



# Bharat Heavy Electricals Limited, Jhansi

Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017



## TENDER DOCUMENT

For Tender Enquiry No.: **TRM/TE/710**

For

### **“Preparation of Laminations By Slitting & Cropping on CNC Machines and Stacking”**

#### **Contact Person:**

Name: Madhur Awasthi

Designation: Sr. Engr (TRM)

Email: madhurawasthi@bheljhs.co.in

PH: 0510-2412375 Mob. 8765956542

Tender Due Date: 02.05.2017 at 13:15 Hrs

Tender Opening Date: 02.05.2017 at 14:00 Hrs

## **Transformer Manufacturing Department**

**BHEL, PO: BHEL, Jhansi 284120 (UP)**



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

### DETAILS OF TENDER DOCUMENT

#### **SCOPE of WORK:**

#### **“Preparation of Laminations by Slitting & Cropping on CNC machines and Stacking”**

The detailed content of tender document are as follows:

Sl. No.	Description	Schedule:	Page no
1	Details Of Tender	-	02
2	Notice Inviting Tender	A	03
3	Earnest Money Deposit (EMD)		04
4	Security Deposit		05
5	Stamp Duty Payable		06
6	Scope of Work & Work Specifications	B	07-09
7	Qualifying Requirements	C	10-11
8	Instructions to Tenderers	D	12-13
9	Tender Evaluation Criteria	E	14
10	Contractors obligations	F	15-17
11	Other General Terms & Conditions	G	18-26
12	Criteria for measurement of work	H	27
13	Technical Bid	I	28-29
14	Price Bid and basis of offer	J (a), (b)	30-31
12	Annexures	K	32-35
13	Rules for rounding off numbers	L	36
14	Certificate of Part Completion of Works Contract	M	37
15	Format for “Measurement Book” for Slitting	N1	38
16	Format for Three Months Production plan for Slitting, Cropping and Stacking	N2	39
17	Measurement Book for Cropping and Stacking	N3	40

The duly filled in Technical and Price / Rate bids (Schedule: I and J, separately) along with the instructions to the bidders, 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. “ should reach us in a sealed cover on or before as mentioned 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  
Bharat Heavy Electricals Limited  
Jhansi-284 120. UP**

*Note: Dropping of tender in the Tender Box within schedule time and date is the Responsibility of the bidder.*



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

### Schedule "A"

### NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	Preparation of Laminations by Slitting & Cropping on CNC machines and Stacking
2	Tender Evaluation Criteria	<i>(as per Schedule E)</i>
3	Duration of Contract	<i>Four Months.</i>
4	Last date of receipt of the Tender	<i>Upto 13:15 hrs on 02/05/2017</i>
5	Date of opening of Techno – Commercial Bid.	<i>14:00 hrs on 02/05/2017</i>
6	Address for submitting the Tender	<i>(as on page 2)</i>
7	Earnest Money Deposit * (EMD)	<i>Rs. 9263.00</i>
8	Cost of Tender	<i>Rs 230.00 including VAT or other tax as applicable (payable in cash at BHEL cash office or through a Demand Draft in favor of "BHEL, Jhansi" along with technical bid, in case the documents downloaded from website)</i>
9	Validity of Offer	<i>120 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.</i>



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

### **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 Modes of deposit**

The EMD may be accepted only in the following forms:

- I. Cash deposit as permissible under the extant Income Tax Act (before tender opening)
- II. Electronic Fund Transfer credited in BHEL account (before tender opening)
- III. Banker's cheque/ Pay order/ Demand draft, in favor of BHEL (along with offer)

In case total EMD amount is more than INR 20 Lakh, the amount in excess of INR 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 six months.

**1.3 The EMD may be waived** or amount reduced in following cases with the prior approval of the Head of the Contracting Department, not below the rank of AGM

- a. Joint Venture or Subsidiary companies of BHEL
- b. Central/ State PSUs/ Government departments/ Autonomous/ Educational/ Research institutions
- c. Consultancy services; Banking, Insurance and other Professional services
- d. Repair/ Maintenance of equipment by OEMs/ OESs
- e. Leasing of assets
- f. Hiring of vehicles
- g. Catering, Horticulture, Sanitation and Courier services

The EMD may be waived or amount reduced/ increased in other cases for reasons to be recorded with the prior approval of the Unit Head.

#### **1.5 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 dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

**1.6 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.

**1.7** EMD shall not carry any interest.

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

## **2. Security Deposit**

Security Deposit means the security provided by the Contractor towards fulfilment of any obligations in 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:

- 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)
- v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour 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** The Security Deposit may be waived or amount reduced in following cases with the approval (before tendering) of the Head of the Contracting department, not below the rank of AGM:

- a) Joint Venture or Subsidiary companies of BHEL
- b) Central/ State PSUs/ Government departments
- c) Autonomous/ Educational/ Research institutions
- d) Hiring of expert services e) Repair/ Maintenance of equipment's by OEMs/ OESs
- f) Rental/ Lease/ Hiring of Premises/ Vehicles/ Office equipment etc. where owner's/ contractor's assets are being let out to/ used by BHEL
- g) Catering, Horticulture, Sanitation and Courier services for contract value up to INR 5 lakhs

The Security Deposit may be waived or amount reduced in other cases for reasons to be recorded with the approval (before tendering) of the Unit Head.

(The requirement of Security Deposit or otherwise, as the case may be, shall be clearly specified in the tender conditions).

## **2.4 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 released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

.....  
(Note: In case of (a) small value contracts not exceeding ` 20 lakhs or (b) SAS jobs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit).

