



Bharat Heavy Electricals Limited, JHANSI
Central Quality Services
Tender Document for Works Contract in CQX

Tender No. : CQX/TE/07/01/0001/R0

Date: 31/05/2017



TENDER DOCUMENT

Tender No. : CQX/TE/07/01/0001/R0

Dt.31.05.17

For

Assistance for inspection in different section of QC & low key activities of CQX Department
(PT, NPT, FAB.QC, MTL, Loco QC and Loco Testing)

Contact Person:

Name: S.K.Dwivedi
Designation: Deputy Manager (CQX)
Email: skdwivedi@bheljhs.co.in
PH: 0510-2412463 Mob.9453039801

Tender Due Date: 23/06/17 at 13:15 Hrs.
Tender Opening Date: 23/06/17 at 14:00 Hrs.

Rev 00 Date: 31/05/17....	Short details of revision (In case of revision in tender document, otherwise NA)
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Department: Central Quality Services
BHEL, PO: BHEL, Jhansi 284120 (UP)



Bharat Heavy Electricals Limited, JHANSI
Central Quality Services
Tender Document for Works Contract in CQX

Tender No. : CQX/TE/07/01/0001/R0

Date: 31/05/2017

TENDER ENQUIRY NO: CQX /TE/ 07/01

DATE: 31 /05/2017

C	Q	X	T	W	07	0	1	0	0	1	R	0	0
Three Digit Department Code e.g. FBM, TRM			Two Digits for Tender Enquiry TE		Year Code i.e. For 2017-18 Code will be 0 (Last Digit of Starting Year)	Two Digits For Tender No. To be Allotted by contracting section		Three digits W.O. numbers to be issued by CLC on the basis of approval			Three Digits Revision no in work order One R & Two digit for rev no i.e. 01		

NATURE OF WORK: Assistance for inspection in different sections of QC & low key activities of CQX & NPT department

1. BHEL JHANSI is in the process of finalizing the Contract for: ‘Assistance for inspection in different sections of QC & low key activities of CQX & NPT department’

2. The tender document has been detailed as follows:

- a) Notice Inviting Tender (Annexure A)
- b) Work Specifications (Annexure B)
- c) Qualifying Requirements (Annexure C)
- d) Instruction to Bidders (Annexure D)
- e) Tender Evaluation Criteria (Annexure E)
- f) Contractor’s obligations (Annexure F)
- g) Other General Terms and Conditions (Annexure G)
- h) Criteria for measurement of work (Annexure H)
- i) Technical Bid Application (Annexure I)
- j) Price Bid (Annexure J)
- k) Integrity Pact and guideline for price bid words / figure Discrepancy (Annexure K)

The duly filled in Technical and Price / Rate bids (Annexure I and J, separately) along with the instructions to the tenders, Contractor’s Obligations, General Terms and Conditions with the signature of the tender on all the pages and complete in all respects super scribed as

“**Quotation for Tender No. CQX/TE/07/01/0001/R0 DATED 31/05/2017**” should reach us in a sealed cover on or before 23/06/2017 (13.15 hours) through Registered / Speed post or the same may be dropped in the tender box available at the following address:-

To

Tender Box

CISF Control Room/Office

Administrative Building

BHEL, Jhansi-284120

Note: 1) Dropping of tender in the Tender Box within schedule time and date is the responsibility of the bidder.

2). Technical bid and Price bid should be submitted in separate sealed envelopes, case the bids found in one single envelope then the “bids” are liable to be rejected.



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NOTICE FOR INVITING TENDER

Annexure -A

S. No.	Particulars	Details
1	Brief Description of work	Assistance for inspection in different section of QC & low key activities of CQX department (PT, NPT, FAB. QC, MTL, Loco QC and Loco testing)
2	Tender Evaluation Criteria	<i>(as per schedule E)</i>
3	Duration of contract	<i>ONE YEAR</i>
4	Last date of receipt of the tender	<i>Up to 13:15hrs on .06.2017</i>
5	Date of opening of Techno-commercial Bid	<i>14:00hrs on .06.2017</i>
6	Address for submitting the Tender	<i>(as per page 2)</i>
7	Earnest Money Deposit (EMD)	<i>2% Rs. 44636/=</i>
8	Cost of Tender	<i>Rs.400 plus VAT 14.50 % Taxes (as applicable) =Total Rs.458.00 Rs. Four Hundred Fifty Eight only (payable in Electronic Fund Transfer at BHEL in favor of "BHEL JHANSI" along with technical bid ,in case the document download from web site)</i>
9	Validity of Offer	<i>90 Days</i>
10	Security Deposit	<i>The total amount of security deposit will be 5% of the contact value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of security deposit. Refer Annexure G for more details.</i>

NOTE:

The EMD may be accepted only in the following forms:

Electronic Fund transfer credited in BHEL account (before tendering opening)

BHEL account details: Bank Name: - SBI; A/c NO.:- 10670828866; IFSC Code: - SBIN0003807

