward	285
8	Operation Theatre - A & Minor OT	428
9	Operation Theatre - B	176
10	Post-Operative ward and Intensive care unit	246
11	Special Care Nursery	125
12	Casualty	487
13	New Labour ward	300
14	Female Surgical ward	250
	Total	4158

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

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**1.40 Other than wards:**

No.	Description	Area in SQM
1	Community Health Services	247
2	Dietary & Dining Hall	269
3	Ramp Area	133
4	Minor OT out side	150
5	Main Veranda	310
6	X-ray section	137
7	CMO Office area	358
8	Male OP	766
9	Specialist area up to Lab	613
10	LAB Area	200
10	Female OP	627
11	Stores and Purchase	410
12	Conference hall	245
12	Hospital Annexe building ( 4 Rooms )	104
	<b>TOTAL</b>	<b>4569</b>

1.41 Open area sweeping (Daily) Car sheds, All cycle and Scooter stands area, front entrance open area etc.

- 9000 SQM

1.42 RSK Dispensary area

- 818 SQM

1.43 Closed wards area

- 250 SQM

1.44 Mortuary area

- 19 SQM

**TOILETS:**

1.45 Main hospital total toilets area - 415 SQM (This is only floor area and walls 1.5 metre height tiles area is also to be cleaned)

- a) water closet - 81
- b) Wash basin - 51
- c) Wash trough(Sink) - 78
- d) Urinal - 10
- e) Bath room - 72

1.46 RSK Dispensary Toilet Area - 35 SQM (This is only floor area and walls 1.5 metre height tiles area is also to be cleaned).

- a) water closet - 9
- b) Wash basin - 1
- c) Wash trough (Sink) - 1

1.47 The removal of grass and rubbish have to be done periodically The removed grass to be collected and kept at one place for disposal or burning. Removing or clearing of any debris inside the hospital compound.

2.0 The conveyance for clearing of garbage and other items which are kept at the rear side of hospital are to be removed daily and as per the instructions during emergency.

2.1 Payment will be made per load basis (Open Lorry capacity 300 cubic feet). The garbage will be kept in one

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place and collection has to be done from that area and disposed at the designated place. The grass & leaves are to be collected from various areas.

**3.0 CONTRACTOR SCOPE MATERIALS:**

List of consumables, machinery and tools are as per Special terms and conditions, Clause.5.0.

**4.0 Housekeeping Monitoring and Control Mechanism:**

4.1 The contractor has to provide Supervisory support to get maximum output from the house keeping force provided to the hospital as per Annexure- A, summary and details of work given in Annexure A-I, A-II, A-III, A-IV & A-V.

4.2 Contractor/Authorized representative must be present at site to supervise the activities on day-to-day basis and for giving necessary instructions regarding the work to be carried out (preferably one male and one female supervisor may be employed).

4.3 The responsibility of the supervisor is to monitor the execution of housekeeping, mopping & sanitation works and make entries in Registers as per formats given in Annexure A-I, A-II, A-III, A-IV & A-V given by Hospital administration staff. They have to obtain certification of completion from the concerned officials as nominated by Hospital administration.

4.4 The contractor shall ensure adequate (Unskilled Workers) and supervisors on all days including Sundays / holidays. Day-wise attendance is to be recorded and signed by the individual worker. The recorded sheet shall be submitted to hospital administration. However, contractor will be paid only on the basis of measurement of work. Any deficiency, appropriate penalty/action will be taken.

4.5 The contractor has to declare list of workers to be employed on monthly basis, deployment location wise and shift wise in advance in order to get official passes through HR-IR. This is only for getting passes and not for payment purpose. Payment will be made on the basis of measurement of work.

**4.6 The following monitoring mechanism will be adopted by the contractor: -**

- a. Toilets Checklist: This is to be attached on the back of the toilet door. It is to be filled up by the Contractor supervisor on duty daily.
- b. Management/Housekeeping Services Requirements/ Complaints Register: This is to be filled up by the supervisor of the Contractor/the hospital administration officials, who receive/ observe the complaints/ requirements for any of the Services. All suggestions, complaints related to services or staff deployed by the contractor will be registered at control office of the Hospital administration. The contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.
- c. Housekeeping Services Complaint closure: - The registered complaints shall be completed on the basis of information received by the Housekeeping Supervisor and BHEL officials shall inspect the site/nature of complaint and close the registered complaints and if the complaints are not completed within specified time given by Hospital administration necessary action is to be taken against the contractor.
- d. Work Completion Registers (as per the formats enclosed in Annexure A (Annexure A-I, A-II, A-III, A-IV & A-V) are to be kept by the contractor at various locations. The day-to-day work measurement is to be recorded in those registers and obtain certification for completion of work from the respective official nominated by Hospital administration. The daily location wise areas attended are recorded in Summary Book as per Annexure A date-wise and is kept with Chief Matron.

**5.0 TERMS & CONDITIONS:**

- a) The rate quoted should be inclusive of all taxes etc. (except applicable GST) for the work indicated under all scope of work mentioned above.
- b) The rates quoted should be firm and no increase is allowed throughout the contract period.



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- c) The rates shall be quoted taking into consideration for any increase in wages during the contract period by the Govt. of Tamilnadu
- d) The contractor should revise the wages whenever there is a revision of wages throughout the whole period of contract for the workmen and Supervisors engaged by him.
- e) In case if the lowest offer of rate for this contract does not meet BHEL scope of work given in the tender BHEL reserves the right not to consider the same.
- f) BHEL reserves the right to negotiate or refloat the tender if the L1 rate of contract is not the lowest acceptable value to BHEL inter-alia other reasons.
- g) At any point of time during the course of contract, if the workers of the contract absent themselves from work or go on strike BHEL will be at full liberty to engage work force from outside agencies and the amount paid to them will be deducted from the contractor's bills.

**6.0 CONTRACT PERIOD:**

The period of contract will be for 15 months and if found satisfactory it may be extended which will be mutually agreed. However, the contract may be terminated due to violation or non-performance of contract conditions by giving one-month notice only by BHEL.

**7.0 INSURANCE:**

BHEL will not be liable for any Injury / Loss of life of persons engaged by the contractor. A suitable Insurance coverage for them may be arranged by the Contractor at his own cost.

**8.0 EMD:**

The EMD for the said work should be furnished in the manner specified in Favour of BHEL, Trichy-14. Offers without EMD) will be rejected.

**9.0 EMPLOYEES:**

- a) The contractor shall engage sufficient workers and supervisors for the above said works mentioned in the scope.
- b) Expenses on account of salary, food for the contract employees, 2 sets of uniform, personal protective equipment and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus etc. to the employees engaged by the contractor shall be borne by the contractor.
- c) The contractor shall have full control of his employees in respect of discipline, attendance and obedience etc.
- d) The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- e) The contractor shall employ such personnel who are medically fit. BHEL has the right to direct the contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.
- f) The contractor shall comply with the provision of the Factories Act 1948, Contract Labour (Regulation & Abolition) Act 1970, ESI Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Act 1952, Minimum Wages Act 1948, Payment of wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity act 1972, GST if applicable, Tamil Nadu Industrial Establishment (National & Festival holidays) Act 1958 and the rules framed under or any other laws and rules as may be applicable from time to time to the workers engaged by him. The contractor shall produce the Attendance Register, Wage Register, PF statement and ESI statement etc. every month for claiming his monthly bills. The contractor when required by the company shall produce the registers and records for verification and shall comply with other directions issued by the company for compliance of statutory provisions.

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

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This clause shall survive termination or expiry of contract and the contractor agrees to maintain these details and records as per the provisions of various statutory provisions and rules.

- g) Noncompliance of the statutory acts for the payment of salary to the employees will be viewed seriously and the contract shall be terminated.
- h) After completion of the contract period, the contractor is responsible for the PF amount settlement to the workmen and the supervisor within one month from the date of completion. After settlement of PF and all other dues from the contractor to the workmen only the security deposit of the contractor will be released by BHEL.
- i) The contractor has to ensure payment to the employs and supervisors engaged by him before 7 th day of every calendar month. Payments should be made through electronic mode directly to the Bank account of the employees. Monthly bank Statement for the proof of Payment has to be enclosed with the contractor Bills for each month.