**2.5** Security Deposit shall be released to the Contractor upon fulfilment of contractual obligations as per terms of the contract.

**2.6** 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	Pay order, demand draft , local cheque of schedule banks	Rs. 125/- per Rs. 1000
2	Securities available from post offices such as NSC, kisan vikas patra ect and fixed deposit receipt (FDR) issued by scheduled banks /public financial institutions.	Rs. 70/- per Rs. 1000
3	Bank guarantee from scheduled banks/public financial institutions	Rs. 5/- per Rs. 1000 limited to Rs 10,000/-

The contractors may physically visit the work place before quoting their rates. For relevant details please visit our website "[www.bhel.com](http://www.bhel.com)" & "[www.bheljhs.co.in](http://www.bheljhs.co.in)"



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

### Schedule B

#### Scope of Work:

- 1) The scope of work for contractor shall essentially consist of preparation of stacks of laminations for transformers from CRGO rolls.
- 2) All the operations and activities for which the contractor is responsible as mentioned in contract shall be performed by workers/employees/supervisors of contractor unless otherwise specified.
- 3) Contractor shall deploy suitable skilled persons for the activities.
- 4) Housekeeping, shifting of scrap from machines, cleanliness of machine, will be responsibility of contractor.
- 5) All raw material, consumables, tools, tackles, machines, cranes etc shall be done by BHEL free of cost.
- 6) Maintenance of machines, cranes, tools, supply of pressurised air, electricity etc. shall be done by BHEL free of cost.
- 7) The Preparation of Laminations will essentially consist of
  - a) **Slitting** of CRGO on slitting machine,
  - b) **Cropping** of lamination on CNC Cropping machine & **Stacking** of lamination in the order as per specification.
- 8) Planning and reporting
  - a) The production plan for three months – firm plan for one month and tentative plan for two months be given by BHEL in advance.
  - b) Contractor shall submit the weekly operation plan in the prescribed format as be annexure – N2 on weekly basis after discussion with BHEL.
  - c) BHEL shall also furnish the list of rolls available in Bay-5 for conversion in the beginning of contract in format as per annexure N1. Contractor will identify the rolls produced during the slitting operation. Contractor shall be responsible for updating this list in the same format in each shift and submit to BHEL on daily basis.
  - d) Quantity of raw material provided by BHEL for slitting & cropping as per 'Core Sheet' issued by Engineering Department of BHEL.
  - e) Contractor shall submit daily output of each operation in the format as per annexure N3 so that the progress can be monitored.
- 9) Machine Operations and material handling
  - a) **Slitting Operation**

The raw material primarily in the form of packed CRGO rolls shall be provided by BHEL in the Bay 5 of transformer block where the operations are desired. Either the rolls fresh or rolls of various size will be available in shop. List of available rolls in the shop shall be furnished by BHEL at the beginning of contract. If required fresh rolls will be of provided on wagon or other vehicle in Bay 5 on request by contractor with lead time of one week.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Contractor shall be responsible

- i) For unloading, unpacking, shifting the rolls to the machines or to the storage area by cranes available in Bay 5.
- ii) For placing the packing material removed from the rolls in pre-determined area/space in the Bay-5 from where it shall be removed by BHEL to scrap yard.
- iii) For slitting the rolls as per production plan and as per specifications furnished by BHEL.
- iv) For ensuring the correctness of output produced in terms of size, burr level, quantity etc. For this the operator will have to check the size of slitted rolls, burr etc from time to time during operation and record in log-book.
- v) For loading/unloading of rolls on/from slitting machine and shifting of rolls for further operations or parking.
- vi) For Identification of fresh rolls received and rolls produced from slitting operation and updating the list of rolls as per Clause 8.
- vii) For replacing the worn-out cutters with re-grinded cutters provided by BHEL on machine. Re-grinding shall be done by BHEL.
- viii) For removing scrap from the machines and storing in predetermined area in shop from where the BHEL shall shift it to scrap yard.

### b) Cropping & Stacking Operation

Contractor shall be responsible for

- i) Cropping and punching of slitted rolls on CNC Cropping machine as per specification given by BHEL and as per production plan (see Cl. 8). If required, though rarely, the contractor may have to prepare some laminations by using shearing and punching machines provided by BHEL.
- ii) For ensuring the correctness of output produced in terms of size, burr level, quantity etc. For this the operator will have to check the laminations produced for size, shape accuracy, position of punch, centre line, length, width burr level etc. from time to time and record in log-book.
- iii) It is likely that the setting of machine is disturbed during running of machine very frequently, hence the operator should check the laminations very frequently.
- iv) Shifting the rolls cut to suitable width from slitting machine or from the storage/parking area in shop to the cropping machine by crane.
- v) Loading/unloading of rolls on cropping machines.
- vi) Unloading of cropped laminations and loading of empty pallets on cropping machine.
- vii) Removing scrap from the machines and storing in predetermined area in shop from where the BHEL shall shift it to scrap yard.
- viii) Shifting of cropped laminations for stacking operation.
- ix) Stacking the laminations as per specification and plan.
- x) Applying non-corrosive chemical on the edges of stacked laminations and the covering with polythene sheets.
- xi) Loading the finished stacks on trolleys for transporting the stacking to assembly area.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

.....

