



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00



## TENDER DOCUMENT

For Tender Enquiry No. : WEX/TE/TW/7/08,Dt.23.08.17

For

Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township

Contact Person:

Name: Sujeet Srivastava  
Designation: Manager (WE&S)  
Email: [sujeet@bheljhs.co.in](mailto:sujeet@bheljhs.co.in)  
PH: 0510-2412499

Tender Due Date: 08.09.17 at 13:15 Hrs  
Tender Opening Date : 08.09.17 at 14:00 Hrs

Rev í .. Date: í .	Short details of revision (In case of revision in tender document, otherwise NA)
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Department: Works Engineering and Services  
BHEL, PO: BHEL, Jhansi 284120 (UP)



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

## DETAILS OF TENDER DOCUMENT

Nature of work: [Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township](#)

1. BHEL JHANSI is in the process of finalizing the Works Contract for [Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township](#).
2. The tender document has been detailed as follows:
  - a) Notice Inviting Tender (Annexure A)
  - b) Work Specifications (Annexure B)
  - c) Qualifying Requirements (Annexure C)
  - d) Instruction to Bidder (Annexure D)
  - e) Tender Evaluation Criteria (Annexure E)
  - f) Contractor's obligations (Annexure F)
  - g) Other General Terms and Conditions (Annexure G)
  - h) Criteria for measurement of work (Annexure H)
  - i) Technical Bid Application (Annexure I)
  - j) Blank/Unquoted Price Bid ( Annexure J)
  - k) Price Bid ( Annexure K)
  - l) Guidelines for price bid words/ figure discrepancy (Annexure L)

The duly filled in Technical and Price / Rate bids (Annexure I and J, separately) along with the instructions to the tenders, Contractor's Obligations, General Terms and Conditions with the signature of the tender on all the pages and complete in all respects super scribed as "Quotation for Tender No. WEX/TE/TW/7/08, Dated 23.08.17" should reach us in a sealed cover on or before 08.09.17(13.15 hours) through Registered / Speed post or the same may be dropped in the tender box available at the following address:

To  
Tender Box  
CISF Control Room/Office  
Administrative Building  
Bharat Heavy Electricals Limited  
Jhansi-284 120. UP

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

2) Technical bid and price bid should be submitted in separate sealed envelopes, in case the bids founds in one single envelope then the "bids" are liable to be rejected.



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

## Tender Documents

Nature of work: [Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township](#)

## CONTENTS

Sl. No.	Description	Annexure No	Page no (Please Specify as required)
01.	Notice Inviting Tender	A	4-4
02.	Work Specifications/ Scope of Work	B	5-7
03.	Qualifying Requirements	C	8-9
04	Instructions to Bidders	D	10-11
05.	Tender Evaluation Criteria	E	12-12
06.	Contractors obligations	F	13-14
07.	Other General Terms & Conditions (with sub annexures I to IV)	G	15-31
08	Criteria for measurement of work	H	32-32
09	Technical Bid	I	33-34
10	Price Bid	J	35-36
11	Blank/Unquoted Price Bid	K	37-37
12	Guide lines for dealing with discrepancy in words and numbers in price bid	L	38-38



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure A

Nature of work: [Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township.](#)

## NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1.	Brief Description of work	<a href="#">Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township</a>
2.	Tender Evaluation Criteria	(as per Annexure E)
3.	Duration of Contract	One Year
4.	Last date of receipt of the Tender	Upto 13:15 hrs on Dt.08.09.17
5.	Date of opening of Techno ó Commercial Bid.	14:00 hrs on Dt.08.09.17
6.	Address for submitting the Tender	(as on Page# 2)
7.	Earnest Money Deposit * (EMD)	Rs.8,247
8.	Cost of Tender	Rs.200 plus GST 18% (as applicable) = Total Rs.236 (payable in POS at BHEL cash office or through EFTö along with technical bid, in case the documents downloaded from website)
9.	Validity of Offer	90 Days
10.	Security Deposit	As per Annexure G

The EMD may be accepted only in the following forms:

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

BHEL account details: Bank Name:- SBI; A/c No. :- 10670828866 ; IFSCCode:-  
SBIN0003807 A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED

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



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure B

Nature of work: [Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township.](#)

## WORK SPECIFICATION DETAILS OF WORK

Sl.No	JOB/ACTIVITY	UNIT OF MEASUREMENT	QUANTUM OF WORK ANNUAL
<b>1.</b>	Maintenance of Air Conditioners and Water Coolers		
1.1	Major break-down of Air Conditioners and Water Coolers	Nos.	85
1.2	Medium break-down of Air Conditioners and Water Coolers	Nos.	153
1.3	Minor break-down of Air Conditioners and Water Coolers	Nos.	236
<b>2.</b>	Preventive maintenance of Air Conditioners and Water Coolers	---	
2.1	Yearly preventive maintenance of Air Conditioners and Water Coolers	Nos.	267
2.2	Cleaning of water tank and filters of Air Conditioners and Water Coolers	Nos.	1200
<b>3.</b>	Shifting of Air Conditioners and Water Coolers	Nos.	406
<b>4.</b>	Maintenance of panel Air Conditioners and Chiller of machines	Nos.	20
<b>5.</b>	Installation of Air Conditioners and Water Coolers	Nos.	23



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

Nature of work: [Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township.](#)

(A) **Scope of Work :** The work mainly comprises of as follows :

(1) **Maintenance of Air Conditioners and Water Coolers :**

1.1 The scope of work includes attending breakdowns (major, medium, minor) of all type of Air Conditioners, Deep Freezers, Fridges and Water Coolers installed in BHEL-Jhansi Factory and Township premises.

