

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu**

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

Dear Sir/s,

Sub: Open Tender on Two-Part basis Inviting Technical and Price Bid for "Entire Housekeeping and Other Maintenance Services for BHEL - Piping Centre Main Office, T. Nagar, Residential Complex, Ashok Nagar, R&D Gateway, Taramani located in Chennai (Tamil Nadu)."

Please submit your competitive bid for the following scope of work as per the conditions given in the Tender.

01. Scope of work : "Entire Housekeeping and Other Maintenance Services for BHEL – Piping Centre Main Office - T.Nagar, Residential Complex - Ashok Nagar, R&D Gateway - Taramani located in Chennai (Tamil Nadu).
02. Duration of Contract : **12 Months**
03. Commencement of Work : **01.04.2020**
04. Place of Submission of Bids : **BHEL – Piping Centre, HR & Admn. Dept.
No.80, G. N. Road (Opp. Vani Mahal)
T. Nagar, Chennai – 600017.**

05. SPECIAL INSTRUCTIONS:

This Tender is subject to meeting 1. Eligibility Criteria, 2. Scope of Contract, 3. Terms & Conditions, 4. Other Terms & Conditions, 5. Special instructions and 6. All Annexures.

- (a) Bidder should furnish all details asked for in the "TECHNICAL BID". Bids submitted with incomplete and incorrect details will be liable for rejection.
- (b) **EMD** along with **Certificate of Declaration** (Annexure – I) should be submitted in a separate sealed cover duly superscribing the cover "**EMD & CERTIFICATE OF DECLARATION**".
- (c) The Eligibility Criteria, Scope of Contract, Terms & Conditions, Other Terms & Conditions and all other details asked for in "**TECHNICAL BID**" shall be duly signed under Company Seal in all pages along with **Sample Price Bid** with all columns filled as "**QUOTED**" only (**no rate/s shall be indicated**). Both Technical Bid and Sample Price Bid shall be placed in one sealed cover duly super-scribing the cover as "**PART A - TECHNICAL BID**" and submitted.
- (d) Bidder should furnish the actual **RATES** in the enclosed BHEL "**PRICE BID**" format and the same shall be duly signed with seal and placed in a separate sealed cover duly superscribing the cover "**PART B - PRICE BID**" and submitted.
- (e) **Totally there will be 3 Separate sealed Covers as given below: -**
- (i). **Cover 1:** EMD or valid MSME/NSIC exemption certificate (as applicable) along with **Certificate of Declaration** confirming the knowledge of BHEL Locations (Annexure – I) with a covering letter.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

DGM/HR&Admn.
(DEEPA BALAJI)
24/02/2020

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(f) All the 3 covers as stated above in (e) shall be placed in a **common sealed cover and submitted** before the said due date as given above superscribing "**Tender No.**"

(g) **Any deviation to the tender terms & conditions or schedules to this tender will lead to total disqualification of the offer submitted.**

(h) At the time of opening of Tender, the representatives of the bidders should produce the authorization obtained from the authorized signatory of the Bidder specifying the purpose. Also the specimen signature of the representative should be attested.

Bids reaching this Office after the due date and timing specified above will not be accepted.

Thanking You,

BHEL - Piping Centre
Email:

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



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CHECKLIST AND SCHEDULE OF GENERAL PARTICULARS

NOTE: Bidders shall fill in the following details and no column should be left blank

SL.NO.	PARTICULARS	STATUS
1	Whether Certificate of Declaration confirming the knowledge of BHEL Locations attached (Annexure –I) – Cover 1	YES / NO
2	Whether DD for EMD / Exemption Certificate enclosed – Cover 1	YES / NO
3	Whether Details of Similar Works completed during last Seven Years (Feb-2013 to Jan-2020) attached (Annexure –II)	YES / NO
4	Details of GST Registration furnished with Proof	YES / NO
5	Details of PAN furnished with Proof	YES / NO
6	Details of PF Registration furnished with Proof	YES / NO
7	Details of ESI Registration No. furnished with Proof	YES / NO
8	Details of Company Status attached with Proof	YES / NO
9	Details of Previous Experience in the Industry attached with Proof	YES / NO
10	Income Tax Details for the last three Financial Years attached with Proof	YES / NO
11	Profit & Loss Account Statements and Balance Sheet for the last three Financial Years attached with Proof	YES / NO

Place

Signature of the Bidder

Date

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SL.NO.	PARTICULARS	STATUS
12	Acknowledgment of IT Returns for the last three Financial Years attached	YES / NO
13	Details of Company / Firm attached	YES / NO
14	Certificate of Compliance attached (Annexure VIII)	YES / NO
15	Format to Receive e-Payment (NEFT / RTGS) (Annexure IX)	YES / NO
16	Part A - Technical Bid with Sample Price Bid (without rates) attached – Cover 2	YES / NO
17	Part B - Price Bid (with rates filled in both Figures & Words) attached – Cover 3	YES / NO

Date:

Name and Address of the Bidder

(Signature of Bidder)

With Stamp

Place

Signature of the Bidder

Date



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I. ELIGIBILITY CRITERIA

1. The Bidder must inspect all the specified Locations and enclose the duly filled in format given in Annexure – I.
2. The Bidder should have valid GST Registration Number, PAN, PF and ESI Registration Numbers. Documentary proofs / Photo copies (self-certified) are to be enclosed.
3. The agency could be a Proprietorship / Registered Firm / Private or Public Ltd. Company registered under Companies Act. Documentary proof / photo copy (self-certified) to be enclosed.
4. The Bidder should have housekeeping experience in the industry / institution for a minimum period of Three Years. The list of clients, present and past, should be enclosed and contract completion / performance certificate from client(s) has to be furnished as documentary evidence.
5. Bidder's Average Annual Financial turnover during the last Three Financial Years ending 31st March 2019 should be **at least Rs.51 Lakhs (Rupees Fifty One Lakhs)**. Copies of Balance Sheets and Profits & Loss Account Statements of last three Financial Years i.e. F.Y. 2016-17, 2017-18 & 2018-19, duly certified by Chartered Accountant and Copies of Acknowledgements of IT Returns of last Three Financial Years i.e. F.Y. 2016-17, 2017-18 & 2018-19 shall be furnished.
6. Bidder shall have experience of having successfully completed similar works during the **last Seven Years ending on 31.01.2020** in one of the following ways:-
 - 6.1 Three Similar Completed Works, each work costing not less than the amount equal to **Rs.68 Lakhs** (or)
 - 6.2 Two Similar Completed Works, each work costing not less than the amount equal to **Rs.85 Lakhs** (or)
 - 6.3 One Similar Completed Work costing not less than the amount equal to **Rs.135 Lakhs**

Similar Works shall mean Contract executed for Housekeeping Services in Offices, Factories, Establishments, etc.

Bidder shall submit filled in **Annexure - II** (Details of similar works completed during the last seven years - Feb 2013 to Jan 2020) with Copies of Work Orders / Contract Award Letters and Work Completion Certificate in support of proof of experience for the similar completed works executed by the bidders as per Clause 6.0 above. BHEL reserves the right to cross check/verify the documents from the issuing Agency.

7. Bidder shall have an office in Chennai for dealing with day-to-day affairs and to comply with all Statutory Provisions of the Applicable Acts and shall submit a **Self-Declaration** in their official letter head that they have a **full-fledged office set-up** in Chennai indicating the present address with contact details (phone nos. & email address). Full-Fledged Office Set-up shall mean the office shall be kept open during normal business hours (0900 – 1800 Hrs) and an authorized representative of the Bidder must be available for immediate response. The decision of the BHEL - Tender Committee / BHEL In-charge inspecting the office set-up shall be final and binding on the Bidder.

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8. Bidder must submit a Self-Declaration that no case is pending with the Police / Court against the Proprietor / Firm / Partner / Director or the Company for any Statutory Violation or Non-Compliance of Statutory Provisions of Applicable Acts and that the Bidder has not been suspended / blacklisted by any Organization.
9. The bids of only those bidders, who are meeting all the above specified eligibility criteria, will be considered for further evaluation and bids of others will be summarily rejected.

II. SCOPE OF CONTRACT:

VARIOUS LOCATIONS WHERE SERVICES ARE TO BE PROVIDED:

The various locations wherein the **Housekeeping and Other Maintenance Services** to be provided are given below:-

- a) BHEL – Piping Centre (PC Main Office), No. 80, G.N. Road, T.Nagar, Chennai - 600017;
- b) BHEL – Residential Complex (BRC) , 8/7A, Inner Ring Road, Ashok Nagar, Chennai – 600083 and
- c) BHEL – R&D Gateway (BRDG), IIT Madras – Research Project, 9th Floor, Taramani, Chennai - 600113;

SCOPE OF WORK:

The scope of work covers providing Housekeeping and Maintenance of the entire premises and providing Attenders & Clerical Services by the Contractor at the above mentioned addresses / locations as detailed below: -

- (A) BHEL - Piping Centre Main Office comprising Security Booths, Ground + 5 Floors, Staircases, Lift, Lift Machine Room, Open Area inside the Compound Walls, Parking Area, Sumps, Toilets, Pump Rooms, Rainwater Harvesting, Overhead Water Tanks, EB Room, Diesel Generator Sets, Distribution Room, Canteen Hall, Recreation Club, Terrace, Control / Switch Rooms, UPS & Server Rooms and Storage Rooms.
[Total area =26,000 sq.ft. approx. (2415 Sqm)]
- (B) BHEL – Residential Complex (BRC) comprising Security Booths, Basement Parking Area, Ground + 3 Floors consisting of all Residential Quarters with attached Toilets, Wash Basins, Floor Areas, Terrace, Staircases, Lift, Lift Machine Room, Inside Roads, Sumps, Common Toilet, Pump Rooms for Drinking and multi-purpose Water, Overhead Water Tanks, Rainwater Harvesting, EB Room, Distribution Room, Diesel Generator Set, Garden, Control/Switch Rooms and Storage Rooms.
[Total area =30,000 sq.ft. approx. (2787 Sqm)]
- (C) BHEL – R&D Gateway (BRDG) comprising Office Area with Modular Partitions, Workstations, Cabins, UPS & Server Room located in the IIT- Madras Research Project.
[Total Area=6,000 sq.ft. approx. (557 Sqm)]

The detailed activities are given in the Bill of Quantities indicated in the price bid. However, the activities mentioned are only indicative in nature and any other activities which are incidental to the above shall be carried out and no additional amount will be paid for the same.

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MINIMUM CREW STRENGTH PER DAY:

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the BHEL In-Charge. As per BHEL estimate the minimum crew strength required for satisfactory performance of the contract is given hereunder:-

CATEGORIES	LOCATION-WISE MINIMUM CREW STRENGTH PER DAY			
	PC	BRC	BRDG	TOTAL
Housekeeping	12	4	1	17
Attender / Office Asst.	10	-		10
Electrical Supervisor (common for all locations)	1			1
Electrician	3	3	-	6
Plumber	1	1	-	2
Plumbing Asst.	1	-	-	1
Carpenter (common for all locations)	1			1
Clerical / Front Office	15	-	1	16
Supervisor	1	1	-	2
TOTAL	45	9	2	56

The bidders shall, however, survey all the work locations & its area and make assessment of the additional requirement, if any.

The bidder must employ experienced and skilled ADULT labour only. No Child Labour (below 18 years of age) shall be engaged / deployed by the bidder. **In case, employment of Child Labour is found, it will lead to immediate termination of Contract.** The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

The bidder shall ensure that the workforce deployed (except Clerical category) wear uniform while on duty. Contractor shall provide Uniforms (**minimum 3 sets per year per individual**) and sufficient number of Rain Coats, Gumboots, Protective Clothing, Safety / Personal Protective Equipments (PPE) etc. to their employees deputed for work at all the locations. The exact requirement shall be decided in consultation with the BHEL in-charge.