**Contractor should ensure that atleast the prevailing minimum wages, as per the rules of Government of Tamilnadu, which are applicable to General Engineering and Fabrication Industry and BHEL's additional wages, inclusive of bonus after remitting PF & ESI contributions, are paid to his employees ONLY in their respective bank accounts by means of NEFT/ RTGS/ IMPS. While submitting the bills, the contractor should submit a proof of payment made to employees through bank, along with PF and ESI contribution challans to Welfare Section every month for effecting payment by BHEL. Otherwise payment to the bills will not be processed. In addition, the contractor has to submit wage register as a proof for payment of Minimum wages and additional wages as per prevailing acts, for getting payment from BHEL..**

- j) Pay slips with details are to be provided to the all employees.
- k) In case of delay in Payment to the employees beyond 7 th of every month, BHEL will put a penalty to the contractor 0.5% of the monthly bill value of the contract per week of delay.
- l) In case an employee continues to work beyond 8 hours in a day, the Overtime should be recorded in the Overtime register and payment shall be made as per statutory conditions.

**10.0 Payment to the contractor by BHEL:**

- a) The bills for Payment shall be prepared by the contractor on the basis of contract and submitted in the name "Medical Supt.", BHEL Main Hospital, Trichy in the first week of every month along with copies of PF, ESI & GST receipts. The bills will be verified and sent to Finance department. Payment of the same after 45 days from the date of submission of Bills proper in all respects. All payments shall be released through electronic - pay mode only.
- b) No interest shall be payable by BHEL on Earnest Money, Security Deposit or on any money due to the firm by BHEL.

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

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<b>Annexure-A</b>			
<b>SI No</b>	<b>Description</b>	<b>Cleaning and Sanitation as specified</b>	<b>Work Completed area per day/week</b>
1	Male ward	<b>Annexure A-I</b>	<b>Annexure A-I</b>
2	Female ward		
3	Special ward		
4	Male Surgical ward		
5	Female Surgical ward		
6	Isolation ward		
7	Gynaec & Pediatric ward		
8	Labour ward		
9	New Labour ward		
10	Closed ward area		
11	Male OP	<b>Annexure A-II</b>	<b>Annexure A-II</b>
12	Female OP		
13	Specialist area up to Lab		
14	Operation Theatre – A & Minor OT		
15	Operation Theatre – B		
16	Minor OT out side		
17	Post Operative ward and Intensive care unit		
18	Special Care Nursery		
19	Casualty		
20	Community Health Services	<b>Annexure A-III</b>	<b>Annexure A-III</b>
21	Ramp Area		
22	Main Verandah		
23	X-ray section		
24	Mortuary Area		
25	LAB		
26	Peripheral Dispensary including RSK dispensary	<b>Annexure A-IV</b>	<b>Annexure A-IV</b>
27	Stores and Purchase		
28	CMO Office area		
29	Conference hall		
30	Hospital Annexe building ( 4 Rooms )	<b>Annexure A-V</b>	<b>Annexure A-V</b>
31	Hospital open area		
32	Diaetery		

Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS

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Area wise distribution of work																														Date		Annexure A-I					
Description	Shifts	DAILY																					WEEKLY										AS PER REQ*				
		Sweeping Area			Swabbing Area			Water closet			Wash basin			Wash trough			Bathroom			Collection of Biomedical waste			Window & ventilators			Cob-web removal			Floor washing			Cleaning glass partition			Patient care		
		Area in Sq Mtr.	Frequency	Total	Area in Sq Mtr.	Frequency	Total	Number	Frequency	Total	Number	Frequency	Total	Number	Frequency	Total	Number	Frequency	Total	Activity per day	Frequency	Total	Number	Frequency	Total	Area in Sq Mtr.	Frequency	Total	Area in Sq Mtr.	Frequency	Total	Area in Sq Mtr.	Frequency	Total	Activity per day	Frequency	Total
Male ward	1st,2nd &3rd shifts	409	5	2045	409	5	2045	6	5	30	4	5	20	5	3	15	2	5	10	1	3	3	25	1	25	409	1	409	409	1	409	5	1	5	1	1	1
Female ward		381	5	1905	381	5	1905	6	5	30	4	5	20	5	3	15	2	5	10	1	3	3	23	1	23	381	1	381	381	1	381	5	1	5	1	1	1
Special ward		310	5	1550	310	5	1550	6	5	30	3	5	15	4	3	12	2	5	10	1	3	3	25	1	25	310	1	310	310	1	310	5	1	5	1	1	1
Male Surgical ward		245	5	1225	245	5	1225	6	5	30	4	5	20	5	3	15	2	5	10	1	3	3	23	1	23	245	1	245	245	1	245	25	1	25	1	1	1
Female Surgical ward		250	5	1250	250	5	1250	5	5	25	3	5	15	5	3	15	2	5	10	1	3	3	25	1	25	250	1	250	250	1	250	15	1	15	1	1	1
Isolation ward		220	5	1100	220	5	1100	5	5	25	4	5	20	5	3	15	2	5	10	1	3	3	23	1	23	220	1	220	220	1	220			0			
Gynaec & Pediatric ward		296	5	1480	296	5	1480	7	5	35	3	5	15	4	3	12	2	5	10	1	3	3	25	1	25	296	1	296	296	1	296			0			
Labour ward		285	5	1425	285	5	1425	5	5	25	4	5	20	5	3	15	2	5	10	1	3	3	23	1	23	285	1	285	285	1	285			0			
New Labour ward		300	5	1500	300	5	1500	5	5	25	3	5	15	4	3	12	2	5	10	1	3	3	25	1	25	300	1	300	300	1	300			0			
Closed ward area	General	250	1	250	250	1	250															24	1	24	250	1	250			0			0				
Total				13730			13730			255			160			126			90			27			241			2946			2696			55			5

Work Completed areas per day																																									
Male ward	1st,2nd &3rd shifts																																								
Female ward																																									
Special ward																																									
Male Surgical ward																																									
Female Surgical ward																																									
Isolation ward																																									
Gynaec & Pediatric ward																																									
Labour ward																																									
New Labour ward																																									
Closed ward area	General																																								
Total																																									

\* As and when Required

Contractor's Signature

BHEL Official Signature

Remarks

**Enquiry No: 90320 00015/ 27.10.2020**

Date \_\_\_\_\_

**Contractors seal and Signature**

Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS

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Annexure A-III

Area wise distribution of work																								Date				
Description	Shifts	DAILY												WEEKLY												AS PER REQ*		
		Sweeping Area			Swabbing Area			Bathroom			Cleaning LAB items			Window & ventilators			Cob-web removal			Floor washing			Cleaning glass partition			Dead body transportation		
		Area in Sqr Mtr.	Frequency	Total	Area in Sqr Mtr.	Frequency	Total	Number	Frequency	Total	Activity per day	Frequency	Total	Number	Frequency	Total	Area in Sqr Mtr.	Frequency	Total	Area in Sqr Mtr.	Frequency	Total	Area in Sqr Mtr.	Frequency	Total	Activity per day	Frequency	Total
Community Health Services	1st & 2nd shifts	247	1	247	247	1	247	1	2	2				24	1	24	247	1	247			0	25	1	25			
Ramp Area		133	1	133	133	1	133	1	2	2				0	1	0	133	1	133			0			0			
Main Verandah		310	1	310	310	1	310	1	2	2				24	1	24	310	1	310			0			0			
X-ray section		137	1	137	137	1	137	1	2	2				24	1	24	137	1	137			0	10	1	10			
Mortuary Area	General shift	19	1	19	19	1	19			0				15	1	15	19	1	19	19	1	19			0	1	1	1
LAB		200	1	200	200	1	200				1	1	1	30	1	30	200	1	200			0	15	1	15			
Total				1046			1046			8			1			117			1046			19			50			1

Work Completed areas per day

Community Health Services	1st & 2nd shifts																											
Ramp Area																												
Main Verandah																												
X-ray section																												
Mortuary Area	General shift																											
LAB																												
Total																												

