



TENDER DOCUMENT

For Tender Enquiry No.: **HRM/TS/20/02**

For

“Labor supply contract for data punching, dak distribution & other miscellaneous activities at ADM building & Canteen department”

Contact Person:

Name: Anshuman Sharma
Designation: Dy. Mgr (CMM)
Email: anshuman.sharma@bhel.in
PH: 0510-241-2784

Tender Due Date: 17/08/2020 at 13:15 Hrs.
Tender Opening Date: 17/08/2020 at 14:00 Hrs.

Schedule "A"

DETAILS OF TENDER DOCUMENT

SCOPE of work:

The detailed content of tender document are as follows:

Sl. No.	Description	Annexure	Page no
1	Details Of Tender	A	2
2	Notice Inviting Tender	B	3
3	Scope of Work & Work Specifications	As per s. no. 1 of annexure-B	3
4	Qualifying Requirements	C	4
5	Terms and conditions	As per GTC attached	-
10	Technical Bid	As per clause II(C) of GTC	-
12	Annexures	I to VII(#)	5-11

Price quoted should be as per price bid format, from JS 145 for labour contracts and enclosed a soft copies to the enquiry (refer clause II(A) of GTC).

*GTC- General Terms and Conditions of Enquiry

Schedule "B"

NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	<i>Labor supply for punching, dak distribution & other miscellaneous activates at ADM Building & Canteen</i>
2	Tender Evaluation Criteria	<i>(as per Schedule A)</i>
3	Duration of Contract	<i>From 21.08.2020 to 20.08.2021</i>
4	Last date of receipt of the Tender	<i>Up to 13:15 hrs. on 17/08/2020</i>
5	Date of opening of Techno – Commercial Bid.	<i>14:00 hrs. on 17/08/2020</i>
6	Address for submitting the Tender	<i>(as in clause II (C) of GTC)</i>
7	Earnest Money Deposit * (EMD)	Rs 2,83,503.59
8	Cost of Tender	<i>Rs 1500/-plus GST (as applicable) = Total Rs. Rs 1770 ((i) Electronic Fund Transfer credited in BHEL account BHEL account details: Bank Name: - SBI; A/c No.: - 10670828866 ; IFSC Code:- SBIN0003807 A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED (ii) At BHEL cash office through POS machine No Demand Drafts shall be accepted.)</i>
9	Validity of Offer	<i>30 Days</i>
10	Security Deposit	<i>The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit. Refer clause IX (A) of GTC.</i>
11	Contract award distribution	<i>The contract shall be divided in two parties in the ratio of 60:40. All the eligible bidders will be categorized from L1 to LH bidder (LH will be the bidder who quoted highest rate) on basis of their quoted rates. In case of equal rates at the same level, toss/lottery shall be drawn among all the contractors having quoted equal rates for grading from lower to higher rates. This list shall be referred for award of work.L1 bidder shall get the 60% of work, whereas after counter offer (if required) L2 shall be given 40% respectively of the work at L1 rate.</i>

Note:

EMD "**":

For works/ services with estimates up to Rs 10 Crs	2% of the estimated cost
For works/ services with estimates more than Rs 10 Crs	20 lakhs plus 1% of the estimated cost over Rs 10 crs.



Bharat Heavy Electricals Limited, Jhansi

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The EMD may be accepted only in the following forms:

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

BHEL account details: Bank Name: - **SBI**; A/c No.: - **10670828866**; IFSCCode: - **SBIN0003807**

A/c Holder Name: - **BHARAT HEAVY ELECTRICALS LIMITED**

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

In case total EMD amount is more than Rs 20 Lakh, the amount in excess of Rs 20 lakh may be accepted in the form of Bank guarantee from scheduled bank. The Bank guarantee in such cases shall be valid for at least 6 months.

The contractors may physically visit the work place before quoting their rates. For relevant details, please visit our website "www.bhel.com" & "www.eprocure.gov.in"

Schedule : 'C'

QUALIFYING REQUIREMENTS

1. Should have independent ESI Code number
2. Should have PAN/TAN number
3. Should have Pan Based Service Tax number
4. Should have VAT/TIN No. if material is supplied/consumed
5. Self-Declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any Unit/Region/Office of BHEL/ Any PSU
6. Self-Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
7. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Schedule: I
8. Financial Strength and Experience:

i) **Average Annual financial** turnover during the last 3 years, ending 31st March 2020,

Should be at least **20.28 lakhs**. If all the balance sheets/Financial statements are not available for all the three years, then the average shall be calculated by dividing the sum of turnover of submitted balance sheet/Certificate from CA/Financial statement for three years.