The working hours for various categories of workforce to be deputed by the Contractor is given in **Annexure VII**.

LIST OF MATERIALS, TOOLS TO BE SUPPLIED BY THE CONTRACTOR:

1. The list of minimum quantity of materials, tools to be supplied at applicable locations is detailed as under: -

- | | | | |
|-------|--------------------------------|---|--------------|
| (i) | List of Housekeeping Materials | - | Annexure III |
| (ii) | List of Electrical Tools | - | Annexure IV |
| (iii) | List of Plumbing Tools | - | Annexure V |

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(iv) **List of Carpentry Tools**

Annexure VI

2. The bidders shall, however, survey all the office locations on their own and make assessment of any additional quantity and different variety of materials which are essential for the execution of all the above specified works.
3. The required tools for carrying out Electrical, Plumbing and Carpentry Works shall be provided by the Contractor. During course of time any tools got damaged or unusable, the same shall be replaced immediately at Contractor's cost.
4. The bidders shall survey the areas of work at various locations and make their own assessment of any additional requirement of Equipments which are necessary for providing effective housekeeping services on their own.
5. All the Materials to be supplied by the Contractor should be of leading Brands and First Quality with ISI Mark (or) in conformity with the specification / makes keeping in view good quality/standard after discussion and finalization with BHEL In-Charge. **All the materials, tools and equipments shall have the prior approval of BHEL.** The decision of BHEL shall be final and binding on the Contractor.
6. All the above-mentioned materials, tools and equipments should be available with the Site Supervisor/s at all times. In case of shortage, the Contractor has to arrange for supply of the required balance quantities immediately in co-ordination with the Site Supervisor/s.

III. TERMS AND CONDITIONS:

1. The work shall be carried out so as to keep the premises ready by office opening time and keep the office clean till and after the closing time.

2. **PENALTY CLAUSE :**

The following instances will attract Penalty from the Contractor's running bills (or) Security Deposit as applicable: -

- (a) Failure in maintaining the Stipulated Services on any day up to the desired standard in part / full (or) delay in supply / short-supply of minimum quantity of materials per month as listed in Annexure - III (or) delay in supply of tools listed in Annexure - IV / V / VI (or) delay / short-payment of wages to the workforce engaged by the Contractor beyond the stipulated date in this Tender : In each such occurrence, an amount of **Rs.5,000/- (Rupees Five Thousand only) per day** will be recovered.
- (b) Failure in maintaining specified minimum crew strength : A penalty at the rate of **Rs.750/- (Rupees Seven Hundred and Fifty only) per day per person** not engaged for the work will be recovered. The penalty for shortage in minimum crew strength shall also include reliever / holiday duties, etc.

For the purpose of imposing the above mentioned penalties, the decision of BHEL In-Charge will be final and binding on the contractor and shall not be subject to any dispute 'or' arbitration.

3. Site Supervisor/s should maintain the attendance, materials register, various registers stipulated under statutory provisions under applicable laws. All the housekeeping, Attender and supervisor personnel shall be present during the entire period of BHEL working hours on all the Six Days a Week.
4. **The Bidder shall ensure continuous and uninterrupted services wherever round-the-clock shifts are stipulated.**

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5. All consumables required for maintenance of electrical and plumbing works shall be supplied by BHEL. However, as per the contract the contractor shall supply all the necessary tools to his workmen to carry out the work.
6. Upkeep and maintenance should not suffer on any account including absenteeism. Any delay in providing service shall result in BHEL getting the work done by other source /agencies **at the risk and cost of the contractor.**
7. **RATES:**
 - (a) The applicable rates quoted shall remain **FIRM / CONSTANT** for the entire Tenure of the Contract from the date of commencement and no increase in the rates quoted will be entertained for any reason whatsoever including the extended term of the Contract, if any.
 - (b) Unit rates should be quoted in figures as well as in words with reference to the item shown in the attached schedule.
 - (c) Rate for the item of the tender schedule should be quoted in Rupees and paise only as per the Work / Rate schedule both in figures and words. In case any difference in rate/s quoted between figures and words, then the rate/s quoted in words will only be taken as the tendered rate.
 - (d) If, in the price structure quoted, there is discrepancy between the Unit Rate and the Amount (which is obtained by multiplying the unit rate by the quantity), the Unit Rate shall prevail and the Amount corrected accordingly.
 - (e) The rates quoted in the tender shall remain valid for a minimum period of "NINETY DAYS" from the date of opening of Technical bid.
 - (f) The Unit Rates quoted should be exclusive of applicable GST and inclusive of any other taxes & duties levied or to be levied both by Central and State Government Authorities. Such levies should be borne by the Contractor.
 - (g) GST will be reimbursed as per statutory provisions, subject to production of proof of payment / remittances only.
 - (h) In case GST credit is delayed or denied to BHEL due to reasons not attributable to BHEL, GST amount will be recovered from vendor along with interest levied or leviable on BHEL from payment due to vendors (bills, SD etc) from BHEL.
 - (i) Every endeavour is made to avoid any error which can materially affect the basis of the tender but the successful Bidder shall be taken upon himself to provide for the risk or any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
 - (j) Canvassing in any form w.r.t. tenders is strictly prohibited and the tenders submitted by contractors who resort to canvassing are liable for rejection.
 - (k) The Contractor shall obtain labour license for the entire Contract period, including extended period, if any, in respect of BHEL if selected / work awarded.

PROCEDURE FOR SUBMISSION OF TENDER:

- 1) Bidders should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents. In acceptance of the terms and conditions mentioned under this contract,

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each and every page (Technical Bid including Sample Price Bid, all other required documents and Price Bid) of this enquiry including corrigendum, if any, shall be signed and sealed by person duly authorized / empowered to do so. Certified copies of such authority and relevant documents shall be submitted along with the tender.

- 2) If the bidders have any doubt/s about the meaning of any portion of the specifications or find discrepancies or omission or shall require clarification on any of the technical aspects, scope of work, etc. he/she shall at once contact the authority inviting the tender on the specified address / contact nos. for clarification before submission of the tender. No claim will be entertained later on these grounds.
- 3) Before submission of tender document, the Bidder/s is/are advised to inspect all the sites of work and the environment and be well acquainted with the actual working and other prevalent conditions, facilities available, etc. No claim will be entertained later, on the grounds of lack of knowledge.
- 4) All entries in the tender shall be either typed or written legibly in ink. Erasures and overwriting shall not be resorted to. However, in case of unavoidable corrections / insertions, the bidder shall affix his signature against the same.
- 5) For convenience and uniformity, the "PRICE BID" Formats are enclosed. You are requested to quote your rates in the prescribed formats only. No Column/s in the Price Bid shall be left blank.
- 6) The bidder shall carefully peruse all the clauses, specifications indicated in the tender documents before quoting.

1.0 AWARDING OF CONTRACT

The Price Bids of qualified bidders will be opened by the Committee and the Organisation / Agency with the Lowest Bid (L1) shall be considered for award of Contract. The **Total Contract Value** shall be taken into consideration for arriving at **L1** Status for award of the Contract.

2.0 SELECTION, CONTROL AND SUPERVISION OF WORKFORCE:

- a) Contractor shall decide the number of employees, over the minimum crew strength, if required, to be deployed for execution of the work awarded to him. Contractor or his Site Supervisors shall be solely responsible for carrying out the assigned works as per the prescribed specifications and quality plan.
- b) All workforce, materials, tools, equipments, transportation etc., required for the works are under the scope of the Contractor only.
- c) Contractor's Supervisor/s shall supervise the work allotted by BHEL and to be executed by their Employees to the satisfaction of BHEL.
- d) 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.
- e) Contractor to maintain appropriate records of his employees deployed to carry out the job(s).
- f) The Electrical Supervisor to be deployed by the Contractor shall be a License Holder who shall supervise all the other Electricians and monitor all the Electrical Maintenance prescribed and incidental to the works specified under this Contract for the specified Locations.

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- g) Contractor to provide identity card with photograph duly verified and attested by the Contractor to his employees. Contractor to indicate the name of the proprietary / partnership firm / company, place of work, contact number and duration of validity of card.
- h) Contractor shall be solely responsible for the good conduct of his employees. In case of any misconduct / misbehavior by any employee, the contractor will replace such employee(s) immediately and make good the loss / damage suffered by BHEL. The decision of BHEL In-Charge shall be final and binding in this regard.
- i) Contractor shall ensure that the job is executed through his employees on his rolls and under no circumstances, the contractor shall deploy any casual labour to carry out the job assigned nor shall sub-contract the job without prior written permission.
- j) Contractor shall keep watch on his employees and he will be liable for any pilferage / loss / damage 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.
- k) Contractor has to provide distinct uniform to their workforce(except clerical category) different from BHEL employees. The **uniform** should have **logo of the Contractor's firm / company**. The uniform shall be kept in neat, tidy and wearable condition.
- l) Contractor to provide necessary personal protective equipments (PPE) to his employees. The contractor shall be solely responsible for enforcing all safety regulations as applicable.
- m) Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- n) **Contractor shall make wage payment to all his employees on or before 7th of every month (either one day before or after in case of Sunday / Holidays) as applicable.**
- o) While making payment, the contractor should provide salary slip to all employees giving details of PF, ESI etc. The salary should be made through e-payment directly to be deposited in their bank account.
- p) The Contractor shall carry out health performance test at his cost for all the workmen engaged in the work through a registered medical practitioner and produce certificate on demand.
- q) The Contractor shall strictly adhere to various labour laws in force and shall maintain all statutory records as stipulated by the statutory authorities from time to time.
- r) The Contractor shall ensure that preferably male labourers shall be engaged for the housekeeping activities and also shall ensure all their Employees shall wear uniform and identity card while on duty.
- s) All the tools like brooms, cob-web remover, empty gunny bags, nylon scrubber, spray tanks & safety items like gumboots, gloves, goggles, etc. will be under the scope of the contractor.
- t) All materials, tools, equipments used in the work shall be of ISI & approved quality and will be under the scope of contractor. The same will be subject to periodical inspection by BHEL officials, if required. In case the quality of materials, tools & equipments are not satisfactory, the same shall be replaced immediately at the Contractor's Cost.
- u) **Usually, work has to be carried out in day time only. On some occasions , like arranging late evening snacks, preparation of meeting hall in late or early hours, arrangements for functions, filling of water, filling of diesel, laying of electrical & telephone cable, changing of lights, partition wall work / re-location of office furnitures, special occasions, any other electrical / plumbing works, emergency work / urgency, etc; which may**

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require extended working hours beyond the normal working hours stipulated in the Tender. For all such works, the contractor has to make adequate provision of approximately 10% over and above the total cost of minimum crew strength for paying extra wages, overtime wages, night shift allowances, reliever wages, holiday wages, etc; to their workmen as per the provisions stipulated in the Tender. However, no additional payment on this account would be made to the Contractor.

- v) The decision of BHEL In-Charge for this contract shall be final and binding on the contractor regarding clarification of items to be supplied and all terms and conditions of Tender.
- w) In all matters of disputes, the decision of the BHEL In-Charge shall be final and binding on the Contractor.
- x) The periodicity of any / all activities specified in the Contract may be increased depending upon the requirement and necessity. However, there will be no additional payment made on this account.
- y) BHEL In-Charge will give day-to-day working instructions only to the Contractor or the Site Supervisor/s nominated by the Contractor. BHEL will have nothing to do or be concerned with the employment of employees deputed by the Contractor for the works specified in the Tender. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an Employer – Employee relationship.