\* As and when Required

Contractor's Signature

BHEL Official Signature

Remarks

Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS

Enquiry No: 90320 00015/ 27.10.2020

Annexure A-IV																																					
Area wise distribution of work																									Date												
Description	Shifts	DAILY																		WEEKLY						AS PER REQ*											
		Sweeping Area			Swabbing Area			Water closet			Wash basin			Urinal			Wash trough			Bath room			Window & ventilators			Cob-web removal			Cleaning glass partition			Shifting of medicine			Dead dog, monkey etc.		
		Area in Sqr Mtr.	Frequency	Total	Area in Sqr Mtr.	Frequency	Total	Number	Frequency	Total	Number	Frequency	Total	Number	Frequency	Total	Number	Frequency	Total	Number	Frequency	Total	Area in Sqr Mtr.	Frequency	Total	Area in Sqr Mtr.	Frequency	Total	Activity per day	Frequency	Total	Activity per day	Frequency	Total			
Peripheral Disp area	1st & 2nd shifts	818	1	818	818	1	818	9	2	18	1	2	2		0	1	2	2	3	1	3	24	1	24	818	1	818	25	1	25							
Stores and Purchase	General shift	410	1	410	410	1	410			0			0	1	1	1			0	1	2	2	29	1	29	410	1	410	10	1	10	1	1	1	1	1	1
CMO Office area		358	1	358	358	1	358			0	1	1	1	1	1			0	2	2	4	30	1	30	358	1	358	10	1	10							
Conference hall		245	1	245	245	1	245			0			0			0			0	1	2	2	30	1	30	245	1	245			0						
Hospital Annexe buildings		104	1	104	104	1	104			0			0			0			0			0	24	1	24	104	1	104			0						
Total				1935			1935			18			3		2			2			11			137			1935			45			1			1	

Work Completed areas per day

Peripheral Disp area	1st & 2nd shifts																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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\* As and when Required

Contractor's Signature

BHEL Official Signature

Remarks

Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS

Enquiry No: 90320 00015/ 27.10.2020

Annexure A-V

Area wise distribution of work																		Date							
Description	Shifts	DAILY												WEEKLY											
		Open Area (Car shed, Garden etc.)			Dietry & Dinning Area			Wash trough			Tea Point			Transportation of garbage			Window & ventilators			Cob-web removal			Drain cleaing		
		Area in Sqr Mtr.	Frequency	Total	Area in Sqr Mtr.	Frequency	Total	Number	Frequency	Total	Number	Frequency	Total	Activity per day	Frequency	Total	Number	Frequency	Total	Area in Sqr Mtr.	Frequency	Total	Area in Sqr Mtr.	Frequency	Total
Hospital open area	General shift	9000	1	9000						0				1	1	1	0	1	0			0	300	1	300
Diaetry					269	3	807	1	1	1	5	2	10				24	1	24	320	1	320			
Total					9000			807			1			10			1			24			320		

Work Completed areas per day

Hospital open area	General shift																								
Diaettry																									
Total																									

Contractor's Signature

BHEL Official Signature

Remarks



**GENERAL TERMS & CONDITIONS OF CONTRACT**

**1. Definition:**

In these General Conditions of Contract, the following terms shall have, I meaning hereby assigned to them, except where the context otherwise requires:

- a) The "Contract" means, the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The "Work" means, the work described in the tender documents in individual work orders as may be issued from time to time to the contractor by the Officer-In charge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.
- c) The "contractor" means, the individual Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.
- d) "The Officer-In charge" means, the Officer deputed by the respective area HOD to supervise the work or part of the work.
- e) "Approved" and "Directed" means, the approval or direction of the respective area HOD or person deputed by him for the particular purposes.
- f) "BHARAT HEAVY ELECTRICALS LIMITED" (hereinafter referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or, other Administrative Officer of the said Company including DGM / WCM authorised to invite tenders and enter into contract for works on behalf of the Company.
- g) The "Contract sum" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.
- h) A "week" means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.
- i) A "day" means, the day of 24 hours (TWENTY-FOUR) irrespective of the number of hours worked or not worked in that day.

**1. Heading to the Contract Conditions:**

The heading to these conditions shall not affect the interpretations thereof.

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

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

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

The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the work. No. extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.

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

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

**6. Sub-Contract:**

The Contractor shall not sublet any portion of the contract.

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

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**7. Compliance to Regulations and Bye-Laws:**

The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye- laws of any local authority. The Contractor shall be bound to give all notices required by statutory regulations or by-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

**8. Earnest Money Deposit (EMD) & Security Deposit (SD):**

Earnest Money Deposit (EMD):

Tender must be accompanied by Earnest Money for the amount mentioned in tender notice, pledged to BHEL, Trichy in any of the forms mentioned below.

**Modes of Deposit:**

The EMD shall be accepted only in the following forms:

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

In addition to above, the EMD in excess of Rs Two lakh may also be accepted in the form of Bank Guarantee(BG) from scheduled bank. The Bank Guarantee in such cases shall be valid for at least six months. This means, for eg., If EMD stipulated for a tender is ₹2.50 lakhs, ₹2 lakhs shall be deposited in any of the above (4) modes and the balance ₹0.50 lakhs shall be given as bank guarantee". However, if a tender has an EMD amount equal to or less than ₹2 lakhs, then BG cannot be accepted for EMD. Vendor should exercise caution while taking modes of EMD for appropriate amount, as per tender, failing which their offer is liable to be rejected.

**Forfeiture of EMD:**

EMD by the tenderer will be forfeited as per tender documents if

- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender or increase his earlier quoted rates.
- ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
- iii) If only, a part of the work included in the tender has been awarded to the tenderer and the tenderer refuses to take up the work, the amount of Earnest Money to be forfeited will be based on the value of the contract so awarded.

General Terms related to EMD:

Earnest Money Deposit (EMD) will not carry any interest.

Earnest Money Deposit (EMD) of the successful tenderer will be retained as part of Security deposit.

The Earnest Money Deposit (EMD) will be refunded to the unsuccessful tenderers normally within 15 days of acceptance of the award of work by successful tenderer / expiry of offer validity period

Security Deposit (SD):

The contractor whose tender has been accepted shall, furnish security deposit within seven days of receipt of the notification of acceptance of his tender, as indicated. Security deposit shall be @ 5 % of Contract value.

EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security deposit (SD):

Modes of Deposit:

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

- i) Cash (as permissible under the extant Income Tax Act)
- ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
- iv) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL and affix one rupee (Rs.1/-) revenue stamp & sign on back side of FDR).
- v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

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in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

General Terms related to SD:

The security Deposit will not carry any interest.

Security Deposit shall be released to the contractor upon fulfilment of Contractual obligations as per terms of contract.

BHEL, shall not be responsible for any loss of securities due to liquidation or any other reason whatsoever or any depreciation in the value of the Securities while in their charge or for any loss of interest thereon.

NOTE: Acceptance of Security Deposit against Sl. No. (iii), (iv) and (v) above will be subject to hypothecation or endorsement on the documents (Signature of the Branch Manager must be present) in favor of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.

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

**Collection of Security:**

At least 50% of the required Security Deposit, including the EMD, will be collected from the Contractor before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected. If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.

All compensation or other sums of money payable by the contractor to BHEL under the terms of this contract or under any other contract with BHEL, may be deducted from the Security Deposit or realized by the sale of the securities of from the interest arising there from or from any sums which may be due or may become due to the contractor payable by BHEL, on any account whatsoever against this contract of any other contract with BHEL and in the event of his Security Deposit being reduced by reason of such deductions or sale as aforesaid, the Contractor shall within seven days thereafter make good in cash or in securities endorsed as aforesaid, any sum or sums by which the security Deposit has been so reduced.

In case of an Award of a Contract and if the Contractor fails to perform or does not comply with the Performance Evaluation Criteria, the Security Deposit will not be refunded / Bank Guarantee encashed.

The Bank Guarantee shall be kept valid until the due date for refund of Security Deposit.