Holder Name: - BHARAT HEAVY ELECTRICALS LIMITED

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



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ANNEXURE-B

WORK SPECIFICATION
DETAILS OF WORKS

Sr. No.	JOB ACTIVITY	Unit of Measurement	Quantum of work (Annual)
1	For Low Skilled Support activities for day to day office working in CQX Main Office & support for PC operator for ISO 9001,TQM, QMER,CQ Audit report for QA & customer inspection, report generation	Month	12
2	For Low Skilled Support activities during Stage inspection and Testing of Loco	DESL	10
3	For Low Skilled Support activities during Stage inspection in Fabrication shop	Inspection of Tank U/Frame / Superstructure	100
4	For Low Skilled Support activities during inspection of Incoming material and Day to day office activities	Month	12
5	For Low Skilled Support activities during Stage inspection(Both In-house &customer Inspection) of ACEMU and 3Phase Freight Loco Transformer	No of Traction Tranasformer	100
6	For Low Skilled Support activities during Stage inspection(Both In-house & customer Inspection) of Power Transformer	No of Power Transformer	171
7	For Low Skilled Support activities during Stage inspection(Both Inhouse&Customer Inspection) during Core building process & DTT	No of Dry Type Transformer	100
8	For Low Skilled Support activities during inspection(Both in house &Customer Inspection) of Final dispatch of product and Impulse Testing	No of PT & NPT	1000
9	For Low Skilled Support activities during Stage inspection(Both Inhouse&Customer Inspection) of Instruments and ESP Transformer	No of Instruments & ESP Transformers	1000
10	For Low Skilled Support activities during Stage inspection (In house & Customer Inspection) of core of Power Transformer (Bay 10 QC)	No of Core Building in PT area	171
11	For Low Skilled Support activities during testing & calibration of Materials and sample preparation in MT Lab	Month	12



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ANNEXURE 'C'

QUALIFYING REQUIREMENTS

- 1) Should have PAN/TAN number. Copy of PAN/TAN to be submitted.
- 2) Should have Service Tax number (PAN based). Copy of Certificate issued by Excise Dept.
- 3) Should have VAT/TIN No. if material is supplied / consumed. Certificate Issued by sales Tax Dept. to be enclosed.
- 4) Self declaration that he is not blacklisted /under hold from BHEL Jhansi or banned by any unit/region/office of BHEL as per Annexure K
- 5) Self declaration that he should not be guilty by a court of law in India for any offence involving fraud, dishonesty and moral turpitude as per Annexure K
- 6) Should have independent ESI Code number.

Blank Price Bid as per annexure "J"

- 7) **AVERAGE FINANCIAL TURNOVER:** Average Annual financial turnover from during the last 3 years, ending 31st March 2016, should be at least Rs.6.69 lacks. Duly audited Financial Statement / Balance sheet / **Certificate from CA to be submitted as supporting document.**
- 8) If all balance sheets are not available for all three years then the average shall be calculated by dividing the sum of turnover of submitted balance sheets by three.
- 9) Experience of having successfully completed similar work(any service / work/ labour contract) during last 7 years ending 30.04.2017 should be either of the following:-
 - a. Three similar completed works each costing not less than amount equal to Rs. 8.92 lacks
Or
 - b. Two similar completed works each costing not less than the amount equal to Rs. 11.15 lacks
Or
 - c. One similar completed works, each costing not less than the amount equal to Rs. 17.85 lacks.
- 10) 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
- 11) Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Annexure I.



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- 12) The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows:
- i. PARTNERSHIP FIRM: Copy of Partnership Deed registered at the office of Registrar of Firms.
 - ii. COMPANY: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate
 - iii. SOCIETY: Registration certificate issued by Registrar of societies.
 - iv. SOLE PROPRIETOR-SHIP FIRM: Undertaking on both (Rs. 100 stamp paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely (_____)



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Annexure 'D'

INSTRUCTION TO BIDDERS

Above tender is two bid System (Techno-Commercial Bid & Price bid)

The tender is to be submitted in two parts viz.

1) Techno-Commercial bid

2) and Price/rate bid.

1. **TECHNO-COMMERCIAL BID** - The technical bid Application (Annexure – I) and its enclosures (along with the Contractor's Obligations, General Terms & Conditions and copies of qualifying requirements) must be submitted in one sealed envelope superscribed as “Tender for **Assistance for inspection in different sections of QC & low key activities of CQX department(PT, NPT, FAB. QC, MTL, Loco QC and Loco Testing)**.” **“TECHNO-COMMERCIAL BID”**.

2. EMD/ Cost of tender documents or Documents required as per qualifying requirements must be enclosed. **PRICE BID** - The second envelope duly sealed should contain the price bid (Annexure-J) only super scribed as “**Assistance for inspection in different sections of QC & low key activities of CQX department(PT, NPT, FAB. QC, MTL, Loco QC and Loco Testing)**”. Any other enclosures, which the bidder wishes to submit, must be enclosed with the Technical bid only. The price bid envelope should contain the rates only. Offer not in line with the above procedure or quoted in any other format is liable to be rejected /by passed.

3. Both the technical bid and price bid sealed envelope must be again sent in a single envelope duly sealed and super scribed as “**Assistance for inspection in different sections of QC & low-key activities of CQX department (PT, NPT, FAB. QC, MTL, Loco QC and Loco Testing)**”, **Tender no. CQX/TE/07/01/001/R0 dt. 31 /05 /17 and Due date of opening ..23/06/2017.**The same should be dropped in the tender box kept in the CISF gate of Administrative Building ,BHEL, Khailar, Jhansi , within the specified date and time by the representative of bidder. It shall be the responsibility of bidder that the bid is dropped in tender box before the due date and time. BHEL shall not take any responsibility if the bid is not dropped in the tender box before due time and date.

4. All bidders can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the bidder's / clients place by authorized officials, price bids of only those bidders who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose technical bid has been accepted , in advance for witnessing the Price Bid opening.