3.0 EARNEST MONEY DEPOSIT:

- a) Every Bidder is required to remit a sum of **Rs.3,38,600/- (Rupees Three Lakhs Thirty Eight Thousand Six Hundred only)** towards EARNEST MONEY DEPOSIT (EMD) by Demand Draft (DD) from Nationalised / Scheduled Banks drawn in favour of "BHEL – Piping Centre" payable at Chennai or Electronic Fund Transfer credited in BHEL Account (Bank: Punjab National Bank, Branch : T.Nagar, Account No.: 0345012100010188, IFSC: PUNB0034500) **before Tender Opening.**
- b) EMD given by all unsuccessful Bidder/s shall be refunded normally within fifteen days of acceptance of award of work by the successful Bidder.
- c) EMD shall not carry any interest.
- d) EMD of successful Bidder will be retained as part of Security Deposit
- e) BHEL reserves the right to forfeit EMD in case the successful Bidder:
 - i) After opening of the tender and within the offer validity period revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
 - ii) Fails to deposit the required Security Deposit or commence the work within the period as per LOI / Contract.
 - iii) Fails to communicate unqualified acceptance of LOI within 7 days from the date of LOI.

4.0 SECURITY DEPOSIT:

- a) Upon acceptance of tender, the successful Bidder within the time specified in the Letter of Intent (LOI) must deposit the required amount of **Security Deposit** for satisfactory completion of work. The Security Deposit in any one of the prescribed modes shall be deposited to BHEL.
- b) The total amount of Security Deposit shall be 5% of the Contract value.
- c) EMD of the successful bidder shall be converted and adjusted towards the required amount of Security Deposit.
- d) The balance amount to make up the required Security Deposit of 5% of the contract value may be furnished in any one of the following forms:

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

- i) Local Cheques of Scheduled Banks(subject to realization) / Pay Order / Demand Draft / Electronic Fund Transfer in favour of BHEL.
- ii) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- iii) Atleast 50% of the required Security Deposit, including the EMD shall 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.
- iv) The security deposit shall be released to the contractor upon fulfillment of Contractual obligations as per terms of the Contract.
- v) The security deposit shall not carry any interest.

5.0 RETURN OF SECURITY DEPOSIT:

The contractor would be eligible to claim for return of the Security Deposit after completion of the allotted works in all respects to the satisfaction of BHEL and returns properties belonging to BHEL, handed over / lent to him or hired for carrying out the said works. Thereafter, the Contractor shall produce a Self-Undertaking with a request for return of Security Deposit wherein he shall specifically undertake to indemnify BHEL against any claim / loss claimed by various Statutory Authorities including dues payable by the Contractor to their employees like Salary/Wages, PF, etc. Based on the above-specified request from the Contractor, the Security Deposit would be returned to the contractor after deducting applicable dues, if any payable to BHEL under this 'or' other contracts entered into with the contractor. It may be noted that in any case, the security deposit shall not be returned / released prior to passing of final bill.

No interest shall be payable by BHEL on Earnest Money Deposit, Security Deposit or any money due to the contractor for any delay whatsoever.

6.0 CERTIFICATION OF WORK DONE AND PAYMENT THEREOF:

- a) The BHEL In-Charge shall certify the works executed by the Contractor under different locations on a monthly basis.
- b) Shortcomings, if any, in the work executed by the contractor will be pointed out by the BHEL In-Charge to the Contractor or his authorized representative and the same shall be rectified by him within the specified time to the satisfaction of BHEL In-Charge. **If such shortcoming/deficiency in the allocated work/s is/are not rectified, appropriate deductions as specified under PENALTY CLAUSE would be effected in the respective monthly bill.** In this connection, the decision taken by the BHEL In-Charge shall be binding and final on the Contractor.
- c) Payment towards work satisfactorily executed will be made to the contractor at the agreed rates as per the LOI.
- d) **Payment will be released on a monthly basis within two to three weeks from the date of receipt of bill complete in all respects and certification by Administration Department that the services provided during the month are Satisfactory.**
- e) All payments will be subject to deduction of income tax at source as per Income Tax and GST rules applicable from time to time.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)





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- f) Any revision in the existing GST (or) introduction of any other tax by the Govt. of India would be absorbed by BHEL based on the written request by the Contractor with necessary documentary evidence.

7.0 DURATION OF THE CONTRACT:

1. The duration of the Contract is **ONE YEAR**. During the entire tenure, the Performance of the Contractor shall be found Satisfactory. In case of unsatisfactory performance, the Contract could be terminated by serving two months notice on either side.
2. In case of change in any of the Office locations within Chennai region, during the tenure of the Contract, the Contractor shall ensure providing services in the new location at the same rates as agreed under this Contract. **In case there is substantial upward/downward variation in the scope of works/materials amounting to more than 20%, the terms of the Contract will be discussed and mutually agreed upon.**

8.0 EXTENSION OF THE CONTRACT:

After completion of the Contract for the original period of **One Year** the same could be extended at the discretion of BHEL for a further period as mutually agreed upon on the same rate, terms and conditions of the original tenure.

9.0 RATES & VALIDITY OF OFFER:

The rates in the tender shall be kept open for acceptance for a minimum period of **Ninety Days (90 Days)** from the date of opening of Technical Bid. In case BHEL calls for negotiation/s, such negotiation/s shall not amount to cancellation or withdrawals of the original offer, which shall be binding on the Bidders. Further, the rates shall be kept firm by the successful Bidder, till the end of the contract period and no revision of rates on any context is permissible during the period of the contract for any reason whatsoever including the extended period of Contract, if any.

10.0 PAYMENT OF WAGES:

The Contractor shall ensure payment of Minimum wages as prescribed by the Govt. of Tamil Nadu from time to time. In addition to the Statutory Minimum Wages, the Contractor shall make payment of **additional wages** to various categories of labour as prescribed below: -

- | | | |
|-------------------------|---|---------------------------|
| (a) Un-Skilled Labour | - | Rs.3,200/- per month; |
| (b) Semi-Skilled Labour | - | Rs.3,700/- per month; and |
| (c) Skilled Labour | - | Rs.4,100/- per month. |

All statutory deductions, contributions like PF, ESI, Bonus, Gratuity, etc. shall be applicable on the above-mentioned additional wages also.

11.0 TOWARDS STATUTORY LIABILITY:

- a) All statutory requirements under The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Workmen Compensation Act 1923, The Employees' Provident Fund & Miscellaneous Provisions 1952, The Payment of Gratuity Act, 1972, The Employees' State Insurance Act, 1948, The Contract Labour (Regulation & Abolition) Act, 1970, The Payment of Bonus Act, 1965, The Income Tax Act, The GST Act and all other applicable Acts shall be complied with by the Contractor.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu****Tender No.: BHE:PC:ADMN:HK:2020-21****Dt. 24.02.2020**

- b) Contractor shall comply with all statutory requirements, maintenance of records & registers, rules, regulations, and notifications in relation to employment of his employees issued from time to time by the Appropriate Authorities.
- c) The Payment of Wages shall be made in the presence of authorized representative/s of BHEL or as stipulated in the tender documents and the Contractor shall maintain proper records for timely disbursement. These records need to be preserved for a minimum period of Three years and shall be made available even after the contract is over for any verification by the statutory authorities/BHEL authorities.
- d) The Contractor shall provide PF pass book to his employees and ensure payment of PF, EDLI, Pension dues under EPF & MP Act, 1952, to the Regional Provident Fund Commissioner as applicable from time to time.
- e) The Contractor shall ensure payment of ESI contribution under the ESI Act, 1948 and provide ESI Membership No. / Card to each employee as applicable from time to time.
- f) Contractor shall produce proof for compliance of minimum wages and BHEL additional wages as stipulated in the Tender for various Categories of Labour on a monthly basis. In addition, he shall also produce proof for various deductions as well as remittances like PF, EDLI, Pension, ESI contribution, administrative charges etc. as applicable and shall maintain proper records. The Contractor shall issue wage slips to each and every employee.
- g) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- h) Contractor shall be solely responsible for non-payment or / and delayed or / and less payment of Statutory Minimum Wages (Basic & DA), BHEL Additional Wages, contributions under EPF & MP Act, ESI Act, etc.
- i) The Bill/s prepared by the Contractor shall be verified by BHEL and passed on the basis of number of manpower deployed (adequate / shortage), payment of statutory minimum wages, BHEL additional wages, reliever wages, holiday work wages, overtime wages, as given in the Tender, statutory contributions & statutory remittances (PF, ESI, Bonus, GST, etc.) along with necessary documentary proof at all the specified locations of BHEL.**
- j) In case the contractor fails to make payment of wages to his employee/s or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the contract shall be utilized by BHEL to discharge the liability of the contractor.
- k) Contractor shall indemnify BHEL against all claims and losses under various labour laws, statutes or any civil or criminal law in connection with employee/s deployed by him.
- l) The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- m) Contractor to obtain adequate insurance coverage for his employees not covered under ESI / equipment / tools and tackles, etc. and take third party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, and pilferage of his property and/or accident / disablement / death to his employee/s.
- n) Contractor should have independent code numbers / exemptions under EPF & MP Act 1952 and ESI Act 1948 and shall cover his employees under the said codes.

Place

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Date

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**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu****Tender No.: BHE:PC:ADMN:HK:2020-21****Dt. 24.02.2020**

- o) Payment of Bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under the Industrial Disputes Act will be the sole responsibility of the contractor.
- p) Over and above the daily wage rate, payment shall be made for leave with wages and any overtime work carried out, if required, shall be borne by the Contractor only.
- q) Contractor shall observe Provisions of the Shops and Establishments Act in respect of working hours, holidays, rest intervals, leave and overtime wages to his employee.
- r) In case a contractor employs women as employee, he will discharge his obligation under law in respect of such women workers such prohibition of engaging them during night-hours, prohibition of employing them for more than 9 hours per day, provision of crèche facility, grant of maternity leave as per rules etc.
- s) Contractor to obtain and maintain Labour License under the Contract Labour (R&A) Act, 1970 for the entire tenure of Contract, including extended period, if any.

12.0 TOWARDS SUPPLY OF TOOLS, TACKLES, MATERIALS & EQUIPMENTS:

- a) Contractor shall provide to his employees all tools, tackles and equipments and maintain the same to carry out the job under the contract at his cost and if necessary, the contractor may take insurance policy for his materials, equipments, tools and tackles.
- b) Contractor shall provide material at his cost as mentioned in the contract to his employees for carrying out the job.
- c) Contractor shall provide safety appliances / personal protective equipments (PPE) and maintain the same at his own cost, which may be required under the statute or otherwise.
- d) The maintenance and safety aspect of all the Tools, Tackles and Equipments supplied / provided by the Contractor is that of his sole responsibility and BHEL will not be responsible for any damage occurred to the same and no compensation would be paid for the same.

13.0 TOWARDS FINANCE:

Contractor shall arrange his own finance for carrying out the job including payment of wages to his employees, supply of tools, tackles and equipments to his employees, materials, etc. for carrying out the works defined in the Tender and incidental to the Contract. The Rate/s quoted shall be nett and inclusive of all the capital costs, material costs, taxes and levies which might be applicable to this type of jobs excluding applicable GST.