Security Deposit has to be deposited within 7 days of LOI/WO as indicated. Else EMD will be forfeited and may also attract the provision of "Suspension of Business dealings with Suppliers/Contractors".

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

1. Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GST registration No (GSTIN) which should be clearly mentioned in the offer. If the dealer is exempted from GST registration, a declaration with due supporting documents need to be furnished for considering the offer. Dealers under composition scheme should declare that he is a composition dealer supported by the screen shot taken from GST portal. The dealer has to submit necessary documents if there is any change in status under GST.
2. Supplier shall mention their GSTIN in all their invoices (incl. credit Notes, Debit Notes) and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No. which is linked/uploaded in GSTN network shall be clearly indicated), Billed to party (with GSTIN) & Shipped to party details, item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, Place of Supply etc.
3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
4. Invoices will be processed only upon completion of statutory requirement and further subject to following:

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

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

Note: GST will be charged on the forfeited EMD/SD amount from the bidder at the applicable rates. GST tax Invoice will be issued to the vendor on receipt/recovery of GST amount from the vendor.

**10. Orders under the Contract:**

All orders, notices etc. to be given under the contract shall be in writing, typescript or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.

**11. Contractor's Supervision:**

1. The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to BHEL Officials.
2. Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself.
3. The Contractor or his accredited agent shall attend when required without making any claim for doing so to the OFFICER-INCHARGE, to receive instructions.
4. The respective area HOD shall have full powers and without assigning any reason, requires the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.

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

1. The Contractor shall remain liable for the payment of all wages and other payments in connection with the employees engaged by him and with regard to the work.

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

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2. The Contractor shall comply with the applicable provisions of Payment of Wages Act-1936, Minimum Wages Act-1948, Employees' Liability Act-1938, Employees' Compensation Act-1923, Payment of Bonus, EPF and Miscellaneous Provisions Act-1952, Employees' State Insurance Act-1948 and other relevant Acts and rules framed, thereunder from time to time.
3. Contractor shall be responsible for making payment of wages within 7days from the last day of wage period and shall obtain the signature at the end of entries in the wage register from area in-charge of contract operating department.
4. Contract labours has to sign the filled in wage register in front of the area in-charge of contract operating department and area in-charge should certify the wage register for payment to the Contract labours only after signed by all the contract labours in filled wage register.
5. Contractor shall have/ obtain license under the Contract Labour (Regulation and Abolition) Act-1970.
6. As per the circular issued by HR-Welfare/ BHEL dt 08.04.2014, the following additional wages per month has to be paid by the Contractor to his employees over and above the minimum wages declared by the Government of Tamil Nadu as:

a) Unskilled Worker (USW)	₹ 3200/-
b) Semi-Skilled Worker (SSW)	₹ 3700/-
c) Skilled Worker (SW)	₹ 4100/-
d) Highly Skilled Worker (HSW)	₹ 4300/-

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

Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract  
AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR &  
SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS

Enquiry No: 90320 00015/ 27.10.2020



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

Ref No.TP:HR: Contract Cell: MW

Date: 17/04/2020

**CIRCULAR**

To

**All Contract Awarding/Executing Executives**

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

**Ref:** Notification No. Z3/9123/2020 dated 17/03/2020 by Office of the Commissioner of  
Labour, Chennai – 600 006.

Consequent upon the increase in Dearness Allowance payable under the Minimum Wages Act  
from Rs.4574/- to Rs.5209/- per month to those employed in "General Engineering and  
Fabrication Industry", the Statutory Minimum Wages applicable to the contract workmen  
would be as follows with effect from 01/04/2020:

S No	Category	Minimum Basic Wages per day	Minimum DA per day	Total Minimum Wages per day
1	Unskilled Worker	Rs.258.50	Rs.200.35	Rs.458.85
2	Semi-Skilled Worker	Rs.271.00	Rs.200.35	Rs.471.35
3	Skilled Worker	Rs.278.50	Rs.200.35	Rs.478.85
4	Supervisor*	Rs.295.00	Rs.200.35	Rs.495.35

Note: (calculation)

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

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

*17/4/2020*  
DGM (HR-Law&Contract Cell)  
(T.S.Balaji)

CC:

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

7. Contractor should ensure that at least the prevailing minimum wages, as per the rules of Government of Tamil Nadu, which are applicable to General Engineering and Fabrication Industry and BHEL's additional wages, inclusive of bonus after remitting PF & ESI contributions, are paid to his employees only in their respective nationalized bank accounts by means of NEFT/ RTGS/ IMPS.

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

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

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While submitting the bills, the contractor should submit a proof of payment made to employees only through nationalized bank, along with PF and ESI contribution challans to Welfare Section every month for effecting payment by BHEL. Otherwise payment to the bills will not be processed.

In addition, the contractor has to submit wage register as a proof for payment of Minimum wages and additional wages as per prevailing acts, for getting payment from BHEL. The prevailing wages as per BHEL circular is cited below for reference:

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

If the Contractor employs more than twenty employees, he has to obtain License to this effect from the Factory Inspectorate and renew the same periodically.

9. The Contractor should follow and comply with Minimum Wages, ESI, PF, Bonus, Group Insurance and other statutory regulations as stipulated in Factories Act and other applicable State / Central Governments' rules & regulations.
10. Each contract employees must have his own PF and ESI Codes and comply with the relevant Acts.
11. The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The Contractor should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident / incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.
12. Contractor shall maintain proper records of PF, EDLI, Pension, ESI contribution, administrative charges etc., wherever applicable and shall produce proof of deductions as well as remittances. Contractor shall issue wage slips to his employees. Indicative lists as follows, which shall be maintained neatly, completely and legibly for inspection by various statutory authorities and the company officials even at short notice:

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

**13. Precautions against Risk:**

The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

**14. Damage & Loss to Private Property & Injury to workmen:**

The Contractor shall at his own expense reinstate and make good to the satisfaction of the respective area HOD and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Employees Compensation Act or otherwise.

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**15. Laws Governing the Contract:**

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

**16. Cancellation of Contract for Corrupt Acts:**

BHEL, whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued, shall accrue thereafter to BHEL cancel the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default.

If the Contractor shall:

a) Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for having borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,

OR

b) Enter into a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL,

OR

c) To obtain a contract with BHEL as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

**17. Cancellation of Contract for Insolvency Assignment of Transfer or Subletting of Contract:**

BHEL, without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to BHEL, shall cancel the contract in any of the following cases:

If the Contractor,

a) Being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors.

OR

b) Being a Company, shall pass a resolution or Court shall make an order for the liquidation of its assets, or a receiver or Manager on behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager.

OR

c) Assigns, Transfers, Sublets or attempts to assign, transfer or sublet any portion of the work.

d) Whenever BHEL exercises the authority to cancel the contract under these conditions, BHEL may have the work done /by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by the respective area HOD) being less than the contract cost, the advantage shall accrue to BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by the respective area HOD or the same shall be recovered from the Contractor by other means.

e) In case BHEL carries out the work under the provisions of this condition, the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and / or labour provided by BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the respective area HOD whose decision shall be final and conclusive.

f) Labour engaged by the contractor should be disciplined & exhibit good behaviour in dealing with employees of BHEL. Any misbehaviour or undesirable conduct of any person engaged by the contractor is reported, contractor shall change that person immediately or else it may even lead to termination of the contract & in such case security deposit will be forfeited as penalty.



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**18. Cancellation of Contract in Part or Full for Contractor's Default:**

If the contractor:

- a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from the respective area HOD or his authorized representative:
- b) fails to comply with any of the terms & conditions of the contract or failure to comply orders after reasonable notice in writing with orders properly issued thereunder:

BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercises the authority to cancel the contract as a whole or part under this condition, BHEL may complete the work at the contractor's risk and cost (as certified by the respective area.

HOD which is final and conclusive) being less than the contract cost, the advantage shall accrue to BHEL. If the cost exceeds the money due to the Contractor under this contract, the Contractor shall either pay the excess amount ordered by the respective area HOD or the same shall be recovered from the Contractor by other means. In case BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the respective area HOD whose decision shall be final and conclusive.

