

BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)

P.O. BHEL, JHANSI - 284129

(TOWN ADMINISTRATION DEPARTMENT)

Phone: 0510-2412626 / 0510-2412650 / 0510-2412818, Fax: 0510-2412124

Email address : rks@bheljhs.co.in , akshukla@bheljhs.co.in , ddverma@bheljhs.co.in

TENDER ENQUIRY NO: TCX/TE/13/2012-13

Date: 11/09/2012

TENDER NOTICE

Sealed tenders, in two bids system are invited from the DGR sponsored Ex-servicemen Security Agencies or State Ex-servicemen Corporations without the sponsorship of DGR for "**Township/Estate Security (for 12 months)**" on service contract basis. Detailed tender document may be obtained from Town Administration Department.

EMD : Rs. **NIL**

Cost of tender document : Rs. **NIL**

Estimate cost of work : Rs. **83.74 Lakhs + PVC**

Last date & Time of sale of tender document : The tender document can be downloaded from our website www.bhel.com/tenders

Due date & Time submission of tender document : 09/10/2012 up to 13.15 hrs.

Date & Time of opening of technical bid : 09/10/2012 at 14.00 hrs.

Fully completed forms/bids should be sent by **Registered/Speed Post** to the address given below-

**CISF Control Room/Office
ADM Gate
Administrative Building
Bharat Heavy Electricals Limited
Khailar, Jhansi - 284129**

OR

Bids also can be **dropped** in the tender box available at the entrance gate of ADM Building BHEL, Jhansi on or before due date as mentioned above.

Signature of Contractor with Seal

Officials of Executing Department

DETAILS OF TENDER DOCUMENT**TENDER ENQUIRY NO: TCX/TE/13/2012-13****Date: 11/09/2012****NAME OF WORK : TOWNSHIP/ESTATE SECURITY (FOR 12 MONTHS).**

1. BHEL JHANSI is in the process of finalizing the Service Contract for the aforesaid works at its Stands.
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) Affidavit
 - e) Instructions to Tenderers (Annexure D)
 - f) Tender Evaluation Criteria (Annexure E)
 - g) Contractor's obligations (Annexure F)
 - h) General Terms and Conditions (Annexure G)
 - i) Special Conditions of Contract (Annexure H)
 - j) Different types of Formats (Annexure I to V)
 - k) Technical Bid Application (Annexure J)
 - l) Authorization Letter (Annexure K)
 - m) **BLANK** Price/Rate bid (Annexure L)
 - n) Price/Rate Bid (Annexure M)

The duly filled, Technical and Price/Rate bids (Annexure K and M, separately) along with the instructions to the tenderers, Contractor's Obligations, General terms and conditions with the signature of the tenderer on all the pages and complete in all respects super-scribed as **Quotation for Tender Enquiry No. TCX/TE/13/2012-13 for Township/Estate Security (for 12 months)** should reach us in a sealed cover envelope on or before 09/10/2012 (**13:15 hours**) through Registered/Speed Post or the same should be dropped in the tender box available at the following address:

**CISF Control Room/Office
ADM Gate
Administrative Building
Bharat Heavy Electricals Limited
Khailar, Jhansi - 284129**

NOTE: TECHNICAL BID AND PRICE/RATE 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.

Signature of Contractor with Seal**Officials of Executing Department**

TENDER ENQUIRY NO: TCX/TE/13/2012-13

Date: 11/09/2012

CONTENTS

SL. NO.	DESCRIPTION	ANNEXURE NO.	PAGE NO.
01	Notice Inviting Tender	A	4
02	Scope of Work / Specifications	B	5-7
03	Qualifying Requirements	C	8
04	Affidavit	-	9
05	Instructions to Tenderers	D	10
06	Tender Evaluation Criteria	E	11
07	Contractor's obligations	F	12-13
08	General Terms & Conditions	G	14-22
09	Special Conditions of Contract	H	23-24
10	Different type of formats	Annexure I to V	25-29
11	Technical Bid	J	30
12	Authorization Letter	K	31
13	Blank Price/Rate Bid (One BLANK Price Bid format duly signed to be sent along with Technical Bid)	L	32-33
14	Price/Rate Bid	M	34-35

NOTE : TECHNICAL BID AND PRICE/RATE 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.

Signature of Contractor with Seal

Officials of Executing Department

NOTICE INVITING TENDER**TENDER ENQUIRY NO: TCX/TE/13/2012-13****Date: 11/09/2012**

1. **Name of work** : TOWNSHIP/ESTATE SECURITY (FOR 12 MONTHS)
2. Tender Evaluation Criteria : As per Annexure – E
3. Duration of the Contract : **One year from the date of award of the contract**
4. Other specific requirements : DGR sponsored Ex-servicemen Security Agencies or State Ex-servicemen Corporations without the sponsorship of DGR
5. Last date of submission of the Tender : 13.15 hours on - 09/10/2012
6. Date of opening of Technical Bid : 14.00 hours on - 09/10/2012
7. Address for receipt/issue of Tender Document : CISF control room
ADM Gate
Administrative building
Bharat Heavy Electricals Limited
Khailar, Jhansi-284129
8. Earnest Money Deposit : Rs. **NIL**

Note: 1. EMD is waived-off as per DGR guidelines & administrative approval.
2. No adjustment of earlier Security deposit, if any, shall be permitted.

9. Cost of Tender Document : Rs. **NIL**

(Tender fee is waived-off as per administrative approval)

NOTE :

1. **TECHNICAL BID AND PRICE/RATE 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.**
2. **THE CONTRACTORS MAY PHYSICALLY VISIT THE WORK PLACE BEFORE QUOTING THEIR RATES.**
3. ***PVC- Price Variation Clause due to revision of monthly wages.**

I/We agree with the above

Signature of Contractor with Seal

Officials of Executing Department

TENDER ENQUIRY NO: TCX/TE/13/2012-13**Scope of Work / Specifications**

1. BHEL Township is covered in an area of 534.70 acres (Map of BHEL Estate is attached on page no. 07). The Township is covered with a boundary and having the following quarters and other Public utility buildings, office and installations etc. The list is as given below :-

TYPE OF QUARTER	SECTOR - I	SECTOR - II	TOTAL	TYPE OF QUARTER	SECTOR - I	SECTOR - II	TOTAL
VI (BHEL House)	1	-----	1	B & B (add)	32	-----	32
V	14	15	29	G	5	-----	5
IV	44	52	96	H	16	-----	16
III	84	140	224	M	16	-----	16
II (Add)	80	-----	80	X	32	-----	34
II	500	2	502	Garages (Qrt)	15	52	67
A (Add)	36	-----	36	Garages Separate	52	10	62
A	28	-----	28	Garages attached to V	15	15	30

(Any other quarter that may be added in future in the township)

2. The following are public building/offices/installations.

Township Civil & Electrical office
Guest House
Bundela Club & Recreation Center
Pump House 1, 2, 3, & 4
electrical sub stations
Swimming Pool
Community Center
Parks
Add area not in the duty of CISF

Fountain
Union offices Hospital
Oxidation Pond
Schools (BSN, Jila Parisad 1 & 2, & St. Xavier's College
Telephone Installations
Shopping Centers 1, 2 & 3
Gas Godowns Petrol Pump
Temple/Gurudwara/Church/Mosque
& other important buildings.