Note-Provisional /Actual Turnover for financial year 2019-20 duly certified by CA shall also be acceptable for evaluation purpose.

ii) **Experience** of having completed similar work (any contract executed on labour basis) during last 7 years ending 31.07.2020 should be either of the following:-

- a. Three similar works each costing not less than Rs **27.05** Lakhs
Or
- b. Two similar works each costing not less than Rs **33.81** Lakhs
Or
- c. One similar work, each costing not less than Rs **54.10** Lakhs

Note: Similar work to be defined by the concerned department Documentary proof (Execution Certificate) for the experience to be submitted along with Technical Bid. In case of experience in Private Sector, relevant TDS Certificate must be attached as evidence.



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V

TENDER ENQUIRY NO. _____

Self Declaration

1. I / We have not been found guilty by a Court of law in India for any crimes of fraud, dishonesty or moral turpitude.
2. I / We are not been blacklisted/under hold/banned or delisted by BHEL Jhansi or any Unit/office of BHEL or any other organization, before or till, on the date of tender opening.
3. I / We shall not be influenced by anyone in deployment of labour, for this contract.
4. I / We will deploy persons preferably with experience developed in BHEL Jhansi, for this contract.
5. I / We will ensure that the manpower deployed for this contract shall be competent to carry out the assigned task
6. I / We shall deploy manpower after acceptance of the Head of the Executing Department
7. I / We agree that BHEL shall reserve the right to reject any labour deployed – if found not having the requisite documents, proficiency, experience, etc for the relevant task, or if found involved in any misconduct
8. I / We undertake that we shall pay minimum wages to the labour employed by us for this contract, and also undertake to abide by all statutory and regulatory requirements, as also to the references, terms and conditions mentioned in the tender document, while carrying out work at BHEL Jhansi.
9. I / We undertake that, wherever applicable, we shall pay Stamp Duty Charges on Security Deposit to the Government

(Signature of the Contractor with Name. Designation & Seal)

गेट पास आवेदन

(ठेकेदार के संविदा श्रमिकों हेतु)

१. ठेकेदार का नाम
२. कार्य का स्वरूप
३. कार्य आदेश सं./दिनांक
४. कार्य आदेश अवधि
५. कार्य स्थल (विभाग एवं कोड)

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 एवं

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६. गेट का नाम जिससे प्रवेश/वर्हिगन होगा
७. कर्मचारी की ड्यूटी का समय

संविदा श्रमिक का व्यक्तिगत विवरण

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

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

पिता का नाम.....पहचान चिन्ह.....

स्थायी पता.....वर्तमान पता.....

शैक्षिक योग्यता.....

तकनीकी योग्यता.....

आधार न0.....मोबाइल न0.....

भविष्य निधि खाता संख्या

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कर्मचारी रा.बी. निगम खाता संख्या

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(संविदा श्रमिक के हस्ताक्षर/दिनांक)

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

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

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

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

(दिनांक एवं मोहर सहित)

के० ओ० सु० ब० द्वारा भरने के लिए

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

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

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

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



Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/20/02/

Schedule: "K"

ANNEXURE-II

FORM XIV

(See Rule 76)

Employment Card

Name and address of Contractor :

Nature of work and location of work :

Name and address of Establishment
in/under which contract is carried on :

Name and address of Principal
Employer :

1. Name of the workmen :

2. Serial No. in the register of workmen
employed :

3. Nature of employment/designation :

4. Wage rate with particulars of unit,
in case of piece-work. :

5. Wage period :

6. Tenure of employment :

Remarks. :

Signature of contractor.

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/20/02/

Schedule: K (Annexure:-IV)

FORM XVII

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

Register of Wages

Name and Address of Contractor

.....

Nature and location of works

.....

Name and address of Establishment in / under

Which contract is carried on

.....

Name and address of Principal

Employer

.....