5. All entries in the tender documents should be in one ink, corrections, over writing, cuttings etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the bidder before submission



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6. The Price/rate should be quoted in figures as well as in words. Price quoted in Price Bid shall be inclusive of all taxes & duties, all statutory requirements/ liabilities like PF/ESI/Bonus/Min. wages etc. However service Tax shall be payable extra as applicable.
7. The rate of commission quoted by the bidder shall be firm and same will be valid for the period of contract.
8. The contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutual agreement on same terms, conditions and rates.
9. BHEL may go for Reverse Auction after Techno-Commercial evaluation instead of submitted related Price Bid. Bidder should confirm participation in Reverse Auction along with Techno-Commercial Bid.
10. All the terms and conditions of the contract with respect to Taxes and Duties are subject to the new taxation laws introduced **from time to time (eg.GST)**.The terms and conditions will be modified in accordance **with provision of laws (eg.GST)**.



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Annexure 'E

TENDER EVALUATION CRITERIA

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

1. The BHEL officials may visit the bidders' office & their client's place to evaluate the capability and assess the performance. Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, equipment's in its possession, previous track record, experience in other organizations etc.
2. Successful techno commercial qualified tenderers after the above process only will be invited for opening of the rate/ price bid.
3. The contractor shall be awarded the work on overall L-1 basis. **If otherwise not specified in the tender.**
4. In Case of where the bidder has submitted 'NIL' Charges/ Amount over and above the minimum wages as per standard tender document, the bid shall be treated as unresponsive and will not be considered in terms of the provision of Ministry of Finance, Department of Expenditure OM No. 29(1)/2014-PPD dated 20th January, 2014. Quoted contractor commission % will be evaluated to the 2 digit of decimal place only. IF contractor commission % in more than two digits after the decimal the value of digit/ number beyond two decimal will be ignored and will not be considered for calculation.
5. The percentage commission should be quoted in two decimal places only. The commission in percentage should be quoted only in non-zero value. Any deviation will be rejected.
6. In case of tie between two or more lowest bidders, snap bid shall be called with discount on the offered rates. If snap bid is not feasible than the L1 shall be decided with lottery system.



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Annexure 'F'

CONTRACTORS OBLIGATIONS

A) CONTRACTUAL

TOWARDS SELECTION, CONTROL AND SUPERVISION OF EMPLOYEES

- 1) Contractor shall deploy sufficient manpower for execution of the work awarded to him. He should also deploy a supervisor, to whom the work will be allocated by BHEL representative on daily basis. He will be solely entitled to instruct his workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- 2) His supervisor shall supervise the work allotted to him and to be carried out by his employees. He shall furnish the status of work to BHEL representative on daily basis.
- 3) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances, the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- 4) **Age of workers:** The contractor shall not employ any person who has not completed his 18 years. Also age of worker deployed should not exceed 60 years.
- 5) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.
- 6) **Discipline:** The Contractor shall be responsible for the discipline of his own employees deployed under the contract. In case of any loss to the BHEL Jhansi on account of indiscipline of employee then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 7) The contractor, on advice of authorized BHEL official, shall immediately remove any person employed by him, who may in the opinion of such authorized BHEL official is involved in misconduct. Such person shall not be re-employed by the contractor without prior permission.
- 8) Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- 9) Contractor to ensure that all precautions are taken for safety of his employees and equipment's.



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- 10) **Record Keeping:** Contractor to maintain appropriate records of his employees deployed to carry out the job(s). Contractor shall maintain neatly written, complete and legible registers, records, reports and returns for inspection by various authorities at short notice.
- 11) **Uniform:** The contractor shall be responsible to provide to his workers uniform and safety gears such as shoes, helmet and PPE . The uniform should be dark blue trousers and light blue shirt for males and dark blue trousers/*salwar* and light blue *kurta/ kameez/top* for female.

The uniform should have logo of the contractor's firm/ company, which shall be affixed by the contract labor on the left side of his pocket. The uniform shall be kept in neat, tidy and wearable condition. The stitching and logo charges should be borne by the contractor.

Contractor shall ensure that the employees are in neat and tidy uniform and safety gear on duty.

Penalty of 5% of monthly bill may be imposed if the workers are not found in prescribed uniform and safety gears.

- 12) **Bus Pass :** Contractor may apply for providing bus pass facility to his workmen. BHEL will consider such applications based on merits and availability of seats. Contractor would be responsible for depositing bus pass charges and penalties (if applied) of his/her workmen/staff etc. BHEL would have the right to deduct/recover the same in case of default by the contractor/supplier.
- 13) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues required.
- 14) Tools, tackles and materials : Contractor shall provide to his employees all tools, tackles, material, equipment's as specified in contract and maintain the same to carry out the job under the contract at his risk and cost. BHEL shall not have any liability for these tools, tackles, equipment's or material.

B) TOWARDS STATUTORY LIABILITY

1. As mentioned in the terms and conditions enclosed as Annexure 'G' of this contract.
2. Contractor shall indemnify BHEL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
3. Contractor shall be responsible for making payment of wages before expiry



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of 7 days from the last day of wage period (wage period shall be from 1st day of the month to the last date of the month) and to ensure disbursement of wages in the presence of the authorities representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.

C) TOWARDS FINANCE

Contractor to arrange his own finance for carrying out the job including supply of tools, tackles and equipment's, if required, to his employees, materials, payment of wages to his employees etc. Rates to be as per price bid.



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Annexure G

GENERAL TERMS & CONDITION FOR CONTRACTOR FOR DEPLOYMENT OF WORKERS UNDER WORKS CONTRACT.

1 EARNEST MONEY DEPOSIT & SECURITY DEPOSIT

Earnest Money Deposit and Security Deposit will be as per the tender documents.

1.1 **Earnest Money Deposit (EMD):** EMD is to be paid by tenderers for securing fulfilment of any obligations in terms of the NIT.