**19. Termination of Contract on Death of Contractor:**

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated, BHEL shall have the option of terminating the contract without compensation to the Contractor.

**20. Special Power to Termination:**

If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the respective area HOD shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosing of the work.

**21. PAYMENT TERMS:**

1. Payment will be made after 45 days of completion of work/service entry sheet, on pro-rata basis on acceptance and certification of bills by BHEL Engineer-in-Charge.

2. Payment shall be made against Certification by respective area Engineer-in-charge.

The Contractor at the end of each month shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the respective area HOD separately details of their claims for the work done by them up to and including the previous. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done up to and including the period under report. Payment will be at the sole discretion of BHEL.

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

- a) Copy of payment challan of previous Month / Quarter as proof of deposit of GST along with a certificate from the Contractor that GST collected from BHEL has been remitted to tax authorities.
- b) Any other relevant document which is required from time to time as per BHEL requirement.
- c) If the Contractor is not registered for any statutory obligation and not liable thereto, then a declaration shall be submitted along with offer that they are within the threshold limit.

No advance may be paid for operational or any other expenses. Goods and Services tax will be payable extra by BHEL at prevailing rates and corresponding TDS will be made as per Government norms.

**22. Recovery from Contractor:**

Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractor, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit unless the contractor pays the claim on demand.

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**23. Post- Technical Audit of Work and Bills:**

BHEL reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub- paragraphs. However, no such recovery shall be enforced after three years of passing the final bill.

**24. Refund of Security Deposit:**

The Security Deposit may be refunded to the Contractor after completion of the contract provided, after the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE".

**25. Force Majeure Clause:**

If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earthquake etc. ) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence thereof neither of the parties shall by reason of such event be entitled to terminate this Contract or claim for damages against the other in respect of such non-performance or delay for such period. Performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time may be granted for periods considered reasonable by the respective area HOD at his discretion subject to prompt notification by the contractor.

**26. Arbitration and conciliation:**

Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Tiruchirappalli.

The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Tiruchirappalli.

The cost of arbitration shall be borne as per the award of the Arbitrator. Subject to the arbitration in terms of Clause above, the Courts at Tiruchirappalli, shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the contract has been terminated by either party in terms of this contract.

In case of contract with Public Sector Enterprises (PSE) or a Government Department, the following shall be applicable:

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contract, such dispute or difference shall be referred by either Party for arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the Parties to the dispute, provided, however, any Party aggrieved by such award may make further reference for setting aside or revision of the award to the Law

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Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties hereto finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

**27. JURISDICTION:**

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

**28. SECRECY OF CONFIDENTIAL INFORMATION:**

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

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

**29. Signing of Contract:**

Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership or Hindu Joint Family firm, may be signed in the FIRM'S name by the Managing Partner or all /one of the Partners on behalf of the firm or the Karta or Manager for HUF as the case may be. Contract by a Company shall be signed with the name of the Company from a person authorised in this behalf and a Resolution or power of attorney or other satisfactory proof, showing that the person signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

**30. FRAUD PREVENTION POLICY:**

The Bidder along with its associate / collaborators / sub – vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about fraud or suspected fraud as soon as it comes to their notice”.

Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website, vendor portals of Units / Regions intranet.

**31. SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS / CONTRACTORS:**

Penal action can be initiated on the suppliers / Contractors in line with extant ‘Guidelines for Suspension of Business Dealings with Suppliers/ Contractors. The abridged version of extant ‘Guidelines for suspension of business dealings with suppliers/ contractors’ has been uploaded on <http://www.bhel.com> on “supplier registration page”. BHEL's Guidelines for Suspension of Business Dealings with Suppliers/ Contractors shall apply to this Notice Inviting Tender/ Enquiry. The Bidders shall peruse the same prior to submission of the bid Any action taken or proposed to be taken by BHEL under the said policy shall be without prejudice, and in addition, to other rights and remedies as may be available to BHEL under contract or law."

The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site [www.bhel.com](http://www.bhel.com).

1.0 Integrity commitment, performance of the contract and punitive action thereof:

1.1. Commitment by BHEL:

BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

1.2. Commitment by Bidder/ Supplier/ Contractor:

1.2.1. The bidder/ supplier/ contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner

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which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.

1.2.2. The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.

1.2.3. The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.

If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extant guidelines of the company available on www. bhel.com and/or under applicable legal provisions”.

**32. LIQUIDATED DAMAGES (LD)/PENALTY:**

Sl. No.	Description of Irregularities	Penalty
1	If the garbage is not lifted as per defined mode & scheduled	@ Rs. 500/-on each failure occasion
2	Staff not in Uniform/without I Card	@ Rs. 100/- per worker /day
3	Staff not wearing PPE (Chapel, Gloves & Mask etc.	@ Rs. 100/-per worker /day
4	If it is found that no action is been taken within one hour after the complaint of Un-clean premises and improper house keeping	@ Rs. 500/-per complaint
5	Misbehaviour by the housekeeping staff to BHEL employee or patient/ patient relative/ visitors.	@ Rs. 500/-per incident
6	For non-performance of activities under scope of work	1.5 times the quoted rate/unit for the non-executed activities. This is to be calculated by the executing department
7	Recurring of irregularities given at Sr. No. 1, 2, 3, 4,5&6	Double the penalties amount mentioned in Sr. No. 1 to 6

**33. RISK PURCHASE:**

a) In the event of any successful Tenderer's failure to fulfil any of the tender / Contract obligations as per Contract / Agreement, BHEL may entrust the job to alternate vendor and get it completed to meet the BHEL requirement and additional expenditure, if any, including consequential cost viz., demurrage etc., will be fully recovered from the Contractor who failed to complete the job in line with the Contract.

b) The decision of BHEL with regard to the actual losses / consequential expenditure incurred by BHEL shall be final and binding on the Contractor.

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

**34. Biometric Entry/ Exit System for Contract Workmen:**

1. The Entry/Exit of the employees engaged by contractor is to be regulated only through Biometric system.
2. The Contractor initially will be issued with a temporary gang pass for his/her employees for a period of ten days.
3. The contractor should arrange photo coverage for all his/her employees within the above stipulated time.
4. The contractor has to submit FORM-I for all his/her contract employees. All the particulars required in FORM-I are to be provided by the contractor without fail.

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5. Every employee of the Contractor shall be provided with Employment Card as per Form XIV (as per Rule 76 of the Contract Labour (Central) Rules, 1971 and the contractor shall instruct its employees to carry the Employment Card as well as Entry Card without fail, while entering/exiting factory.
6. The contractor should educate his employees in registering the attendance through the system.
7. Whenever a contract employee migrates or leaves service of the contractor, the contractor has to surrender the biometric card of the particular employee to Contract Cell with immediate effect, without fail.
8. On completion of the work, the contractor has to surrender all the biometric entry cards issued to its employees immediately to the contract cell. Otherwise, an amount of Rs.100/- per card will be deducted from the final bill/security deposit of the contractor.
9. If any contract employee lose his/her entry card, the contractor shall arrange a duplicate entry card for the employee by paying an amount of Rs.100/-.
10. The Contractor is totally responsible for the biometric cards issued to his/her employee.
11. The Contractor has to indemnify BHEL for all the damages and losses caused by his/her employees.

**35. Notices of Accidents:**

In the event of an accident the Contractor shall be required to fill injury report and submit to the Engineer in charge immediately and ensure compliance of ESI / Workmen's Compensation of accident as per the Act. The Contractor shall get the Contract personnel engaged by him insured under workmen's compensation policy from any Insurance company in India before actually starting the work. The Insurance coverage should be for the entire period of Contract. The Contractor shall comply with the provisions of the Workmen's Compensation Act 1923. (This should be read in connection with the provisions of ESI Act.)