Wage period: Monthly

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

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

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

SIGNATURE & SEAL OF THE CONTRACTOR

Verified that Wages disbursed to labors

Mentioned in Sr. No 2 through bank on..... (Date)

(Sign & Seal of Executive Incharge)

Annexure VI

CONTRACT AGREEMENT

THIS AGREEMENT MADE THIS ____ DAY OF ____ between BHARAT HEAVY ELECTRICALS LIMITED, Jhansi (A Government of India Enterprise) a Company incorporated under the Companies Act 1956, having its registered office at BHEL House, Siri Fort, New Delhi - 110 049 (hereinafter called BHEL) of the ONE PART

AND

M/s _____ (hereinafter called the 'Contractor') of the SECOND PART WHEREAS M/s _____ State that they have acquired and possess extensive experience in the field of _____ And whereas in response to an Invitation to Tender No. _____ issued by BHEL for the execution of _____ The Contractor submitted their offer And whereas BHEL has accepted the offer of the Contractor on terms and conditions specified in the work order No. _____ dated: _____ read with the reference cited therein.

THIS AGREEMENT WITNESSESS AND it is hereby agreed by and between the parties as follows: That the Contractor shall execute the work of _____ and more particularly described in Tender specification (hereinafter called the said works) in accordance with and subject to terms and conditions contained in these presents, Instructions to Tenderers, General Terms and Conditions of Enquiry , Special Conditions, annexure, work order No. _____ dated: _____ and such other instructions, drawings, specifications given to him from time to time by BHEL. The Contractor is required to furnish to BHEL Security Deposit in the forms of cash/approved securities / Bank Guarantee valid up to _____ for a sum of Rs _____ only towards satisfactory performance and completion of the Contract.

The Contractor has furnished a Guarantee for a sum of Rs _____ in favour of BHEL towards Security Deposit Bank Guarantee No. _____ of _____ Bank , Branch _____

That in consideration of the payments to be made to the contractor by BHEL in accordance with this Agreement the Contractor hereby convenience and undertakes with BHEL that they shall execute, construct, complete the works in conformity, in all



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respects, with the terms and conditions specified in this Agreement and the documents governing the same.

That the Contractor shall be deemed to have carefully examined this Agreement and the documents governing the same and to have satisfied himself as to the nature and character of the works to be executed by him.

Annexure VI

CONTRACT AGREEMENT

That the Contractor shall carry out and complete the execution of the said works to the entire satisfaction of the Engineer or such other officer authorized by BHEL, within agreed time schedule, the time of completion being the essence of the Contract.

That BHEL shall, after proper scrutiny of the bills submitted by the Contractor; pay to him during the progress of the said works such sum as determined by BHEL in accordance with this Agreement.

That this Agreement shall be deemed to have come into force from the date on which the letter of intent has been issued to the Contractor.

That whenever under this contract or otherwise, any sum of money shall be recoverable from a payable by the Contractor, the same may be deducted in the manner as set out in the General Conditions of Contract or other conditions governing this Agreement.

That all charges on account of Octroi, Terminal and other Taxes including sales tax or other duties on material obtained for execution of the said works shall be borne and paid by the Contractor.

That BHEL shall be entitled to deduct from the Contractor's running bills or otherwise Income Tax under Section 194(C) of the Income Tax Act, 1961.

That BHEL shall be further entitled to recover from the running bills of the contractor or otherwise such sum as may be determined by BHEL from time to time in respect of consumables supplied by BHEL, hire charges for tools and plants issued (where applicable) and any other dues owed by the contractor.

That it is hereby agreed by and between the parties that non-exercise, forbearance or omission of any of the powers conferred on BHEL and/or any of its authorities will not in any manner constitute waiver of the conditions here to contained in these presents and the liability of the Contractor with respect to compensation payable to BHEL or Contractor's obligations shall remain unaffected.

The following documents shall also form part of & shall govern this Agreement:-

(a) Invitation to Tender No. _____ dated: _____ and the documents Specified therein.

Annexure VI

CONTRACT AGREEMENT

(b) Contractor's Offer no _____ dated _____

(c) Work order No. _____ dated: _____

IN WITNESS HEREOF, the parties hereto have respectively set their signature in the presence of:

(CONTRACTOR)

To be signed by a person holding a valid Power of Attorney

WITNESS: -1.

2.....

(On behalf of Bharat heavy Electricals
For and on behalf of Bharat

Ltd, Jhansi) WITNESS: -
Heavy Electricals Ltd, Jhansi

1.

2.

Enclosed:

100 Rs. stamp paper no. _____ is part of agreement.



Bharat Heavy Electricals Limited, Jhansi

Department: HRM

Tender Enquiry No: HRM/TS/20/02/