3. Jet pumps & submersible pump set in open & bore wells

The BHEL Township is provided with 8 gates

Gate no. - I	Main gate	Gate no. - IV	Subhash nagar / Gandhi nagar
Gate no. - II	Hatt gate	Gate no. - V	Golf Ground
Gate no. - III	Township Sector - I	Gate no. - VI	Saket nagar
Gate no. - VII	Near Petrol Pump	Gate no. - VIII	Boundary wall & Four lane highway
	Rajpura		

4. The gate no I, III, IV, VI, VIII are to be manned round the clock (24 hours).

Gate no. II & VII are to be manned for two shifts (A & B).

5. Plantation area backside factory.
6. Railway line siding 07 km from BHEL factory to Khajraha railway station link.
7. The bidders are requested to visit the area before quoting.

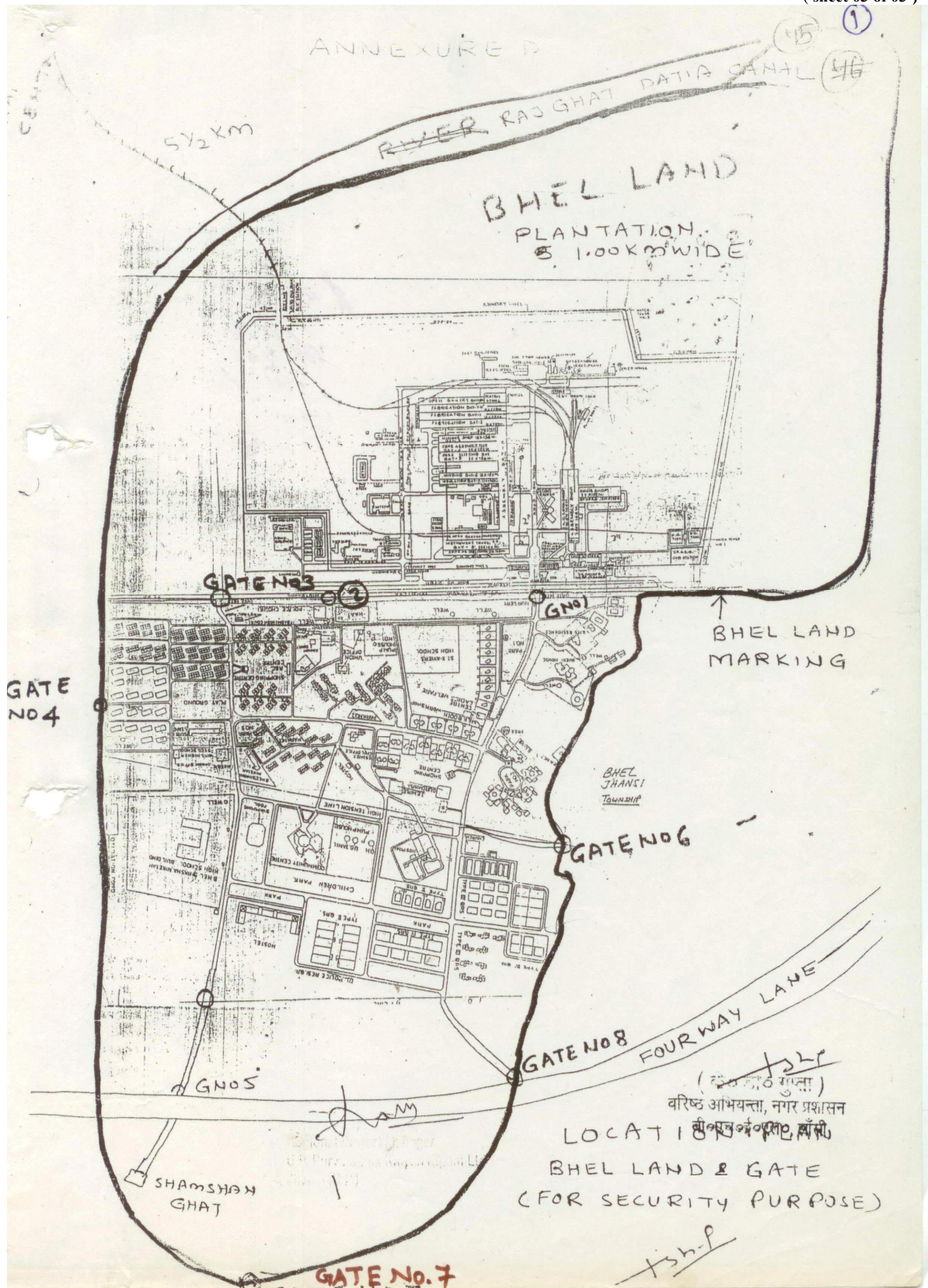
Signature of Contractor with Seal**Officials of Executing Department**