1.2 **Mode of deposit**

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

1.3 **Forfeiture of EMD:**

EMD by the Tenderer will be forfeited as per NIT conditions, if:

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

EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealing with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

1.4 **Refund of EMD** EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of award of work. In case of expiry of offer validity period or any other circumstances, EMD can be released with the approval of Head of Contracting department, not below the rank of AGM.

1.5 EMD shall not carry any interest.

1.6 EMD of successful tenderer will be retained as part of Security Deposit.

Security Deposit

Security Deposit means the security provided by the Contractor towards fulfilment of any obligations terms of the provisions of the contract

2.1 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.

2.2 Mode 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:



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- I) EFT
- II) Bank Guarantee from Scheduled Bank/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
- III) 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)
- IV) Securities available from Indian Post offices such as National Saving Certificates, Kisan Vikas Petra's etc. (held in the name of Contractor furnishing the security and duly endorsed / hypothecated/ pledged, as applicable, in favor of BHEL)
- (Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

2.3 Collection of Security

At least 50% of the required Security Deposit, including the EMD, should be collected 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.

The recoveries made from running bills (cash deduction towards balance SD amount) can be started before the required Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit).

2.4 Security Deposit shall be released to the Contractor upon fulfilment of contractual obligations as per terms of the contract on production of No Dues Certification.

2.5 The Security Deposit shall not carry any interest.

3. Stamp Duty:

Stamp duty on security deposit shall be applicable as prevailing. Stamp duty applicable in Uttar Pradesh as per Indian Stamp act 1899 is as follows:

SL No	Performance security deposit	Stamp duty applicable
1	EFT	Rs. 125/- per Rs. 1000
2	Securities available form post offices such as NSC, kisan vikas patra act and fixed deposit receipt (FDR) issued by scheduled banks/ public financial institutions.	Rs. 70/- per Rs. 1000
3	Bank guarantee form scheduled banks/public financial institutions	Rs. 5/- per Rs. 1000 limited to Rs 10,000/-

The contractors may physically visit the work place before quoting their rates. For relevant details please visit our website www.bhel.com & “www.bheljhs.co.in”



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1. LABOUR LICENCE AND OTHER REQUIREMENTS:-

(a) LABOR LICENSE

- i) Contractor shall within 5 days of commencement/completion of work-order submit Form VI-A to RLC office. The first & final bill shall be processed only on clearance regarding submission of Form VI-A by contractor.
- ii) Contractor shall apply for Form V to BHEL for obtaining labour license (if the number of workers deployed is more than 19) from appropriate government (as on date Central Government) and submit the same within one month from the date of award of the contract. Contractor shall possess separate valid Labour license from appropriate government for each contract in line with CL(R&A) Act before deploying their employees.
- iii) In case the number of employee desired to be deployed by the contractor against the contract during execution exceeds the number of employees allowed in the license then the contractor shall obtain prior amended valid labour license for the contract for the requisite number of employees.

(b) PERSONAL ACCIDENT INSURANCE POLICY

- i) Contractor shall buy Personal Accident Insurance (24x7) policy for all of his employees deployed under the contract before the start of work. No employee should enter the BHEL factory premises or working area without insurance cover as stated below.
- ii) The policy should cover the accidental death of workers for 24 Hrs for all the seven days of week.
- iii) The policy should be purchased from Govt. under taking company.
- iv) The coverage shall be of Rs. 5 lakhs per individual. The sum assured (Rs. 5 lakhs) shall become payable to the nominee/legal heir in the event of death due to accident of insured person.
- v) In the event of death of any contract worker deployed by the contractor without proper insurance cover, the contractor shall be liable to pay Rs. 5 lakhs to the nominee/ legal heir of such deceased contract worker.

2 APPOINTMENT AND ENTRY IN FACTORY PREMISES:

2.1 The contractor shall submit the following to HR, contracting department and CISF

- a) The details of the worker proposed to be deployed.
- b) Character certificate issued by District Magistrate's Office or Proof of remittance of fees for character certificate at District Magistrate's Office. Further, he should submit the character certificate within 60 days failing which he will be discontinued.
- c) Copy of employment card issued by contractor to his own worker. Annexure-II

2.2 After submission of documents, the contractor shall issue photo identity card to the employee and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the employee to enter the factory premises initially for a period of one month.



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2.3 The photo identity card shall have to be revalidated every month on last working day of the month or any other date fixed to do so. In absence of such revalidation, duly forwarded by HR department, CISF shall not allow any employee to enter the premises of BHEL Jhansi.

2.4 The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of Contract Labour (R&A) Central Rules. A copy of this format is annexed as **annexure III**.

2.5 The entry of contractor's workers in factory premise shall be through biometric/smart cards. The contractor shall ensure issuance of biometric/smart card through time office section of BHEL Jhansi. After the conclusion of works contract, the contractor shall collect these biometric cards from his workers and submit the same to Time Office section through contracting department. In event of any contract worker leaving the services before completion of the contract, the contractor shall ensure return of biometric card to BHEL Jhansi. In case of non-return of biometric card, Rs. 200/- (Rupees two hundred only) per card shall be deducted from the security deposit of the contractor.

3 ATTENDANCE AND PAYMENT OF WAGES

(a) Contractor should deploy a supervisor who should maintain attendance register by recording daily attendance duly signed by both supervisor and contract worker.

(b) Statement of Wages of labours deployed by him from 17 under the service contract, PF/ESI no, statutory deduction etc, in the form as in Annexure IV annexed to these terms and conditions to be maintained (Form XVII of Contract Labour (R&A) Rules

(c) The contractor shall pay minimum wages as applicable of the Appropriate Government and in addition to minimum wages Rs.123.08 per day shall also paid to the employees as per their skill category. This additional amount will also attract all statutory deduction and payments.