### 10) Measurement of work produced:

#### a) Slitting Operation

- i) Measurement of slitting operation shall be done on weight of useful rolls produced on slitting machine by contractor. **Useful rolls means rolls of width more than 25 mm.**
- ii) Weight of rolls shall be calculated from thickness as specified in grade of CRGO, measured width, measured Layer Depth (LD) and density  $7600 \text{ Kg/m}^3$  ( $0.0076 \text{ Kg/cc}$ )
- iii) For payment of slitting operation contractor shall maintain Measurement Book (MB) in prescribed format as per annexure N1.
- iv) The MB should be verified by BHEL engineer on daily basis.

#### b) Cropping and Stacking Operation

- i) Measurement of cropping and stacking operation shall be done after completion of stacking operation.
- ii) The weight of the stacks shall be taken from core sheet provided by TRE department of BHEL
- iii) For payment of Cropping and stacking operation contractor shall maintain Measurement Book (MB) in prescribed format as per annexure N3.
- iv) The MB should be verified by BHEL engineer on daily basis.
- v) No payment for cropping shall be done for un-stacked lamination.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

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 2017, should be at least Rs. 1.39 Lakhs.
  - ii) Experience of having successfully completed similar works - as defined in 8 (iii), during last 7 years ending 31.03.2017 should be either of the following: -
    - a. Three similar completed works each costing not less than the amount equal to Rs.1.85 Lakhs.  
Or
    - b. Two similar completed works each costing not less than the amount equal to Rs.2.32 Lakhs.  
Or
    - c. One similar completed work, each costing not less than the amount equal to Rs.3.70 Lakhs.
  - iii) "**Similar works**" means- firm having experience for preparation of lamination by CNC cropping and slitting machines. Either the bidder should have prepared the laminations using his own CNC cropping and slitting machines at their own works or should have operated the CNC Cropping and slitting machines at some other works on contract basis.
- 9.** Documentary proof (Execution Certificate) for the experience to be submitted along with Technical Bid.  
Bidder to submit the following document in support of experience.
  - (a) PO clearly indicating the quantum of work along with TDS certificate  
Or  
Work Order of operation on CNC machines along with TDS certificate.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

- .....
- (b) Self-certificate that the lamination are slitted & cropped on CNC machine giving details of make & model of CNC machines on which the production has been done.
10. In case of work experience in BHEL partial completion of the contract can also be considered in respect of 8(ii) (a, b, c) of above. It is clarified that partial completion means that work equivalent to 75% of the contract value completed of similar works during last 7 years ending 31.03.2017.
11. For partial completion experience in relevant certificate issued by concerned BHEL must be submitted as per enclosed preform (Schedule M). Documentary proof as per work contract guidelines to be attached.
12. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with techno commercial Bid at Annexure I.
13. The documents required for legal entities under whose name & style contractor has participated in the tender are as follows:
- Partnership Firm: Partnership Deed registered at the office of Registrar of Firms.
  - Company: Certified copy of Memorandum of Association. Article of Association and Incorporation Certificate.
  - Society: Registration certificate issued by Registrar of Society.
  - Sole Proprietorship Firm: Undertaking on oath ( Rs. 100 Stamp Paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Proprietorship firm namely (\_\_\_\_\_)



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule: 'D'

### INSTRUCTIONS TO BIDDERS

#### The tender shall be in two Bid System (Techno Commercial Bid & Price/ Rate Bid)

The tender is to be processed in two parts as under:

- 1) Techno Commercial bid
  - 2) Price Bid
1. The Technical Commercial Bid (Schedule: - 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 superscripted as "**TENDER FOR TRMTE710 "TECHNO-COMMERCIAL bid"**".
  2. EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed. The second envelope duly sealed should contain the price bid (Schedule:-J) only super scribed as "Preparation of Laminations by Slitting & Cropping on CNC machines and Stacking - "PRICE BID"". Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers 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 envelopes must be again sent in a single envelope duly sealed and superscripted as "**TENDER FOR TENDER NO TRMTE710 Due date of opening 02.05.2017**". 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 the tenderer.
  4. All tenderers can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the tenderer's / clients place by authorized officials, price bids of only those tenderers 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 document 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 tenderer before submission.
  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 /GST shall be payable extra as applicable.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

- .....
7. The offer should be of firm price and 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 mutually agreed terms and conditions.
  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. Taxes and duties shall be as applicable.
  11. 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 the provisions of new laws (eg. GST).



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule : 'E'

### TENDER EVALUATION CRITERIA

The evaluation of the Tender will be carried out as follows:

1. BHEL officials may visit the tenderer's 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 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 over all L-1 basis of total cost to BHEL.
4. In case where bidders have submitted 'NIL' charges/amount over and above the minimum wages as per the standard document, the bid shall be termed unresponsive will not be considered (in terms of provisions of letter of Ministry of Finance, Dept. of Expenditure No 29(1)/2014-PPD).
5. Final amount in price bid Schedule J(a) should be rounded off to nearest Rupee.
6. Rounding off rule shall be applicable for arrival of final figure of amount as per schedule -L.
7. In case of discrepancies in figure or words or otherwise in price bid or in case of tie bid evaluation shall be as per Schedule J(b)
8. 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.
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.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule : 'F'