8. Three Supervisors to be provided one in each shift.
9. One senior supervisor to look after all activities i.e. liaising with BHEL authority, Police, Local Administration and Communicate Security arrangements to supervisors of each shift.
10. Total 10 vehicle (motorcycles) are to be provided by the contractor out of which 04 vehicles are to be provided to 04 supervisors 01 for each, for 08 hrs duty, 06 vehicles are to be provided to **two** patrolling parties (each vehicle for 08 hrs shift).
11. It will be the duty of security staff to check all vehicles entering the Township and make entries of them.
12. The barriers of all gates will be pulled down at 23:00 hrs and thereafter all entries to the Township should be noted.
13. Patrolling of Security personnel in Township is to be carried out on regular intervals side by side ensuring that whistle is blown loudly.
14. Security personnel are required to prevent and report illegal activities happening in Township both verbally and in writing on official stationery of the security agency.
15. Special security arrangements are to be provided for VIP/Public functions in Township.
16. Security personnel should ensure that no garbage/waste is thrown over/inside the boundary by near by residents.
17. Security personnel are to ensure that traffic rules are followed in the Township (Especially on Engineers Day, National Festivals etc.)
18. Security personnel are required to prevent any miscreants from setting fire to dry grass etc. and if any incident is noticed necessary action to be taken.
19. Security personnel are required to attend to emergency calls from residents and public place, Offices in Township.
20. In order to receive emergency complaints/clues about miscreant activities mobile phone facility should be provided to patrolling party for quick communication and response. Mobile nos. shall be informed to BHEL.
21. Security personnel are to ensure proper seating order of all vendors on hant days.
22. Patrol parties should contact caretakers/chowkidars posted in public building etc. to exchange useful information.
23. Security personnel should check all public building. Offices in Township at regular intervals.
24. March past of all security personnel to be conducted twice in a month on specific path as decided by management.
25. Security supervisor to provide daily attendance, report and communicate to BHEL, management reform the right to make anytime check of security arrangements in Township /Estate.
26. Name badges and caps should be worn by all security personals while on duty.
27. One Security guard and one Gunman must be deployed as required for Khajraha railway line.
28. Entry of cattle or wild animals inside the township is to be restricted by the security staff, in case of any cattle present in the township, it must be chased out by the security staff.
29. If circumstances demand security personnel may be deployed in shift buses of BHEL.

I/We agree with the above

Signature of Contractor with Seal

Officials of Executing Department



Signature of Contractor with Seal

Officials of Executing Department

TENDER ENQUIRY NO: TCX/TE/13/2012-13

Date: 11/09/2012

QUALIFYING REQUIREMENTS**QUALIFYING REQUIREMENTS**

1. The agency must be Director General Resettlement (DGR) sponsored Ex-servicemen security agency **or** State Ex-servicemen Corporations without the sponsorship of DGR.
2. Labour contractors presently working in BHEL, Jhansi and deploying 20 or more labours should have Labour licence from the licensing officer of Jhansi Region. For others, an **undertaking** is required to be submitted for submission of labour licence within **one month** from the date of award of work as per clause 1.A.2 of Annexure G.
3. Should have independent ESI Code number.
4. Should have PAN/TAN number.
5. Should have Income Tax Return for the last three years.
6. Should have Service Tax number (PAN based).
7. Affidavit that he is not blacklisted/banned/delisted and is not guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude on the date of tender(as per format attached on page no. 09).
8. Blank price bid format duly signed.

Documentary proof in support of above eligibility criteria shall be submitted along with Technical Bid at Annexure "J".

I/We agree with the above

Signature of Contractor with Seal

Officials of Executing Department

AFFIDAVIT

I/We M/Sproprietorship/Pvt.Ltd/partnership
firm represented by
Shri.....s/o.....aged about
.....resident ofdo here by
Solemnly affirm and state as follows:

1. The agency referred herein above is DGR sponsored Ex-servicemen security Agency or State Ex-servicemen Corporation without the sponsorship of DGR.
2. That the firm shall abide by all statutory requirements/compliances required under any law.
3. That the deponent declares that no criminal trial/prosecution for any offence involving fraud dishonesty and moral turpitude is pending against the deponent in any court of law. Further no penalty/guilty/conviction was awarded against the deponent by any court of law/statutory authority in India.
4. That the deponent hereby declare that neither myself & my firm was declared as insolvent by any court of law nor any insolvency proceedings pending in any court of law.
5. That the deponent declares that the firm referred herein above has never been blacklisted/banned/delisted on the date of tender by any establishment of PSU/Govt. of India.

Deponent

Verification

The fact stated herein above are true and correct to the best of my knowledge and nothing has been concealed. Verified on/...../.....at Jhansi, Uttar Pradesh-284129.

Deponent

Signature of Contractor with Seal

Officials of Executing Department

TENDER ENQUIRY NO: TCX/TE/13/2012-13**INSTRUCTIONS TO TENDERERS****Above tender is in two Bid System (Technical /Commercial Bid & Price/Rate Bid)**

1. The tender is to be processed in two parts viz. Technical bid and price/rate bid. The Technical Bid Application (Annexure - J) and its enclosures along with the Contractor's Obligations(Annexure – F), General Terms & Conditions(Annexure – G) and copies of qualifying requirements(Annexure – C), Blank price bid (Annexure –L) must be submitted in **one sealed envelope** super-scribed as **Tender for Tender Enquiry No: TCX/TE/13/2012-13 & Name of work: Township/Estate Security (for 12 months) - TECHNICAL BID** . EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed. **The second envelope** duly sealed should contain the price/rate bid (Annexure-M) only super-scribed as **Tender for Tender Enquiry No: TCX/TE/13/2012-13 & Name of work: Township/Estate Security (for 12 months) - PRICE/RATE BID** . Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format will be rejected/by passed.
2. Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and super-scribed as **"Tender For Tender Enquiry No: TCX/TE/13/2012-13 & Name of work: Township/Estate Security (for 12 months) DUE DATE OF OPENING 09/10/2012 (TUESDAY), 14:00 HRS-** The same should be dropped in the tender box available at the entrance gate of Administrative Building, BHEL Jhansi or sent to **CISF Control Room/Office, Administrative Building, Bharat Heavy Electricals Limited, Khailar, Jhansi 284129** by Registered Post/Speed Post, within the specified date and time by the tenderer or his representative.
3. All tenderers can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the tenderer's/client's place by authorized officials, price bids of only those tenderers who are technically found suitable will be opened on a subsequent date, which will be informed to the concerned tenderer's whose technical bid has been accepted, in advance for witnessing the Price/Rate 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 document and all the pages must be duly signed & stamped by the tenderer before submission.
5. The price /rate should be quoted in figures as well as in words. Price quoted in price Bid shall be inclusive of all taxes & duties, all statutory requirements/liabilities like PF/ESI/Bonus/Min. Wages etc. However, service Tax shall be payable extra as applicable. The rate quoted will be valid for the period of Contract.
6. The Contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the Contract. The Contract can be extended further on mutually agreed terms and conditions.

I/We agree with the above

Signature of Contractor with Seal

Officials of Executing Department

BHEL JHANSI

Tender Documents

TENDER ENQUIRY NO: TCX/TE/13/2012-13

Date: 11/09/2012

TENDER EVALUATION CRITERIA

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

1. The bidders meeting qualifying requirements as given in Annexure 'C' shall be evaluated for technical suitability.
2. BHEL officials may visit the tenderer's office & their client's place to evaluate the capability and assess the performance.
3. Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, security equipments in its possession, previous track record, experience in other organizations, etc.
4. Successful technically qualified tenderers after the above process only will be invited for opening of the rate/price bid.
5. The contractor shall be awarded the work on overall (L-1) basis.