(d) The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the contract, at least a day prior to disbursement of wages.

(e) The contractor shall make payment to the own employees/ before the expiry of **the 7th day** after the last day of the wage period in respect of which the wages are payable. The payment of wages to the employees shall not be subject to payment against the bills by BHEL.

(f) The contractor shall remit the cheques favoring RPFC and ESI Kanpur with the appropriate banks with such period as stipulated under relevant provisions. Last date for remittance of PF is 15th and that in case of ESI is 21st of each month.

(g) The contractor shall make payment of wages to his workers on due date in presence of an authorized representative of contracting department. The authorized representative shall retain a copy of wage payment sheet with him.

(h) In cases where the payment to the contractor is due only after completion of work and the payment is not made monthly then the contractor shall have to produce documents as enumerated in respect of all workers deployed by him against the contract, for each month separately, along with final bills

4) PAYMENT OF BILLS

The payment of bills shall be done as per contract on completion of work/stage and duly certified by agency as defined in contract.

The contractor's bills should be accompanied with the following.

- a) Copy of Measurement Book entries/Statement of work done by the Contractor



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- b) Statement of Minimum Wages of employees deployed by him under the contract, PF/ESI no., statutory deductions etc., in the format as in Annexure IV annexed to these terms and conditions. (Form XVII of Contract Labour (R&A) Rules
- c) PF and ESI challans for previous month- separate for concerned contract. Print of online paid challan along with ECR/ Contribution History of contributing contract workers for PF/ESI duly certified by the contractor.
- d) Wage payment sheet for the bill period as per annexure IV.
- e) Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.
- f) Copy of Form 12A-regarding PF remittance
- g) List of CL covered under accident insurance policy
- h) Statement of material supplied by the contractor if any
- i) Copy of Labour License if increase in no. of employees deployed against Work Order if applicable.
- j) Copy of Challan of previous service tax paid
- k) Proof of Personal Accident Insurance Policy along with bill

5.0 The executing department shall pass the bills of the contractor, after thorough checking, along with requisite documents the bill in original and Service Tax Challan & documents as above forward them to Finance through HR department.

6.0 After checking the Labour Laws compliances with respect to the concerned contract, HR department after retaining copies of PF and ESI Challans and wage payment sheet pertaining to the relevant months, annexure IV etc., will forward the bill along with requisite documents (the bill in original and Service Tax Challan) to finance department. Finance department shall on satisfactory compliances of stamp duty charges, service tax and security deposit amount, make payment as per contract.

Finance department shall, on satisfactory compliance, and after deduction on account of Security deposit amount and TDS will make payment to the contractor.

7.0 **PROVIDENT FUND**

- a. The contractor should get independent EPF code before deployment of his contract worker against work contract.
- b. The Contractor should allot PF account number and get the nomination form, duly filled in, from each worker deployed by him at the time of joining.
- c. In case the worker already has PF/pension account number, allotted to him, previously, then the contractor shall get the transfer form filled up at the time of joining and send to the office of concerned Regional Provident Fund Commissioner
- d. After termination of contract the contractor shall provide due assistance to the employee for withdrawal of PF/pension amount, when due.
- e. The Contractor shall liaison with the PF officials to get the annual PF slips and distribute amongst his own workers. Security deposit shall be released only after submission of PF slips of workers.



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7.1 PF CONTRIBUTION :

Employee's Contribution	Employer's Contribution	
12% of Normal wages paid	PF Contribution	3.67%
	Insp/ Admn Charges	0.85%
	(Subject to Rs. 500/- per challan	
	Admn/ Insp Charges	0.50%
	Pension Fund	8.33%
	EDLI Charges	0.01%
	(Subject to minimum Rs. 200/- per challan)	
	Total	13.36%

7.2 The Contractor shall submit annual returns in Form-6A and Form 3A, prescribed under statutory EPF scheme, 1952, in respect of each worker deployed by him with a copy to HR.

8.0 EMPLOYEES STATE INSURANCE

- a) The Contractor should allot ESI account number and get the nomination form, duly filled in, from each employee deployed by him at the time of joining.
- b) At the time of joining, the contractor shall get the self/family registration form filled by the workers and submit to the local ESI office.
- c) The contractor shall facilitate collection of issued ESI cards by his worker
- d) As applicable by government/respective agency (existing wage limit for coverage under the Act in Rs. 15,000/- per month w.e.f.01/05/2010).

8.1 ESI CONTRIBUTION:-

<u>Employee's Contribution</u>	<u>Employer Contribution</u>
1.75% of gross wages	4.75% of gross wages

8.2 The Contractor shall submit annual returns in Form-6 prescribed under ESI Act, deployed by him with a copy to HR and finance department

8.3 The Contractor shall produce the following Registers and forms as per Contract Labour (R & A) Rules 1971 for verification by the Executing Officer of the company :-

- a) Form XIII - Register of Workmen employed by contractor (Rule 75)
- b) Form XIV - Employment Card issued by contractor (Rule 76)
- c) Form XVI - Muster Roll 78(1) (a) (i)
- d) Form XVII - Register of Wages (Rule 78 (1) (a) (i))



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- e) Form XVIII - Register of wages-cum Muster Roll (in case of weekly Payment)
- f) Form XIX - Wage Slip (Rule 78)(1) (b)
- g) Form XX - Register of deduction for damages of loss (Rule (78)(1) (a) (ii)
- h) Form XXI - Register of fines (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) Form XII – Register of Adult Workers
- m) Form XIV – Leave with wage register
- n) Form XV – Leave book

8.4 Contractor shall fully abide by the provisions of various applicable labour Act/laws and all other enactments as applicable for such contracts.