14.0 RIGHTS AND OBLIGATIONS OF BHEL:

- a) In case the contractor does not carry out the contractual / statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and will be obliged to discharge the obligations and rectify the deficiency / anomaly within specified time failing which BHEL reserves the right to impose the specified penalty and / or terminate the contract without assigning any reason whatsoever. In such an event, no damage will be payable for short-closure of the contract.
- b) Without prejudice to the aforesaid clause, BHEL reserves its right to terminate the contract without assigning any reason therefor by giving two months' notice in writing to the contractor. The same notice period shall be applicable if the services are found unsatisfactory in which case, BHEL reserves the right to award the contract to any other agency at the risk and cost of the bidder and excess expenditure incurred on account of this will be recovered by BHEL from Security Deposit 'or' pending bill/s 'or' by raising a separate claim.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)





Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
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Tender No.: BHE:PC:ADMN:HK:2020-21

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- c) The cancellation of contract may be either in whole or part of the contract at BHEL's option. In the event of termination of contract in whole or part, BHEL may procure upon such terms and in such manner as deemed appropriate, supplies or services similar to those so terminated and the contractor shall be liable to BHEL for any excess costs for such similar supplies or services provided that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- d) The decision of BHEL regarding interpretation of any terms and conditions set forth in the Agreement shall be final and binding on the contractor.

15.0 ARBITRATION AND GOVERNING LAW:

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 the provisions of the Arbitration and Conciliation Act 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by BHEL / Head of the Unit. The award of the arbitrator shall be final and binding on both the parties. The venue of the Arbitration shall be Chennai, India. The award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of 'or' in connection with this contract shall be to the exclusive jurisdiction of **CHENNAI Courts.**

16.0 SIGNATURE OF THE PARTIES:

The Agreement needs to be executed on a stamp paper of value not less than Rs.100/- to be provided by the contractor at his cost. It should be signed with seal of the firm / company and witnessed.

IV. OTHER TERMS AND CONDITIONS:

1. If Bidder expires after the submission of his tender or after the acceptance of his tender, BHEL may at their discretion, cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at their discretion unless the firm retains its character.
2. If a Bidder deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money Deposit / Security Deposit and any other money due.
3. Canvassing in any form in connection with the tenders submitted by the contractors who resort to canvassing are liable to rejection.
4. **Should a Bidder or Contractor or in the case of a firm or company of contractors / one or more of its partners / shareholders / directors have a relation or relations in BHEL, the authority inviting tender shall be informed of the fact in his / their official letter head along with the offer, failing which BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money Deposit / Security Deposit.**
5. The successful Bidder should not sub-contract the part or complete work under this contract.
6. Payment shall be made to the contractor on the basis of works carried out as per Bill of Quantities and in accordance with the terms and conditions stipulated in this tender. However, the bills will be settled on a monthly basis only.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu****Tender No.: BHE:PC:ADMN:HK:2020-21****Dt. 24.02.2020**

7. The Contractor shall present the bill on a monthly basis along with the documentary proof for number of manpower deployed, wages paid to their employees, statutory remittances which shall be taken into consideration and payment will be released after verification of the same.
8. The services to be rendered by the contractor shall include all work assignments relating to effective and prompt housekeeping, cleanliness, janitorial / sanitary services and maintenance, on a daily, weekly, fortnightly, monthly and occasional basis as specified in the tender.
9. Non-availability of workforce for any reason whatsoever and any failure to carry out the assigned functions or deficiencies, the company shall have the right to get the work carried out through alternative means at the risk and cost of the contractor.
10. The contractor shall ensure proper conduct and behavior of the workforce engaged by him in the work premises of the company and shall remove with immediate effect, the engagement of such person (s) who does / do not conduct himself properly.
11. The contractor shall duly comply with all Acts, laws or other statutory rules, regulations, bye laws applicable or which might be applicable to the State of Tamil Nadu including Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, Industrial Disputes Act, Employees' Compensation Act, Employees State Insurance Act, Tamil Nadu Shops and Establishment Act, Employees Provident Fund Act, Payment of Bonus Act and any other statute applicable.
12. The Contractor shall keep the company indemnified against all penalties, claims and liabilities of every kind for any violation etc. by him or his employees.
13. In case, while on duty and during the course of engagement in the work premises of the company under this contract, if any of the contractor's workmen meet(s) with any injury / indisposition due to accident or other natural calamities, the contractor shall ensure that immediate and adequate medical aid, viz. first-aid and subsequent treatment to the person(s) concerned free of cost without fail. In addition, the contractor shall also be liable for meeting with statutory liabilities as already detailed above. Contractor shall insure all his workmen / employees for the total amount of compensation under the Workmen Compensation Act.
14. The contractor shall be responsible for the safe custody and careful handling of BHEL equipment, furniture, glass items, vessels, etc. which will be handled by his workmen in the course of executing various jobs under this contract. If any item is damaged or lost by the workmen of the contractor, the cost of the same will be recovered from the contractor's bill.
15. During the currency of the contract, BHEL can terminate the contract at any time without assigning any reason, by giving Two Months notice. Likewise, if the contractor desires to terminate the contract, he can do so by giving Two Months notice to BHEL.
16. It should be ensured that all statutory payments to the workmen should compulsorily be paid by the contractor and BHEL will scrupulously ensure proper payment by the contractor failing which BHEL will arrange to pay the statutory payments to such workmen of the contractor and recover the same from the contractor's bill or security deposit, as the case may be.
17. For all purposes whatsoever the employees of the Contractor shall not be deemed to be in the employment of BHEL.
18. All payments will be subject to deduction of Income tax at source as per income tax and GST rules.
19. The Bidders are advised to visit BHEL office/s and site/s of work to get themselves acquainted with the site conditions, quantum of manpower, materials requirement and nature of works before submitting the offer as no claim whatsoever will be entertained for any alleged ignorance

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu****Tender No.: BHE:PC:ADMN:HK:2020-21****Dt. 24.02.2020**

thereof. Tender must be submitted in original and the requisite details shall be filled in by the Bidder in the Tender Document wherever required.

20. No price/rate should be mentioned in the Sample Price Bid to be enclosed with Technical Bid; otherwise the bid shall be summarily rejected.
21. **No bidder shall be allowed to use any electronic gadgets viz., mobile phones, laptops, tablets etc. during the pre-bid meeting and tender opening.**
22. Any clarifications/additional documents sought by BHEL from the bidder/s shall be provided immediately or subject to a maximum time frame of **48 Hours**, failing which the bid/s are liable to be rejected and shall not be considered for further evaluation/processing.
23. BHEL reserves the right to reject any bid without assigning any reason/s thereof, in the interest of the work. No Bidder shall have any cause of action or claim against BHEL for rejection of his bid.
24. Any deviation from the clauses hidden / intentional / unintentional shall be considered as contravention of the clauses of tender document and the same shall also be grounds of rejection.
25. Bidders are requested to furnish the duly filled in E-Format (**Annexure – IX**) attached as separate sheet to accept Electronic fund transfer / RTGS transfer for payment from BHEL.
26. Bank Guarantee format from BHEL can be obtained after issue of Letter of Intent (LOI) in case of successful Bidder.
27. No advance / No mobilization advance will be given.
28. Penalty clause is applicable as per specified terms and conditions of Contract.
29. BHEL reserves its right to reject a tender due to unsatisfactory past performance in the execution of a Contract at another Project / Unit awarded against a different enquiry.
30. BHEL reserves its right to accept / reject any 'or' all the tenders.
31. BHEL decision shall be final & binding on the successful bidder for the entire tenure of the contract.

The General Conditions of the Contract of BHEL specified above forms an integral part of this Contract.

NOTE: The above pages will form an integral part of technical specifications and shall be enclosed with the seal and signature of the Authorised Signatory.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu****Tender No.: BHE:PC:ADMN:HK:2020-21****Dt. 24.02.2020****ANNEXURE – I****CERTIFICATE OF DECLARATION CONFIRMING THE KNOWLEDGE OF BHEL LOCATIONS**

I / We
hereby declare and confirm that we have visited the below mentioned Locations and as a Proof of visiting the Sites obtained the signatures of the Executive/s concerned.

SL. NO.	BHEL LOCATIONS & ADDRESS	NAME & DESIGNATION OF BHEL REPRESENTATIVE	SIGNATURE & BHEL SEAL
1	Piping Centre Main Office – No. 80, G.N. Road, T.Nagar, Chennai – 600017 Phone : 28161201 / 28157319		
2	Residential Complex 8/7A, Inner Ring Road, Ashok Nagar, Chennai – 600083 Phone : 23714722		
3	R&D Gateway IIT Madras – Research Project, 9th Floor, Taramani, Chennai – 600113 Phone : 66469876		

We acquired full knowledge and information about the locations, conditions, shift timings, wage structure and total work involved. We further confirm that the above information is true and correct and we will not raise any claim of any nature due to lack of knowledge of site condition.

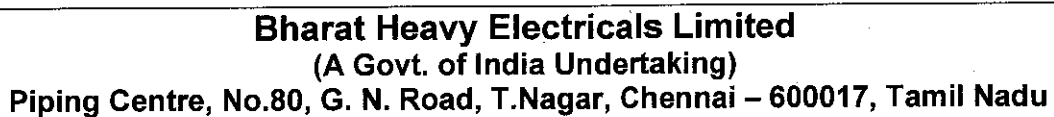
Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)





Dt. 24.02.2020

Feb 2013 T Jan 2020

[illegible]

DETAILS OF WORK ORDERS, WORK COMPLETION CERTIFICATES, ETC. ARE TO BE ENCLOSED

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)





Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
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ANNEXURE - III

List of minimum quantity of Housekeeping Materials to be supplied by the Contractor is given below: -

S.NO	ITEMS	UNIT	Quantity
1	Soap Oil	Litre	75
2	Pheniol	Litre	90
3	Closet Cleaning Liquid (like Harpic, Domex)	½ Litre	45
4	Naphthalene Balls	Kgs	5
5	Urinal Cubes	No.	815
6	Utensils Cleaning Powder (like Vim, Exo, Sabena)	Kgs	35
7	Utensils Cleaning Scrubber (like Scratch Brite)	No.	95
8	Nylon Scrubber	No.	60
9	Anti-septic Liquid (like Dettol, Savlon, Actal)	Litre	2
10	Soft Broom	No.	60
11	Rough Broom	No.	45
12	Table/ Glass Cleaning Cloth	No.	110
13	Yellow Cleaning Cloth	No.	110
14	Hand - Wash Liquid (Fem/Dettol/Lifebuoy)	Litre	45
15	Liquid for Dishwash/Utensils Cleaning (like Vim, Pril,Exo)	Litre	45
16	Air Freshener Cakes for Toilets (like Odonil)	No.	140
17	Room Freshener For Conference Halls, Canteen Halls, Auditor Room, Tender Rooms, Stores, (like Godrej Aer, Airwick)	Nos.	60
18	Sponge	No.	90
19	Mop Stick with Mop	No.	80
20	Cleaning Liquid (like Colin)	½ Litre	50
21	Toilet Cleaning Brush Big Size - Round shape)	No.	40
22	Hand Gloves (Acid Cleaning) (Big Size)	Pair	25
23	Hand Brush (Medium Size)	No.	20
24	Wiper	No.	35
26	Anti-bacterial Soap (like Dettol, Lifebuoy)	No.	65
27	Pheniol Scented	Litre	10
28	Cleaning Acid	Litre	18
29	Flask Cleaning Brush (Big Size)	No.	50
30	Bleaching Powder	Kg	25
31	Waste Disposal Bags (Big Size)	Kg	30
32	Waste Disposal Bags (Small Size)	Box	45
33	Lizol	Litre	5
34	Flush Matic	No.	30

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited**

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S.NO	ITEMS	UNIT	Quantity
35	Hit Red	No.	31
36	Hit Black	No.	31
37	Mask	Box	3
38	Plastic Mug	No.	30
39	Hand Wash Bowl	No.	32
40	Plunger (Big Size)	No.	20
41	Dust Pan (medium Size)	No.	25
42	Cob-web Cleaning Stick	No.	16
43	Plastic Bucket (15 Litres capacity)	No.	30
44	Plastic Drum	No.	24