I/We agree with the above**Signature of Contractor with Seal****Officials of Executing Department**

TENDER ENQUIRY NO: TCX/TE/13/2012-13

Date: 11/09/2012

CONTRACTOR S OBLIGATIONSCONTRACTUALA) Towards selection, control and supervision of employees

- a) **Contractor shall decide the number of employees to be deployed as per direction of Township Administration Department BHEL Jhansi**, 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/scope of work.
- b) Contractor **shall supervise the work** allotted to him and to be carried out by his employees.
- c) Contractor to ensure that the employees deployed in the premises of BHEL **are physically and mentally fit and do not have any criminal record**. Such employees should **possess requisite skill, proficiency, qualification, experience of relevant field**.
- d) Contractor to **maintain appropriate records of his employees** deployed to carry out the job(s). The contractor shall maintain the attendance register of his employees on regular basis and the same shall be inspected & certified by the BHEL officials from time to time.
- e) Contractor should **issue appropriate appointment letters** to his employees.
- f) Contractor will ensure that the **job is executed through his employees** on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job **nor shall sub-contract the job without prior written permission**.
- g) Contractor **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.
- h) The contractor has to provide uniform along with badges bearing logo of his establishment, which shall be affixed by the contract labour on the left side of his shirt pocket.
- i) Contractor to ensure that **all precautions are taken for safety** of his employees and equipments.
- J) In the event of termination of contract for any reason whatsoever, the **contractor shall withdraw all his employees** from the establishment of BHEL. In case contractor decides to terminate services of his employees, **he should settle all terminal dues**.

Signature of Contractor with Seal

Officials of Executing Department

B) Towards supply of tools, tackles and materials

- 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 contractor may **take insurance policy of his men, material, equipments and tools and tackles.**
- b) Contractor shall **provide safety appliances and maintain the same** at his own cost which may be required under the statute or otherwise.
- c) Contractor shall provide material at his cost as mentioned in the contract to his employees for carrying out the job.

C) Towards statutory liability

- a) As mentioned in the terms and conditions enclosed as Annexure 'G' & 'H' of this contract.
- b) Contractor shall indemnify BHEL against all claims by statutory authorities and loses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- c) In case a contractor employs women as employee he will discharge his obligation under law in respect of such women worker such prohibition of engaging them during night-hours, prohibition of employing them for more than 9 hrs per day, provision of creche facility, grant of maternity leave as per rules etc.
- d) Contractor shall be responsible for making payment of wages before expiry of 10 days from the last day of wage period 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.
- e) Contractor to obtain license under CL(R&A) Act, 1970.

D) 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.**

I/We agree with the above.

Signature of Contractor with Seal

Officials of Executing Department

TENDER ENQUIRY NO: TCX/TE/13/2012-13

Date: 11/09/2012

**GENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT
OF CONTRACT LABOURS UNDER SERVICE CONTRACT**

Service contracts shall only be awarded for the works on the following terms and conditions.

1. 0 LABOUR LICENCE AND OTHER REQUIREMENTS:- LABOUR LICENCE AND OTHER REQUIREMENTS IN CASE OF CONTRACTORS WORKING IN BHEL AND DEPLOYING 20 OR MORE LABOURS.

- 1.1 Contractor should possess valid labour licence for the maximum number of contract labours deployed on any day from the competent authority for carrying out the various activities mentioned in the contract document.
- 1.2 No. of labours mentioned in estimate/price bid should ordinarily not exceed. However, in view of exigencies/increased activities, the nos. to be deployed can vary but in no case estimated value will be changed. If enhancement of value is also required then prior approval of Unit Head must be obtained by giving reason for the same.
- 1.3 The contractor shall deploy such number of labours in the premises of BHEL, Jhansi, as required for completion of the contract. The labours such deployed shall be his own labours.
- 1.4 In case the number of labour deployed by the contractor in premises of BHEL Jhansi exceeds the number of labour allowed in the license then the contractor shall immediately inform the TA department. The contractor shall also apply to the licensing officer in the region for amendment in the license within 7 days of exceeding the number of labours mentioned in the license.
- 1.5 The contractor shall also have to submit copy of PAN card and latest IT return of last 3 years.
- 1.6 The contractor must possess Service Tax Registration number under relevant code head.
- 1.7 The contractor should possess VAT/TIN Number if material is supplied /consumed. The contractor should not be disqualified from bidding in case the contractor does not have TIN number. However, he shall have to produce TIN no. before opening of price bid.
- 1.8 **Stamp duty** : contractor should deposit stamp duty on security deposit as per Stamp Duty Act.
- 1.9 Contractor should have local sale tax registration no. (TIN no.) .(This is required only in case where material transaction is involved).

1.A Labour Licence and other requirement in case of contractors NOT working in BHEL, Jhansi or has less than 20 workers on his rolls.

- 1.A.1. The contractor should possess valid labour Licence issued by licensing authority in case he has worked within or outside Jhansi Region and has deployed 20 or more workers in any Organization.
- 1.A.2. After being eligible to apply as per Para 1.A.1, if the contractor is awarded the contract then he should apply for Form-V to the BHEL for obtaining Labour Licence from Dy. Labour Commissioner, Jhansi and submit the same within one month from the date of award of contract. Till then award will be treated as **PROVISIONAL**.
- 1.A.3 All conditions stipulated in Para 1.5, 1.6, & 1.7 above shall be applicable.

Signature of Contractor with Seal

Officials of Executing Department

2.0 APPOINTMENT AND ENTRY IN FACTORY PREMISES :

- 2.1 The contractor shall deploy his own labours for carrying out the works contract awarded to him. At the time of appointment the contractor shall issue appointment letter along with terms and conditions of employment to his own labours.
- 2.2 The labours deployed in the manner as in 2.1 shall be allowed to enter the premises of the factory only if the terms and conditions of employment is acceptable to them.
- 2.3 The contractor shall submit the following to TA department
- (a) The details of the labour proposed to be deployed as per **annexure I**.
 - (b) Character certificate issued by District Magistrate's Office or Proof of remittance of fees for character certificate at District Magistrate's Office.
 - (c) Copy of employment card issued by contractor to his own labour.
- 2.4 After submission of documents as in Para 2.3, the contractor shall issue photo identity card to the labour and submit to TA department.
- 2.5 The photo identity card shall have to be revalidated every month on 25th or any other date fixed to do so.
- 2.6 The contractor, besides the photo identity card shall also issue employment card to his own labours, at his own cost within a period of three days from beginning of employment in the format prescribed under Rule 76 of UP Contract Labour Rules. A copy of this format is annexed as **annexure II**, to these terms and conditions. A copy of this format shall have to be submitted by the contractor to TA department as mentioned in Para 2.3.
- 2.7 The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of UP Contract Labour Rules, 1975. A copy of this format is annexed as **annexure III**.