### CONTRACTOR'S OBLIGATIONS

#### A) CONTRACTUAL :

##### Towards Selection, Control and Supervision of Employees:

- a) **Contractor shall decide the number of employees to be deployed** for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- b) Contractor **shall supervise the work** allotted to him and to be carried out by his employees.
  - b1) Aadhaar Card is mandatory for contract labors for making of their gate pass for entry in BHEL premises.
  - b2) Supervisors of contracting firms who sign on behalf of contractors must have Power of Attorney to the same effect.
  - b3) Contractor are advised that contract labors must be employed without any discrimination on caste or creed basis. Contractor shall deploy the workers and employees only after prior clearance of each worker / supervisor by BHEL.
- c) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.
- d) Contractor to maintain appropriate records of his employees deployed to carry out the job(s) as per various labor registers prescribed by labor office. Contractor shall maintain neatly written, complete and legible registers, records, reports and returns for inspection by various authorities at short notice.
- e) Contractor shall ensure Personal Accident Insurance (24x7) policy of Contract Workers from (Government Undertaking Company). The coverage shall be of Rs. 5 lakhs per individual. The coverage shall be of 24 Hrs. (Accidental Death cover). The sum assured (Rs. 5 lakhs) shall become payable to the nominee in the event of death of insured person.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

.....  
In the event of death of any contract worker deployed by the contractor without the Personal Accidental cover as above, the contractor shall be liable to pay Rs. 5 lakhs to the nominee/ legal heir of such deceased contract worker. Entry inside the factory premises of the contract Labour shall be issued only after taking the Insurance Cover.

- f) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- g) Contractor 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.
- h) 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.
- i) Contractor to ensure compliance of the instructions as contained in safety guidelines (issued by, Health, Safety, and the Environment (HSE) Department (of BHEL, Jhansi), and uploaded on BHEL Jhansi website. The contractor has to ensure that all precautions are taken for safety of his employees and equipment.
- j) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues required.
- k) Contractor shall within 15 days of commencement/completion of work order submit Form VI-A to concerned Labour Commissioner Office (Assistance Labour Commissioner/ Regional Labour Commissioner whatever applicable). The first & final bill shall be processed only on clearance regarding submission of Form VI-A & VI-B respectively by contractor. Till then award will be treated as PROVISIONAL.
- l) The contractor shall not employ any person who has not completed his 18 years. Also age of worker deployed should not exceed 60 years.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

---

### **B) Towards supply of tools, tackles and materials**

- a) Necessary tools and tackles shall be provided by BHEL.
- b) Contractor shall provide shoe, helmet, and personal protective equipment & maintain the same at his own cost, which may be required.
- c) Contractor shall ensure that his workers wear uniform, shoes, helmet and other required safety appliances, apparels / equipment at the work place otherwise deduction @ of 5% will be deducted from the bills.

### **C) Towards Statutory Liability:**

- a) As mentioned in the terms and conditions enclosed as Schedule: 'G' of this contract.
- b) Contractor shall indemnify BHEL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- c) Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period (wage period shall be from 1st day of the month to the last date of the month). The wages shall be paid only through bank. Contractor shall submit the bank statement duly certified by bankers indicating the payments made to workers along with the bill.
- d) Contractor to obtain license under the provisions of Contract Labor (Regulation & Abolition) Act'1970.
- e) The changes in the statutory liabilities as and when done by respective government/ agency shall be applicable to the contract labors deployed under the contract.

### **D) Towards Finance**

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



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule: 'G'

### **GENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT OF CONTRACT LABOURS UNDER SERVICE / WORKS CONTRACT.**

#### **1 LABOUR LICENCE AND OTHER REQUIREMENTS:-**

- 1.1 The contractor shall deploy such number of workers in the premises of BHEL, Jhansi, as required for completion of the contract. The workers such deployed shall be his own workers.
- 1.2 In case the number of Labour deployed by the contractor in premises of BHEL Jhansi exceeds the number of Labour allowed in the license then the contractor shall immediately inform the HR and concerned department. The contractor shall also apply to the licensing officer in the region for amendment in the license within 7 days of exceeding the number of labors mentioned in the license.
- 1.3 Labour license and other requirement in case of contractors NOT working in BHEL, Jhansi or has less than 20 workers on his rolls.
  - 1.3.A The contractor cannot deploy the contract worker without obtaining requisite Labour license from the appropriate government authority( Central Govt.). Till then contractor may be allowed to deploy 19 labors or less.
- 1.4 The contractor shall also have to submit copy of PAN card and last IT return.
- 1.5 The contractor must possess Service Tax Registration number under relevant code head.
- 1.6 The contractor should possess VAT/TIN Number if material is supplied/consumed. The contractor should not be disqualified from bidding in case the contractor does not have TIN No. However, he shall have to produce TIN No. before opening of Price bid.
- 1.7 Stamp Duty: Contractor should deposit stamp duty, **before start of the contract**, as per Stamp Duty Act.

#### **2.0 APPOINTMENT AND ENTRY IN FACTORY PREMISES BY CONTRACT WORKERS:**

- 2.1 The contractor shall submit the following to HR, contracting department and CISF
  - (a) The details of the worker proposed to be deployed in Annexure –I -schedule (k)
  - (b) **Character Certificate:** Gate pass for entry inside the factor shall be issued in line with requirement of CISF. Character Certificate should be made in line with CISF Guide line. Self-Certified copy of Character certificate issued by District Magistrate's Office or minimum Superintendent of Police/ Sub Divisional officer level of Police



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

.....  
Officer of concerned area will be required for issuing permission to enter into the factory. Character certificate will be valid for three years.

In special case where character certificate of above authorities are not available, Character Certificate of concerned Police Station/ Reporting Police Chauki along with Proof of remittance of fees for application for apply of character certificate at District Magistrate's Office can be issued for a period of three months with confirmation that he should submit the character certificate within 60 days. Failing which he will be discontinued.