(2) **Preventive maintenance of Air Conditioners and Water Coolers :**

2.1 The scope of work includes preventive maintenance of all type of Air Conditioners, Deep Freezers, Fridges and Water Coolers installed in BHEL-Jhansi Factory and Township premises. This is one time activity during total contract period as per schedule provided by Section in-charge.

2.2 Cleaning of Water Tanks, Filters of Air Conditioners, Deep Freezers, Fridges and Water Coolers installed in BHEL-Jhansi Factory and Township premises. This is monthly activity during months of operation of machines as per schedule provided by Section in-charge.

(3) **Shifting of equipments :**

3.1 During the period of contract, the Air Conditioners and Water Coolers (approx 406 nos.) may be required to be shifted from one location to other within BHEL-Jhansi Factory and Township premises as and when required.

3.2 Contractor to make own arrangement for shifting the Air Conditioners and Water Coolers outside or inside the Factory. Mode of transportation may be provided by BHEL to party, if available.

(4) Maintenance of all type of panel Air Conditioners and Chillers installed in various machines in factory premises.

(5) Installation of Air Conditioners, Deep Freezers, Fridge and Water Coolers installed in Factory and Township premises.

(B) **Scope of Contract Work Facility :**

(1) Before quoting bidder may visit the site to see equipment installation and quantum of work if required.

(2) **Location of Air Conditioners and Water Coolers:** All are installed at various locations in BHEL Factory, Administrative Building, Guest House and Hospital and at various locations in BHEL Township.

(3) **Spares and Consumables:** All spares like compressor, motor fan etc. and consumables like refrigerant gas shall be provided by BHEL-Jhansi.

(4) **Idel hour of units:** All daily breakdowns will be attended by the contractor on the same day of breakdown and no pending breakdown will be allowed to be carried over next day without sufficient reasons and this should be brought to the notice of AC



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Maintenance Section In-Charge before closing of day. All the major breakdown will be reported by the contractor to the Section In-Charge and completed at the earliest.

- (5) **Requirement of Manpower:** Contractor is required to deploy sufficient experienced staff (technician and helper) to carry out the subject work during total contract period.
- (6) **Period of Contract:** The period of contract will be Twelve Months from the date of award of work order.
- (7) **Urgent Work:** The contractor shall have to comply with the priority fixed by Services In-Charge or for taking urgent repair work.
- (8) **Facilities and Free Issues :**
  - (a) Water, electricity, compressed air, oxygen and acetylene welding facilities and welding/brazing rod will be provided by BHEL free of cost. However, no claims will be admissible if the above facilities are not provided due to any reason what so ever both within factory premises and outside.
  - (b) All required spares and consumable like refrigerant gas, electrical spares etc. shall be given by BHEL free of cost.
- (9) **Records :** Contractor shall maintain following records :-
  - (a) Daily breakdown record.
  - (b) Staff attendance.
  - (c) Spares received, consumed and balance status.
  - (d) Water cooler tank cleaning record.
  - (e) Preventive and proactive maintenance record.
  - (f) Breakdown record.

**(10) General Terms and Conditions :**

- (a) All the breakdown shall be attended from 7.00 Hrs to 16.00 Hrs. In case of urgent work comes at any time, additional work staff can be deployed after 16.00 Hrs..As instructed by Section In-charge.
- (b) Staff may be also detained on Sunday/holiday or during night hrs if required.
- (c) Supply points of Air Conditioners and Water Coolers to be maintained by the party however all required material shall be provided by BHEL.
- (d) After award of contract the subjected work shall be started within one week from the due date of award in line with tender conditions.



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Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure C

## QUALIFYING REQUIREMENTS

- 1) Should have PAN/TAN number. Copy of PAN/TAN to be submitted.
- 2) Should have GST number. Copy of Certificate to be submitted.
- 3) Self-declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL.
- 4) Self-Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude .
- 5) should have independent ESI Code number.
- 6) Blank Price Bid as per annexure 5
- 7) Average Financial Turnover: Average Annual financial turnover from during the last 3 years, ending 31<sup>st</sup> March 17, should be at least Rs.1.24 Lakh. Duly audited Financial Statement/ Balance sheet / Certificate from CA to be submitted as a supporting document.
- 8) If all balance sheets are not available for all three years then the average shall be calculated by dividing the sum of turnover of submitted balance sheets by three .
- 9) Experience of having successfully completed similar work (**means completed work/service contract for the work of Maintenance of Air conditioners and water coolers**) during last 7 years ending 31<sup>st</sup> July-17 to the one in which applications are invited should be either of the following:-
  - a) Three similar completed works each costing not less than the amount equal to the amount of Rs.1.65 Lakh  
Or
  - b) Two similar completed works each costing not less than the amount equal to the amount of Rs. Rs.2.06 Lakh  
Or
  - c) One similar completed work, each costing not less than the equal to the amount of Rs. Rs.03.30 Lakh
- 10) Documentary proof (Execution Certificate) for the experience to be submitted along with Technical Bid. In case of experience in Private Sector, relevant TDS Certificate must be attached as evidence.
- 11) Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Annexure I.
- 12) The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows:
  - (i) Partnership Firm: Partnership Deed registered at the office of Registrar of Firms.
  - (ii) Company: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate.

