



	<p align="center">BHARAT HEAVY ELECTRICALS LIMITED HIGH PRESSURE BOILER PLANT Tiruchirappalli – 620 014 WORKS CONTRACTS MANAGEMENT</p> <p>Phone: 0431 – 257 4165, 1516, 7042 E-mail: sjain@bhel.in, mpchaudhary@bhel.in, evenkat@bhel.in Website : www.bhel.com</p>	<p align="center">AN ISO 9001 COMPANY</p>
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NOTICE INVITING TENDER

Dear Sir/ Ma'am,

Subject: **Two Part Tender inviting Techno-commercial and Price Bids** for Stitching, Binding & Retrieval of documents & Bills support activities of Finance Dept., BHEL-Trichy.

Please submit your competitive offer for the above subject work as per the conditions given in the WORK/RATE SCHEDULE and tender conditions enclosed along with the tender.

1.	Scope of work	Scope of work and technical terms and conditions as per Techno-Commercial Part-I bid.
2.	Location of work	BHEL Trichy complex.
3.	Period of contract	Two years from date of commencement of work.
4.	Last date/ time for receipt of tender	10.00 AM on dt. 05.06.2018
5.	Date/ time of opening of Techno-commercial bids	10.30 AM on dt. 05.06.2018
6.	Tender will be opened at	WCM Dept., 53 Bldg. (1st Floor), HPBP, Trichy-14.
7.	Date of price bid opening	The Date/ Time of Price Bid Opening will be intimated to the Techno-Commercial Qualified Tenderer separately.
8.	Total EMD amount	₹ 47,400/- (Forty Seven Thousand, and Four Hundred Rupees) preferably through SBI Collect or through Demand Draft in favour of BHEL, Trichy-14 payable at SBI, Kailasapuram Branch, Trichy.

Place:
Date:

Signature of Authorized Signatory
with seal & full address



I. SPECIAL INSTRUCTIONS:

1. This Tender is subject to:

- **Pre-qualification (Part-I):** As per tender conditions Part-I.
- **Techno-Commercial Bid (Part-I)**
 - (i) Techno-Commercial Bid.
 - a. General Details
 - b. Qualifying Criteria for the contract.
 - c. Scope of Work and Technical Terms & Conditions - Qualifying Criteria.
 - (ii) Special Conditions for contract finalization.
 - (iii) General Terms & Conditions for contract execution.
- **Price Bid (Part-II)**
- **Annexures (I, II and III)**

2. **EMD should be submitted in a separate cover** duly superscripting as “**EMD/ PRE-QUALIFICATION BID / PART-I**”.

EMD cover should contain either the online payment receipt, or DD, or NSIC/ MSE/ SSI certificate (as per guideline issued by govt.). The authenticity of the NSIC/ MSE/ SSI certificate will be checked immediately, and their Techno-commercial bid shall be opened only, if the NSIC/ MSE/ SSI certificate is valid.

3. Techno-Commercial bid along all Terms & Conditions shall be duly signed and stamped in all pages, and placed in a cover duly superscripting as “**TECHNO-COMMERCIAL BID / PART-I**”. Bids submitted with Incomplete, and/ or incorrect techno-commercial details will be liable for rejection.
4. Tenderer should furnish the rate in the enclosed price bid/ Part-II format, and shall be duly signed and sealed in all pages, and placed in a separate cover duly superscripting as “**PRICE BID/PART-II**”.
5. **There will be 3 Separate covers. First cover for Pre-qualification bid (EMD / PART-I), Second cover for Techno-commercial Bid (PART-I), and third cover for Price Bid (PART-II).**
6. All the above 3 covers shall be placed in a common sealed cover, and submitted before the said due date & time as given above superscripting the **tender no. & date, and due date**.
7. At the time of opening of Pre-Qualification/ Techno-commercial/ Price Bid, the representatives should produce the authorization obtained from the authorized signatory (Performa attached as Annexure–III) of the tenderer specifying the purpose.
8. **Any deviation to this tender terms & conditions, and schedules of this tender will lead to total rejection of the offer submitted.**
9. BELATED and incomplete bids will become **liable for rejection**.

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II. IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER:

1. **Tenderer who have been suspended or black listed or issued with “Show Cause Notice” by BHEL Trichy-14 or any other unit will not be allowed to participate in the tender**, and bidder should declare the same in the tender. Even during the course of evaluation/ finalization of tender if it is found that some of the parties are black listed/ barred from business transaction/ under business hold, BHEL will not consider them for further participation in the tender.
2. Should a tenderer find discrepancies or omissions in the tender documents, or should there be any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. No extension of time shall be given for submission of the tender on any account.
3. Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective, tenders not in accordance with the tender conditions herein contained, and the tenders not in original are liable to be rejected.
4. All entries in the tender documents should be in one ink. Erasures, and overwriting are not permitted. All cancellations, and insertions should be duly attested by the tenderers concerned.
5. Quotation should be valid for a period of four months from the date of Techno-commercial bid opening.
6. Rates should be quoted as per the Work / Rate schedule (Price bid/Part –II). Rates quoted in any other form will not be accepted, and will be rejected.
7. Unit rates should be quoted in figures as well as in words for all the items shown in price bid. Wherever there is a discrepancy, it shall be dealt in line with the terms & conditions mentioned in the tender.
8. The tender must be signed separately and legibly by Partner/ Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly attested by a Notary Public must accompany the tender.
9. If a tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the BHEL will reject such tender at any stage.
10. Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
11. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
12. Should a Tenderer's or a Contractor's or in the case of a firm or company of contractors/any of its shareholder's or shareholder's **relative is employed in BHEL**, the authority inviting the tenders shall

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be informed in writing of this fact at the time of submission of the tender, failing which the tender may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.

13. The tender schedule, and the tender shall be deemed to form an integral part of the contract to be entered into for this work.
14. Tenderers shall sign each and every page of tender documents, and affix seal for having accepted the conditions.
15. **Late (offers received after the specified time of their submission are treated as Late tenders), and Delayed Tenders will be summarily rejected.**
16. Tender can be cancelled at any stage due to unavoidable circumstances.
17. Annexures relevant to tender attached.

In case you are not in a position to submit the offer, please send letter suitably specifying the reasons thereof.

Thanking you,

For Bharat Heavy Electricals Ltd.

Sumit Jain
Sr. Engineer/ WCM
1st Floor, 53 Building
BHEL, Trichy-14
TAMILNADU

Note: Tender shall be addressed to the above address. It may be noted that the Works Contracts department is at a walking distance from Building 53 Entry gate. The time of submission of bids needs to be planned accordingly.

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PART - I
“PRE-QUALIFICATION”
“EMD Amount”

EMD should be submitted in a separate cover duly superscripting as “EMD / PART-I”.