(c) Copy of employment card issued by contractor to his own worker – Annexure: II

- 2.2 After submission of documents as in Para 2.1, the contractor shall issue photo identity card to the Labour and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the Labour to enter the factory premises initially for a period of one month.
- 2.3 The photo identity card shall have to be revalidated every one month on last working day (or as decided by the BHEL time to time) of the month or any other date fixed to do so. In absence of such revalidation, duly forwarded by HR department, CISF shall not allow any Labour to enter the premises of BHEL Jhansi.
- 2.4 The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of Contract Labour (R&A) Central Rules. A copy of this format is annexed as Annexure: III.
- 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. 200.00 (Rupees two hundred only) per card shall be deducted from the security deposit of the contractor.

### **3.0 BILLS PAYMENT, ATTENDANCE AND PAYMENT OF WAGES:**

- 3.1 The contractor shall pay minimum wages as applicable of the Appropriate Government and in addition to minimum wages Rs123.08 per day shall also paid to the employees as per their skill category.
- 3.2 The contractor shall submit bills to the contracting department on or before 3rd of each month.
- 3.3 The contractor's bills should be accompanied with the following.
  - a) The contractor should maintain attendance register in prescribed format of muster roll by recording daily attendance duly signed by both contractor & contract worker.
  - b) Copy of Measurement Book entries/Statement of work done by the Contractor.
  - c) Statement of Minimum Wages of labors deployed by him under the Service contract, PF/ESI no., statutory deductions etc., in the format as in Schedule: IV annexed to these terms and conditions. (Form XVII of Contract Labour (R&A) Rules



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

- .....
- d) PF and ESI challans for previous month- separate for concerned Service contract. Print of online challan along with ECR/Contribution History of contributing contract workers for PF/ESI duly certified by the contractor.
  - e) Wage payment sheet for the bill period as per Schedule: IV.
  - f) Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.
  - g) Copy of Form 12A-regarding PF remittance
  - h) List of CL covered under accident insurance policy
  - i) Statement of material supplied by the contractor if any
  - j) Copy of Labour License if increase in no. of labors deployed against Work Order if applicable.
  - k) Proof of Personal Accident Insurance Policy along with bill
- 3.4 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 & as in para 3.3 above forward them to through HR department latest by before 5th day of the following month.
- 3.5 After checking the Labour Laws compliances with respect to the concerned service contract, HR department, after retaining copies of PF and ESI Challans and wage payment sheet pertaining to current month, Schedule: IV etc., will forward the bill along with requisite documents (the bill in original and Service Tax Challan) to finance department on or before 7th day of following month.
- 3.6 Finance department, on satisfactory compliances of stamp duty charges, applicable taxes and duties, security deposit amount etc., shall make the payment after deducting TDS. If the bill is not delayed then the payment shall be made on 10<sup>th</sup> of following month. In case the bill is delayed due to any non-compliance of any other reason the payment shall be done on 25<sup>th</sup> of following month.
- 3.7 The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the Service contract, at least a day prior to disbursement of wages.
- 3.8 The contractor shall make payment to his own labors/contract workers before the expiry of the 7th day after the last day of the wage period in respect of which the wages are payable **through bank account**. The payment of wages to the workers shall **not** be subject to payment against the bills by BHEL.
- 3.9 The contractor shall remit the cheques favoring Regional Provident Fund Commissioner "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 or as latest Government rules of concerned departments.
- 3.10 In rare case when payment through bank as per Clause 3.8 is not possible the contractor with prior permission of BHEL 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.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

- .....
- 3.11 In cases where the payment to the contractor is due only after completion of work and the payment is not made monthly then the contractor shall have to produce documents as enumerated in para 3.3 above, in respect of all workers deployed by him against the contract, for each month separately, along with final bills.

### **4.0 Provident Fund**

- 4.1 The contractor should get independent EPF code before deployment of his contract worker against work contract.
- 4-2 The Contractor should allot PF account number and get the nomination form, duly filled in, from each worker deployed by him at the time of joining.
- 4-3 In case the worker already has PF/pension account number, allotted to him, previously, then the contractor shall get the transfer form filled up at the time of joining and send to the office of concerned Regional Provident Fund Commissioner.
- 4-4 After termination of contract the contractor shall provide due assistance to the Labour for withdrawal of PF/pension amount, when due.
- 4.5 The Contractor shall liaison with the PF officials to get the annual PF slips and distribute amongst his own workers. Security deposit shall be released only after submission of PF slips of workers.  
The contract should have class 2 and Class 3 digital signature (or have to obtain before start of work and also must be uploaded in web site of (Employee Provident Fund Organization 'EPFO').  
Contractor must follow the rules and regulations of ESIC and EPFO and also activate the UAN of their employees.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

### 4.6 PF CONTRIBUTION:

Employee's Contribution	Employer's Contribution	
12% of Normal wages paid	PF Contribution	3.67%
<b>As applicable by respective Govt./ Agency. (Current statutory wage ceiling - Rs.15000/- month on Employee's/ Employers Contribution).</b>	Insp./ Admn. Charges	0.85%
	(Subject to Rs. 500/- per chalan)	
	Admn/ Insp Charges	0.50%
	Pension Fund	8.33%
	EDLI Charges	0.01%
	(subject to minimum Rs. 200/- per challan)	
	<b>Total</b>	<b>13.36 %</b>

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

### 5.0 EMPLOYEES STATE INSURANCE:

5.1 The Contractor should allot ESI account number and get the nomination form, duly filled in, from each Labour deployed by him at the time of joining.