8

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We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

- (iii) Society : Registration certificate issued by Registrar of societies.
- (iv) Sole Proprietor-ship Firm: Undertaking on oath (Rs. 100 stamp paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely (\_\_\_\_\_)



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Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure D

## INSTRUCTIONS TO BIDDERS (For Two Part Bid System)

Above tender is in two Bid System (Techno Commercial Bid & Price Bid).

- 1) The tender is to be submitted in two parts viz a) Techno Commercial bid and b) price/rate bid.
  - a) Techno-Commercial Bid-The Technical Bid Application (Annexure - I) and its enclosures (along with the Contractor's Obligations, General Terms & Conditions and copies of qualifying requirements ) must be submitted in one sealed envelope superscripted with "Tender for (Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township) TECHNOCOMMERCIAL BID". EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed.
  - b) Price Bid-The second envelope duly sealed should contain the price bid (Annexure-J) only superscribed as "(Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township) PRICE BID". Any other enclosures, which the bidder wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format is liable to be rejected/bypassed.
- 2) Both the technical bid and price bid sealed envelopes must be again enclosed in a single envelope duly sealed and superscribed as "TENDER FOR TENDER NO WEX/TE/TW/7/08,Dt.23.08.17 DUE DATE OF OPENING 08.09.17. The same should be dropped in the tender box kept in the CISF gate of Administrative Building, BHEL, Khailar, Jhansi, within the specified date and time by the representative of the bidder. It shall be the responsibility of bidder that the bid is dropped in tender box before the due date and time. BHEL shall not take any responsibility if the bid is not dropped in the tender box before due time and date.
- 3) All bidders can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the bidders place by authorised officials, price bids of only those bidder who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose Technical bid has been accepted, in advance for witnessing the Price Bid opening.
- 4) All entries in the tender document should be in one ink. Corrections, over writing, cuttings, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the bidders before submission.

10

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We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

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Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

- 5) Price quoted in Price Bid shall be inclusive of all taxes & duties, all statutory requirements/liabilities like PF/ESI/Bonus/Min. wages etc. However GST shall be payable extra as applicable. The price / rate should be quoted in figures as well as in words.  
In case of discrepancy in figures and/or the decision shall be as per guide lines issued by BHEL Corporate MM.
- 6) The rate quoted will be valid for the period of contract.
- 7) The contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutual agreement on same terms, conditions and rates.
- 8) BHEL may go for Reverse Auction after Techno-Commercial evaluation instead of submitted related Price Bid. Bidder should confirm participation in Reverse Auction along with Techno-Commercial Bid.



# Bharat Heavy Electricals Limited, Jhansi

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Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure E

## TENDER EVALUATION CRITERIA

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

- 1) BHEL officials may visit the bidders office & their clients place to evaluate the capability and assess the performance.
- 2) Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, equipments in its possession, previous track record, experience in other organizations, etc.
- 3) Price Bids will be opened or participation in Reverse auction will be allowed to only TechnoCommercially accepted bidders.
- 4) The contractor shall be awarded the work on overall L-1 basis if otherwise not specified in the tender document.
- 5) In case of a tie between two or more lowest bidders, snap bid shall be called with discount on the offered rates. If snap bid is not feasible then the L1 shall be decided with lottery system. In case of discrepancy in words and figures offered in price bid the decision shall be taken based on annexure 5
- 6) IN case where bidders have submitted -NIL charges/amount over and above the minimum wages as per the standard document, the bid shall be termed unresponsive will not be considered (in terms of provisions of Ministry of Finance, Dept of Expenditure No 29(1)/2014-PPD dated 29/1/2014)



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Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure F

## CONTRACTOR'S OBLIGATIONS

### A) CONTRACTUAL

#### Towards selection, control and supervision of employees :

- 1) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- 2) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- 3) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances, the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
  - 3.1) Aadhar card is mandatory for contract labours for making of their gate pass for entry in BHEL premises.
  - 3.2) Supervisors of contracting firms who sign on behalf of contractors must have Power of Attorney to the same effect.
  - 3.3) Contractor are advised that contract labours must be employed without any discrimination on caste or creed basis.
- 4) Age of workers: The contractor shall not employ any person who has not completed his 18 years. Also age of worker deployed should not exceed 60 years.
- 5) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.
- 6) Discipline: The Contractor shall be responsible for the discipline of his own employees deployed under the contract. In case of any loss to the BHEL Jhansi on account of indiscipline of employee then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 7) The contractor, on advice of authorized BHEL official, shall immediately remove any person employed by him, who may in the opinion of such authorized BHEL official is involved in misconduct. Such person shall not be re-employed by the contractor without prior permission.
- 8) Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- 9) Contractor to ensure compliance of the instructions contained in safety guidelines issued by Safety Deptt (HSE) of BHEL, Jhansi (Same can be downloaded from BHEL Jhansi website).
- 10) The contractor has to ensure that all precautions are taken for safety of his employees and equipments.