S N	EMD DETAILS	PAYMENT DETAILS
1.	<p><u>EMD Amount:</u></p> <p>₹ 47,400/- (Forty Seven Thousand, and Four Hundred Rupees)</p> <ul style="list-style-type: none"> • In favour of BHEL, Trichy-14 payable at SBI, Kailasapuram Branch, Trichy. Offer without EMD will be summarily rejected. • EMD will be waived off for NSIC/ MSE/ SSI (as per guideline issued by govt.) vendors upon verification. (Self-attested copy of valid Certificate to be enclosed) 	<p>Rupees:</p> <p>Online payment receipt No.:</p> <p style="text-align: center;">OR</p> <p>DD/ BC No.:</p> <p>Date:</p> <p>Bank & Branch:</p>

MODES OF DEPOSIT OF EMD AMOUNT:

The EMD may be accepted only in the following forms:

- Electronic Fund Transfer credited in BHEL account (before tender opening) - Online Payment procedure for EMD and SD amount attached (Annexure – III) for vendors’ reference.
- Banker’s cheque/ Pay order/ Demand draft, in favour of BHEL, Trichy-14 payable at Trichy (along with offer).
- Cash deposit as permissible under the extant Income Tax Act (before tender opening).

NOTE:

- EMD in any other form and **tender without EMD will be summarily rejected.**
- EMD will be waived off for NSIC/ SSI/ UAM (as per guideline issued by govt.) vendors upon verification.
- The authenticity of the NSIC/ MSE/ SSI / UAM certificate will be checked immediately, and their Techno-commercial bid shall be opened only if the NSIC/ SSI / UAM certificate is valid.
- Declaration of UAM number by MSE bidders on Central Public Procurement Portal (CPPP) is mandatory failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs Order 2012 for tenders invited through electronically through CPPP. Even in the Tenders invited non-electronically by BHEL, the MSE bidders shall indicate the UAM number in their bidding documents failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs Order 2012.

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PROVISION FOR MSE SUPPLIERS:

1 MICRO & SMALL ENTERPRISES (MSE)

- 1.1 MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of valid NSIC certificate or UAM certificate.
- 1.2 Any new supplier will be eligible for registration with BHEL as MSE supplier provided at least any one of the following documents are submitted along with application for registration
 - 1.2.1 Valid NSIC Certificate or UAM
- 1.3 However, credentials of all MSE suppliers will be verified before considering the intended benefits for MSE suppliers as per clause (ii) at the time of tender evaluation.
- 1.4 Definitions of MSEs owned by SC/ST is under:
 - 1.4.1 In case of proprietorship firm, proprietor must be SC/ST.
 - 1.4.2 In case of partnership firm, the SC/ST partners must be holding at least 51% shares in the unit.
 - 1.4.3 In case of private limited companies, at least 51% share must be held by SC/ST promoters.
- 1.5 Authorized Offices to Issue SC/ST certificate. The caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs can be considered.
 - 1.5.1 District Magistrate / Additional District Magistrate / Collector / Deputy commissioner / Additional Deputy commissioner / Deputy collector/ 1st class stipendary magistrate/ Sub divisional Magistrate/ Taluka Magistrate/ Executive magistrate/ Extra Assistant commissioner.
 - 1.5.2 Chief Presidency magistrate/ Additional chief presidency magistrate/ Presidency magistrate.
 - 1.5.3 Revenue Officer not below the rank of tahsildar.
 - 1.5.4 Sub-Divisional officer of the area where the individual and/ or his family normally resides.
 - 1.5.5 To avail the benefits of MSE under SC/ST category, the related documents as stated above should be submitted along with tender documents.

FORFEITURE OF EMD:

EMD by the Tenderer will be forfeited as per Tender Documents if:

- I. After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- II. The Contractor fails to deposit the required Security deposit or commence the work within 15 days of LOI/WO/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.

- EMD given by all unsuccessful tenderers shall be refunded after of award of work.
- EMD shall not carry any interest.
- EMD of successful tenderer will be retained as part of Security Deposit.

Place:
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PART - I
“TECHNO-COMMERCIAL BID”

A. GENERAL DETAILS:

Sl. No.	DESCRIPTION DETAILS	DETAILS
1	Name of Company/ Firm/ Agency/ Vendor	
2	BHEL Vendor Code (If any)	
3	Type of Company/ Firm/ Agency/ Vendor Individual/ Private/ Partnership/ Public/ Limited company/ others (If others pls specify)	
4	Office Address	
5	Name of person for communication related to Tender	
6	Phone/ Mobile No.	
7	E-mail Address	
8	GST Registration No. (Self-attested copy to be attached)	() Registered and Enclosed () Not Registered
9	% of GST applicable to the vendor for this work	_____ %
10	PF Registration (Self-attested copy of PF Registration to be attached)	() Registered and Enclosed () Not Registered
11	ESI Registration (Self-attested copy of ESI Registration to be attached)	() Registered and Enclosed () Not Registered
12	Labour License Registration. (Self-attested copy of Labour License to be attached)	() Registered and Enclosed () Not Registered

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Note:

- I. If Company/ Firm/ Agency/ Vendor is not registered with PF and ESI (as applicable), they will have to comply with the statutory requirements within 30 days **from award of contract**, otherwise their bills will not be processed.
- II. If Company / Firm is not having valid labour License, they have to get registered immediately after award of contract, in case they are engaging more than 20 workers, and submit the same within 30 days from award of work failing to do so contract will be cancelled and BHEL will entrust the work to any other contractor at the risk and cost of the contract, and the contractor shall be liable to pay the extra expenditure.
- III. The contractor shall have separate PF and ESI code, BHEL will not allow the contractor to remit the PF and ESI of his employees through codes of others.
- IV. Apart from furnishing the above details, self-attested copies of relevant documents/ certificates must be enclosed with the Technical Bid. If at any stage, the document(s) submitted by Contractor is/are found incorrect/false, the necessary action will be taken by BHEL against contractor.
- V. Self-attested copy of remittance of PF, ESI, and GST has to be enclosed with each month bill.
- VI. **CLARIFICATION REGARDING GST:** In case any changes in taxes and duties as per Gov. Notification (including GST), the same shall be applicable from time to time.