3.0 BILLS PAYMENT, ATTENDANCE AND PAYMENT OF WAGES

- 3.1 The contractor shall compile attendance everyday in respect of the labours deployed by him under the Service/job contract.
- 3.2 The contractor shall maintain an attendance card in respect of every labour deployed by him.
- 3.3 The contractor shall submit bills to the contracting department on 2nd of each month.
- 3.4 The contractors bills should be accompanied with
- a) Copy of Measurement Book entries/Statement of work done by the Contractor
 - b) Statement of Minimum Wages of labours deployed by him under the Service contract, PF/ESI no., statutory deductions etc., in the format as in Annexure V annexed to these terms and conditions.
 - c) PF and ESI challans for previous month- separate for concerned Service contract
 - d) Wage payment sheet for the previous month
 - 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 Licence.
 - j) Challan of service tax payment (separate in respect of each service contract).

Signature of Contractor with Seal

Officials of Executing Department

- 3.5 The executing department shall pass the bills of the contractor, on 3rd day of each month, after checking the documents as in Para 3.4, above along with its statement as in **Annexure V**, annexed to these terms and conditions. In case any discrepancy/non-compliance is detected then the contractor has to clarify the query within two days of intimation such discrepancy. In such cases bills shall be passed by the TA department, within two days of receiving such clarification.
- 3.6 After Checking the Labour Laws Compliances with respect to the concerned service contract HR department after retaining copies of PF and ESI Challans and wage payment sheet pertaining to previous month, **Annexure IV** etc. will forward the bill along with requisite documents (the bill in original and service tax Challan) to finance department. Finance department shall, on satisfactory compliances, on account of stamp duty charges and security deposit amount, make payment as per Contract.
- 3.7 Finance department shall, on satisfactory compliance, and after deduction on account of Security deposit amount and TDS shall make consolidated payment on 10th of each month.
- 3.8 The contractor shall issue pay slips to his labours, deployed for undertaking activities under the Service contract, on 7th/8th of each month.
- 3.9 The contractor shall make payment to his own labours/contract workers on 10th of each month. The payment of wages to the labours shall not be subject to payment against the bills.
- 3.10 The contractor shall remit the cheques favoring RPFC and ESI Kanpur with the appropriate banks with such period as stipulated under relevant provisions. Last date for remittance of PF is 15th and that in case of ESI is 21st of each month.
- 3.11 The contractor shall make payment of wages to his labours 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.
- 3.12 In cases where the payment to the contractor is due only after completion of work and the payment is not made monthly then the contractor shall have to produce documents as enumerated in Para 3.5 above, in respect of all labours deployed by him against the contract, for each month, separately, along with final bill(s). Para 3.7 shall not be applicable in such cases. The contractor shall be paid through cheque in his/firm's favour.
- 4.0 Provident Fund**
- 4.1 The contractor should get independent EPF code before deployment of his contract worker against work contract.
- 4.2 The Contractor should allot PF account number and get the nomination form, duly filled in, from each labour deployed by him at the time of joining.
- 4.3 In case the labour already has PF/pension account number, allotted to him, previously, then the contractor shall get the transfer form filled up at the time of joining and send to the office of concerned Regional Provident Fund Commissioner.
- 4.4 After termination of contract the contractor shall provide due assistance to the labour for withdrawal of PF/pension amount, when due.
- 4.5 The Contractor shall liaison with the PF officials to get the annual PF slips and distribute amongst his own labours.

Signature of Contractor with Seal

Officials of Executing Department

4.6 PF CONTRIBUTION :

<u>Employee's Contribution</u>	<u>Employer's Contribution</u>
12% of Normal waged paid	PF Contribution 3.67%
	Insp/Admn Charges 1.10%
	Admn/Insp Charges 0.01%
	Pension Fund 8.33%
	EDLI Charges 0.5%
	Total 13.61%

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

5.0 Employees State Insurance (ESI)

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

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

5.3 The contractor shall collect the identity card issued after submission of registration form, from ESI office and hand over the card to the concerned labour.

5.4 ESI CONTRIBUTION

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

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

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

- (a) Form XII - Register of contractors(Rule74)
- (b) Form XIII - Register of Workmen employed by contractor (Rule 75)
- (c) Form XIV - Employment Card issued by contractor (Rule 76)
- (d) Form XVI - Muster Roll 78(1) (a) (i)
- (e) Form XVII - Register of Wages (Rule 78 (1) (a) (i))
- (f) Form XVIII - Register of wages-cum Muster Roll (in case of weekly Payment)
- (g) Form XIX - Wage Slip (Rule 78)(1) (b)
- (h) Form XX - Register of deduction for damages of loss (Rule (78)(1) (a) (ii))
- (i) Form XXI - Register of fines (Rule 78) (1) (a) (ii)
- (j) Form XXII - Register of advance (Rule 78) (1) (a) (ii)
- (k) Form XXIII - Register of overtime (Rule 78) (1) (a) (iii)
- (l) Form XXIV - Return to be sent by the contractor to licensing officer (Rule 82)

6.0 Bonus

The contractor shall be liable to pay statutory bonus under Payment of Bonus Act, 1965.

7.0 Discipline

7.1 The Contractor shall be responsible for the discipline of his own labours deployed under the works contract. In case of any loss to BHEL Jhansi on account of indiscipline of contract labour then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.

Signature of Contractor with Seal

Officials of Executing Department

7.2 The contractor shall not employ any person who is not Ex Serviceman.

7.3 The contractor shall not employ any person who has attained 55 years of age & above.

7.4 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 employed by the contractor without prior permission.

8.0 LEAVE WITH WAGES TO CONTRACT LABOUR

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

9.0 INDEMNITY BOND/COMPLIANCE OF LEGAL PROVISION

9.1 The contractor shall at all times indemnify the company/corporation against all claims, loss, damage occurred, or caused due to willful acts or omissions or carelessness or negligence of the operators employed while on duty or compensation under the provision of Factories Act- 1948, Contract Labour (R&A) Act-1970, Payment of Wages Act 1936, Minimum Wages Act- 1948, Payment of Bonus Act-1965, Employees Provident Fund and Misc. Act-1952, Employees State Insurance Act-1948, Employer's Liability Act-1938, Workman's Compensation Act-1923, Industrial Dispute Act- 1947, Maternity Benefit Act- 1961, Inter State Migrant Workmen Act-1979, Payment of Gratuity Act-1992 or any modification thereof or any other law relating thereto and rules made there under from time to time or as consequence of any accident or injury to any workman or other persons in or about the work whether in the employment of contract or not, save the except whether such accident or injury has resulted from any Act of the Company/Corporation, its agents, or servants, and also against all costs/charges and expenses of any suit, action or proceeding paid to compromise or settle any such claims.