- (1) Items mentioned in Sl. Nos. (1) to (37) are to be supplied on a monthly basis before 7th of every month;
- (2) Items mentioned in Sl. Nos. (38) to (44) are to be supplied on the commencement of the Contract and have to be replaced as and when required;

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
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Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

ANNEXURE - IV

List of minimum quantity of Electrical Tools to be supplied by the Contractor is given below: -

S.NO	ITEMS	QUANTITY
1	DRILLING MACHINE (like BOSCH, DeWalt, Black & Decker, etc.) 22mm	2
2	CLAMP METER (MASTECH)	2
3	BOX SPANNER SET (like TAPARIA, PYE, etc.)	1
4	DOUBLE END SPANNER SET (TAPARIA, PYE) 6x7 30x32	2
5	HACK SAW FRAME WITH BLADE	2
6	HAMMER 340gms, 500gms (each)	2
7	SCREW DRIVER (-) 6,10,12 (each)	1
8	SCREW DRIVER (+) 8" 4"(each)	1
9	SCREW DRIVER (+) or (-) (each)	1
10	CUTTING PLIERS 210mm	6
11	NOSE PLIERS 170mm	1
12	KNIFE WITH BLADE	5
13	WIRE STRIPPER	3
14	MEASUREMENT TAPE (5mtrs)	4
15	TESTER (813) (TAPARIA, PIE, etc.)	4
16	SCREW DRIVER SET KIT	5
17	DRILL BITS (6 to 22mm) (each)	2
18	6" WALL CUTTING MACHINE	1
19	MULTI METER	1
20	SPANNER SET	1
21	TELEPHONE TOOL - KRONE	1
22	WIRE CUTTER	4
23	CABLE GRIPPING TOOLS	1
24	ELECTRICAL HAND GLOVES (set)	4

The Successful Contractor shall ensure the Supply of above-mentioned Tools on commencement of the Contract.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



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(A Govt. of India Undertaking)
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Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

ANNEXURE - V

List of minimum quantity of Plumbing Tools to be supplied by the Contractor is given below: -

S.NO	ITEMS	QUANTITY
1	PIPE WRENCH 18" (LIKE TAPARIA, PYE)	3
2	PIPE WRENCH 12" (LIKE TAPARIA, PYE)	3
3	PIPE WRENCH 24" (LIKE TAPARIA, PYE)	1
4	GRIP PLIER 250 mm	2
5	DOUBLE END SPANNER (6 TO 32) (SET)	1
6	TUBE SPANNER SET	1
7	FILE FLAT 10" (ROUGH & SMOOTH) (EACH)	1
8	FILE ROUND 8" (ROUGH & SMOOTH) (EACH)	1
9	FILE HALF ROUND 8" (ROUGH)	1
10	CHISEL 12" (SMITH)	8
11	SCREW DRIVER 10" (+) (TAPARIA)	2
12	SCREW DRIVER 10" (-) (TAPARIA)	2
13	DRILLING BIT 4,6,8 mm (ADISON) (EACH)	2
14	WALL DRILL BIT 6,8,10 MM 12MM (EACH)	2
15	RING SPANNER 6 TO 32 (TAPARIA) (SET)	2
16	ALLEN KEY	2
17	HACKSAW FRAME	2
18	HACK SAW BLADE (SS)	10
19	SAFETY BELT	4
20	CUTTING PLIER (TAPARIA)	2
21	NOSE PLIER (TAPARIA)	2
22	HAMMER 1.5 POUND, 2 POUND (EACH)	1
23	BOX SPANNER 6 TO 22 mm (SET)	1
24	OIL CAN	1
25	SPIRIT LEVEL 2 FEET	1
26	MEASUREMENT TAPE (10 m), (5 m)	3
27	SCREW SPANNER	1
28	PIPE VICE	1
29	DIE SET	1
30	PIPE CUTTER	1
31	LONG SCREW DRIVER	4
32	SS DRILL BIT SET	1
33	POKER	2
34	WALL DRILL BIT (6 to 22mm) (EACH)	1

The Successful Contractor shall ensure the Supply of above-mentioned Tools on commencement of the Contract.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

ANNEXURE – VI

List of minimum quantity of Carpentry Tools to be supplied by the Contractor is given below: -

S.NO	ITEMS	PC
1	DRILLING MACHINE	1
2	CUTTING MACHINE	1
3	KUTHUOOSI (SHARP POINTING TOOL)	1
4	2 inch CR ULI (CHISEL)	1
5	1.5 inch CR ULI (CHISEL)	1
6	1.25 inch CR ULI (CHISEL)	1
7	3/4 inch CR ULI (CHISEL)	1
8	1/2 inch CR SILUVAI ULI (CHISEL)	1
9	1/4 inch CR SILUVAI ULI (CHISEL)	1
10	HAND SAW (RAMBAM)	1
11	2 inch SCREW DRIVER	1
12	SCREW DRIVER LONG SIZE	1
13	SCREW DRIVER SMALL SIZE	1
14	HAMMER BIG	1
15	HAMMER SMALL	1
16	8 inch EZHAIPULI (PLANER)	1
17	IRON EZAHIPULI WITH TIN	1
18	TIN SNIP (PLIER)	1
19	CUTTING BLADE	1
20	10MM FILE	1
21	2 FEET CLAMP	1
22	COMMANDER DRILLING MACHINE	1
23	HACKSAW FRAME WITH BLADE	1
24	BOMBAY ILAIPULI (PLANER)	1
25	MEASUREMENT TAPE 5 MTRS	1
26	L Square 10 inch	1

The Successful Contractor shall ensure the Supply of above-mentioned Tools on commencement of the Contract.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu**

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

Annexure - VII**WORKING HOURS FOR VARIOUS CATEGORIES OF MANPOWER TO BE DEPLOYED BY CONTRACTOR**

CATEGORY	LOCATION	TIMINGS	REMARKS
HOUSEKEEPING	PC	7.00 AM to 4.00 PM	General Shift
HOUSEKEEPING	PC	4.00 PM to 8.00 PM	Additional Working Hours
HOUSEKEEPING	BRC	7.00 AM to 4.00 PM	Round the clock shifts
		2.00 PM to 10.00 PM	
		10.00 PM to 6.00AM	
HOUSEKEEPING	BRDG	08.30 AM to 05.30 PM	General Shift
ATTENDER / OFFICE ASST.	PC	08.00 AM to 05.00 PM	General Shift
ATTENDER / OFFICE ASST.	PC	05.00 PM to 08.00 PM	Additional Working Hours
ELECTRICAL SUPERVISOR	PC	9.00 AM to 6.00 PM	General Shift
ELECTRICIAN	PC & BRC	6.00 AM to 2.00 PM	Round the clock shifts
		2.00 PM to 10.00 PM	
		10.00 PM to 6.00 AM	
PLUMBER	PC	9.00 AM to 6.00 PM	General Shift
PLUMBER	BRC	6.00 AM to 2.00 PM	Round the clock shifts
		2.00 PM to 10.00 PM	
		10.00 PM to 6.00 AM	
PLUMBING / ELEC. ASST.	PC	8.30 AM to 5.30 PM	General Shift
CARPENTER	PC	9.00 AM to 6.00 PM	General Shift
CLERICAL / FRONT OFFICE	PC & BRDG	9.00 AM to 6.00 PM	General Shift
SUPERVISOR	PC	7.00 AM to 4.00 PM	General Shift
		9.00 AM to 06.00 PM	
SUPERVISOR	BRC	7.00 AM to 4.00 PM	General Shift

Note:

- (1) Electrical Supervisor and Carpenter will be stationed at PC but common for all locations. Adequate provision towards conveyance charges for covering all the locations shall be made by the Bidder.
- (2) Adequate provision **as per Clause (u)** specified under “**Selection, Control and Supervision of Workforce**” shall be made for additional working hours, holiday duties, reliever duties, etc.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

Annexure - VIII

CERTIFICATE OF COMPLIANCE

I / We have carefully read the tender specifications connected with the above tender and have understood the technical requirements and conditions to the above tender which consists of Eligibility Criteria, Scope of Contract, Terms & Conditions, Other Terms and Conditions, all other details, Technical Bid and PRICE BID – Work/Rate Schedule.

I / We agree to carry out the contract tendered at the rates as offered by us in the Price Bid (Rate Schedules) submitted by us and in accordance to the terms and conditions of the subject tender.

I / We have gone through the specification, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

Notwithstanding anything mentioned in our bid, I / We hereby accept all the terms and conditions of this tender. I / We hereby undertake and confirm that I / We have understood the terms and conditions and specifications as mentioned in this tender enquiry.

If the contract is awarded to me / us, the rates quoted shall be kept firm till the completion of contract.

Date:

Bidders Name and Address

(Signature of Bidder)

With Stamp

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

ANNEXURE- IX

FORMAT TO RECEIVE E-PAYMENT THROUGH EXISTING ACCOUNT WITH NEFT/RTGS ENABLED BANK BRANCH

Sub: E-payments vide SEFT/RTGS - Reg.

E-FORMAT

VENDOR CODE / STAFF No. AS PER BHEL	:	
VENDOR NAME AS PER BANK RECORDS	:	
ACCOUNT TYPE	:	
BANK ACCOUNT NUMBER	:	
NAME & ADDRESS OF THE BANK	:	
BRANCH CODE	:	
BRANCH RTGS CODE	:	
BRANCH MICR CODE	:	
NAME OF THE AUTHORISED SIGNATORY	:	

I/we confirm that I/We will bear the charges, if any levied by my/your bank for the credit of NEFT/RTGS amounts in our account.

For.....

SIGNATURE
(Authorized signatory)

Date:

We confirm that we are enabled for receiving NEFT/RTGS credits and we further confirm that the account number, the signature of the authorized signatory, branch code, RTGS code and MICR code of our branch mentioned above are correct.

BANK VERIFICATION
(Manger's/Officer's signature under bank stamp)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)





Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

TECHNICAL BID

ELIGIBILITY CRITERIA DETAILS:

S NO	ELIGIBILITY CRITERIA	ENTRY TO BE MADE BY BIDDER (All the below given details to be inter-linked with the enclosures submitted and to be tagged for easy reference and Checking)		
01	Certificate of Declaration confirming the Knowledge of BHEL Locations			
02	EMD / EXEMPTION CERTIFICATE	DD No. _____ Date _____ Drawn from _____ (Bank)		
03	GST Regn. No. (Proof to be Attached)			
04	Permanent Account Number (PAN) (Proof to be Attached)			
05	PF Registration No. ESI Registration No. (Proof to be Attached)			
06	Company Status (Private / Public / Proprietor / Registered) (Proof to be attached)			
07	Housekeeping experience in the industry / institution for a period of minimum three years. (Refer Clause 5 of Eligibility Criteria)	Attached	Not Attached	
08	Average annual Financial Turnover for the last three financial years should be minimum Rs.51 Lakhs (Proof to be attached)	F.Y. 2016-17	F.Y. 2017-18	F.Y. 2018-19
09	Profit & Loss Account Statements and Balance Sheets for the last three Financial Years. (Proof to be attached duly certified)	F.Y. 2016-17	F.Y. 2017-18	F.Y. 2018-19
10	Acknowledgement of Income Tax Return for last three financial years (Proof to be Attached)	F.Y. 2016-17	F.Y. 2017-18	F.Y. 2018-19

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

DETAILS OF COMPANY / FIRM:

01	Name and full address of the Company / Firm	
02	Name of Contact Person/s with Designation	
03	Contact Details:	
	Landline No.	
	Mobile No.	
	Email ID:	
04	Local Office Address in Chennai with Contact person, Phone No., Mobile No., email ID, Fax No. (If any)	