9.0 BONUS

The contractor shall be liable to pay statutory bonus under payment of Bonus Act, 1965 and submit proof of disbursement along with received copy of Form-D to L.E.O Office.

10.0 LEAVE WITH WAGES TO THEIR EMPLOYEES :-

10.1 Guidelines as per factories Act 1948 & U P factories Rules 1950 should be strictly observed with regard to crediting / availing of leave of absence. Register as prescribed under the said rules should be maintained by the contractor.

10.2 The contractor will give three paid National Holidays to his employees.

11.0 INDEMNITY BOND/ COMPLIANCE OF LEGAL PROVISION/ INTIGRITY PACT

- a. BHEL Jhansi shall not be liable for any compensation whatsoever in the case of accident / injury to the person employed by the contractor coming in the premises of BHEL Jhansi. Contractor shall pay all claims / compensation / damages / penalty / fine or any amount payable to the individual / authorities payable due to accident / injury to the person employed by the Contractor.
- b. That BHEL-Jhansi will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against BHEL-Jhansi. If any such claim is made against BHEL-Jhansi by any worker or his heirs engaged/employed by the contractor which BHEL-Jhansi is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the contractor working at BHEL- Jhansi premises or otherwise, the contractor will be liable to indemnify/reimburse BHEL-Jhansi all the money paid in addition to the expenses incurred by him. The contractor must indemnify and keep indemnified BHEL- Jhansi against all losses and claims for injuries or damage to any person or property whatsoever which may arise of or in course of the operation of the contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.
- c. The Contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/- Non-Judicial Stamp Paper.
- d. In case of contract estimate is equal to or more that Rs. 10 Corer Integrity Pact to be signed and submitted by the bidder along with the tender documents by the bidder.



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12.0 OTHER GENERAL TERMS AND CONDITIONS:-

LEGAL COMPLIANCE

- a) The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the contract Labour (Regulation & abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Government from time to time. For non-compliance of any provisions, statutory compliance under law, the contractor shall be responsible for penalties levied by the appropriate authority under the Act. The contractor shall also be liable to comply with all other Labour and Industrial Laws and such other acts and Statutes (including Factories Act, Payment of Bonus Act, minimum wages Act, etc.). Depositing of ESI, PF contribution as may be applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.
- b) The work shall be supervised by the contractor or through the authorized representatives on day-to-day basis.
- c) The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representatives' negligence or otherwise during execution of work.
- d) In the event of contractor abandoning the work or BHEL, revoking the contract BHEL shall have a right to get incomplete work completed at contractor's risk and cost. BHEL shall have a right to terminate the contract at any time without assigning any reason thereof.
- e) Security deposit will be released on submission of following certificates from departments mentioned as under:-
 - i) Completion of work and certification of payment of minimum wages to employees from contracting department.
 - ii) Certificate of compliance of labour laws from Contracting Deptt and verified by HR department.
 - iii) Certificate of payment of Bonus by Contracting Deptt and verified by HR Department
 - iv) No dues certificate from contractor regarding Service Tax payment & any other dues liable to remitted by contractor under Financial Laws to Finance department.
 - v) In case of non-satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute, decision of concerned Head of the Department will be final.

13.0 RISK & COST / PENALTY

If the Contractor fails to perform/execute the work within time or fail to perform as per the specification prescribed in tender or acted in violation to prescribed terms and conditions, BHEL-Jhansi shall be entitled to terminate the Contract and take recourse to alternate source to get the work done at the risk and cost of the Contractor. In such case, Contractor shall make good the loss to BHEL. BHEL shall be entitled to recover the difference in cost, if any incurred by BHEL due to getting the work done from alternate source. However, in such case Contractor shall not be entitled for any gain.

Work shall be allocated to the supervisor on daily basis. Contractor should deploy sufficient manpower who can execute the work allocated to them on daily basis. If the work suffers because of insufficient manpower, a penalty of Rs.5000/- per day of lapse shall be imposed, which will be deducted from their running bill.



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14.0 SETTLEMENT OF DISPUTE/JURISDICTION/ARBITRATION ETC.

BHEL Reserve the following rights to evaluate the bid as per BHEL policy and Govt. guidelines including CVC / Vigilance guidelines by the tender committee duly constituted by BHEL Management. The decision of BHEL, Jhansi Management or Tender committee duly approved by competent authority shall be final and binding to bidder.

15.0 CONFIDENTIALITY

The parties agree & acknowledge that in the course of their discussions and interaction, BHEL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the contractor. Such information shall be considered as confidential. The contract agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorized personnel's strictly on a need know basis, without the prior written permission of BHEL.

16.0 TERMINATION

BHEL reserves the right to terminate contract awarded for any contravention of statutory provision or any other reasons without assigning any explanation or notice to the contractor.

17.0 SUSPENSION

BHEL reserves the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of the suspension and the reasons therefore. The Contractor shall thereupon suspend performance of such obligations until ordered in writing to resume such performance by the same authority that ordered for suspension.

18.0 JURISDICTION

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

19.0 ARBITRATION:-

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with Arbitration and conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the unit (BHEL Jhansi).