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PART - I
“TECHNO-COMMERCIAL BID”

B. QUALIFYING CRITERIA FOR THE CONTRACT:

Sl. No.	CATEGORY DETAILS	DETAILS (tick <input type="checkbox"/> wherever required)
1.	Income Tax PAN Card Number ➤ Proprietorship - PAN card on owner Name ➤ For others - PAN card in the name of Company / Firm / Business (Self-attested copy of PAN card to be enclosed)	(<input type="checkbox"/>) Enclosed (<input type="checkbox"/>) Not Enclosed
2.	PROOF OF EXPERIENCE: The Contractor shall have experience of executing similar work - Manpower Supply/ office supporting services work in any central/ state Govt./ PSU company/ Private organisation. One contract of value at least ₹9,48,000/- OR Two contracts of value at least ₹5,93,000/- each OR Three contracts of value at least ₹4,74,000/- each.	(<input type="checkbox"/>) Enclosed (<input type="checkbox"/>) Not Enclosed
3.	FINANCIAL SOUNDNESS: Average Annual financial turnover for any of the three consecutive years during the last five financial years, should be at least ₹3,56,000/- Documents to Prove Financial Soundness of the Firm (in any of the following manner given below) for any three consecutive years out of five years i.e. 2012-13, 2013-14, 2014-15, 2015-16 & 2016-17 (Assessment Year 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18). Self-attested copy of Income Tax Submission Acknowledgment AND Self-attested copy of Audited Profit & Loss account and Balance Sheet indicating CA membership number.	(<input type="checkbox"/>) 2012-13 Turnover: ₹ _____ (<input type="checkbox"/>) 2013-14 Turnover: ₹ _____ (<input type="checkbox"/>) 2014-15 Turnover: ₹ _____ (<input type="checkbox"/>) 2015-16 Turnover: ₹ _____ (<input type="checkbox"/>) 2016-17 Turnover: ₹ _____
4.	No Deviation Certificate	(<input type="checkbox"/>) Signed (<input type="checkbox"/>) Not Signed

Note:

- I. Apart from furnishing the above details, self-attested copies of relevant documents/ certificates must be enclosed with the Technical Bid.
- II. At any stage, BHEL may ask for original documents and contractor has to submit the same.
- III. If at any stage, the document(s) submitted by Contractor is/are found incorrect/ false, the necessary action will be taken by BHEL against contractor.

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1. BILL OF QUANTITY: The indicative total tender quantity is mention below. Quantity may increase or decrease based on the actual requirement of BHEL.

S N	DESCRIPTION OF WORK	UOM	QUANTITY (Approx.)
1	Binding and Related Works A3 size paper	No.	200
2	Binding and Related Works A4 size paper	No.	10,000
3	Binding and Related Works A5 paper	No.	150
4	Movement of bound/Stitched volumes	No.	20,000
5	Retrieval of Documents Building 24 & 35	No.	3,000
6	Retrieval of Documents from 53 Bldg.	No.	1,200
7	Retrieval of Documents from MHD	No.	10,000
8	Bills support activities	No.	44,000

2. SCOPE OF WORK: Stitching, Binding & Retrieval of documents & Bills Support activities:

A. Keeping of records:

1. Collecting the documents from Banks and other section regularly.
2. Arrange the vouchers neatly and serially by folding the protruding papers appropriately.
3. Arrange the documents in suitable bundles.
4. The bundles are to be placed inside the file cover that will be supplied by us and stitch the same.
5. Indicate the bundle numbers and voucher numbers contained in each bundle on top side of the wrapper.
6. Store the bundles serially in the racks.

B. Retrieval of Documents:

Retrieving documents of current year as well as old years from Archives located in various places in and around our factories such as MHD, 53 Building, 35 Building and 24 Building as per the requirements of Finance & Accounts Department. Payment for this will be on the basis of retrieval time.

C. Bills support activities:

The following non-core activities are required to be carried out in bills areas:

1. Segregation of bills and retrieval of records.
2. Photocopying of invoice document & scanning of documents
3. File maintenance of current records.

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II. SPECIAL CONDITIONS FOR CONTRACT FINALIZATION

A. SPECIAL CONDITIONS FOR CONTRACT:

1. Area of work: BHEL Trichy complex.
2. **EARNEST MONEY DEPOSIT (EMD):** EMD is to be paid by tenderers for securing fulfilment of any obligations in terms of the NIT (Pre-qualification bid / PART-I).

B. IMPORTANT TERMS FOR PRICE BID & RATE BASIS:

1. Price Bid is to be submitted in a separate envelope. Contractors should fill the rate, sealed and placed in a Cover separately by super scribing as PART-II/PRICE BID, Name of work, Tender reference no due date on the Cover.
2. Duration of Contract will be **two years** from the date of award of work.
3. The period of the contract can be extended if required by BHEL and agreed by contractor.
4. The rate quoted shall remain firm and valid throughout the contract period (including if extended on mutual acceptance, if needed) and no extra payment will be reimbursed to the contractor by BHEL. Any increase of DA/ wages to the contract labour shall be absorbed by the contractor themselves during the period of contract.
5. Quotation should be valid for a period of four months from the date of Tender opening.
6. **Tenderer should quote rate per unit rate.**
7. The quoted rate should be excluding GST, and inclusive of any taxes and duties levied or to be levied both by Central and State Government authorities from time to time. Such levies should be borne by the Contractor. GST will be paid extra on submission of documentary evidence.
8. Contractor will have to make an additional wage to the contract workmen as given below, over and above the minimum wages prescribed by the Government of Tamil Nadu from time to time.

Unskilled	: ₹ 3,200/- per month
Semiskilled	: ₹ 3,700/- per month
Skilled	: ₹ 4,100/- per month
9. The Contractor will have cover their workmen under PF, ESI, Bonus Act etc. based on the above payment rate (Minimum Wage + Additional Wage).
10. For absentee of any of the crew member, deduction from the bills will be made on pro-rata basis based on the current minimum wage + BHEL additional payment.
11. The contractor should follow and comply with Minimum Wages, ESI, PF, Bonus, Group Insurance and other statutory regulations as stipulated in Factories Act and other applicable State/Central Government rules & regulations.
12. New vendors responding against BHEL website/ NIC/ CPPP/ Press advertisement, may visit the area of work, if they want to get to know the scope/ work details, and also area of work, prior to quoting.

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13. Evaluation of the offer shall be done on the basis of delivered cost (i.e. “Total Cost to BHEL”).
14. In case of more than one L1 bidders, BHEL gets fresh revised reduced price bids from all such L1 bidders & ranking will be decided based on these revised bids. The new rates quoted should be lower than their previous L1 rates. If L1 could not be decide by this process, ranking will be decided by draw of lot in the presence of all such L1 bidders.
15. Tender can be cancelled at any stage due to unavoidable circumstances.
16. Contractor will have to maintain log book for the utilization of vehicle and obtain the signature of BHEL official on daily basis.
17. The rate should be quoted on per day basis taking into account the following points:
 - I. Work is to be carried on all working days excluding Sundays, and Holidays declared by BHEL. However, BHEL may require the work on Sunday(s), and Holiday(s) also and it will be intimated accordingly.
 - II. Charges for work on Weekly off, and Holidays declared by BHEL will be paid based on the above rate.
 - III. Duration of working in a day will be 8 Hrs. (excluding half an hour for lunch/ dinner break) as per BHEL requirement.
 - IV. Normally shift timing will be from 8.00 Hrs to 16.30 Hrs. The shift timing may change as per requirement.