Declaration:

- (i) I/We certify that I/We have read the Terms and conditions and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We am/are liable to be debarred.
- (iii) I/We certify that I/We will not get myself / ourselves registered as contractor(s) in BHEL under more than one name.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 01 of 15)

PART – 1 – Housekeeping and Other Maintenance Services for PC Main Offices (BRD)

SL No.	Nature of Work Proposed	Unit of measure - ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
01	Cleaning, washing and swabbing the following in different Office locations (PC & BRDG) including the floor area dado etc. twice daily in all toilets, wash basins, etc. Payment will be made based on the actual work done and on acknowledgement from the BHEL In-charge. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.					
a.	Water Closet	Nos.	0.77%	11240	₹ /- (Rupees only)	₹ /- (Rupees only)
b.	Wash Basin	Nos.	0.77%	10610	₹ /- (Rupees only)	₹ /- (Rupees only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

**Bharat Heavy Electricals Limited**

(A Govt. of India Undertaking)

Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 02 of 15)

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Offices (BR)

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
c.	Urinal	Nos.	0.98%	13110	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
d.	Wash Trough	Nos.	0.33%	5620	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
e.	Rest Room (inside toilet block)	Nos.	25%	8120	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

Place



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 03 of 15)

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office (BHEL)

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
02	Sweeping, Cleaning the Office areas but excluding areas covered by almarah , cupboard etc, once daily. After sweeping all the waste , dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by BHEL In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor incharge. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	1.60%	879840	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
03	Wiping of all office Tables, Chair, Telephone, Computer Peripherals,Glass partitions , Doors, Windows, venetian blinds in total Office area once daily. Payment will be made based on the total floor area in which the furnitures are placed. Quoted rate shall include cost of labour, tools,plants, machineries , necessary chemicals, sprayers and other cleaning materials, Cloth, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	2.60%	879840	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & DG

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
04	Mopping, Cleaning the Office areas but excluding areas covered by almarah, cupboard etc, once daily. After sweeping all the waste, dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by BHEL In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from BHEL In-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of power and storage room will be given by BHEL at free of cost.	Sq.m	2.20%	873840	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
05	Sweeping the open spaces (outside building) , surrounding areas of building, gardens, basement car parking area , roof terrace of building and other areas once daily as identified & instructed by BHEL In-charge. Rate includes labour, tools, brooms, malard, baskets etc. Sweeping, hand picking of debris, collecting & dumping the debris in the nearby dust bin/ earmarked areas etc. complete. Sweeping has to be done only as and when necessary. Payment will be made only for the areas where sweeping was done.	Sq.m	100%	380640	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

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**Bharat Heavy Electricals Limited**

(A Govt. of India Undertaking)

Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021**PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office (BHEL)**

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST (B)	Amount (C) C = A x B
06	Sweeping, Mopping and Cleaning the Canteen hall area, twice daily. After sweeping all the waste, dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by BHEL. In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor in-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	1.00%	137280	₹ _____/- (Rupees _____ only)	₹ _____/- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 06 of 15)

PART – 1 – Housekeeping and Other Maintenance Services for PC Main Offices (BHEL)

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST @ 18%)	Amount (C) C = A x B
07	Arranging the dining table & chair in a systematic way daily in Canteen Hall at Lunch / Breakfast time, placing the clean plates, cups & Tumbler, water jugs with drinking water as and when required. Also Taking the used plates, cups & Tumbler from table and cleaning all the items including table for next person use. Cleaning Process to be followed for used plates, cups & Tumblers. (First clean with clear water next with soap water next with hot water and again with clear water.) After completion of proper cleaning all the items to be placed in respective place. After completion of dining activities all the dining tables & Chairs to be moved to corner of the hall and stacked. Payment will be made based on the actual quantum of work done and as per Instruction of BHEL In-Charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals, powder and other cleaning materials, incidentals, etc. complete. Required quantity of utensils, water, power and storage room will be given by BHEL at free of cost.	Each Day	1.00%	3	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)
08	Collection of bulk quantities of Coffee/Tea from the collection centre using flask/cans and Distribute the same in Cup & Saucer to every official. Also remove the used cup & Saucer and washing the same with water, cleaning powder / liquid and also wipe off with clean clothes and made ready for next use.	Each no.	2.00%	171600	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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4



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMMN:HK:2020-21

24.02.2020

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

PART – 1 – Housekeeping and Other Maintenance Services for PC Main Offices (BHEL)

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
09	Collection of Refreshment- snacks (idli/ dosa/ idiyappam / Lunch Etc) boxes or parcel including side dishes from the identified shop (within 1-2 Kms distance) and carrying the same to office premises and distribute the same to officials in each floor according to the requirement. Normally the requirement of Boxes/ parcel is in the range of 20 to 35 Nos. daily. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, carrying bags etc. For transportation of the above items.	Each Box	0.25%	7800	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
10	Collection & segregation of garbage / waste / paper and other waste items from the main collection point in the evening hours i.e specifically after office hours once daily and dispose off the same in the nearby area (200m approx) with the instruction of BHEL In-Charge. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, disposal bags, etc.	Each No.	0.5%	940	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021
PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office (BR)
(Page 08 of 15)

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
11	Collection of water container of 20 Litre Capacity (Bubble top) from the centralized place with in the complex and carry the same to the required floor and place the same in the water dispenser machine as and when required. The empty container to be replaced in the centralized area and dispose the lid in a dust bin. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, equipment etc.	Each Container	0.13%	9990	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)
12	Cleaning of water dispenser including stand using cleaning material on daily basis also as per the instruction of BHEL In-Charge. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, cleaning items required for the same. Quoted rate shall include cost of labour, tools, plants, necessary cleaning materials, incidentals, etc. complete. Required quantity of water, power & storage room will be given by BHEL at free of cost.	Each No.	0.15%	2500	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)
13	Effective pest control operation shall be carried out in the entire premises by using spray & other methods incl. rodent control by providing traps in sufficient number. The control system shall be carried out on a fortnightly basis & as per the instruction of BHEL In-Charge. Payment will be made based on the actual/effective control of the pest. Quoted rate shall include cost of labour, tools, plants, machineries/equipments, necessary chemicals, incidentals including disposal of the dead pest etc. complete.	Sq. ft	0.19%	72480	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

Date



Barat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Offices, BHEL

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
14	Cob-Web, removal (fortnightly), sweeping and swabbing in all office buildings, staircases, swabbing of AC/PC rooms, Conference halls, dining halls, etc. Complete. After sweeping all the waste, dust, garbage, etc to be disposed off to the nearby dust bins/ dumping site as instructed by BHEL In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the floor in-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals & acids and other cleaning materials, incidentals, etc. Complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	0.23%	72480	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
15	Scrubbing and cleaning of oily substances (fortnightly) in offices, staircases, AC/PC Rooms, Conference halls, dining hall etc. Complete as per instructions of Officer-In - Charge. Rate includes cost of labour, hire and running charges for tools and plants, machineries etc., necessary chemicals & acids and other cleaning materials, incidentals etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	0.98%	72480	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

**Bharat Heavy Electricals Limited**

(A Govt. of India Undertaking)

Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 10 of 15)

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Offices (BHEL)

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
16	Labour Charges for erection of flag post and tying the flag. Decorating the place with Tying color papers. Arranging stage dais for conducting functions, Rate includes digging hole erection of post and removing the same after the function is over including refilling the hole and handing over the flag post, flag etc to office after completion of programme. Necessary flag post and flag will be supplied by BHEL at free of cost. Rate does not include to and fro transportation.	Per Function	0.12%	5	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)
17	Carrying and placing PVC molded chairs at site of work and returning the same after the function is over. Rate does not include to and fro transportation etc. but includes labour, loading - unloading.	Nos.	0.33%	920	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)
18	Collection of sweet / Karam boxes or Parcel from the identified shop (within 1-2 Kms distance) and carrying the same to office premises and distribute the same to officials in each floor according to the requirement. The requirement of sweet/ karam Boxes/ parcel is in the range of 200 to 250 Nos. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, carrying bags etc. For transportation of the above items, Bi-Cycle will be provided by BHEL free of cost.		0.33%	9000	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021
PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office (BHEL)

(Page 11 of 15)

SL. No.	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
19	Making all arrangement for event function, such as placing table, chair, decoration of hall/ Place , curtain , supply of items to participant like water bottle, biscuit, ,snacks , Coffee/ Tea, etc. Item includes disposal of the waste then and there, cleaning all the items used and after completion of program all the items to be replaced in a respective place as per the instruction of Officer-in - Charge. Payment will be made based on the report by the BHEL In-Charge. Quoted rate shall include cost of labour, tools, and necessary chemicals and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost. Number of participant are in the range as follows.					
a.	Number of participants from 10 - 30 approx.	Each Program	5.80%	1250	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
b.	Number of participants from 31 - 60 approx.	Each Program	5.80%	3160	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

1

**Bharat Heavy Electricals Limited**

(A Govt. of India Undertaking)

Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office (BR)

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST)	Amount (C) C = A x B
20	ATTENDER DUTIES - Attending all unskilled nature of works as required including messenger activities, to collect and distribute the tapals at the address and other allied activities, file movement, Paper Movement, File Retrieval, External Jobs, Official's Coffee / Lunch, Upkeep of Official's workplace, Dispatch, receiving and sending the Superiors at porch in orderly manner, etc. complete to the satisfaction of the department.	Month	19.83%	120	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
21	CLERICAL DUTIES - Attending all office related works viz., Document Filing, Document Retrieval, Document Maintenance, Data entry, Office Support to identified department/s, Assistance to Section posted, File Maintenance etc.	Month	32.63%	92	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
22	SUPERVISOR DUTIES - Monitoring and ensuring completion of all the activities mentioned in the contract.	Month	2.53%	12	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Place
Date



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 - Housekeeping and Other Maintenance Services for PC Main Offices (BHE)

SL. No.	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
23	PLUMBER DUTIES - Attending to the day to day Water Supply, Plumbing and Sewer line maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including over head water tank, sump, sewage collection sump etc. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of pumps, valves etc. as directed by department and as specified here under. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor. The quoted rate shall include wages, bonus, statutory payments etc., but excludes applicable GST. GST will be paid against the submission of documentary evidence for having paid the same.	Month	2.57%		₹ _____/- (Rupees _____ only)	₹ _____/- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Place
Date

A



Barat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 – Housekeeping and Other Maintenance Services for PC Main Office (BHE:PC:ADMN:HK:2020-21)

SL. No	Nature of Work Proposed	Unit of measure-	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (Rs.)	Amount (C) C = A x B
24	ELECTRICIAN DUTIES Attending to the day to day work in electrical related maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including DG sets and main incoming power. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of DG set, filling Diesel, attending light points, changing lights, fans, cable routing and other electrical related works. Attend problem in Data centre, EPABX, telephone points, battery backup, computer points, Fixing additional lights in the ceiling, building lighting, audio system etc. The necessary electrical wiring to be carried out for conducting any program/ meeting and removing same after completion of the same. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor. In this duty, the person should be engaged in round- the-clock shifts.	Month	6.92%	36	₹ _____/- (Rupees _____ only)	₹ _____/- (Rupees _____ only)
25	ELECTRICAL SUPERVISOR DUTIES - Supervision of all Electricians and assistants mentioned at Sl.No.24 above	Month	2.39%	12	₹ _____/- (Rupees _____ only)	₹ _____/- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Place
Date

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 15 of 15)

PART – 1 – Housekeeping and Other Maintenance Services for PC Main Office & RDO

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
26	PLUMBING/ELECTRICAL ASSISTANT DUTIES - Assisting in all activities mentioned at sl. Nos. 23 & 24 above	Month	2.02%	12	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
27	CARPENTER DUTIES - Attending to the day to day work in carpentry related maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area. The scope of contract also includes carrying out preventive maintenance works, routine works like attending complaints in door closer, door locks, table & Chair repair, cub boards, racks, partitions, false ceiling, gap filling, nailing, dismantling and re-fixing of table, fixing doors, windows, venetian blinds, tender box, podium and other carpentry related works. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor.	Month	2.27%	12	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

TOTAL OF PART-1 (A) (2020-21) = Rs. _____/-

(Rupees

Only).