5.2 At the time of joining the contractor shall get the self/family registration form filled by the workers and submit to the local ESI office.

5.3 The contractor shall facilitate collection of issued ESI cards by his worker.

### 5.4 ESI CONTRIBUTION :-

Employee's Contribution

1.75% of gross wages

Employer Contribution

4.75% of gross wages

**As applicable by Government/ respective agency (existing wage limit for coverage under the Act is Rs.15000 per month w.e.f. 01/05/2010)**

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

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

(a) Form XII - Register of contractors (Rule74)



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

- .....
- (b) Form XIII - Register of Workmen employed by contractor (Rule 75)
  - (c) Form XIV - Employment Card issued by contractor (Rule 76)
  - (d) Form XVI - Muster Roll 78(1) (a) (i)
  - (e) Form XVII - Register of Wages (Rule 78 (1) (a) (i))
  - (f) Form XVIII - Register of wages-cum Muster Roll (in case of weekly Payment)
  - (g) Form XIX - Wage Slip (Rule 78)(1) (b)
  - (h) Form XX - Register of deduction for damages of loss (Rule (78)( 1) (a) (ii))
  - (i) Form XXI - Register of fines (Rule 78) (1) (a) (ii)
  - (j) Form XXII - Register of advance (Rule 78) (1) (a) (ii)
  - (k) Form XXIII - Register of overtime (Rule 78) (1) (a) (iii)
  - (l) Form XXIV - Return to be sent by the contractor to licensing officer (Rule 82)

5.7 Contractor shall fully comply provisions of various applicable Labour laws and all other enactments as applicable for such contracts.

### 6.0 **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 Labour Enforcement Officers (LEO) Office.

### 7.0 **DISCIPLINE:**

- a)** The Contractor shall be responsible for the discipline of his own Labors deployed under the service contract. In case of any loss to the BHEL Jhansi on account of indiscipline of contract Labour then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- b)** The contractor shall not employ any person who has not completed his 18 years of age and person who has attained 60 years of age.
- c)** The contractor, on advice of authorized BHEL official, shall immediately remove any person employed by him, who may in the opinion of such authorized BHEL official is involved in misconduct. Such person shall not be re-employed by the contractor without prior permission.

### 8.0 **LEAVE WITH WAGES TO CONTRACT LABOUR :-**

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

### 9.0 **INDEMNITY BOND/COMPLIANCE OF LEGAL PROVISION:**

9.1 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 /



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

.....  
authorities payable due to accident / injury to the person employed by the Contractor.

- 9.2 That BHEL-Jhansi will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against BHEL-Jhansi. If any such claim is made against BHEL-Jhansi by any worker or his heirs engaged/employed by the contractor, which BHEL-Jhansi is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the contractor working at BHEL- Jhansi premises or otherwise, the contractor will be liable to indemnify/reimburse BHEL-Jhansi all the money paid in addition to the expenses incurred by him.

The contractor must indemnify and keep indemnified BHEL- Jhansi against all losses and claims for injuries or damage to any person or property whatsoever which may arise of or in course of the operation of the contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.

- 9.3 The Contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/-00 Non-Judicial Stamp Paper.

### **10.0 OTHER GENERAL TERMS AND CONDITIONS:-**

#### **10.1 Legal compliance**

The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation & Abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Government from time to time. For non-compliance of any provisions, statutory compliance under law, the contractor shall be responsible for penalties levied by the appropriate authority under the Act. The contractor shall also be liable to comply with all other Labour and Industrial Laws and such other acts and Statutes (including Factories Act, Payment of Bonus Act, minimum wages Act, etc.,). Depositing of ESI, PF contribution as may be applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.

- 10.2 The work shall be supervised by the contractor or through the authorized representatives on day to day basis.

- 10.3 The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representatives' negligence or otherwise during execution of work.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

- 10.4 In the event of contractor abandoning the work or BHEL revoking the contract, BHEL shall have a right to get incomplete work completed at contractor's risk and cost. BHEL shall have a right to terminate the contract at any time without assigning any reason thereof.
- 10.5 Security deposit will be released on submission of following certificates from departments mentioned as under:-
- Completion of work and certification of payment of minimum wages to contract Labours from contracting department.
  - Certificate of compliance of Labour laws from HR department.
  - Certificate of payment of Bonus by Contracting and HR Department
  - No dues certificate from contractor regarding Service Tax payment & any other dues liable to be remitted by contractor under Financial Laws to Finance department.
  - In case of non-satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute decision of concerned Head of the Department will be final

### **11.0 SETTLEMENT OF DISPUTE/JURISDICTION/ARBITRATION ETC. :-**

BHEL Reserve the following rights:-

To evaluate the bid as per BHEL policy and Govt. guidelines including CVC / Vigilance guidelines by the tender committee duly constituted by BHEL Management.

In case dispute during execution the decision of BHEL, Jhansi Management or committee duly approved by competent authority shall be final and binding to bidder.

### **11.1 CONFIDENTIALITY:**

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



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

---

### 11.2 (A) **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.

### 11.2 (B) **SUSPENSION:-**

BHEL reserves the right to suspend/ terminate performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended/ terminated, 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/termination.