The award of the arbitrator shall be final and binding on both the parties. The venue of the Arbitration shall be at Jhansi in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Jhansi co



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Annexure H

CRITERIA FOR MEASUREMENT OF WORK

1. The designation officer of the Unit will periodically inspect the data punching and miscellaneous services being provided by the contractor and find out deficiencies. The contractor shall rectify the same immediately to the satisfaction of the designated officer.
2. Payment towards work satisfactorily executed will be made to the contractor on the basis of following:-

Sr. No.	JOB ACTIVITY	Unit of measurement	Quantum of works (In Annual) Nos Annual
1	For Low Skilled Support activities for day to day office working in CQX Main Office & support for PC operator for ISO 9001,TQM, QMER,CQ Audit report for QA & customer inspection, report generation	Month	12
2	For Low Skilled Support activities during Stage inspection and Testing of Loco	DESL	10
3	For Low Skilled Support activities during Stage inspection in Fabrication shop	Inspection of Tank / U/Frame / Superstructure	100
4	For Low Skilled Support activities during material inspection of Incoming material and Day to day office activities	Month	12
5	For Low Skilled Support activities during Stage inspection and Testing of AC EMU and Freight Loco Transformer	No of traction transformer	100
6	For Low Skilled Support activities during Stage inspection of Power Transformer	No of Power Transformer	171
7	For Low Skilled Support activities during Stage inspection during Core building process & DTT	No of Dry type transformer	100
8	For Low Skilled Support activities during inspection of Final dispatch of product and Impulse Testing	No of PT & NPT	1000
9	For Low Skilled Support activities during Stage inspection & Testing of Instrument & ESP Transformer (Bay8QC)	No of Instrument & ESP Trfr	1000
10	For Low Skilled Support activities during Stage inspection of core of Power Transformer (Bay 10 QC)	No of Core Building in PT area	171
11	For Low Skilled Support activities during testing & calibration of Materials and sample preparation in MT Lab	Month	12

3. Payment will be made to the contractor on the basis of work carried out by him.
4. All payments will be subject to deduction of income tax at source as per Income tax as per the applicable rules.
5. Measurement Book to be maintained for the work carried out on weekly basis by the contractor & the same shall be verified by BHEL official, nominated for the same.



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Annexure 'I'

PERFORMA FOR SUBMITTING TECHNICAL BID FOR, Assistance for inspection in different sections of QC & low key activities of CQX Department (PT, NPT, FAB, QC, MTL, Loco QC and Loco Testing)

(A) ESSENTIAL DOCUMENTS REQUIRED

1. Name of the firm : _____
(Documents as per clause 12 of annexure C to be attached)
2. Name of the Proprietor/partners : _____
3. Address and Contact Numbers : _____
4. ESI Code Number : _____
Copy of the ESI Certificate Enclosed / Not Enclosed
5. PAN/TAN Number : _____
6. Service Tax Number(PAN Based) : _____
7. VAT/TIN Number : _____
Copy of Certificate Enclosed / Not Enclosed
(To be submitted only in case where material transaction is involved)
8. Audited financial statement/CA Certificate as per tender : _____
Enclosed / Not Enclosed
9. Experience Certificate: Enclosed/Not Enclosed
(Along with necessary enclosure as per tender to be submitted)
10. No. of Workers including Supervisors on the rolls of the firm : _____
11. Earnest Money Deposit : Rs. _____
E F T : _____
:
12. Any other relevant information : _____

13. Tender Cost :Rs. _____
E F T : _____
14. Validity of offer : _____



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(At least 90 days from the date of tender Opening.)

15. Blank Price bid format : Enclosed/Not Enclosed
16. PF registration certificate (if exempted submit exemption proof)
PF registration code : _____
Attach copy of the PF registration
17. ESI registration certificate: (if exempted submit exemption proof)
ESI registration code : _____
Attach Copy of ESI registration
18. Acceptance of RA : Accepted / Not Accepted

(B) DESIRABLE:

Income Tax return last 3 yrs. : Enclosed / Not Enclosed

We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.

Signature with Name & Office
Seal

Date:



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NOTE (1): TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPS. IN CASE THE BIDS ARE FOUND IN ONE SINGAL ENVELOPE THEN THE "BIDS" ARE LIABLE TO BE REJECTED

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Note: NOTE (1)' is applicable only when tender is called in two-bid system

Annexure 'J'

TENDER ENQUIRY NO: _____

DATE: _____

PRICE BID

Name of the firms

SI. NO.	JOB/ACTIVITY	UNIT OF MEASUREM ENT	QUANTUM OF WORK	RATE QUOTED/ UNIT (RS.)	TOTAL VALUE (E=C*D) (RS)
	A	B	C	D	E
1	For Low Skilled Support activities for day to day office working in CQX Main Office & support for PC operator for ISO 9001,TQM, QMER,CQ Audit report for QA & customer inspection, report generation	Month	12		
2	For Low Skilled Support activities during Stage inspection and Testing of Loco	DESL	10		
3	For Low Skilled Support activities during Stage inspection in Fabrication shop	Inspection of Tank / U/Frame / Superstructure	100		
4	For Low Skilled Support activities during material inspection of Incoming material and Day to day office activities	Month	12		
5	For Low Skilled Support activities during Stage inspection and Testing of AC EMU and Freight Loco Transformer	No of Traction Transformer	100		
6	For Low Skilled Support activities during Stage inspection of Power Transformer	No of Power Transformers	171		
7	For Low Skilled Support activities during Stage inspection during Core building process & DTT	No of Dry Type transformer	100		



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8	For Low Skilled Support activities during inspection of Final dispatch of product and Impulse Testing	No of PT & NPT	1000		
9	For Low Skilled Support activities during Stage inspection & Testing of Instrument & ESP Transformer (Bay8QC)	No of Instrument & ESP Trfr	1000		
10	For Low Skilled Support activities during Stage inspection of core of Power Transformer (Bay 10 QC)	No of Core Building in PT area	171		
11	For Low Skilled Support activities during testing & calibration of Materials and sample preparation in MT Lab	Month	12		
12	TOTAL (Rounded off to nearest Rupee)				
13	In words Rupees ...				