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

A



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 01 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST (B))	Amount (C) C = A x B
01	Cleaning, washing and .swabbing the Urinal in BHEL Residential Complex including the floor area dado etc. once daily in all toilets, wash basins, etc. Payment will be made based on the actual work done and on acknowledgement from the respective floor incharge. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	No.	0.10%	320	₹ _____ /- (Rupees only)	₹ _____ /- (Rupees only)
02	Sweeping, Cleaning the Residential areas once daily. After sweeping all the waste, dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by Officer-in - Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor incharge. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	0.19%	205920	₹ _____ /- (Rupees only)	₹ _____ /- (Rupees only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 02 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure -ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST (B)	Amount (C) C = A x B
03	Mopping, Cleaning the Residential areas once daily. After sweeping all the waste, dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by Officer-in - Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor in-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	4.60%	205920	₹ _____ (Rupees only)	₹ _____ (Rupees only)
04	Sweeping the open spaces (outside of building but including basement car parking), surrounding areas of building, gardens, basement car parking area , roof terrace of building and other areas as identified & instructed by Officer -in -Charge. Rate includes labour, tools, brooms, maldar, baskets etc. Sweeping, hand picking of debris, collecting & dumping the debris in the nearby dust bin/ earmarked areas etc. complete. Sweeping has to be done only as and when necessary. Payment to be made only for the areas where sweeping was done.	Sq.m	10.4%	867630	₹ _____ (Rupees only)	₹ _____ (Rupees only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMIN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021
PART – 2 – Housekeeping and Other Maintenance Services for BRC

(Page 03 of 08)

SL. No.	Nature of Work Proposed	Unit of measure -ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
05	Collection of Coffee/Tea 20 nos. (approx.) from the identified place (within 1 km) daily using flask and Distribute the same in cups. Also washing the flasks, cups with water & vim power also wipe off with clean clothes and made ready for next use.	Nos.	0.72%	12480	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
06	Collection of garbage / waste / paper and other waste items from the main collection point in the evening hours i.e specifically after office hours on daily basis and dispose off the same in the nearby area (200m approx) with the instruction of Officer-In-Charge. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, tools, plants, vehicle, carrying bags etc.	Each No.	1.00%	320	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
07	Collection of water container of 20 Lit Capacity (Bubble top) from the centralized place within the complex and carry the same to the required floor and place the same in the water dispenser. The empty container to be replaced in the centralized area and dispose off the lid in a dust bin. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, equipment etc.	Each Container	0.04%	630	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 04 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BHEL

SL. No.	Nature of Work Proposed	Unit of measure	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST (B)	Amount (C) C = A x B
08	Cleaning of water dispenser including stand using cleaning material on daily basis also as per the instruction of Officer-In-Charge. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, cleaning powder and other cleaning items required for the same. Quoted rate shall include cost of labour, tools, plants, necessary cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Each No.	0.07%	320	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
09	Effective pest control operation shall be carried out in the entire premises by using spray & other methods including rodent control by providing traps in sufficient number. The control system shall be carried out on a fortnightly basis and as per the instruction of Officer-In-Charge. Payment will be made based on the actual/ effective control of the pest. Quoted rate shall include cost of labour, tools, plants, machineries/ equipments, necessary chemicals, incidentals including disposal of the dead pest etc. complete.	Sq.m	5%	66720	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

2



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 05 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BHEL

SL. No.	Nature of Work Proposed	Unit of measure -ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST (B)	Amount (C) C = A x B
10	Cob-Web removal (fortnightly), sweeping and swabbing of buildings, staircases, etc. After sweeping all the waste, dust, garbage, etc to be disposed off to the nearby dust bins/ dumping site as instructed by Officer-In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the floor in-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals, acids and other cleaning materials, incidentals, etc. Complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	0.59%	39840	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
11	Scrubbing and cleaning of oily substances (fortnightly) staircases, etc. Complete as per instructions of BHEL In-Charge. Rate includes cost of labour, hire and running charges for tools and plants, machineries etc., necessary chemicals & acids and other cleaning materials, incidentals etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	0.7%	15840	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

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24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 06 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure -ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
12	SUPERVISOR - Monitoring and ensuring all the activities mentioned in the contract	Month	10.60%	12	₹ _____ /- (Rupees only)	₹ _____ /- (Rupees only)
13	PLUMBER - Attending to the day to day Water Supply, Plumbing and Sewer line maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including overhead water tank, sump, sewage collection sump etc. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of pumps, valves etc. as directed by department and as specified here under. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor. In this duty, the person should be engaged round-the-clock shifts.	Month	2.80%	12	₹ _____ /- (Rupees only)	₹ _____ /- (Rupees only)

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

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24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 07 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure	Percentage Allocation	Quantities for 1 year (A)	Unit Rate exclusive of GST) (B)	Amount (C) C = A x B
14	ELECTRICIAN - Attending to the day to day work in electrical related maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including DG sets and main incoming power. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of DG set, filling Diesel, attending light points, changing lights, fans, cable routing and other electrical related works. Attend problem in Data centre, EPABX, telephone points, battery backup, computer points, Fixing additional lights in the ceiling, building lighting, audio system etc. The necessary electrical wiring to be carried out for conducting any program/ meeting and removing same after completion of the same. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor. In this duty, the person should be engaged in round-the- lock shifts.	Month	32.51%	36	₹ _____ /- (Rupees only)	₹ _____ /- (Rupees only)

TOTAL OF PART-2 (B) (2020-21) = Rs. _____/-

(Rupees

Only).

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

24.02.2020

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

Details	Amount in figures (Rs.)	Amount in Words (Rs.)
TOTAL OF PART – 1 (A)		
TOTAL OF PART – 2 (B)		
TOTAL CONTRACT VALUE (01.04.2020 to 31.03.2021) (A + B) (Exclusive of GST)		

Important Note : L1 will be decided on the Total Contract Value on a Single vendor for all the activities.

Signature of the Bidder

(NAME & ADDRESS WITH SEAL)

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Date



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021
PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

(Page 01 of 15)

01	Cleaning, washing and swabbing the following in different Office locations (PC & BRDG) including the floor area dado etc. twice daily in all toilets, wash basins, etc. Payment will be made based on the actual work done and on acknowledgement from the BHEL In-charge. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.						
a.	Water Closet	Nos.	0.77%	11240	₹ /- (Rupees only)	₹ /- (Rupees only)	
b.	Wash Basin	Nos.	0.77%	10610	₹ /- (Rupees only)	₹ /- (Rupees only)	

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021
PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

(Page 02 of 15)

SL. No.	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
c.	Urinal	Nos.	0.98%	13110	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
d.	Wash Trough	Nos.	0.33%	5620	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
e.	Rest Room (inside toilet block)	Nos.	1.25%	8120	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021 (Page 03 of 15)

PART – 1 – Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
02	Sweeping, Cleaning the Office areas but excluding areas covered by almarah , cupboard etc, once daily. After sweeping all the waste , dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by BHEL In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor incharge. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	1.60%	879840	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
03	Wiping of all office Tables, Chair, Telephone, Computer Peripherals,Glass partitions , Doors, Windows, venetian blinds in total Office area once daily. Payment will be made based on the total floor area in which the furnitures are placed. Quoted rate shall include cost of labour, tools,plants, machineries , necessary chemicals, sprayers and other cleaning materials, Cloth, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	2.60%	879840	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)





Barat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 04 of 15)

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measure-	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
04	Mopping, Cleaning the Office areas but excluding areas covered by almarah, cupboard etc, once daily. After sweeping all the waste, dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by BHEL In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from BHEL In-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of power and storage room will be given by BHEL at free of cost.	Sq.m	2.20%	879840	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
05	Sweeping the open spaces (outside building) surrounding areas of building, gardens, basement car parking area, roof terrace of building and other areas once daily as identified & instructed by BHEL In-charge. Rate includes labour, tools, brooms, malard, baskets etc. Sweeping, hand picking of debris, collecting & dumping the debris in the nearby dust bin/ earmarked areas etc. complete. Sweeping has to be done only as and when necessary. Payment will be made only for the areas where sweeping was done.	Sq.m	1.00%	380640	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 – Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
06	Sweeping, Mopping and Cleaning the Canteen hall area, twice daily. After sweeping all the waste, dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by BHEL In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor in-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	1.00%	137280	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

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**Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu**

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
07	Arranging the dining table & chair in a systematic way daily in Canteen Hall at Lunch / Breakfast time , placing the clean plates, cups & Tumbler, water jugs with drinking water as and when required. Also Taking the used plates, cups& Tumbler from table and cleaning all the items including table for next person use. Cleaning Process to be followed for used plates, cups & Tumblers. (First clean with clear water next with soap water next with hot water and again with clear water.) After completion of proper cleaning all the items to be placed in respective place. After completion of dining activities all the dining tables & Chairs to be moved to corner of the hall and stacked. Payment will be made based on the actual quantum of work done and as per Instruction of BHEL In-Charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals, powder and other cleaning materials, incidentals, etc. complete. Required quantity of utensils, water, power and storage room will be given by BHEL at free of cost.	Each Day	1.00%	312	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
08	Collection of bulk quantities of Coffee/Tea from the collection centre using flask/cans and Distribute the same in Cup & Saucer to every official. Also remove the used cup & Saucer and washing the same with water & cleaning powder / liquid and also wipe off with clean clothes and made ready for next use.	Each no.	2.00%	171600	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
09	Collection of Refreshment- snacks (idli/ dosa/ idiyappam / Lunch Etc) boxes or parcel including side dishes from the identified shop (within 1-2 Kms distance) and carrying the same to office premises and distribute the same to officials in each floor according to the requirement. Normally the requirement of Boxes/ parcel is in the range of 20 to 35 Nos. daily. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, carrying bags etc. For transportation of the above items.	Each Box	0.25%	7800	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
10	Collection & segregation of garbage / waste / paper and other waste items from the main collection point in the evening hours i.e specifically after office hours once daily and dispose off the same in the nearby area (200m approx) with the instruction of BHEL In-Charge. Payment will be made based on the supervisor's report. Quoted rate shall includes cost of labour, disposal bags, etc.	Each No.	0.58%	940	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

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SL. No.	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
11	Collection of water container of 20 Litre Capacity (Bubble top) from the centralized place with in the complex and carry the same to the required floor and place the same in the water dispenser machine as and when required. The empty container to be replaced in the centralized area and dispose the lid in a dust bin. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, equipment etc.	Each Container	0.13%	9990	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
12	Cleaning of water dispenser including stand using cleaning material on daily basis also as per the instruction of BHEL In-Charge. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, cleaning items required for the same. Quoted rate shall include cost of labour, tools, plants, necessary cleaning materials, incidentals, etc. complete. Required quantity of water, power & storage room will be given by BHEL at free of cost.	Each No.	0.15%	2500	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
13	Effective pest control operation shall be carried out in the entire premises by using spray & other methods incl. rodent control by providing traps in sufficient number. The control system shall be carried out on a fortnightly basis & as per the instruction of BHEL In-Charge. Payment will be made based on the actual/effective control of the pest. Quoted rate shall include cost of labour, tools, plants, machineries/equipments, necessary chemicals, incidentals including disposal of the dead pest etc. complete.	Sq.m	0.19%	72480	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