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

10.0 OTHER GENERAL TERMS AND CONDITIONS :-

10.1 Legal compliance

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

10.2 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.

Signature of Contractor with Seal

Officials of Executing Department

- 10.3 The work shall be supervised by the contractor or through the authorized representatives on day to day basis.
- 10.4 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.
- 10.5 In the event of contractor abandoning the work or BHEL revoking the contract, BHEL shall have a right to get incomplete work completed at contractor's risk and cost. BHEL shall have a right to terminate the contract at any time without assigning any reason thereof.
- 10.6 The Contractor shall get the character & antecedents of his own labours verified from District Magistrate's office and intimate the same to the management. Before deploying them to work.
- 10.7 The contractor shall deposit the required security deposit amount in the manner as prescribed under Clause 8.2 of Works Policy of BHEL (Refer sheet 07 of Annexure 'G'). This security deposit shall be liable to be returned to the contractor after termination of contract and fulfillment of contract and statutory obligations.

Signature of Contractor with Seal

Officials of Executing Department

SECURITY DEPOSIT

Security Deposit As per Work policy 2008

Security Deposit should be collected from the successful tenderer. The rate of Security Deposit will be as below (under clause 8.2 of Works Policy of BHEL):

Upto Rs. 10 lakhs	@ 10 % of estimated cost of tender.
Above Rs. 10 lakhs and upto Rs. 50 lakhs.	Rs. 01 lakh + 7.5 % of the amount exceeding Rs 10 lakhs.
Above Rs. 50 Lakhs	Rs. 4 lakhs + 5% of the amount exceeding Rs 50 lakhs.

The security deposit will be collected before start of the work by the contractor :

- (i) Cash (as permissible under the Income Tax Act).
- (ii) Pay order, Demand Draft in favour of BHEL, Jhansi.
- (iii) Security available from post offices such as National Saving Certificates, Kisan Vikas Patras etc.(certificates should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL, Jhansi and discharged on the back).
- (iv) Bank guarantee from scheduled banks/public financial institutions as defined in the Company's Act subject to maximum of 50% of the total security deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The bank guarantee format should have the approval of BHEL, Jhansi.
- (v) Fixed deposit receipt issued by scheduled banks/public financial institutions as defined in the Company's Act. The FDR should be in the name of the contractor, A/C BHEL Jhansi, duly discharged on the back.
- (vi) Security deposit can be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the security deposit will be collected before start of work and the balance 50% may be recovered from the running bills.
- (vii) EMD is waived-off as per DGR guidelines.
- (viii) The security deposit will not carry any interest.

Note : Acceptance of the security deposit against Sl no. (iv) and (vi) above will be subject to hypothecation or endorsement on the documents in favour of BHEL, Jhansi. However BHEL, Jhansi will not be liable or responsible in any manner for the collection or interest or renewal of the documents or in any other matter connected therewith.

Signature of Contractor with Seal

Officials of Executing Department

- 10.8 Security deposit will be released on submission of following certificates from departments mentioned as under :-
- a. Completion of work and certification of payment of minimum wages to contract labours from contracting department.
 - b. Certificate of compliance of labour laws.
 - c. Certificate of payment of bonus from HR Department/Contracting Department.
 - d. No-dues certificate regarding service tax payment, and any other dues liable to be remitted by contractor under financial laws, to Finance Department
- 10.9 The contractor shall provide required safety equipments to the labours engaged by him.
- 10.10 Not withstanding anything contained in this Agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 15 days to the contractor.
- 10.11 The period of contract shall be **12 (twelve) months** from the date of award of work. The parties reserve the right to extend the contract on mutually agreed terms and conditions.
- 11. CONTRACTOR S COMMISSION :-**
In case of any change in Minimum Wages, Statutory contribution/Taxes/Duties (i.e. PF/EDLI, ESI, etc.), there will not be any change in the percentage of contractor commission quoted.
- 12.0 SETTLEMENT OF DISPUTE/JURISDICTION/ARBITRATION ETC :-**
- 12.1 BHEL RESERVE THE FOLLOWING RIGHTS:
- To evaluate the bid as per BHEL policy and Govt. guidelines including CVC/Vigilance guidelines, by the tender committee duly constituted by BHEL Management in this regard, the decision of BHEL, Jhansi Management or Tender committee shall be final and binding to bidder.
 - To accept/Reject any or all tender fully or partly without assigning any reason thereof.
 - Contractor should not have been blacklisted and/or suspended from business by any BHEL Unit/region continuously for one year or more. The contractor whose suspension from business or delisting from contractor's list has been removed/withdrawn by the concerned BHEL Unit on or earlier to tender due date, shall become eligible to qualify for this tender. Black-listed contractor may become eligible only after expiry of black-listing period on tender due date if black-listing is not permanent. Tenderer has to give self-declaration or certificate from BHEL sister units in this regard. Any declaration/certificate found/detected to be false at a later date shall lead to cancellation of the contract forthwith apart from other penal action that BHEL may impose.
 - The tenderer should not have been held guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude. Declaration to that effect must be submitted along with the offer.

Signature of Contractor with Seal

Officials of Executing Department

12.2 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 contractor agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorized personnel strictly on a need know basis, without the prior written permission of BHEL.

12.3 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.

12.4 TERMINATION OF CONTRACT

BHEL reserves the right to terminate the contract at any time during the validity period on account of non fulfillment of contract condition, adverse feedback regarding quality of services rendered, indulgence in unethical practices or questionable integrity.

12.5 JURISDICTION

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

12.6 ARBITRATION :-

Any disputes or differences arising out of or in connection with the contract shall, to the extent possible in the first instance be resolved amicably between the contractor and BHEL.

In case a dispute is not resolved, the same shall be referred for conciliation by an officer of BHEL. In case, it still remains unresolved, the dispute will be referred for arbitration by an officer of BHEL. (In case arbitration by an officer of BHEL's is not acceptable, the same could be entrusted to any mutually agreeable common functionary or an independent person). The arbitrator will give his award within the shortest period. The award of the arbitrator shall be final, conclusive and binding on both parties.

The arbitration proceeds shall be conducted in accordance with "Indian Arbitration and Conciliation Act 1996 or any statutory modification thereof. Language of the Arbitration proceedings shall be in English. The venue of Arbitration shall be Jhansi, India. The court of Jhansi shall have exclusive jurisdiction.