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

1. The Factories Act, 1948:  
Section 32: Floors, stairs and means of access shall be properly maintained to ensure safety. Every place of working should have safe access. When any person has to work at a height from which he is likely to fall, provision shall be made, so far as is reasonably practicable, by fencing or otherwise, to ensure the safety of person so working.
2. Tamil Nadu Factories Rules, 1950  
**Rule 55:** Hoists and Lifts & Rule 55A. Lifting machines, chains, ropes and lifting tackles: Shall be maintained in good condition, thoroughly inspected and examined by competent persons and records to be maintained.  
**Rule 57:** Excessive Weights: No person shall, unaided by another person, lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the maximum limit in weight set out in the schedule (50 kg for adult male and 30 kg for adult female).  
**Rule 61E:** Machinery and plant: No machinery, plant or equipment shall be constructed, situated, operated or maintained in any factory in such a manner as to cause risk of bodily injury.  
**Rule 61F:** Methods of Work: No process or work shall be carried on in any factory in such a manner as to cause risk of bodily injury.  
**Rule 61G:** Stacking and storing of materials etc.: No materials or equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.  
**Rule 61-K:** Examination of eye sight of certain workers: No person shall be employed to operate a crane or to give signals to crane operator unless his eye sight and colour vision have been examined and declared fit by a qualified ophthalmologist.  
**Rule 61-N and Rule 61-O:** Workers to be provided with Personal Protective equipment suitable for the hazards and should be of good quality / have certification by Indian Standard Institute.

Note: For the type of work envisaged, personal protective equipment such as helmet, safety shoes and gloves are essential.

**Rule 96:** Notification of accidents: Shall be complied with as required in the Factories Act (Section 88 and Section 88A) and Tamil Nadu Factories Rules.

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

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

- a. The minimum wages Act 1948 and the related rules
  - b. The payment of wages Act 1936 and the related rules.
  - c. The Factories Act 1948 and related Tamil Nadu Rules.
  - d. The Employees' Provident Fund & Miscellaneous provisions Act 1952.
  - e. The Employees State Insurance Act 1948.
  - f. Workmen Compensation Act 1923
  - g. Payment of Bonus Act 1965
  - h. Maternity Benefit Act, 1961
  - j. Payment of Gratuity Act, 1972
  - k. Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979
  - l. Equal Remuneration Act, 1976
  - m. Industrial Employment (Standing Order) Act, 1960 (In case of engaging 100 or more personnel)
  - n. The Industrial Disputes Act 1947
3. Information technology act 2000, And any other law, or modifications to the above or to the rules made there under from time to time.

**37. STATUTORY REQUIREMENTS:**

- a. All statutory requirements under Minimum Wages Act, 1948, Factories Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Provisions Act, 1952, Payment of Gratuity Act 1972, Employee State Insurance Act 1948, Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, GST Act and all other applicable Acts shall be complied with by the Contractor.
- b. Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
- c. Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- d. Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provide a copy of the same to BHEL.
- e. Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

**38. REMOTE TRANSACTIONS: -**

The Contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, teleservice operations (whether voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done. Any transaction pertaining to the tender from both the parties of business done round the clock irrespective of the office or business hours of the companies, are valid legally and binding on both the parties. This applies to the extent only in such cases where deadline time for transaction is not specifically declared by either or both the parties to the business. In case Letter of Intent (LOI) is issued through email, the PC generated time and date of mail shall be construed as the official time and date of release of LOI. In as much as this date is within the last date of validity given by the bidder the LOI is said to have been issued within the validity period and shall be binding on both the parties to the business.

**39. CHANGE IN CONSTITUTION OF FIRM:**

Changes in constitution of firm whenever it is made after submission of application or during currency of the Contract, the existing firm has to duly inform the proposed changes to Contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the

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issue or dispute among themselves (Partners etc.) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL has the right for suspending or terminating the Contract.

**40. Common Terms and Conditions for Works Contract relevant to Safety:**

Following points shall be ensured for the safety of contract employees.

**I. Identity and Entry:**

1. The contractors to give identity card to their employees with full details like employee name, company name, age, blood group, contact person with phone no. etc.
2. The contractors not to employ people whose age is below 18 years.
3. HR/ Welfare will issue passes to the trained employees only.
4. Welfare section shall arrange for necessary infrastructure (biometric entry) for enrolment of new contract workers. Biometric entry system will be made available in North Gate and Unit 2 initially.
5. The data of daily entry of contract workers through biometric will be made available online to the contract awarding departments HR/Welfare.

**II. Training:**

1. Safety, first aid and firefighting training to be given to two responsible persons in each contract and they should take care of their groups on day to day working.
2. This shall be done within a period of 2 weeks after awarding of fresh contract.
3. For ongoing contracts, the contractors have to identify the persons to be trained within a period of 2 weeks.
4. Driving/operation of Crane/jumbo/Fork lift etc. are to be done only by authorized persons.

**III. Dress Code:**

1. Male employees should enter gates only with Safety shoes, Pants-Shirts, (Dothi, Lungi not permitted).
2. Female employees should enter gates only with Safety shoes. Loose dress must be avoided. (A shirt over saree /chudithar is a must).
3. Normal shoes are acceptable for office area work only.
4. Employees working in canteens can wear sandex.
5. Welfare will finalize and indicate a color coding to be provided in the dresses used by contract employees for uniformity and easy identification of the contract workers. Such colour shall be distinct from the colour of BHEL employees uniform.

**IV. Procedures:**

1. Smoking, audio-playing (mobile phone, iPod, inbuilt music systems etc. in the vehicles.) are banned within the factory premises.
2. Moving to unrelated areas must be strictly avoided by the contract employees entering to the other areas only with knowledge of concerned department.
3. Procedure (SOP) given from user departments are to be adopted for all operations and maintenance — e.g. tank cleaning, FT plant maintenance, Sewage maintenance, Oxidation pond maintenance, operation of substation, transformer maintenance etc. User departments agreed to generate procedures incase if not available already (Snake catching, Monkey catching, Honey comb removal etc.).
4. Adequate precautions to be taken while waste removal like paint sludge removal, chromic sludge removal, phenol and tar removal by contract employees.
5. The contractor should clearly inform the hazards involved to the employees MSDS to be displayed.
6. The contract employees involved in tank cleaning, ET plant maintenance, Oxidation pond maintenance should know swimming and strict monitoring should be ensured.
7. Line clearance (LOTO) procedure to be followed during bulb changing, electrical substation maintenance, ay, maintenance, furnace instrumentation etc.

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8. Work permits to be obtained for jobs like work at height, excavation, blasting, hot work, pipe line work, roof light maintenance, work at confined space like cellar.
9. Users agreed to initiate the permits for all the works mentioned in the table given below to safety Management for clearance.
10. Specified Speed limit 20 kmph to be followed by all the vehicles entered in factory premises.
11. Procedure given by user departments for spray painting, brush painting and dip painting should be followed. Paint sludge removal, empty tin removals etc. are to be periodically carried out and sent to disposal stores.

**Work Permit Instructions: -**

1	Work at height	Only experienced and qualified persons shall be allowed to carry out the work at height. Physically fit without any vertigo problem. Wear safety belt and use life line, Net etc.
2	Confined space work, cellars, furnace ducts	Oxygen level to be checked before work, proper breathing apparatus to be used. Only experienced people shall be allowed to carry out the work at cellars/confined space.

**Equipment's:**

1. All the equipment used by the contractors are to be in good condition with all safety provisions and to be checked and certified by the department officials.
2. Electrical supply to be taken through the M&S department. Unauthorized connections taken any will be viewed seriously.
3. Welding machines are to be used with proper earth connection. Cables should be in good condition. Insulation to be checked regularly and maintained.
4. Qualified electricians are only to be used for giving connections.
5. Good quality Electrical equipment and tools are to be used with valid certificates. These certificates must be shown on demand.
6. For portable electrical equipment supply to be taken using plugs points.
7. Wires /cables extension box should be in good condition.
8. Proper earthing should be maintained.
9. Mobile Crane, Fork lift, Trailers; JCB etc. should be in good condition with specified capacity and should not cause any untoward incident while in use.
10. Fitness Certificate issued by competent person approved by Govt. authorities, insurance and emission certificate etc. should be in possession and should be shown on demand.

**V. Welfare:**

1. The contractors are directed to generate PF number and ensure PF contribution remittance for all contract workmen engaged by them.
2. Bio-Metric Entry for Contract Workmen Contractors have been directed to cover all the contract workmen engaged by them through Bin-Metric Entry System

**VI. Violations:**

The following will be treated as serious violations and appropriate actions are to be Initiated by the users.