### 11.3 **JURISDICTION:-**

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

### 11.4 **ARBITRATION:-**

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

### 11.5 **Risk and cost:**

If the contractor fails to perform / execute work within time or fail to perform as per 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 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 the contractor shall, not top entitled for any gain.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule : 'H'

### MEASUREMENT OF WORK AND PAYMENTS THEREOF.

1. The designated officer of the Unit will periodically inspect the Work 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 as per Schedule B- Scope of Work- Clause 10.
3. Payments will be made to the contractor on the basis of work carried out by him on a monthly basis.
4. All payments will be subject to deduction of income tax at source as per Income Tax as per the applicable Rules.
5. Measurement Book to be maintained for the work carried out daily / weekly / monthly by the contractor & the same shall be verified by BHEL official, nominated for the same.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule: 'I'

PROFORMA FOR SUBMITTING TECHNICAL BID FOR

### "Preparation of Laminations by Slitting & Cropping on CNC machines and Stacking"

- 1 Name of the firm : \_\_\_\_\_ (Essential)
1. Name of the Proprietor / Partner/Director : \_\_\_\_\_ ( Essential)
2. Address and Contact Numbers : \_\_\_\_\_ ( Essential)
3. Registration Number : \_\_\_\_\_ ( Essential)  
Copy of the Certificate : Enclosed / Not Enclosed
4. Labour License Number : \_\_\_\_\_ (Desirable)  
Copy of the License : Enclosed / Not Enclosed
5. PF Code Number : \_\_\_\_\_ (Essential)  
Attach Copy of the PF registration
6. ESI Code Number : \_\_\_\_\_ ( Essential)  
Attach Copy of the ESI registration
7. (1) PAN/TAN Number : \_\_\_\_\_ ( Essential)  
(2) Income Tax return last 3 yrs. Enclosed / Not Enclosed (Essential)
8. Service Tax Number(PAN Based) : \_\_\_\_\_ ( Essential)
9. VAT/TIN Number : \_\_\_\_\_ ( Essential)  
(To be submitted only in case Enclosed / Not Enclosed  
where material transaction is  
involved)
11. Experience Certificate : Enclosed / Not Enclosed(Essential)  
(Along with balance sheet & profit and loss account/ turnover certificate issued  
by CA)
12. No. of Workers including Supervisors : \_\_\_\_\_ ( Essential)  
on the rolls of the firm



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

- .....
13. Earnest Money Deposit :Rs. \_\_\_\_\_ ( Essential)  
a) D.D. Number & Date : \_\_\_\_\_ Date \_\_\_\_\_  
b) Drawn on (Bank) : \_\_\_\_\_
14. Any other relevant information : \_\_\_\_\_
15. Tender Cost :Rs. \_\_\_\_\_ ( Essential)  
D.D.No. : \_\_\_\_\_
16. Validity of offer : 90 days from the date of  
tender Opening.
17. Blank Price bid format : Enclosed/Not Enclosed ( Essential)
18. Reverse auction : Accepted/ Not accepted ( Essential)

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

Signature with Name  
& Office Seal

Date:

Note : Technical bid and price bid should be submitted in separate sealed envelops. In case the bids are found in one single envelope then the "bids" are liable to be rejected.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule: "J"(a)

### PRICE BID

#### "Preparation of Laminations by Slitting & Cropping on CNC machines and Stacking"

- a. Name of the firm : \_\_\_\_\_
- b. Name of the proprietor/partners : \_\_\_\_\_
- c. Address and contact Number : \_\_\_\_\_
- d. Price offer on work measurement basis: \_\_\_\_\_

"Please refer Schedule B for Scope of Work and Schedule H for Measurement of Work"

Sl. No.	Work Description	Quantum of Work (MT)	Estimated Rate (Rs./ MT)	Total Amount (in Rs.)
1	Operation(A)-Slitting of CRGO Rolls	1140		
2	Operation(B)-Cropping & Stacking of Laminations	420		
* Service tax or other taxes/duties extra as applicable.			Total*	

In words –Rupees .....

#### **Conditions for price bid schedule: "J" for this tender enquiry.**

1. Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids 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.
5. Contractor has to comply with payment of minimum wages and other statutory levies as per provision of the respective acts.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

---

### Schedule: "J"(b)

#### 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 are to be followed:-

- (a) In the price structure quoted for service contract, if 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 tenderer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall be 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.
- (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 tenderer, the bid is liable to be ignored.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule: K

Annexure: I

### 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)
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.....  
 स्थाई पता..... वर्तमान पता.....  
 .....  
 शैक्षिक योग्यता.....  
 तकनीकी योग्यता.....  
 आधार न०..... मोबाइल न०.....

संविदा श्रमिक का  
हस्ताक्षर युक्त फोटो  
ठेकेदार द्वारा सत्यापित)

भविष्य निधि खाता संख्या

कर्मचारी रा.बी. निगम खाता संख्या

(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

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

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.



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule: K

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

We hereby accepted above (signature & seal of bidder) authority

34/40

Seal & Signature of BHEL contracting



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

### 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

Daily-rate of wages/piece rate	Amount of wages earned				Total
	Basic wages	Dearness Allowances	Overtime	Other cash payments (Nature of payment to be indicated)	
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 In-charge)



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Schedule "L"