18. Rate Finalization:

- I. Lowest prices received against BHEL Tenders need not be the acceptable to BHEL and in that case BHEL would not be considered the same for award of Contract. BHEL would negotiate or re-float the Tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.
- II. BHEL will finalize the rates through price bid opening. Hence, Tenderers are requested to give their best prices at the first instant itself.
- III. In the event of the final L1 prices are not reasonable/ acceptable to BHEL, BHEL also may resort to short closure of this Tender.
- IV. Contract for full work will be awarded to only one party. L1 will be decided on the total value of contract (Package basis).

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III. GENERAL TERMS & CONDITIONS FOR CONTRACT EXECUTION

A. GENERAL TERMS & CONDITIONS FOR THE CONTRACTS:

1. **DEFINITION:** In these General Conditions of Contract, the following terms shall have the meaning hereby assigned to them, except where the context otherwise requires:
 - I. The "**Contract**" means, the documents forming the Tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
 - II. The "**work**" means, the work described in the Tender documents in individual work-orders as may be issued from time to time to the contractor by the Officer-In charge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.
 - III. The "**contractor**" means, the individual Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.
 - IV. "**The Officer-In charge**" means, the Officer deputed by the AGM / WCM, to supervise the work or part of the work.
 - V. "**Approved**" and "**Directed**" means, the approval or direction of AGM / WCM, or person deputed by him for the particular purposes.
 - VI. "BHARAT HEAVY ELECTRICALS LIMITED" (herein after referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or other Administrative Officer of the said Company including AGM / WCM authorised to invite tenders and enter into contract for works on behalf of the Company.
 - VII. The "**Contract sum**" means, the sum accepted or the sum calculated in accordance with the prices accepted in Tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.
 - VIII. A "**week**" means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.
 - IX. A "**day**" means, the day of 24 hours (TWENTY-FOUR) irrespective of the number of hours worked or not worked in that day.
 - X. A "**working day**" means, any day other than that prescribed by the NEGOTIABLE INSTRUMENTS ACT as being a Holiday, and consists of the number of hours of labour as commonly recognised by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulations.

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2. **HEADING TO THE CONTRACT CONDITIONS:** The heading to these conditions shall not affect the interpretations thereof.
3. **WORK TO BE CARRIED OUT:** The Contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of the work. The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the work. No extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.
4. **DEVIATIONS:** The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of the respective area HOD/WCM. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.
5. **ASSIGNMENT OF TRANSFER OF CONTRACT:** The Contractor shall not without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.
6. **SUB-CONTRACT:** - The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL.
7. **COMPLIANCE TO REGULATIONS AND BY-LAWS:** - The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-Laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.
8. **SECURITY DEPOSIT (SD):**

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

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.

Security Deposit has to be deposited within 15 days of LOI. Else EMD will be forfeited and may also attract the provision of “Suspension of Business dealings with Suppliers/Contractors”.

MODES OF DEPOSIT:

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

- I Cash (as permissible under the extant Income Tax Act)
- II Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL (Online Payment procedure for EMD and SD amount attached (**Annexure – III**) for vendor’s reference)
- 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

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- 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)

COLLECTION OF SECURITY:

- **The Security Deposit must be deposited before the start of Work.**
- At least 50% of the required Security Deposit, including the EMD, is to be submitted 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 Security Deposit shall not carry any interest.

NOTE: After issue of LOI / Work Order, if the Contractor fails to commence the work within 15 Days or as indicated in LOI / Work Order, and do not complete the work in total as per the terms & conditions of tender, EMD / SD deposited by the Contractor will be forfeited and suitable action as per suspension of business dealing guidelines of BHEL will be taken.

9. SUBMISSION OF BILLS BY CONTRACTOR: Bills should be submitted within a week after execution of work during the calendar month. The Contractor shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the end user / executing agency, separately details of his claims for the work done by him up to and including the previous month which are not covered by his contract agreement in any of the following respects:

- I. Deviation from the items provided in the contract documents.
- II. Extra items / new items of work.
- III. Items in-respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done up to and including the period under report.
- IV. Tenderer has to quote rates both in figures and in words for all the items given in the Bill of Quantities provided.

Place:
Date:

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with seal & full address



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

- I. Copy of PAN card.
- II. Documentary proof for payment of PF/ESI (for the last month) with respect to the employees engaged by the contractor with payment details relating to individual names to be submitted.
- III. Copy of payment challan of previous Month / Quarter as proof of deposit of GST along with a certificate from the Contractor that tax collected from BHEL has been remitted to tax authorities.
- IV. If the Contractor is not registered for any statutory obligation and not liable there to, then a declaration shall be submitted along with offer that they are within the threshold limit.
- V. Any other relevant document which is required from time to time as per BHEL requirement.

10. PAYMENT OF BILLS: All payments to be made to the Contractor, under this contract shall be through Electronic Fund Transfer within one month after the certification of bills by the end user / executing agency.

- I. Payment will be made after completion of work as per tender conditions on acceptance and certification of bills by respective area **Executive in charge**.
- II. Payment shall be made against Certification by respective area **Executive in charge**.
- III. Statutory deduction like IT etc. will be deducted from Contractor payment as required by Law.

11. REFUND OF SECURITY DEPOSIT: Security Deposit will be refunded on completion of the work and after the expiry of the maintenance period, if any, provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE". In case no maintenance period is applicable, then 100% of security Deposit will be refunded after providing "NO DEMAND CERTIFICATE" by the contractor as per format provide by BHEL.

12. EXTENTION OF CONTRACT: One or more extensions of the Contract may be done with mutual agreement between BHEL, Trichy and the approved Contractor. Such agreements shall be based on acceptance of the lowest rates and terms & conditions of the corresponding contract.

13. RECOVERY FROM CONTRACTOR: Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

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

15. INCOME TAX:

- I. Income Shall be deducted at the applicable rate in respect of the service contract including supply of labour for any work as follows:
- II. Self-attested copy of PAN card shall be submitted to Account Dept. along with original for verification.
- III. TDS Certificate will be issued to vendors for each quarter ending as on 30th June, 30th Sept, 31st Dec and 31st Mar during the following quarter.

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16. GST:

- I. Wherever GST is liable to be paid by the contractor, the contractor shall register himself under the GST Rules and a Self-attested copy of Certificate of Registration shall be furnished to Account Dept.
- II. After registration, the payment of GST shall be effected by the contractor to the Central Government monthly/quarterly based on the invoices raised before the due date of payment. The GST Return also shall be submitted to the Government before the due date.
- III. The invoice/bill in original duly signed by the contractor claiming the payment for GST shall clearly indicate the following:
 - Continuous Serial no. & date of the bill
 - Cost of the service
 - Separately showing the GST amount calculated at the applicable rate
 - PAN based GST Registration No.
- IV. The GST claimed in the bill will be paid to the contractor based on the proof of payment of GST to the Government for the previous month/quarter as the case may be.