*Service tax extra as applicable.

Signature of contractor

.....



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(A) Condition for price bid schedule: “J” for this tender enquiry.

1. Technical bid and price bid should be submitted in separate sealed envelopes. In case bid are found in one single envelope the “bids” are liable to be rejected.
2. If any other addition is made or any condition is added by the bidder in the price bid format then the offer shall be by-passed.
3. Contractor has to comply with payment of minimum wages and other statutory levies as per provision of the respective acts.

GUIDELINES FOR DEALING WITH “DISCREPANCY IN WORDS & FIGURES-QUOTED IN PRICE BID

In case of non-conformities/errors/discrepancies are observed between the quoted prices in figures and that in words, following guidelines shall be followed:

- (a) If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. Unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected and
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above
- (d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to 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.



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Annexure-K

(Self Declaration format to be made on company's' letter head)

TO WHOM SO EVER IT MAY CONCERN

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

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

We hereby also declare and confirm that we have understood the works as per tender and acquired full knowledge and information about the total works involved. We further confirm that the above information is true and correct and we will not raise any claim of any nature due to lack of knowledge of works.

(Signature of Authorized Signatory)



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Annexure-L

GENERAL TERMS AND CONDITIONS OF REVERSE AUCTION

Against this Tender for the subject work with detailed scope of supply as per our specification, BHEL-JHANSI may resort to “ONLINE REVERSE AUCTION PROCEDURE” i.e. **ONLINE BIDDING (THROUGH A SERVICE PROVIDER)**. The philosophy followed for reverse auction shall be English Reverse (No ties).

1. BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
2. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit, “Online sealed bid” in the Reverse Auction. Non-submission of “Online sealed bid” by the bidder will be considered as **tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.**”
3. Only the Techno-commercially acceptable bidders shall be eligible to participate in the reverse auction.
4. In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.
5. In case the Reverse Auction fails or BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the price bids submitted with offer shall be opened as per BHEL standard practice.
6. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.



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P & D

गेट पास आवेदन प्रपत्र

ANNEXURE-I (11)

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

1. ठेकेदार का नाम
2. कार्य का स्वरूप
3. कार्य आदेश सं./दिनांक
4. कार्य आदेश अवधि
5. कार्य स्थल (विभाग)
6. गेट का नाम जिससे प्रवेश/वर्हिगन होगा
7. कर्मचारी की ड्यूटी का समय

संविदा श्रमिक का व्यक्तिगत विवरण

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

संविदा श्रमिक का नाम..... जन्म तिथि/आयु.....
 पिता का नाम..... पहचान चिन्ह.....
 स्थाई पता..... वर्तमान पता.....

संविदा श्रमिक का
हस्ताक्षर युक्त फोटो
(ठेकेदार द्वारा सत्यापित)

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

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

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

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

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

विभागाध्यक्ष -मा.सं./सं.श्र.प्र. प्रभारी के हस्ताक्षर
(दिनांक एवं मोहर सहित)

के० औ० सु० ब० द्वारा भरने के लिए

पासों के विचाराधीन रहने तक.....से.....तक श्री.....
 नियोजक.....को कारखाने में प्रवेश हेतु अनुमति दी जाती है।
 पास संख्या.....जारी होने की तिथि से दिनांक.....तक ही वैध होगी तथा प्रत्येक माह/
 तीन के पश्चात 25 तारीख को के० औ० सु० बल द्वारा नवीकृत किया जायेगा।

हस्ताक्षर उप कमान्डेन्ट के० औ० सु० ब० इकाई
बी० एच० ई० एल० झाँसी (उ० प्र०)



**Bharat Heavy Electricals Limited, JHANSI
Central Quality Services
Tender Document for Works Contract in CQX**

Tender No. : CQX/TE/07/01/0001/R0

Date: 31/ 05 /2017

Sub-Annexure: II

FORM XIV
(See Rule 76)
Employment card

Name and address of Contractor : -----

Nature of work and location of work : -----

Name and address of Establishment in. / : -----
Under which contract is carried on -----

Name and address of Principal : -----
Employer

1. Name of the workmen
:

2. Serial no. in the register of workmen
Employed :
.....

3. Nature of Employment/ designation
:

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

4 Wage period
:

5 Tenure of employment
:

Remarks

Signature of contractor



Bharat Heavy Electricals Limited, JHANSI
Central Quality Services
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ANNEXURE - III

FORM XIII

[See Rule 75]

Register of workmen employed by contractor

Name and address of contractor :

Name and location of work :

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

Name and address of Principal Employer :

Sl. No.	Name and surname of workman	Age and Sex	Father's/ Husband's name	Nature of employment/ designation	Permanent home address of workman (village and tehsil) and taluk and district	Local address	Date of commencement of employment	Signature or thumb impression of workman	Date of termination of employment	Reasons for termination	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Note: Register of wages as per form XVII is mandatory to be Maintained for each month.



Bharat Heavy Electricals Limited, JHANSI
Central Quality Services
Tender Document for Works Contract in CQX

Tender No. : CQX/TE/07/01/0001/R0

Date: 31/05/2017

Sub-Annexure: IV

DATE: _____

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 OF THE CONTRACTOR

Verified that Wages disbursed to labours mentioned in Sr No 2 through bank on
(date)
 (Executive In charge)