13

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We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

- 11) Record Keeping: Contractor to maintain appropriate records of his employees deployed to carry out the job(s). Contractor shall maintain neatly written, complete and legible registers, records, reports and returns for inspection by various authorities at short notice.
  - 12) Uniform: The contractor shall be responsible to provide to his workers uniform and safety gears such as shoes, helmet and PPE . The uniform should be dark blue trousers and light blue shirt for males and dark blue trousers/salwar and light blue kurta/ kameez/top for female. The uniform should have logo of the contractor's firm/ company which shall be affixed by the contract labor on the left side of his pocket. The uniform shall be kept in neat, tidy and wearable condition. The stitching and logo charges should be borne by the contractor. Contractor shall ensure that the employees are in neat and tidy uniform and safety gear on duty.  

Penalty of 5% of monthly bill may be imposed if the workers are not found in prescribed uniform and safety gears.
  - 13) Bus Pass : Contractor may apply for providing bus pass facility to his workmen. BHEL will consider such applications based on merits and availability of seats. Contractor would be responsible for depositing bus pass charges and penalties (if applied) of his/her workmen/staff etc. BHEL would have the right to deduct/recover the same in case of default by the contractor/supplier.
  - 14) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues required.
  - 15) Tools, tackles and materials : Contractor shall provide to his employees all tools, tackles, material, equipments as specified in contract and maintain the same to carry out the job under the contract at his risk and cost. BHEL shall not have any liability for these tools, tackles, equipments or material.
- B) Towards statutory liability
1. As mentioned in the terms and conditions enclosed as Annexure -G of this contract.
  2. Contractor shall indemnify BHEL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
  3. Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period (wage period shall be from 1st day of the month to the last date of the month) and to ensure disbursement of wages in the presence of the authorities representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
  4. The changes in the statutory liabilities as and when done by respective government/ agency shall be applicable to the contract labours deployed under the contract.
- C) Towards Finance: Contractor to arrange his own finance for carrying out the job including supply of tools, tackles and equipments, if required, to his employees, materials, payment of wages to his employees etc. Rates to be as per price bid.



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TD: 2017-18, Rev- 00

Annexure G

## GENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT OF WORKERS UNDER WORKS CONTRACT.

### 1. SECURITY DEPOSIT:

#### A. Modes of deposit:

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

- i) Electronic Fund Transfer in favor of BHEL (Refer BHEL Bank account details as per point no (i) of Annexure A.
- 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) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
- iv) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.)

#### B. Collection of Security:

At least 50% of the required Security Deposit, including the EMD, should be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected.

If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.

The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work.

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

D. The Security Deposit shall not carry any interest.

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.)



# Bharat Heavy Electricals Limited, Jhansi

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Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

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Stamp duty applicable as per Indian Stamp Act 1899 is as follows:-

Sl	Performance Security Deposit	Stamp Duty Applicable
1.	Electronic Fund Transfer in favor of BHEL(Refer BHEL Bank account details as per point no (i) of Annexure A	Rs 125/- per Rs.1000
2.	Securities available from Post Offices such as NSC, Kisan Vikas Patras etc and Fixed Deposit Receipt (FDR) issued by Scheduled Banks/Public Financial Institutions	Rs 70/- per Rs.1000
3.	Bank Guarantee from scheduled Banks/Public Financial Institutions	Rs.5/- per Rs.1000 limited to Rs.10,000/-

## 2. LABOUR LICENCE AND OTHER REQUIREMENTS:-

### a) Labor License:-

- i) Contractor shall within 15 days of commencement/completion of work-order submit Form VI-A to RLC office. The first & final bill shall be processed only on clearance regarding submission of Form VI-A by contractor.
- ii) Contractor shall apply for Form V to BHEL for obtaining labour license (if the number of workers deployed is more than 19) from appropriate government (as on date Central Government) and submit the same within one month from the date of award of the contract. Contractor shall possess separate valid Labour license from appropriate government for each contract in line with CL(R&A) Act before deploying their employees.
- iii) In case the number of employee desired to be deployed by the contractor against the contract during execution exceeds the number of employees allowed in the license then the contractor shall obtain prior amended valid labour license for the contract for the requisite number of employees.
- iv) The contractor cannot deploy the contract worker without obtaining requisite Labour licence from the Appropriate Government (Central Govt.) authority. Till then the contractor shall be allowed to deploy maximum 19 workers or the numbers required whichever is less.

### b) Personal Accident Insurance Policy .

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



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

- v) In the event of death of any contract worker deployed by the contractor without proper insurance cover, the contractor shall be liable to pay Rs. 5 lakhs to the nominee/ legal heir of such deceased contract worker.

### 3. APPOINTMENT AND ENTRY IN FACTORY PREMISES :

- 3.1 The contractor shall submit the following to HR, contracting department and CISF.
- (a) The details of the worker proposed to be deployed.
- (b) Character certificate issued by District Magistrate's Office or Proof of remittance of fees for character certificate at District Magistrate's Office. Further he should submit the character certificate within 60 days failing which he will be discontinued.
- (c) Copy of employment card issued by contractor to his own worker. Annexure II.
- 3.2 After submission of documents the contractor shall issue photo identity card to the employee and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the employee to enter the factory premises initially for a period of one month.
- 3.3 The photo identity card shall have to be revalidated every month on last working day of the month or any other date fixed to do so. In absence of such revalidation, duly forwarded by HR department, CISF shall not allow any employee to enter the premises of BHEL Jhansi.
- 3.4 The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of Contract Labour (R&A) Central Rules. A copy of this format is annexed as annexure III.
- 3.5 The entry of contractor's workers in factory premise shall be through biometric/smart cards. The contractor shall ensure issuance of biometric/smart card through time office section of BHEL Jhansi. After the conclusion of works contract, the contractor shall collect these biometric cards from his workers and submit the same to Time Office section through contracting department. In event of any contract worker leaving the services before completion of the contract, the contractor shall ensure return of biometric card to BHEL Jhansi. In case of nonreturn of biometric card, Rs. 200/- (Rupees two hundred only) per card shall be deducted from the security deposit of the contractor.