17. AVAILING INPUT TAX CREDIT (ITC): For service after implementation of GST i.e. after 30.06.2017, the following conditions will apply and vendor shall fully comply to the below points.

Indigenous Service Provider:

- I. Response to Tenders for Indigenous vendor will be entertained only if the vendor has a valid GST registration no which should be clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.
- II. Supplier shall mention their GSTN registration number in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.
- III. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
- IV. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.
- V. All documents like Mill Test Certificate, LR copy, Guarantee/Warrantee certificate, work completion certificate, any other document mentioned in Work Order, shall be sent along with the vehicle/consignment. For all consignments received within the calendar month, input credit will be availed within that month in line with monthly returns tiling cycle. In case of any discrepancy in the document or non-submission of documents mentioned in the WO, then BHEL will not be able to accept or account the service provided, in such case availing of tax credit will be deferred to next month or so.
- VI. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in ease of any

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incomplete work/service, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the non-completion of work, within the calendar month notified by EII IEL.

- VII. For any such delay in availing of tax credit for reasons attributable to vendor (as mentioned above), interest (calculated SRI Base Rate + 6%) along with penalty if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.
- VIII. GST is also applicable for LD and same will be recovered from defaulted contractor.

18. ORDERS UNDER THE CONTRACT: - All orders, notices etc. to be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the Tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him. Contractor shall be deemed to have included in his tender price of all the plant, machinery and appliances required for the purpose of all operations connected with the work embraced under the contract to secure a satisfactory quality of work and rate of progress which in the opinion of the " Contract Signing Officer" will ensure the completion of the work within the time specified. BHEL is having every right to split the schedule and to award the work to single or many parties on the lowest offered rates basis. This is a time bound contract for period mentioned, and does not envisage any extension of time / period.

19. CONTRACTOR'S SUPERVISION:

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

20. LABOUR:

- I. The Contractor shall remain liable for the payment of all wages and other payments in connection with the employees engaged by him and with regard to the work.
- II. The Contractor shall comply with the applicable provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees Liability Act. 1938, Employees Compensation Act 1923, Payment of Bonus Act, EPF and Miscellaneous Provisions Act, 1952, Employees State Insurance Act, 1948 and other relevant Acts and rules framed, there under from time to time.
- III. Contractor shall be responsible for making payment of wages and shall ensure disbursement of wages in the presence of the authority's representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
- IV. Contractor shall have/ obtain license under CL(R&A) Act, 1970.

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V. As per BHEL circular Contractor will have to make an additional wage per month has to be paid by the Contractor over and above minimum wages declared by Tamil Nadu Government to labours as:

- (a) Unskilled : ₹ 3200/-
- (b) Semi-skilled : ₹ 3700/-
- (c) Skilled : ₹ 4100/-

VI. The contractor has to disburse the salary/wages for their workmen only through Bank (RTGS). The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI and challans to Welfare Section every month.

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

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

23. LAWS GOVERNING THE CONTRACT: The contract shall be governed by the Indian Laws for time being in force.

- I. Should a tenderer or a contractor has a dependent/relative or in the case of a partnership firm, any of its partners or dependents of partners employed in BHEL, the authority inviting tenders should be informed of this fact at the time of submission of the Tender failing which Tender may be disqualified or if such fact subsequently come to light, the contract may be cancelled.
- II. No BHEL employee and their dependents are eligible to submit their offer against this tender.

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

If the Contractor shall: -

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

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

OR

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

25. CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT: BHEL, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases:

If the Contractor,

- I. being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any:

- Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors.

OR

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

OR

- Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL.

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

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

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

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26. CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACATOR'S DEFAULT:

If the Contractor:

- I. makes default in carrying out the work as directed and continues in that state after a reasonable notice from AGM/ WCM., or his authorised representative;
- II. fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued thereunder:

BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by AGM / WCM., which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by SR. MANAGER/WCM or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the AGM / WCM., whose decision shall be final and conclusive.

27. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR: Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated BHEL shall have the option of terminating the contract without compensation to the Contractor.

28. SPECIAL POWER TO TERMINATION: If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the AGM / WCM., shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

29. FORCE MEJEURE CLAUSE: If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefor neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the Manager/WCM subject to prompt notification by the contractor.

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30. ARBITRATION & CONCILIATION:

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

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

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

The cost of arbitration shall be borne as per the award of the Arbitrator.

Subject to the arbitration in terms of Clause above, the Courts at TRICHY shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.

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

In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable: In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contract, such dispute or difference shall be referred by either Party for arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the Parties to the dispute, provided, however, any Party aggrieved by such award may make further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties hereto finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

31. JURISDICTION: In case of any suit or other legal proceedings arising under or relating to this Contract, the courts at Trichy, Tamil Nadu only shall have the Jurisdiction and is only after exhausting the, Arbitration, Clause 31.

32. SIGNING OF CONTRACT: Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the persons so signing. Contracts by a Company shall be signed with the name of the Company by a person authorised in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

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**33. RISK PURCHASE:**

- I. In the event of any successful Tenderer's failure to fulfil any of the tender/ Contract obligations as per Contract/ Agreement, BHEL may entrust the job to alternate vendor, and get it completed to meet the BHEL requirement and additional expenditure, if any, including consequential cost viz., demurrage etc., will be fully recovered from the Contractor who failed to complete the job in line with the Contract.
- II. The decision of BHEL with regard to the actual losses/ consequential expenditure incurred by BHEL shall be final and binding on the Contractor.

34. LIQUIDATED DAMAGES (LD)/ PENALTY:

Penalty for delay in execution of work as per scope of work subject to maximum of 10 % of Total awarded value.

1	Binding and Related Works A3	5% L. D. for works not completed within a week
2	Binding and Related Works A4	5% L. D. for works not completed within a week
3	Binding and Related Works A5	5% L. D. for works not completed within a week
4	Movement of bound / stiched volumes	5% L. D. for works not completed within a week
5	Retrieval of Documents Building 24 & 35	5% L. D. for retrieval not done within 3 working days.
6	Retrieval of Documents from 53 Bldg	5% L. D. for retrieval not done within 3 working days.
7	Retrieval of Documents from MHD	5% L. D. for retrieval not done within 3 working days.
8	Bills support activities	5% L. D. for works not completed within a week.

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

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

36. SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS / CONTRACTORS: Penal action can be initiated on the suppliers / Contractors in line with extant ‘Guidelines for Suspension of Business Dealings with Suppliers/ Contractors. The abridged version of extant ‘Guidelines for suspension of business dealings with suppliers/ contractors’ has been uploaded on <http://www.bhel.com> on “supplier registration page”.