A



Bharat Heavy Electricals Limited
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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 – Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
14	Cob-Web removal (fortnightly), sweeping and swabbing in all office buildings, staircases, swabbing of AC/PC rooms, Conference halls, dining halls, etc. Complete. After sweeping all the waste, dust, garbage, etc to be disposed off to the nearby dust bins/ dumping site as instructed by BHEL In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the floor in-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals & acids and other cleaning materials, incidentals, etc. Complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	0.23%	72480	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
15	Scrubbing and cleaning of oily substances (fortnightly) in offices, staircases, AC/PC Rooms, Conference halls, dining hall etc. Complete as per instructions of Officer-In - Charge. Rate includes cost of labour, hire and running charges for tools and plants, machineries etc., necessary chemicals & acids and other cleaning materials, incidentals etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	0.93%	72480	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

D



Bharat Heavy Electricals Limited
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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
16	Labour Charges for erection of flag post and tying the flag. Decorating the place with Tying color papers. Arranging stage dais for conducting functions, Rate includes digging hole erection of post and removing the same after the function is over including refilling the hole and handing over the flag post, flag etc to office after completion of programme. Necessary flag post and flag will be supplied by BHEL at free of cost. Rate does not include to and fro transportation.	Per Function	0.12%	5	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)
17	Carrying and placing PVC molded chairs at site of work and returning the same after the function is over. Rate does not include to and fro transportation etc. but includes labour, loading - unloading.	Nos.	0.03%	1920	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)
18	Collection of sweet / Karam boxes or Parcel from the identified shop (within 1-2 Kms distance) and carrying the same to office premises and distribute the same to officials in each floor according to the requirement. The requirement of sweet/ karam Boxes/ parcel is in the range of 200 to 250 Nos. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, carrying bags etc. For transportation of the above items, Bi-Cycle will be provided by BHEL free of cost.	Each Box	0.33%	9000	₹ _____ (Rupees _____ only)	₹ _____ (Rupees _____ only)

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measure-	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
19	Making all arrangement for event function, such as placing table, chair, decoration of hall/ Place , curtain , supply of items to participant like water bottle, biscuit, ,snacks , Coffee/ Tea, etc. Item includes disposal of the waste then and there, cleaning all the items used and after completion of program all the items to be replaced in a respective place as per the instruction of Officer-in - Charge. Payment will be made based on the report by the BHEL In-Charge. Quoted rate shall include cost of labour, tools, and necessary chemicals and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost. Number of participant are in the range as follows.					
a.	Number of participants from 10 - 30 approx.	Each Program	3.62%	1250	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
b.	Number of participants from 31 - 60 approx.	Each Program	5.80%	3160	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
20	ATTENDER DUTIES - Attending all unskilled nature of works as required including messenger activities, to collect and distribute the tapals at the address and other allied activities, file movement, Paper Movement, File Retrieval, External Jobs, Official's Coffee / Lunch, Upkeep of Official's workplace, Dispatch, receiving and sending the Superiors at porch in orderly manner, etc. complete to the satisfaction of the department.	Month	19.83%	120	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
21	CLERICAL DUTIES - Attending all office related works viz., Document Filing, Document Retrieval, Document Maintenance, Data entry, Office Support to identified department/s, Assistance to Section posted, File Maintenance etc.	Month	33.63%	192	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
22	SUPERVISOR DUTIES - Monitoring and ensuring completion of all the activities mentioned in the contract.	Month	2.53%	12	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

1



Bharat Heavy Electricals Limited
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Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 13 of 15)

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
23	PLUMBER DUTIES - Attending to the day to day Water Supply, Plumbing and Sewer line maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including over head water tank, sump, sewage collection sump etc. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of pumps, valves etc. as directed by department and as specified here under. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor. The quoted rate shall include wages, bonus, statutory payments etc., but excludes applicable GST. GST will be paid against the submission of documentary evidence for having paid the same.	Month	2.57%	12	₹ _____/- (Rupees _____ only)	₹ _____/- (Rupees _____ only)

Place

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Date

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A



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Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 14 of 15)

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
24	ELECTRICIAN DUTIES Attending to the day to day work in electrical related maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including DG sets and main incoming power. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of DG set, filling Diesel, attending light points, changing lights, fans, cable routing and other electrical related works. Attend problem in Data centre, EPABX, telephone points, battery backup, computer points, Fixing additional lights in the ceiling, building lighting, audio system etc. The necessary electrical wiring to be carried out for conducting any program/ meeting and removing same after completion of the same. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor. In this duty, the person should be engaged in round- the-clock shifts.	Month	6.92%	36	₹ _____/- (Rupees _____ only)	₹ _____/- (Rupees _____ only)
25	ELECTRICAL SUPERVISOR DUTIES - Supervision of all Electricians and activities mentioned at Sl.No.24 above	Month	2.39%	12	₹ _____/- (Rupees _____ only)	₹ _____/- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 15 of 15)

PART – 1 - Housekeeping and Other Maintenance Services for PC Main Office & BRDG

SL. No.	Nature of Work Proposed	Unit of measurement	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
26	PLUMBING/ELECTRICAL ASSISTANT DUTIES - Assisting in all activities mentioned at sl. Nos. 23 & 24 above	Month	2.02%	12	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
27	CARPENTER DUTIES - Attending to the day to day work in carpentry related maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area. The scope of contract also includes carrying out preventive maintenance works, routine works like attending complaints in door closer, door locks, table & Chair repair, cub boards, racks, partitions, false ceiling, gap filling, nailing, dismantling and re-fixing of table , fixing doors, windows, venetian blinds, tender box, podium and other carpentry related works. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor.	Month	2.27%	12	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

TOTAL OF PART-1 (A) (2020-21) = Rs. _____/-

(Rupees

Only).

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
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Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021 (Page 01 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No	Nature of Work Proposed	Unit of measure-ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
01	Cleaning, washing and swabbing the Urinal in BHEL Residential Complex including the floor area dado etc. once daily in all toilets, wash basins, etc. Payment will be made based on the actual work done and on acknowledgement from the respective floor incharge. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	No.	0.10%	320	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
02	Sweeping, Cleaning the Residential areas once daily. After sweeping all the waste, dust, paper, garbage, etc. to be disposed off to the nearby dustbins/ dumping site as instructed by Officer-in - Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor incharge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	4.91%	205920	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

A



Bharat Heavy Electricals Limited
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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 02 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure -ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
03	Mopping, Cleaning the Residential areas once daily. After sweeping all the waste, dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by Officer-in - Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor in-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	4.60%	205920	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
04	Sweeping the open spaces (outside of building but including basement car parking), surrounding areas of building, gardens, basement car parking area , roof terrace of building and other areas as identified & instructed by Officer -in -Charge. Rate includes labour, tools, brooms, mallard, baskets etc. Sweeping, hand picking of debris, collecting & dumping the debris in the nearby dust bin/ earmarked areas etc. complete. Sweeping has to be done only as and when necessary. Payment will be made only for the areas where sweeping was done.	Sq.m	10.40%	867630	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

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Date

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
05	Collection of Coffee/Tea 20 nos. (approx.) from the identified place (within 1 km) daily using flask and Distribute the same in cups. Also washing the flasks, cups with water & vim power also wipe off with clean clothes and made ready for next use.	Nos.	0.72%	12480	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
06	Collection of garbage / waste / paper and other waste items from the main collection point in the evening hours i.e specifically after office hours on daily basis and dispose off the same in the nearby area (200m approx) with the instruction of Officer-InCharge. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, tools, plants, vehicle, carrying bags etc.	Each No.	1.00%	320	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
07	Collection of water container of 20 Lit Capacity (Bubble top) from the centralized place within the complex and carry the same to the required floor and place the same in the water dispenser. The empty container to be replaced in the centralized area and dispose off the lid in a dust bin. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, equipment etc.	Each Container	0.04%	630	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

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Date

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

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PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure -ment	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
08	Cleaning of water dispenser including stand using cleaning material on daily basis also as per the instruction of Officer-In -Charge. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, cleaning powder and other cleaning items required for the same. Quoted rate shall include cost of labour, tools, plants, necessary cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Each No.	0.07%	320	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
09	Effective pest control operation shall be carried out in the entire premises by using spray & other methods including rodent control by providing traps in sufficient number. The control system shall be carried out on a fortnightly basis and as per the instruction of Officer-InCharge. Payment will be made based on the actual/ effective control of the pest. Quoted rate shall include cost of labour, tools, plants, machineries/ equipments, necessary chemicals, incidentals including disposal of the dead pest etc. complete.	Sq.m	1.5%	66720	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80, G. N. Road, T.Nagar, Chennai – 600017, Tamil Nadu

Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 05 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
10	Cob-Web removal (fortnightly), sweeping and swabbing of buildings, staircases, etc. After sweeping all the waste, dust, garbage, etc to be disposed off to the nearby dust bins/ dumping site as instructed by Officer-In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the floor in-charge. Quoted rate shall include cost of labour, tools, plants, machineries, necessary chemicals, acids and other cleaning materials, incidentals, etc. Complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	0.59%	39840	₹ _____/- (Rupees _____ only)	₹ _____/- (Rupees _____ only)
11	Scrubbing and cleaning of oily substances (fortnightly) staircases, etc. Complete as per instructions of BHEL In-Charge. Rate includes cost of labour, hire and running charges for tools and plants, machineries etc., necessary chemicals & acids and other cleaning materials, incidentals etc. Complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	0.87%	15840	₹ _____/- (Rupees _____ only)	₹ _____/- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
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Dt. 24.02.2020

PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 06 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
12	SUPERVISOR - Monitoring and ensuring all the activities mentioned in the contract	Month	10.60%	12	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)
13	PLUMBER - Attending to the day to day Water Supply, Plumbing and Sewer line maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including overhead water tank, sump, sewage collection sump etc. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of pumps, valves etc. as directed by department and as specified here under. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor. In this duty, the person should be engaged in round-the-clock shifts.	Month	32.10%	12	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

(Page 07 of 08)

PART – 2 – Housekeeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure	Percentage Allocation	Quantities for 1 year (A)	Unit Rate (Exclusive of GST) (B)	Amount (C) C = A x B
14	ELECTRICIAN - Attending to the day to day work in electrical related maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including DG sets and main incoming power. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of DG set, filling Diesel, attending light points, changing lights, fans, cable routing and other electrical related works. Attend problem in Data centre, EPABX, telephone points, battery backup, computer points, Fixing additional lights in the ceiling, building lighting, audio system etc. The necessary electrical wiring to be carried out for conducting any program/ meeting and removing same after completion of the same. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor. In this duty, the person should be engaged in round-the- lock shifts.	Month	32.51%	36	₹ _____ /- (Rupees _____ only)	₹ _____ /- (Rupees _____ only)

TOTAL OF PART-2 (B) (2020-21) = Rs. _____/-

(Rupees

..... Only).

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

A



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
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Tender No.: BHE:PC:ADMN:HK:2020-21

Dt. 24.02.2020

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PRICE BID – WORK / RATE SCHEDULE – 01.04.2020 to 31.03.2021

Details	<u>Amount in figures (Rs.)</u>	<u>Amount in Words (Rs.)</u>
TOTAL OF PART – 1 (A)		
TOTAL OF PART – 2 (B)		
TOTAL CONTRACT VALUE (01.04.2020 to 31.03.2021) (A + B) (Exclusive of GST)		

Important Note : L1 will be decided on the Total Contract Value on a Single vendor for all the activities.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

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A