### RULES FOR ROUNDING OFF NUMBERS

<p><b>CASE A:</b> In rounding off numbers, the last figure kept should be <b>unchanged</b> if the first figure dropped is <b>less than 5</b>.</p>	<p>For example, if only one decimal is to be kept, then 6.422 becomes 6.4.</p>
<p><b>CASE B:</b> In rounding off numbers, the last figure kept should be <b>increased by 1</b> if the first figure dropped is <b>greater than 5</b>.</p>	<p>For example, if only two decimals are to be kept, then 6.4872 becomes 6.49. Similarly, 6.997 becomes 7.00.</p>
<p><b>CASE C:</b> In rounding off numbers, if the first figure dropped is 5, and all the figures following the five are zero <i>or</i> if there are no figures after the 5, then the last figure kept should be <b>unchanged</b> if that last figure is <b>even</b>.</p>	<p>For example, if only one decimal is to be kept, then 6.6500 becomes 6.6.</p> <p>For example, if only two decimals are to be kept, then 7.485 becomes 7.48.</p>
<p><b>CASE D:</b> In rounding off numbers, if the first figure dropped is 5, and all the figures following the five are zero <i>or</i> if there are no figures after the 5, then the last figure kept should be <b>increased by 1</b> if that last figure is <b>odd</b>.</p>	<p>For example, if only two decimals are to be kept, then 6.755000 becomes 6.76.</p> <p>For example, if only two decimals are to be kept, 8.995 becomes 9.00.</p>
<p><b>CASE E:</b> In rounding off numbers, if the first figure dropped is 5, and there are any figures following the five that are <i>not</i> zero, then the last figure kept should be <b>increased by 1</b>.</p>	<p>For example, if only one decimal is to be kept, then 6.6501 becomes 6.7.</p> <p>For example, if only two decimals are to be kept, then 7.4852007 becomes 7.49.</p>



# Bharat Heavy Electricals Limited, Jhansi

Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

.....  
Schedule "M"

## Certificate of Part Completion of Works Contract

(in case of experience in BHEL only)

### TO WHOM IT MAY CONCERN

It is to certify that M/s .....

..... has

satisfactorily completed the work of .....

for value of Rs. .... as on 31<sup>st</sup> Mar'17..... Which is .....

.....% of the work awarded on them vide Work Order

No.....Dt..... for the value of

Rs..... (Copy of work order enclosed).

Signature of certifying authority of BHEL

(Seal Indicating Name, Designation and Company / Department Name)



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

### Annexure N-1

ANNEXURE N1														
Measurement Book for Slitting														
Column (C) - Grade of CRGO - first alpha character of Roll Identification E = ZDKH85, N=ZDKH90, Z=M0H, F=M4H														
Column (d) - Month of slitting - A=Jan, B= Feb, C= Mar, D= Apr, E=May, F= June, G=July, H=Aug, I=Sept, J=Oct, K= Nov, L= Dec														
Date of addition in list	Shift	ROLL Identification	Width (in.mm)	Layer Depth (LD) (in mm)	Details of Parent Coil				Type of roll (off-cut or for some WO)	Counter Reading for length	Calculated weight	Consumption		Remarks
					Coil No. as identified by Supplier	Make	Width (in mm) as per lable	Net Weight (in kg) as per lable				Date	Shift	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)
03/03/17	A	EC011	330	70	6102430002	Thysson	1000	2130	71542(12-13)			18/03/17	C	
05/03/17	B	EC022	335	30	6102390012	Thysson	1000	2525	71542(12-13)					
13/03/17	A	FC265	190	30	1510382	Viz. Steel	1010	4540	Offcut					
13/03/17	B	NB022	210	140	EAZ0942B	Posco	1000	3900	Offcut					
15/03/17	A	ZC229	135	120	EAZ0942B	Posco	1000	3900	Offcut					
15/03/17	C	EC120	170	130	61023900003	Thysson	980	2160	Offcut					
16/03/17	C	EC168	660	110	61023900020	Thysson	1000	2520	71141(12-13)					
17/03/17	B	EC134	210	140	6102400004	Thysson	1000	2525	Offcut					
18/03/17	C	EC169	330	70	EM011									



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

Annexure N-2

<b>ANNEXURE N2</b>					
<b>Monthly Plan for slitting, Cropping and stracking</b>					
<b>Plan for the month: April-2017</b>					
<b>(A) Slitting</b>					
Sr.	Work Order & Set No.	Wt. (in MT)	Target Date for completion	PDC by Contractor	Remark/ Status
1	71268(1-2)	44	04/04/17		
2	71788(1-4)	44.76	08/04/17		
3	71833(1-2)	66	14/04/17		
4	71734(5-6)	120	24/04/17		
5	71821(1-1)	70	28/04/17		
	<b>Total</b>	<b>344.76</b>			
<b>(B) Cropping</b>					
Sr.	Work Order & Set No.	Wt. (in MT)	Target Date for completion	PDC by Contractor	Remark/ Status
1	71220(1-2)	44	14/04/17		
2	71734(1-2)	120	24/04/17		
3					
4					
	<b>Total</b>	<b>164</b>			
<b>(C) Stacking</b>					
Sr.	Work Order & Set No.	Wt. (in MT)	Target Date for completion	PDC by Contractor	Remark/ Status
1	71221(1-2)	16	08/04/17		
2	71220(1-2)	44	12/04/17		
3	71734(1-2)	120	21/04/17		
4					
	<b>Total</b>	<b>180</b>			



# Bharat Heavy Electricals Limited, Jhansi

## Transformer Manufacturing Department

Tender Enquiry No: TRM/TE/710

07.04.2017

---

### Annexure N-3

<b>ANNEXURE N3</b>				
<b>Measurement Book for Cropping &amp; Stracking</b>				
Sr.	Date	WO	Item no. of core sheet	Cropped & stracked output wt.(in kg)
1	12/03/17	71221(1-2)	All items	16000
2	14/03/17	71220(1-2)	All items	44000
3	18/03/17	71734(1-2)	1to 10	8000
4				
5				
6				
7				
8				