I/We agree with the above

Signature of Contractor with Seal

Officials of Executing Department

TENDER ENQUIRY NO: TCX/TE/13/2012-13

Date: 11/09/2012

SPECIAL CONDITIONS OF CONTRACT

1. The Special Conditions of Contract (SCC) shall have overriding priority over General Conditions of Contract (GCC). Whenever there is any contradiction between the GCC and SCC, the SCC shall be treated as final.
2. Bharat Heavy Electrical Ltd does not bind it self to accept the lower or any tender but reserves to itself the right to accept or reject all or a part of any tender at its discretion.
3. Number of personnel can be changed by the BHEL management.
4. The purpose of security is to provide safety from antisocial elements and to avoid any unlawful activities in Township as well as total responsibility to manage law & order situation in Township and hatt area & other area i.e. railway line up to Khajraha railway station, plantation at back side Factory (except Factory premise & CISF line). At some times they have to engage their personnel in extra hours to manage activities in Township.
5. Offer must be submitted in a sealed cover. The cover should bear our Tender Notice number, due date of opening and name of the bidder.
6. Failure to comply with any of the above conditions can result in termination of the contract, forfeiture of the security deposit, Penalties as may be decided and future blacklisting.
7. Deployment of trained security personnel and other working details shall be mutually discussed and finalized. The security personnel may also be deployed for security of shift buses of BHEL and any other work in the vicinity of BHEL Estate and Township.
8. The contractor will have to depute a representative who shall (in the absence of the contractor) report to the township administration department on all working days and liaison with the supervisor in charge for the works to be undertaken.
9. The work is spread in the Township/nearby Township and other area as mentioned in scope of work (Annexure'B'). The security personnel deputed for the work should be disciplined and well mannered; they should work in harmony with the residents/employees of the Township& nearby Township.
10. The contractor will undertake full responsibility to compliance of Minimum Wages Act of U. P. Govt. PF, ESI, Bonus, Gratuity, Workman compensation and other claims arising out of engagement of his security staff during the course of operation of the contract. Escalation shall be payable on account of increase in minimum wages from time to time on submission of authentic documentary proof .
11. Patrolling parties will carry out patrolling during in three shifts on their own vehicle (motorcycles). The amount offered by you for per vehicle per shift (Total Four in one day) shall be given for petrol expenditure only (No maintenance for vehicle will be provided separately).
12. All Gunmen will be fully responsible for their Guns and license for the same. No extra charges shall be paid.
13. Uniform (Shirts, Full Trousers, Shoes, Cap with Badge, shoulder Badge, Whistle with lanyard, Bent wood Stick 5' feet long with leather handle and Name plate) torches during night patrolling, Cartridges fired and stationery used in the execution of duties will be borne by the agency.

Signature of Contractor with Seal

Officials of Executing Department

14. The agency has to provide appropriate number of preprinted registers, letterheads, seals, stamps, pens & other stationery items for day to day working and communication. The reports submitted should be on agency's letter head or signed & stamp affixed by authorized signatory of the agency.
15. The guard performing patrolling duty, railway line guard and forest guard in B & C shift will have to be provided by torch and cell at regular intervals to good illumination during dark hrs. In case of lapse the same shall be provided by BHEL and actual cost shall be recovered and penalty of upto Rs. 1000/- can be deducted. Torch cell and cartridges fired will be issued by the contractor.
16. During execution of Township security effective communication may please be ensured by using their own mobile and charges shall be paid to the agency as per the terms of the contract awarded.
17. In case of Guards/Security persons availing leave on working days, alternative security guards will have to be provided by the agency for which no additional compensation shall be payable.
18. The agency shall make their own arrangement for their security persons for staying nearby the Township. Limited accommodation can be provided on commercial rates basis as per terms & condition applied from time to time in our Township.
19. The workman compensation Act, its implication, licensing and liabilities of minimum wage act will be entirely the responsibility of the contractor.
20. No of persons to be deployed may increase or decrease as decided by BHEL management from time to time however total fifty seven (57) persons (ex-servicemen) are likely to be deployed for this work and monthly payment shall be made only after verification of attendance of this man power.
21. The rates quoted by the contractor will be inclusive of all taxes and duties (including stamp duties), but excluding service tax, service tax will be paid extra.
22. Income Tax shall be recovered as per the applicable laws. Presently income tax @ 2.0% of gross value of works contract will be recovered from the contractor's bills. If income tax exemption certificate (duly signed by competent authority) is produced by the agency, Income Tax would not be deducted.
23. Being the work of emergency nature the contractor has to provide suitable arrangement in case any of his worker fails to perform duty due to any reason.
24. Work shall be carried through out round the year without interruption due to any Sunday/holiday, round the clock and contractor has to make suitable arrangement for the same without any extra compensation.
25. All the security personnel should have knowledge of reading & writing Hindi & English both and also they should be able to make entries of vehicles entering BHEL township.
26. All supervisors should be able to handle normal correspondence in Hindi & English both, they should also be able to handle security related emergency situations effectively and guide security staff to take the required actions as the circumstances demand.
27. Failure to comply with any or all of the above conditions can result in appropriate penalty (monetary) or cancellation of the contract.

I/We agree with the above

Signature of Contractor with Seal

Officials of Executing Department

APPLICATION FORMAT FOR GATE PASS FOR ENTRY IN TOWNSHIP

(For the use of security personnel of security agency)

1. Name of the Agency :
2. Scope of work :
3. Work order No. & Date :
4. Work order period :
5. Duty time of the security personnel :

Personnel details of security personnel

(please enclose a list separately if more than one security personnel)

Security personnel's Name:

Date of birth:

Father's name:

Identification mark:

Permanent address:

Present address:

Educational qualification:

PF Account number:

ESI Account no:

Mobile no:

Signed photograph of
security personnel(attested by contracting
agency)

Sign of security personnel

Sign of Contracting Agency
(With date & seal)

For use of ESTATE department only

Allotted gate pass no.:Date:.....