### 4. ATTENDANCE AND PAYMENT OF WAGES

- a) Contractor should maintain attendance register by recording daily attendance duly signed by both contractor and contract worker in form 16 of muster roll.
- b) Statement of Wages of labours deployed by him in form 17 under the Service contract, PF/ESI no., statutory deductions etc., in the format as in Annexure IV annexed to these terms and conditions to be maintained (Form XVII of Contract Labour (R&A) Rules)
- c) The contractor shall pay minimum wages as applicable of the Appropriate Government.
- d) The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the contract, at least a day prior to disbursement of wages.
- e) The contractor shall make payment to the his own employees/ Before the expiry of the 7th day after the last day of the wage period in respect of which the wages are payable, mandatorily through bank account for better control and smooth disbursement of



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

wages. The payment of wages to the employees shall not be subject to payment against the bills by BHEL.

- f) The contractor shall remit the cheques favoring RPFC and ESI Kanpur with the appropriate banks with such period as stipulated under relevant provisions. Last date for remittance of PF is 15<sup>th</sup> and that in case of ESI is 21<sup>st</sup> of each month.
- g) The contractor shall make payment of wages to his workers on due date in presence of an authorized representative of contracting department. The authorized representative shall retain a copy of wage payment sheet with him.
- h) In cases where the payment to the contractor is due only after completion of work and the payment is not made monthly then the contractor shall have to produce documents as enumerated in respect of all workers deployed by him against the contract, for each month separately, along with final bills.

## 5. PAYMENT OF BILLS

The payment of bills shall be done as per contract on completion of work/stage and duly certified by agency as defined in contract. The contractor's bills should be accompanied with the following.

- a) Copy of Measurement Book entries/Statement of work done by the Contractor
- b) Statement of Minimum Wages of employees deployed by him under the contract, PF/ESI no., statutory deductions etc., in the format as in Annexure IV annexed to these terms and conditions. (Form XVII of Contract Labour (R&A) Rules)
- c) PF and ESI challans for previous month- separate for concerned contract. Print of online challan along with ECR/ Contribution History of contributing contract workers for PF/ESI duly certified by the contractor.
- d) Wage payment sheet for the bill period as per annexure IV.
- e) Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.
- f) Copy of Form 12A-regarding PF remittance
- g) List of CL covered under accident insurance policy
- h) Statement of material supplied by the contractor if any
- i) Copy of Labour License if increase in no. of employees deployed against Work Order if applicable.
- j) Certificate of undertaking from contractor regarding GST on letter head(Refer Annexure G, Sub Anex-VI).
- k) Proof of Personal Accident Insurance Policy along with bill The executing department shall pass the bills of the contractor, after thorough checking, along with requisite documents the bill in original & documents as above forward them to Finance through HR department.



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

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

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

## 6. PROVIDENT FUND:-

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

### 6.1 PF CONTRIBUTION :

Employee's Contribution	Employer's Contribution	
12% of Normal wages paid	PF Contribution	3.67%
As applicable by respective Govt/ Agency. (Current statutory wage ceiling - Rs.15000/- month on Employee's/ Employers Contribution).	Insp/ Admn Charges	0.65%
	(subject to minimum Rs. 500/- per challan)	
	Admn/ Insp Charges	0.50%
	Pension Fund	8.33%
	EDLI Charges	0.01%
	(subject to minimum Rs. 200/- per challan)	
	Total	13.16%

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



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

## 7. EMPLOYEES STATE INSURANCE:-

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

### 7.1 ESI CONTRIBUTION:-

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

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

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

:-

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

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

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



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

9. LEAVE WITH WAGES TO THEIR EMPLOYEES: - Guidelines as per factories Act 1948 & U P factories Rules 1950 should be strictly observed with regard to crediting / availing of leave of absence. Register as prescribed under the said rules should be maintained by the contractor.
10. The contractor will give three paid National Holidays to his employees.
11. INDEMNITY BOND/ COMPLIANCE OF LEGAL PROVISION/ INTIGRITY PACT
  - a. BHEL Jhansi shall not be liable for any compensation whatsoever in the case of accident / injury to the person employed by the contractor coming in the premises of BHEL Jhansi. Contractor shall pay all claims / compensation / damages / penalty / fine or any amount payable to the individual / authorities payable due to accident / injury to the person employed by the Contractor.
  - b. That BHEL-Jhansi will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against BHEL-Jhansi. If any such claim is made against BHEL-Jhansi by any worker or his heirs engaged/employed by the contractor, which BHEL-Jhansi is obliged to discharge by virtue of any statue or any provision of law and rules due to mere fact of the workers of the contractor working at BHEL- Jhansi premises or otherwise, the contractor will be liable to indemnify/reimburse BHEL-Jhansi all the money paid in addition to the expenses incurred by him. The contractor must indemnify and keep indemnified BHEL- Jhansi against all losses and claims for injuries or damage to any person or property whatsoever which may arise of or in course of the operation of the contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.
  - c. The Contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/- Non-Judicial Stamp Paper.
  - d. In case of contract estimate is equal to or more that Rs. 10 Corer Integrity Pact to be signed and submitted by the bidder along with the tender documents by the bidder.
12. OTHER GENERAL TERMS AND CONDITIONS :-  
Legal compliance
  - a) The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the contract Labour (Regulation & abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Government from time to time. For noncompliance of any provisions, statutory compliance under law, the contractor shall be responsible for penalties levied by the appropriate authority under the Act. The contractor shall also be liable to comply with all other Labour and Industrial Laws and such other acts and Statutes (including Factories Act, Payment of Bonus Act, minimum wages Act, etc.,). Depositing of ESI, PF contribution as