37. SECRECY OF CONFIDENTIAL INFORMATION:

The Contractor undertakes and agrees that he/it will not disclose or reveal in part or full the proprietary/confidential information, which terms shall mean and include patents, trademarks, service marks, registered designs, copyright, design rights, know-how, confidential information, trade and

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business names and any other similar protected information of BHEL received during negotiation or currency of the contract to any third party or governmental authorities without written permission from BHEL. In the event of termination or expiry of the contract, the contractor shall return all proprietary/confidential information to BHEL. This clause shall survive termination or expiry of the contract.

All the input details: transmittals and sample drawings supplied for preparation of drawings are confidential information of BHEL for specific purpose only. The contractor shall never pass on / part with the information to anybody and shall maintain the secrecy of the information. As soon as the bills are certified by BHEL, all the relevant drawing files shall be erased from PCs and shall not be made use under any circumstances.

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

38. STATUTORY REQUIREMENTS:

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

39. MOTOR VEHICLE ACT:

The transporter shall carry the weight of the consignment to the rated capacity of the vehicle only and Honour the Supreme Court Judgment by not carrying Over Weight and comply the relevant Motor Vehicle Act and other statutory requirement.

40. REMOTE TRANSACTIONS: The Contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, teleservice operations (whether voice, video, data or

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combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done.

41. CHANGE IN CONSTITUTION OF FIRM: Changes in constitution of firm whenever it is made after submission of application or during currency of the contract, the existing firm has to duly inform the proposed changes to contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc.) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL has the right for suspending or terminating the contract.

42. LIEN OF CONSIGNMENTS: The Contractor shall have no 'lien' of any kind over the consignments entrusted for transportation. Any dispute with the Contractor and the consignees shall be settled on negotiations but under no circumstances, delivery of the materials shall be withheld by the Contractor. Contractor shall watch and safeguard Employer's interests during the performance of the work. The Contractor shall carefully check each consignment with the relevant despatch documents to ensure correctness of each despatch and each delivery.

43. RIGHTS:

- I. BHEL may enter into parallel Contract simultaneously with any number of Contractor as may be deemed fit at any time during the period of Contract in the Interest of the work for any or all the stations and for any or all the schedules.
- II. In case of breach of any of the terms and conditions of the Contract, BHEL will entrust the work to any other Contractor at the risk and cost of the Contract and the Contractor shall be liable to pay the extra expenditure, damages, loss suffered on account of the cancellation of the Contract
- III. All amounts including the losses / damages / penalties / compensations etc., resulting from non-compliance with the terms of Contract, payable by the Contractor to BHEL under the Terms of the Contract will be recovered from the outstanding payments to Contractor either under this Contract or any other Contracts or from Security Deposit or from both. In case this amount is insufficient for such recoveries, the Contractor shall make good the balance amount by actual payment. In addition, BHEL, Trichy will recover the said amounts through its sister concerns, from the payments due to the Contractor in any of the units of BHEL located in any part of India.
- IV. The Contractor is not allowed to pass the responsibilities connected with the Contract to other agencies / Contractors, the Contractors shall not sublet or transfer the Contract or any part thereof, which tantamount to termination of the Contract and thereby attracting the penalty or forfeiture of security deposit.
- V. The Contractor shall have no right to demand at any time during the currency of this Contract any minimum quantity of Work for this Contract.

BHEL may verify / audit check by surprise visits at various locations of Works at their discretion and see whether the above requirements are complied with by the Contractor. In case the above requirements are not complied with, severe actions may be taken by BHEL on such Contractors, as deemed fit.

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B. TERMS AND CONDITIONS REGARDING COMPLIANCE WITH VARIOUS LABOUR LAWS BY THE CONTRACTS:

1. The contractor shall not engage in connection with the work any person who has not completed 18 years of age.
2. The contractor shall in respect of labour employed by him, comply with following statutory provisions and rules and in regard to all matters provided therein.
 - (a) The contract Labour (Regulation & Abolition) Act 1970 and the related Rules.
 - (b) The minimum wages Act 1948 and the related rules
 - (c) The payment of wages Act 1936 and the related rules.
 - (d) The Factories Act 1948 and related Tamil Nadu Rules.
 - (e) The Employees' Provident Fund & Miscellaneous provisions Act 1952.
 - (f) The Employees State Insurance Act 1948.
 - (g) Workmen Compensation Act 1923
 - (h) Payment of Bonus Act 1965
 - (i) Maternity Benefit Act, 1961
 - (j) Payment of Gratuity Act, 1972
 - (k) Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979
 - (l) Equal Remuneration Act, 1976
 - (m) Industrial Employment (Standing Order) Act, 1960 (In case of engaging 100 or more workmen)
 - (n) The Industrial Disputes Act 1947and any other law, or modifications to the above or to the rules made there under from time to time.

03. REGISTRATIONS AND LICENCING:

Every contractor shall register his name with the Personnel & Administration Department of BHEL Trichy-14 before taking up the work awarded to him by giving the following information and getting a code Number.

- (a) Name of the Contractor
- (b) Nature of Work
- (c) Period of Work
- (d) Number of maximum labour employed by him on anyone day.
- (e) License No. & Date (Applicable in case of contractors employing 20 or more workers)
- (f) The labourer should be enrolled with PF, ESI and enrolment No should be furnished on finalization of contract.

04. The contractor employing 20 or more workmen shall obtain a license from the authorities (The Deputy Chief Inspector of Factories / Assistant Commissioner of Labour as the case may be). This license shall be amended and / or renewed wherever there is an increase in the workmen employed by him or in the event of contract being extended or renewed. The contractor shall inform the license number to the BHEL Management before taking up the work.

05. The Contractor (Licensed or unlicensed) shall promptly furnish every information and document required by BHEL Authorities.

Place:
Date:

Signature of Authorized Signatory
with seal & full address



06. WAGES:

The contractor has to disburse the salary/wages for their workmen only through Bank. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI challans to Welfare Section every month.

The contractor shall have separate PF and ESI code, we need not allow the contractor to remit the PF and ESI of his employees through codes of others.

The contractor shall pay wages to the workmen employed by him at the rate, which shall not be less than the minimum wages declared by Tamil Nadu Government from time to time plus additional wages prescribed by BHEL.

A certificate of payment shall be furnished in duplicate by the contractor to the Engineer In charge for each month.

The contractor shall inform the BHEL Management every month the details of contract labour engaged for each contract in the following forms: -

- a. Serial Number
- b. Location
- c. Period of Work
- d. No. of Contract labour engaged during the month
- e. No. of days worked
- f. No. of Man – days worked
- g. Wages paid to his workers.