1. Employing people whose age is below 18 years.
2. Not wearing safety shoes or normal shoes (Contract employees will not be permitted after the security gates).
3. Not wearing FTEs.
4. Working without proper work permit.



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5. Possession of mobile phones other than taxi drivers.
6. Using mobile phones while driving.
7. Unauthorized electrical connections.
8. Driving/operation of Crane/jumbo/Fork lift etc. by unauthorized persons.
9. Unauthorized operation/driving of Lorries, mobile cranes etc.
10. Smoking, alcohol, audio-playing etc.
11. Moving to unconnected areas.

Any willful act that creates unsafe conditions.

- 41.** It will be the responsibility of the Contractor to ensure that the contractor himself, labour engaged for the work, are required to possess valid necessary license for execution of work from statutory authorities, renewal of the same periodically, during the occurrence of the contract and scrupulously adhere to the prevailing safety regulations, safety precautions and measures. BHEL will not be responsible for the lapses, shortcomings arising out of such deviations and the contractor will be responsible for any such eventualities and liabilities if any.

**42. Compensation Clause:**

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

- a) Victim: Any person who suffers permanent disablement or dies in an accident as defined below.
- b) Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing/operation and works incidental thereto at BHEL factories/offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works/during working at BHEL Units/Officers/townships and premises/Project sites
- c) Compensation in respect of each of the victims:
  - (i) In the event of death or permanent disability resulting from Loss of both limbs: Rs 10,00,000/- (Rs Ten lakh)
  - (ii) In the event of others permanent disability: Rs.7,00,000/- (Rs. Seven Lakh)
- d) Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to section 2 (I) of the Employee's Compensation Act,1923”

- 43.** If a tender provides relaxation for vendors, and if a vendor fails to submit supporting documents, they will be treated at par with other vendors or their bid would be liable for rejection, wherever as the case may be.
- 44.** In order to avoid unforeseen delay, it is advised that, any correspondence by vendor to BHEL shall be emailed to all the addressees instead of one individual, as mentioned in tender. The correspondence through email wherever sought by BHEL shall be replied with all the addressees in 'cc' of the mail. Any instances arising out of such non-adherence and subsequent claim by vendor, will not be entertained by BHEL. Vendor shall furnish valid email id's in the tender and regularly verify the same.
- 45.** The tenderer/Bidder or any of his authorized personnel or agents will be granted permission by the BHEL to enter upon its premises and lands for the purpose of site visit. However, the bidder shall undertake that he, his personnel, and agents will be responsible against all liability in respect thereof, including death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
- 46.** In general, Bidders shall themselves obtain all necessary information. A Bidder shall be deemed to have full knowledge of the Site, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed. The cost of visiting the Site shall be at the Bidders' own expense.
- 47.** The Bidder, at his own responsibility and risk & cost, is encouraged to visit, inspect and survey the Site and its surroundings and satisfy himself before submitting his bid as to the form and nature of the Site, the means of access to the Site, the accommodation he may require, etc.

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**48. BENEFITS TO STARTUPS:**

Start-up companies will be provided benefits and relaxation as per the latest government norms. For availing start-up benefits, relevant certificates issued by Department for Promotion of Industry and Internal Trade shall be submitted along with the tender.

**49. Preference to Make in India:**

"For this procurement, the local content to categorize a supplier as a Class I local supplier/ Class II local Supplier/ Nonlocal supplier and purchase preference to Class I local supplier, is as defined in Public Procurement (Preference to Make in India), Order 2017 dated 04.06.2020 issued by DPIIT. In case of subsequent orders issued by the nodal ministry, changing the definition of local content for the items of the NIT, the same shall be applicable even if issued after issue of this NIT, but before opening of Part-II bids against this NIT".

- 50.** The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.

**51. Final Bill:**

As soon as possible after the completion of the work to the satisfaction of the Engineer-in-charge, the contractor shall forward a certified final account on BHEL form, in duplicate. It shall be accompanied by all abstracts, vouchers etc., in support thereof and shall be prepared in the manner prescribed by the Engineer-in-charge. No claims will be entertained after the receipt of the final bill. The Contractor shall be entitled to be paid the final sum less the value of payments already made on account subject to certification of the final bill by the Engineer-in-charge. Any sums due from the contractor on account of Tools & Plant, Stores or any other items provided by BHEL not yet recovered from the contractor shall be deducted from the final sum aforesaid. No charge shall be allowed to the Contractor on account of the preparation of the final bill.

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**ANNEXURE-A1**

**No deviation and Declaration to be given by vendor in vendor's letter head**

**Name of work: .....**

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

We, the vendor, do hereby declare that we do not have any deviations to the tender terms and conditions as per

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

We have gone through all the tender terms and conditions; we have noted down the job content & site conditions. We have quoted our offer for all items by taking care of unit of measurement given in the Bill of quantities against individual items. In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null & void. We assure that no tampering was done to any part of tender document by us and if otherwise will lead to rejection of our bid. We confirm to have submitted our offer strictly in accordance with tender instructions.

We also hereby confirm the following points with ref to the above works, if ordered on us:

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

**EMD PAYMENT VIDE E-COLLECT**

This explains how to make Payments to BHEL- Tiruchirapali and through SBI-Ecollect.Vendors (EMD and SD Payments payable by others) can utilise this facility. Payments can be made using Internet Banking, Debit Cards/Credit Cards etc. SBI Charges a minimum amount for every transaction. This may vary according to the MODE selected.

**STEP BY STEP PROCEDURE:**

Login to <https://www.onlinesbi.com>

1. Select State Bank Collect available on the top (pre login page)
2. Accept the terms and conditions and click "PROCEED"
3. Select State "TAMILNADU "and Institution type "INDUSTRY ".
4. Select "BHEL TRICHY under "INDUSTRY".
5. In the next page, Select APPROPRIATE category, fill details correctly & click "SUBMIT".
6. If all details entered are correctly populated, click "CONFIRM "to proceed.
7. Make payment as per your convenience. (Options available are payment of fees through SBI Net Banking, State Bank ATM cum Debit Cards / Other Bank Debit / Credit Cards and through SBI Branches).
8. SAVE & Keep the copy of receipt for future reference.

**HOW TO TAKE RECEIPT FOR A PAYMENT MADE, EVEN ON A LATER DATE:  
(PLEASE CHECK THE STATUS BEFORE MAKING PAYMENT SECOND TIME)**

1. Login to [www.onlinesbi.com](http://www.onlinesbi.com)
2. Select State Bank Collect available on the top (pre login page)
3. Accept the terms and conditions and click "PROCEED"
4. Select "PAYMENT HISTORY "option available on the left side of screen.
5. Using two options as mentioned below, you can get the receipt:
  - a. Type the same Date of Birth, Mobile Number which you have entered at the time of making payment through SB collect. Select the date range and submit.
  - b. If you know the payment reference number, then enter the Reference number (DU...) along with anyone information (Date of Birth / Mobile number, which you have entered at the time of making payment). Select the date range and submit.
    1. In the next page, take print out of receipt.

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**ANNEXURE-A3**

**(NOTE: VENDORS ALREADY HAVING VENDOR CODE/PAID VIA EFT WITH BHEL TRICHY  
PREVIOUSLY NEED NOT FILL THIS)**

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

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

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

**AUTHORISED SIGNATORY WITH NAME SEAL**

**Banker's Certification**

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

PLACE:

(Manager / Officer's)

DATE:

Signature Under Bank stamp and Name  
Seal with Membership No.

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

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**ANNEXURE-A4**

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

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

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

In this illustration, assume there are 2 items in the BoQ and the respective quantity and Percentage allocation is specified as below.