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

- b) applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.
- c) The work shall be supervised by the contractor or through the authorized representatives on day to day basis.
- d) The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representatives negligence or otherwise during execution of work.
- e) In the event of contractor abandoning the work or BHEL revoking the contract BHEL shall have a right to get incomplete work completed at contractor's risk and cost. BHEL shall have a right to terminate the contract at any time without assigning any reason thereof.
- f) Security deposit will be released on submission of following certificates from departments mentioned as under:-
- i) Completion of work and certification of payment of minimum wages to employees from contracting department.
  - ii) Certificate of compliance of labour laws from Contracting Deptt and verified by HR department.
  - iii) Certificate of payment of Bonus by Contracting Deptt and verified by HR Department
  - iv) On the confirmation of ITC credit of GST by BHEL.
  - v) In case of non-satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute decision of concerned Head of the Department will be final.
13. **RISK & COST:** If the Contractor fails to perform/execute the work within time or fail to perform as per the specification prescribed in tender or acted in violation to prescribed terms and conditions, BHEL-Jhansi shall be entitled to terminate the Contract and take recourse to alternate source to get the work done at the risk and cost of the Contractor. In such case Contractor shall make good the loss to BHEL. BHEL shall be entitled to recover the difference in cost, if any incurred by BHEL due to getting the work done from alternate source. However, in such case Contractor shall not be entitled for any gain.
14. **SETTLEMENT OF DISPUTE/JURISDICTION/ARBITRATION ETC.** :- BHEL Reserve the following rights to evaluate the bid as per BHEL policy and Govt. guidelines including CVC / Vigilance guidelines by the tender committee duly constituted by BHEL Management. The decision of BHEL, Jhansi Management or Tender committee duly approved by competent authority shall be final and binding to bidder.



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

15. **CONFIDENTIALITY**:-The parties agree & acknowledge that in the course of their discussions and interaction, BHEL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the contractor. Such information shall be considered as confidential. The contract agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorised personnel strictly on a need know basis, without the prior written permission of BHEL.
16. **TERMINATION**:-BHEL reserves the right to terminate contract awarded for any contravention of statutory provision or any other reasons without assigning any explanation or notice to the contractor.
17. **SUSPENSION**:-BHEL reserves the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of the suspension and the reasons therefore. The Contractor shall thereupon suspend performance of such obligations until ordered in writing to resume such performance by the same authority that ordered for suspension.
18. **JURISDICTION**:-Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi Court only.
19. **ARBITRATION**:- All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with Arbitration and conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the unit (BHEL Jhansi).

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



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt. 23.08.17

TD: 2017-18, Rev- 00

Annexure G (Sub-Annexure: I)

## गेट पास आवेदन

(ठेकेदार के संविदा श्रमिकों हेतु)

१. ठेकेदार का नाम .....
२. कार्य का स्वरूप .....
३. कार्य आदेश सं./दिनांक .....
४. कार्य आदेश अवधि .....
५. कार्य स्थल (विभाग एवं कोड)  एवं
६. गेट का नाम जिससे प्रवेश/वर्हिगन होगा .....
७. कर्मचारी की ड्यूटी का समय .....

### संविदा श्रमिक का व्यक्तिगत विवरण

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

संविदा श्रमिक का नाम..... जन्म तिथि/आयु..... पिता का नाम.....  
..... पहचान चिन्ह..... स्थाई पता.....  
..... वर्तमान पता.....  
..... शैक्षिक योग्यता.....  
..... तकनीकी योग्यता.....  
..... आधार न०..... मोबाइल न०.....

संविदा श्रमिक का  
हस्ताक्षर युक्त फोटो  
ठेकेदार द्वारा सत्यापित)

भविष्य निधि खाता संख्या

कर्मचारी रा.बी. निगम खाता संख्या

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

कारखाना प्रबन्धक/शॉप प्रभारी के

हस्ताक्षर  
सहित)

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

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

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

के० ओ० सु० ब० द्वारा भरने के लिए

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

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

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

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

24

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

## Annexure G (Sub-Annexure: II)

Form-XIV  
(See Rule 76)  
Employment Card

Name of work: **Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township**

(Work Contract)

1. Name and address of contractor : \_\_\_\_\_
2. Name of work and location of work : \_\_\_\_\_
3. Name and address of establishment : \_\_\_\_\_  
In/under which contract is carried out : \_\_\_\_\_
4. Name and address of principal employer : \_\_\_\_\_
5. Name of workman : \_\_\_\_\_
6. Serial no. in the resister of the workman : \_\_\_\_\_  
Employed. : \_\_\_\_\_
7. Nature of employment/designation : \_\_\_\_\_
8. Wage rates with particular s of unit : \_\_\_\_\_  
In case of piece work : \_\_\_\_\_
9. Wage period : \_\_\_\_\_
10. Tenure of employment : \_\_\_\_\_
11. Remark : \_\_\_\_\_