The above statement shall be furnished to BHEL Management at the end of every month.

07. REGISTERS AND RECORDS:

The contractor shall maintain necessary documents/ Formats and Registers and submit returns as required under the Contract Labour (Regulation and Abolition) Act 1970 periodically to BHEL Management and to the Licensing Authority.

All registers and records shall be preserved in original for a period of three years. All the registers, records and notice maintained under the Act and rules shall be produced on demand by inspector or any authority under The Act.

08. WORKING CONDITIONS:

- (a) The contractor shall provide all safety devices and personal protective equipment to his workmen at his own cost and shall ensure that his workmen wear / use such device or equipment provided to them while doing the work and there should not be any relaxation on this.
- (b) The contractor shall ensure that his workmen vacate the premises after shift is over.
- (c) The Contractor should bring contract labour to BHEL premises at his/her own cost, risk and execute the work allotted to him in BHEL premises. All safety equipment's to the workmen, safety rules & regulations are to be followed as per BHEL's Safety Rules & Regulations.

Place:
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- (d) BHEL will no way be responsible for any loss of life or any injury caused to any of the contractors or their crew while executing the above work at BHEL premises.

09. NOTICES OF ACCIDENTS:

In the event of an accident the contractor shall be required to fill injury report and submit to the Engineer In charge immediately and ensure compliance of ESI / Workmen's Compensation of accident as per the Act.

The contractor shall get the contract labour engaged by him insured under workmen's compensation policy from General Insurance Corporation of India before actually starting the work of contract. The Insurance Coverage should be for the entire period of contract. The contractor shall comply with the provisions of the Workmen's Compensation Act 1923. (This should be read in connection with the provisions of ESI Act.)

10. COVERAGE UNDER THE ESI / PF ACT MISCELLANEOUS PROVISIONS ACT:

- (a) The contractor shall ensure that all his workmen are covered under the Employee's Sate Insurance Act and produce to BHEL such Registration number/ Enrolment Number before executing the contract work.
- (b) The contractor shall regularly pay the amount by contribution i.e., employers contribution as well as employee's contribution in pursuance of the above scheme as fixed from time to time.
- (c) The contractor shall ensure that his workmen are covered the PF & miscellaneous provisions Act 1952 and accordingly produce to the BHEL Management the Registration / Enrolment number before awarding of contract work.
- (d) The Contractor shall within seven days of the close of every month submit to BHEL a statement showing the amount of contribution payable / paid for employees engaged by him or through him and shall also furnish to BHEL such information, as Principal Employer is required to furnish under the provisions of the ESI Act PF as well as the schemes made there under to the authorities concerned.
- (e) Whenever any sum of money is found to be recoverable from or payable by the contractor, the same shall be deducted from any sum that may be due or which at any time thereafter may become due to the contractor under this contract or under any other contract or from his security deposit. In case the recoveries are not sufficient to satisfy the claims, the contractor shall pay the balance thereof on demand. In case any recoveries are made under this clause from the security deposit, the contractor shall immediately thereafter pay such further sum as may be required to replenish the shortage caused by such recoveries in the amount of security deposit.
- (f) In case of non-compliance of the provisions of the Acts and in case BHEL having complied with the same BHEL will be entitled to recover the same from the contractor / sub-contractor.
- (g) The contractor shall abide by all the labour and other laws applicable to contract labour / worker under this contract and shall at all-time keep BHEL Indemnified against all losses, claims, prosecutions under any law.
- (h) Non exercise of any of the powers or rights available under any law, shall not in any way operate as waiver thereof.

Place:
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11. BIOMETRIC ENTRY/EXIT SYSTEM FOR CONTRACT WORKMEN:

- (a) The Entry/Exit of the contract workmen is to be regulated only through Biometric system.
- (b) The Contractor initially will be issued with a temporary gang pass for his/her contract workmen for period of ten days.
- (c) The contractor should arrange photo coverage for all his/her workmen within the above stipulated time.
- (d) The Contractor has to submit Form I for all his/her contract workmen. All the particulars required in Form I are to be provided by the contractor without fail.
- (e) The contractor should educate the contract workmen in registering the attendance through the system.
- (f) Whenever a contract workman migrates or leaves service, the contractor has to surrender the biometric card of the particular contract workman to Contract Cell with immediate effect.
- (g) If a contract workman having biometric card joins another contractor, the contractor who engages them, has to intimate contract cell along with the biometric card for switching over the contract workmen from the earlier contractor to the present contractor.
- (h) On completion of the work, the contractor has to surrender all the biometric cards immediately to the contract cell. Otherwise, an amount of Rs.100/- per card will be deducted from the final bill/security deposit of the contractor.
- (i) If any contract workmen lose his/her card, the contractor shall arrange a duplicate for the workmen by paying an amount of Rs.100/-.
- (j) The Contractor is totally responsible for the biometric cards issued to his/her contract workmen.
- (k) The Contractor has to indemnify BHEL for all the damages and loses caused by his/her workmen.

12. SAFETY CONDITIONS: Tamil Nadu Factories Rules, 1950:

Rule 61F: Methods of Work: No process or work shall be carried on in any factory in such a manner as to cause risk of bodily injury.

Rule 61G: Stacking and storing of materials etc.: No materials or Equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.

Rule 61-N and Rule 61- O: Workers to be provided with Personal Protective equipment suitable for the hazards and should be of good quality / have certification by Indian Standard Institute.

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

13. COMMON TERMS AND CONDITIONS FOR WORKS CONTRACT RELEVANT TO SAFETY:

- (a) All the Contract employees should be trained on Safety and certified by Safety/BHEL. New employees should undergo Safety Training before take up the work, without Safety Training no contract person is allowed to do any work.
- (b) Use of cell phones and other mobile electronic devices (including hands-free devices) in the work spot and during the operation of a vehicle in the BHEL premises is prohibited.

Place:
Date:

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- (c) Contractor employees working on BHEL premises must wear appropriate personal protective equipment. Strict adherence to all required Personal Protective Equipment (Helmet, Safety Shoes and Goggles) are mandatory, specific PPE requirements will be based on job type or tasks performed.
- (d) Excessively loose-clothing, dhoti/Lungi is prohibited especially around rotating or moving equipment.
- (e) The contractors work area should be kept clean and orderly, free of clutter and trash, so that work may proceed in a safe and orderly manner. Tools should be safely positioned during use and promptly put away when no longer required.
- (f) Fire-fighting, emergency shutdown devices, and life-saving equipment, should not be blocked by the contractors and access to the path to this equipment should be maintained at all times.
- (g) Only approved equipment should be used in locations where flammable mixtures are present. A Hot Work Permit is required when open flames, or electric arcs are in the work area and while handling flammable materials.
- (h) Smoking is not allowed in work area.
- (i) BHEL operate under a comprehensive Emergency Response Plan. Contractor should be aware of the site Emergency Response Plan and communicate that plan to all their employees.
- (j) It is recommended that the contractor should know & display the emergency phone number like Fire, Ambulance, Safety, Security etc. at their work area.
- (k) It is the responsibility of the contractor to understand and use the appropriate Work Permits and to verify any permit requirements at the location. Contractor must make necessary arrangements with their Representative to acquire appropriate authorization to perform those operations at the site.