Item	Quantity	Unit	% allocated
1	500	Each	60%
2	400	Each	40%

If the total amount quoted by a vendor is 1,00,000/- (One lakh) for the entire package,

Then,

Rate per unit for Item 1 would be arrived as =  $(₹1,00,000 \times 60\%) / 500 = ₹120.00/-$

In the same manner, the rate per unit, for item 2 would be arrived as follows,

Rate per unit for Item 2 =  $(1,00,000 \times 40\%) / 400 = ₹100.00/-$

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

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**ANNEXURE-A5**

The tender must be signed digitally / physically by Proprietor/ Managing Partner/ Director of the Firm. If any other person is authorized to sign the tender, this copy of Power of Attorney must accompany the tender.

**POWER OF ATTORNEY**

**(To be typed on company's letter head)**

I/We do hereby make, nominate, constitute and appoint Mr ..... , whose signature given below herewith to be true and lawful Attorney of M/s ..... hereinafter called 'Company', for submitting Tender and inter alia, sign, execute all papers and to do necessary lawful acts on behalf of our Company with M/s Bharat Heavy Electricals Ltd, HPBP, TRICHY-620 014, in connection with (Name of work)

vide Tender Enq No: \_\_\_\_\_, dated \_\_\_\_\_. And the Company do hereby agree to ratify and confirm all acts, deeds, things or proceedings as may be lawfully done by the said attorney and by or on behalf of the company and in the name of the company, by virtue of the powers conferred herein and the same shall be binding on the company and shall have full force and effect.

Director/CMD/Partner/Proprietor

Signature of Mr.....(Attorney)

Attested by: Director/CMD/Partner/Proprietor

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**PART-II**

**(BILL OF QUANTITIES-QTY GIVEN ARE FOR TOTAL CONTRACT DURATION 15 MONTHS)**

**(No amount should be written here. Quote based on this BOQ should be given online, only in eProcurement portal)**

Sl. No.	Description of work	Unit	Quantity	% Allocation
1	Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-A in all toilets, wash basins, bath rooms, etc. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.			
a	Water closet.	Each	1,49,896	9.198%
b	Wash basin	Each	90,943	3.915%
c	Urinal	Each	8,226	0.519%
d	Wash trough	Each	90,943	4.918%
e	Bath room	Each	89,115	5.163%
f	Cleaning of Tea Piont	Each	4,570	0.334%
g	Cleaning of windows & Ventilators	Each Set	48,750	3.383%
2	Sweeping, cleaning, washing and swabbing the following hospital floors areas as per the frequency mentioned against each activity in Annexure-A in all hospital buildings, offices, staircases, swabbing of doctor rooms, conference halls, cobweb removal in all areas, cleaning of OT etc. After sweeping all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by section incharge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user section. Quoted rate shall include cost of labour, tools, machineries, necessary chemicals, acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.			
a	Sweeping of full hospital floor area	100 Sqm	1,22,229	22.671%
b	Swabbing of full hospital floor area.	100 Sqm	1,22,229	28.312%
c	Cob-web removal in full hospital area.	100 Sqm	6,412	2.611%
3	Sweeping of roads footpath, drains, platform, open spaces, Vehicle shed, surrounding area of buildings, side & back spaces in between blocks and other area as identified & instructed by Admn. incharge. Grass removal and gardening of surroung area. Rates include labour charge, tools, brooms, mallard, baskets etc. Sweeping and hand picking of debris, collecting & dumping the debris nearby dustbins/earmarked area etc. Complete. Sweeping has to be done as and when required. Payment will be made only for the area where sweeping has been done.	100 sqm	41,130	6.743%
4	Hospital floor washing which includes all wards including Varandas, Operation theatres & Martuary area.	100 Sqm	2,715	3.017%
5	Cleaning of Dietry & Dinning hall, after every meals which includes cleaning of floor, table, utensils etc. as directed by Chief Matron.	100 sqm	3,688	1.669%
6	Cleaning of glass partitions at Male OP, Female OP, X-ray room etc., includes cleaning with cotton sock with soap water.	100 sqm	130	0.003%



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7	Dead body transportation, includes transportation of dead body from ICU,OT etc. to Mortuary and Martuary to Ambulance.	Each	65	0.063%
8	Patient care as defined in terms & conditions, Annexure-IV	Each	2,285	1.109%
9	Dead Dog,Monkey, Peacock etc., includes picking up the dead animals and buried at assigned place.	Each	65	0.063%
10	Drain cleaning	100 Sqm	195	0.190%
11	Cleaning of Blood stain cloths at OT	per Day	457	0.891%
12	Cleaning of Lab Items, includes Cleaning of Test tubes, bowls, etc.,	per Day	457	0.447%
13	Collection of Bio-medical waste from wards and Ops in color coded bags and keeping at assigned place.	per Day	457	1.235%
14	Shifting of Madicine & Materials includes shifting of medicine from stoeres to dispensary and arremgement in racks also to periferal dispensaries. Shifting of materials in and arround hospital as dertected by Admn. In-charge.	per Day	457	0.443%
15	Daily Transporting the garbage, horticulture waste, hospital, kitchen waste etc., collected from various wards, dustbins and other places by Lorry covering with suitable net to avoid spilling during transportation and unloading at the earmarked place on the Eastern side of MHD (Nearly 5 K.M. from the center point of Kailasapuram,). Rate also includes collection, loading, unloading, hire & running charges of lorry, tools required, all labour and all other incidentals etc. complete and as directed by the department. The trip sheet is to be maintained for each load that will be certified by the concerned official, which will form the basis for making payment. Each load would exit only through the main entrance of Township.Capacity of the Lorry should be minimum 300 cubic feet.	Each trip	457	3.103%
<b>Total</b>				<b>100.000%</b>

**GRAND TOTAL** i.e. Total lumpsum value for the work (for the Quantities indicated) for all the items in the Bill of quantities, for the Total contract duration of **fifteen (15) Months** including all the taxes (except applicable Goods & Service Tax) **is to be filled only in e-Procurement portal price bid.** (No amount should be written here)

Refer **Annexure-A4**, for rates to be arrived by BHEL.

**Name of work Mechanized and/or Non-Mechanized Housekeeping and Sanitation works contract AT BHEL MAIN HOSPITAL AND PERIPHERAL DISPENSARIES (KATTUR, THILLAI NAGAR & SECURITY COLONY) FOR 2020-22 FOR A PERIOD OF 15 MONTHS**

**Enquiry No: 90320 00015/ 27.10.2020**

**Note:**

1. Total lumpsum amount quoted by vendor online, is for all the items in BOQ, for the quantity indicated, for the total contract duration as per tender.
2. The amount should be quoted inclusive of all taxes and duties levied or to be levied both by Central and State Government authorities from time to time, except applicable GST. Applicable GST% shall be indicated, seperately as required in tender, online. Goods & Service Tax will be paid extra on production of documentary evidence.
3. The contractor shall quote only the lowest possible Total amount that can be offered for the intended quantity. Rate for individual items of BOQ will then be arrived by BHEL, as per Annexure-A4 in Technical bid. Quotation should be valid for a period of 120 days from the date of Technical bid opening.
4. In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders .In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss/draw of lots, in the presence of the respective L-1 bidder)s (or their representatives. (Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.
5. The amount quoted shall remain firm and valid during the entire period of contract (including extended period if any) and no extra payment will be reimbursed to the contractor by BHEL.
6. The tenderer by participating in this tender, hereby confirms they had read and accepted all the Terms and conditions in Tender Schedule, also amount quoted with inclusive of any taxes and duties levied except Goods & Service Tax (GST) etc. has been considered by the tenderer for the total contract period.
7. No other pre conditions along with your offer will be entertained by BHEL.
8. The contractor while quoting shall take care of units specified against every item in bill of quantities.
9. Evaluation of the offer shall be done on "Net Cash outflow to BHEL after taking into account applicable Taxes and Duties "and overall (package) L1 basis. The L1 position based on the quoted values (subject to calculations) excluding applicable Goods & Services tax (GST), will not necessarily mean L1 for a vendor, but the net liability to BHEL, after considering the Goods & Services tax (GST) criteria for all the vendors who had participated in the tender. In case of exemption from the payment of Goods & Services tax (GST), the vendor has to submit a declaration along with the tender. For such exempted vendor, Vendor cannot claim GST from BHEL, during the execution of the contract (if awarded) even if their status under GST changes to regular tax payer.