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure G (Sub-Annexure: III)

(See Rule 75)

Register of Workman employed by contractor

Name of work: **Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township.**

(Work Contract)

1. Name and address of contractor : \_\_\_\_\_
2. Name of work and location of work : \_\_\_\_\_
3. Name and address of establishment : \_\_\_\_\_  
In/under which contract is carried out : \_\_\_\_\_
4. Name and address of principal employer : \_\_\_\_\_

Sl. No.	Name and Surname of Workman	Age & Sex	Father's / Husband's name	Nature of employment/designation	Permanent Home Address of Workman (Village & Tahsil) and Taluk & District	Local Address	Date of Commencement of Employment	Signature or Thumb impression of Workman	Date of Termination of employment	Reason of termination	Remark
A	B	C	D	E	F	G	H	I	J	K	L

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



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure G (Sub-Annexure: IV)

## FORM XVII [See Rule 78(1) (a)(i)] Register of Wages

Name and Address of Contractor Name and address of Establishment in / under  
 í ... Which contract is carried on  
 í í í í í í í í í í . Nature and location of works í í í í í í í í í í í í í ...  
 í í í í í í í í í í í í í í í í í í í ... Name and address of Principal Employer  
 í í í í í í í í í í í í í í í í í í í  
 í  
 Wage period: Monthly í í í í í í í í í í í í í ...

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

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

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

SIGNATURE OF THE CONTRACTOR

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



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure G (Sub-Annexure: V)

## **PROFORMA OF BANK GAURANTEE (in lieu of SECURITY DEPOSIT)**

In consideration of the Bharat Heavy Electricals Limited <sup>1</sup> (hereinafter referred to as the Employer which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at \_\_\_\_\_ through its Unit at \_\_\_\_\_ (name of the Unit) having agreed to exempt (Name of the Vendor/Contractor/Supplier) having its registered office at \_\_\_\_\_ <sup>2</sup> (hereinafter called the said Contractor which term includes supplier), from demand under the terms and conditions of the Contract reference no. \_\_\_\_\_ dated \_\_\_\_\_ <sup>3</sup> valued at Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) <sup>4</sup> (hereinafter called the said Contract) of Security Deposit for the due fulfilment by the said contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs. \_\_\_\_\_ <sup>5</sup> (Rupees \_\_\_\_\_ only), we \_\_\_\_\_ (indicate the name and address of the Bank) having its Head Office at \_\_\_\_\_ (address of the Head Office) (hereinafter referred to as the Bank) at the request of \_\_\_\_\_ [Contractor(s)] do hereby undertake to pay to the Employer an amount not exceeding Rs. \_\_\_\_\_ in the event of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Contract.

We, \_\_\_\_\_ (indicate the name of the Bank), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Employer. Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

We undertake to pay to the Employer any money so demanded not withstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment here under and the Contractor(s) shall have no claim against us for making such payment.



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

## Annexure G (Sub-Annexure: V)

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claim satisfied or discharged or till \_\_\_\_\_<sup>6</sup> Office/Department/Division of Bharat Heavy Electricals Limited certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said Contractor(s) and also including the satisfactory performance of the equipment during guarantee period and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_<sup>7</sup>, we shall be discharged from all the liability under this guarantee thereafter.

We, \_\_\_\_\_ (indicate the name of Bank), further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We, \_\_\_\_\_ (indicate the name of Bank), lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed \_\_\_\_\_<sup>8</sup>.
- b) This Guarantee shall be valid up to \_\_\_\_\_<sup>9</sup>.
- c) Unless the Bank is served a written claim or demand on or before \_\_\_\_\_<sup>10</sup> all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original Bank guarantee is returned to the Bank.



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure G (Sub-Annexure: V)

We, \_\_\_\_\_ (indicate the name of Bank), lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Date \_\_\_\_\_ Day of \_\_\_\_\_  
for (indicate the name of Bank)

(Signature of Authorised Signatory)

**# This date to be indicated should not be earlier than 60 days after the date contemplated under the contract.**

<sup>1</sup> NAME AND ADDRESS OF THE EMPLOYER i.e. Bharat Heavy Electricals Limited

<sup>2</sup> NAME AND ADDRESS OF THE VENDOR/CONTRACTOR/SUPPLIER

<sup>3</sup> DETAILS ABOUT THE NOTICE OF AWARD/CONTRACT REFERENCE

<sup>4</sup> PROJECT/SUPPLY DETAILS

<sup>5</sup> BG AMOUNT IN FIGURES AND WORDS

<sup>6</sup> VALIDITY DATE

<sup>7</sup> DATE OF EXPIRY OF CLAIM PERIOD

<sup>8</sup> BG AMOUNT IN FIGURES AND WORDS

<sup>9</sup> VALIDITY DATE

<sup>10</sup> DATE OF EXPIRY OF CLAIM PERIOD



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure G (Sub-Annexure: VI)

## Undertaking from contractor regarding GST on letter head

### TO WHOMSOEVER IT MAY CONCERN

<b>CONTRACTOR NAME</b>	
<b>CONTRACTOR ADDRESS</b>	
<b>CONTRACTOR GST NO</b>	

<b>BILL NO</b>	
<b>BILL DATE</b>	

### Declaration

I hereby declare the below: -

- A. Payment of GST on the above mention bill has been deposited/will be deposited within due date.
- B. Above mentioned bill details has been uploaded/will be uploaded in our GSTR-1 within due date.
- C. We have provided the services and Original Tax Invoice submitted to BHEL, Jhansi.