14. The General Term & Conditions of the Contract shall be applicable to the extent that the condition therein do not supersede these special condition given below:

- (a) The Contractor or his/her crew should handle the machinery and other equipment's entrusted to them by BHEL with utmost care and return them safely after execution of stipulated work. The cost of damage, repair due to improper handling of machinery and equipment will be recovered from the contractor.
- (b) Contractor shall supervise the work carried out by his/her employees.
- (c) Contractor shall 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.
- (d) Contractor shall maintain appropriate records of his/her employee's deployed carry out the job(s).
- (e) Contractor will be responsible for the good conduct of his/her employees. In case any misconduct / misbehaviour by any employee, the contractor will replace such employee(s) immediately.
- (f) Contractor will ensure that the job is executed through his/her employees only and under any circumstances; the contractor will neither deploy any casual employee to carry out the job nor shall subcontract the job without prior written permission.
- (g) Contractor shall be solely responsible for non-payment / delayed payment of minimum contribution under EPF & MP Act, ESI Act, Bonus, etc.

Place:
Date:

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- (h) In case, the contractor fails to make payment of wages to his/her employees or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- (i) The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- (j) Contractor shall observe provisions of the Factories Act, 1948 in respect of working hours, holidays, rest intervals, leave and overtime to his/her employee. No work shall be done on second / third shift, overtime, Sundays or on other declared holidays without proper permission.
- (k) The Contractor should maintain a 'Work Diary' containing the details of work executed by him from time to time on Shift/Daily basis and obtain the signature from official concerned nominated for this purpose for having executed the work correctly and satisfactorily.
- (l) The proof of execution of work should be submitted along with each bill (printed form with covering letter and proof for execution of work).
- (m) Necessary gate entry pass will be issued by BHEL Security Department for Contract Workmen based on your application duly forwarded by the Contract Executing Department and approved by HR/Welfare/Contract Cell on fulfilment of the Statutory Obligation by the Contractor.
- (n) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his/her employees from the establishment of BHEL. In case, contractor decides to terminate services of his/her employees, he should settle all terminal dues including retrenchment compensation.
- (o) The Contractor has to equip himself with standard wire ropes, nylon ropes, belt, lifting tackles, tools etc. In addition, BHEL will supply special type of wire ropes, lifting tackles, tools etc., to the Contractor free of cost as and when required if necessary.
- (p) The contractor is directly responsible for injuries / death of vehicle driver or any person employed by him as well as to the third party occupants or other users arising due to accident or otherwise of vehicle during the contractual period. At any point of time, BHEL will not be responsible for any loss / damage either to the person or to the vehicle arising out of accident of the vehicle for performing the contractual obligations.
- (q) Any damage to BHEL materials due to rough and faulty handling by the contractor's men will have to be made good by the contractor to BHEL. Similarly, if any damage caused to BHEL equipment's/installation, property of third party in the course of work by the contractor's men, the same shall be made good by the contractor.
- (r) The workmen engaged under this contract should not be permitted to stay inside BHEL complex after completing their day's work. It will be the responsibility of the contractor to take the labourers out of BHEL Complex as soon as their day's work is over.
- (s) WCM will be arranging the contract. User Department is to be approached by the contractor regarding execution of work, Bill Certification, Bill processing / passing, Payment, Penalty, Contract closing etc.

Place:
Date:

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15. DISCREPANCY IN WORDS & FIGURES- QUOTED IN PRICE BID:

- (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 will 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.

16. Declaration by the Contractor:

- (a) I provide details of contractor's group concerns or affiliates etc., who are also engaged in transportation business.
- (b) I provide details / particulates of partners / Proprietors / Directors of bidders / such group concerns or affiliates etc. including details of DIN no. (in case of directors) and PAN no. (in case of partners / proprietors) duly supported by self-attested copies of relevant documents.
- (c) I confirm that none of its group concern or affiliates etc., appears on the list of banned firms / companies by BHEL (list available on www.bhel.com) nor any of the Director / Partner / proprietor of bidder / such group concern or affiliate etc. are involved with such company.
- (d) I confirm that other than the bidder, none of its group concerns or affiliates etc. are participating in the tender either directly or indirectly through any other agency under same proprietor / common director(s) / common partner(s).

BHEL may reject the bid or in case the contract has been awarded, then terminate the contract apart from taking any other suitable action under the contract or applicable legal provisions or BHEL guidelines including Guidelines for suspension of Business Dealings, without any liability for any compensation to the bidder if,

BHEL discovers at any time that any statement made by the bidder in the affidavit cum undertaking is false, fraudulent

OR

Any document submitted by the bidder was fake and forged

OR

If BHEL determines in the sole discretion that any statement was aimed at deliberately misleading BHEL with a view to ensure award of the subject contract to the bidder.

Place:

Date:

Signature of Authorized Signatory
with seal & full address



Annexure - I

This explains how to make Payments to BHEL- Tiruchirappalli and through SBI e-collect.

Vendors (EMD and SD Payments payable by others) can utilise this facility.

Payments can be made using Internet Banking, Debit Cards/Credit Cards etc.

SBI Charges a minimum amount (Service Charge) for every transaction. This may vary according to the MODE selected.

STEP BY STEP PROCEDURE:

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

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

HOW TO TAKE RECEIPT FOR A PAYMENT MADE, EVEN ON A LATER DATE:

(PLEASE CHECK THE STATUS BEFORE MAKING PAYMENT SECOND TIME)

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

Place:
Date:

Signature of Authorized Signatory
with seal & full address



Annexure – II

PROFORMA (SAMPLE)

(ON BIDDER’S LETTER HEAD)

Ref.:

Date

AUTHORIZATION LETTER FOR PARTICIPATING TENDER OPENING

Ref. Tender No. & date

We, M/s. (Name of the Tenderer) hereby authorizing (Name of the representative) to participate in the Tender opening of BHEL, Trichy for (Name of work).

The representative’s specimen signature is appended below & attested.

(Signature of the representative)

Place:

Date:

Signature of Authorized Signatory
with seal & full address



Annexure-III

No Deviation Certificate

This is to declare that we do not have any deviations to the tender terms and conditions and accordingly we accept all the Terms and conditions of this tender without any reservations whatsoever.

Yours faithfully,

Place:
Date:

Signature of Authorized Signatory
with seal & full address