If we fail to comply above, suitable recovery of taxes along with applicable interest will be done from our bill.

**(Signature & Seal of Contractor's authorised Signatory)**



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure H

## MEASUREMENT OF WORK AND PAYMENTS THEREOF.

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

Sl.No	JOB/ACTIVITY	UNIT OF MEASUREMENT	QUANTUM OF WORK
<b>1.</b>	<b>Maintenance of Air Conditioners &amp; Water Coolers</b>		
1.1	Major breakdown of AC & WC	Nos.	85
1.2	Medium breakdown of AC & WC	Nos.	153
1.3	Minor breakdown of AC & WC	Nos.	236
<b>2.</b>	<b>Preventive maintenance of Air Conditioners &amp; Water Coolers</b>		
2.1	Yearly preventive maintenance of AC & WC	Nos.	267
2.2	Cleaning of water tank and filters of AC & WC	Nos.	1200
<b>3.</b>	<b>Shifting of Air Conditioners &amp; Water Coolers</b>	Nos.	406
<b>4.</b>	<b>Maintenance of Panel of Air Conditioners &amp; Chiller of machines</b>	Nos.	20
<b>5.</b>	<b>Installation of Air Conditioners &amp; Water Coolers</b>	Nos.	23

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



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure I

## PROFORMA FOR SUBMITTING TECHNICAL BID FOR Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township.

1. Name of the firm : -----  
(Documents as per clause 12 of annexure C to be attached)
2. Name of the Proprietor/Partners : -----
3. Address and Contact Numbers : -----
4. ESI Code Number : -----  
Copy of the ESI Certificate : Enclosed / Not Enclosed
5. PAN/TAN Number : -----
6. GST No: : -----  
Copy of GST Certificate : Enclosed / Not Enclosed
7. Audited financial statement/CA Certificate as per tender : Enclosed / Not Enclosed
8. Experience Certificate : Enclosed / Not Enclosed  
(Along with necessary enclosures as per tender to be submitted)
10. No. of Workers including Supervisors on the rolls of the firm : Rs.-----
11. Earnest Money Deposit : Rs.-----
- a) EFT ID number & Date : -----Date-----
- b) Drawn on (Bank) : -----
12. Any other relevant information : -----
13. Tender Cost : Rs.-----  
EFT / POS No. : -----
14. Validity of offer : -----  
(At least 90 days from the date of tender Opening.)
15. Blank Price bid format : Enclosed/Not Enclosed
16. PF registration certificate : Enclosed/Not Enclosed

33

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

-----  
Seal & Signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

17. PF registration code : -----  
Attach Copy of the PF registration
18. ESI registration certificate : Enclosed/Not Enclosed  
ESI registration code : -----  
Attach Copy of ESI registration
19. Acceptance of RA : Accepted/Not accepted
20. Income Tax return last 3 yrs. : Enclosed / Not Enclosed

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

Signature with Name & Office Seal

Date:

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

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





# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08, Dt.23.08.17

TD: 2017-18, Rev- 00

## Annexure J

### NOTE:

**(1) Instruction to bidder regarding filling of the price bid.**

- (a) The price bid (PDF Format) at page no. 37 attached alongside is not to be filled up Manually.
- (b) The price is to be auto filled up by using an excel version of the price bid format, which can be obtained from BHEL tender website ([www.bhel.com](http://www.bhel.com)) OR sending a mail to [sujeet@bheljhs.co.in](mailto:sujeet@bheljhs.co.in) / [sjc@bheljhs.co.in](mailto:sjc@bheljhs.co.in) for sending the request for excel format of price bid as attachment of the reply to the request mail.
- (c) After obtaining the excel version of the PRICE BID FORMAT, the bidder shall fill only the total value in the box highlighted in yellow (see the PDF Format, the same box will be there in the EXCEL Format)
- (d) The bidder should submit the signed print out hard copy of price bid generated after quoting the total price in excel format of price bid with populated data. (Data will be Automatically populated after quoting the total price in the box highlighted in yellow colour of excel format) indicated with ##### in Annexure-J/Price Bid.
- (e) The bidder must write the total price offered in words also in the indicated space of the price bid format.
- (f) **The bidder required to quote the total price only, in excel format of the price bid as highlighted field with yellow colour.**

**(2)** Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope then the bids are liable to be rejected.

**(3)** Evaluation of bids shall be done on total price against this rate schedule/Bill of Quantity.

**Note:** In the Excel format of the price bid, the boxes containing 0.00 symbols will Automatically get populated once the total price in the box highlighted in yellow color i.e H-6, is filled by the bidder.





# Bharat Heavy Electricals Limited, Jhansi

Department: Works Engineering and Services  
Tender Enquiry No: WEX/TE/TW/7/08,Dt.23.08.17

TD: 2017-18, Rev- 00

Annexure L

Name of work: [Maintenance of Air Conditioners and Water Coolers in BHEL-Jhansi Factory and Township.](#)

## **Guidelines for dealing with “discrepancy in words & figures – quoted in price bid”.**

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

- (a) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail .
- (b) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the tenderer, the bid is liable to be ignored.