Sign & seal of Executive In charge

Sign of the HOD of ESTATE department

Signature of Contractor with Seal**Officials of Executing Department**

FORM XIV

(see rule 76)

Employment Card

Name and address of contractor	:-----
Name of work and location of work	:----- :-----
Name and address of Establishment In/under which contract is carried on	:----- :-----
Name and address of Principal Employer	:----- :-----
1. Name of workman	:-----
2. Serial no. in the register of workmen Employed	:-----
3. Nature of employment/designation	:-----
4. Wage rates with particulars of unit, In case of piece-work	:-----
5. Wage period	:-----
6. Tenure of employment	:-----
Remarks (if any)	:----- :-----

Signature of contractor

(with date & seal)

Signature of Contractor with Seal

Officials of Executing Department

FORM XIII

(see rule 75)

Register of workmen employed by contract

Name and address of contractor :-----

Name and location of work :-----

Name and address of Establishment :-----
In/under which contract is carried on :-----Name and address of Principal :-----
Employer -----

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

Signature of Contractor with Seal

Officials of Executing Department

STATEMENT OF THE CONTRACTOR FOR THE MONTH OF _____ 20____

Work order no. _____

Contracting department. _____

Contractor. _____

SL. No.	NAME OF LABOUR	CAT	NORMAL DAYS	OT DAYS	GROSS WAGE	EMPLOYEE S CONT. DEDUCTION		OTHER DEDUCTION	TOTAL RECOVERY	NET PAYABLE	EMPLOYER S CONT.	
						PF 12%	ESI 1.75%				PF 13.61%	ESI 4.75%
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
TOTAL												

Signature of Contractor with Seal

Officials of Executing Department

SUMMARY SHEET FOR THE MONTH OF _____, 20____

(TO BE FILLED BY THE CONTRACTING DEPARTMENT)

01	SERVICE CONTRACT NO.		DATE :	
02	PERIOD OF CONTRACT : FROM :		TO :	
03	NAME OF THE CONTRACTOR : M/s.			
04	NO.OF CONTRACT LABOUR DEPLOYED DURING THE MONTH	CATEGORY	NOS.	CAT.WISE TOTAL DAYS
		Security Guards		
		Gunman		
		Supervisors		
05	TOTAL PAYMENT AGAINST WAGES PAYABLE TO ALL ABOVE CONTRACT WORKERS $b = a - (6b + 7b)$		a. GROSS AMOUNT RS = b. NET AMOUNT RS.=	
06	PF/EPF/EDLI CONTRIBUTION DUE		a. EMPLOYER @ 13.61% = b. EMPLOYEE @ 12.00% = c. TOTAL (a+b) (Rs.) =	
07	ESI CONTRIBUTION DUE		a. EMPLOYER @ 4.75% = b. EMPLOYEE @ 1.75% = c. TOTAL (a+b) (Rs.) =	
08	AMOUNT PAYABLE TO CONTRACTOR =5+6(a)+7(a)		a. GROSS WAGE AMOUNT RS. = b. PF CONT. @ 13.61% = c. ESI CONT. @ 4.75% = d. CONT.COMMI.@ ----% = e. SERVICE TAX AS APPLICABLE = (ON TOTAL AMOUNT OF a TO d) TOTAL (a TO e) = RS.	

(COUNTERSIGNED BY HOD)

(SIG. & SEAL OF SHOP INCHARGE)

I/We agree with the above

Signature of Contractor with Seal

Officials of Executing Department

TENDER ENQUIRY NO: TCX/TE/13/2012-13**Date: 11/09/2012****TECHNICAL BID****NAME OF WORK : TOWNSHIP/ESTATE SECURITY (FOR 12 MONTHS).**

1. Name of the firm :-----
2. Name of the Proprietor :-----
3. Address and Contact Numbers :-----
:-----
4. Registration Number :-----
Copy of the Certificate : Enclosed / Not Enclosed
5. Labour Licence Number/undertaking :-----
(as per Annexure 'C' sl. no. 02)
Copy of the Licence/ undertaking : Enclosed / Not Enclosed
6. PF Code Number :-----
Copy of the Certificate : Enclosed / Not Enclosed
7. ESI Code Number :-----
Copy of the Certificate : Enclosed / Not Enclosed
8. PAN Number :-----
9. Income Tax Returns for last 3 years : Enclosed / Not Enclosed
10. Service Tax Number (PAN based) : -----(copy Enclosed / Not Enclosed)
11. No. of Workers including Supervisors :-----
on the rolls of the firm
12. Any other relevant information :-----
13. Validity of offer : 90 days from the date of tender Opening.
14. Blank Price Bid Format : Enclosed / Not Enclosed
15. DGR sponsored Ex-servicemen
Security Agencies or State
Ex-servicemen Corporations without
the sponsorship of DGR :-----
: copy of certificate - Enclosed / Not Enclosed

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

NOTE : TECHNICAL BID AND PRICE/RATE 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.

Signature of Contractor with Seal**Officials of Executing Department**

TENDER ENQUIRY NO: TCX/TE/13/2012-13**Date: 11/09/2012****AUTHORIZATION LETTER****FOR E-PAYMENT / ELECTRONIC TRANSFER (EFT / RTGS)****(PLEASE FILL UP THE FORM IN CAPITAL LETTERS ONLY)**TYPE OF REQUEST (Tick One) ☐ CREAT ☐ CHANGE

BHEL Contractor / Vender / Supplier code		
Company's name		
Address		
	City	
	State	
	pin code	
Contact person (s)		
Telephone no.		
Fax no.		
E- mail ID		
Bank Name		
Bank Address		
Bank Telephone no.		
Bank Account No. (in full)		
Account type		
Bank's branch code		
Bank RTGS/IFSC/Swift code		
Enclose blank cancelled cheque		

DECLARATION :-

I as representative/owner of the above named company , do hereby authorize BHEL Jhansi to electronically make payments to the designated bank account. I hereby certify that the particulars given above true , complete and correct. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL/transferring Bank responsible.

This authority remains in full force until BHEL, Jhansi receives & acknowledge written notification requesting a change or cancellation.

I have received the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under E –Payment/EFT/RTGS.

Date :-

Authorized Signatory

Designation

Company Seal

Verification by Bank

Note :- All fields are mandatory.

Signature of Contractor with Seal**Officials of Executing Department**

TENDER ENQUIRY NO: TCX/TE/13/2012-13

Date: 11/09/2012

BLANK PRICE/RATE BID**NAME OF WORK : TOWNSHIP/ESTATE SECURITY (FOR 12 MONTHS).**

- a. Name of the firm :
- b. Name of the proprietor/partners :
- c. Address and contact numbers :
- :
- :

CONTRACTOR SHOULD NOT OFFER THEIR RATE IN THIS BLANK PRICE BID

SL. NO	Description			Rate per unit per month (in Rs.)	Amount = Qty x Rate
(A)	(B)	(C)	(D)	(E)	(F) = (D) x (E)
1.	Providing four (04) Supervisors (One for overall supervision and one in each shift of 8 hours).	Nos.	4		
2.	Providing 14 Gunmen for township and estate area, as directed by BHEL Administration.	Nos.	14		
3.	Providing 39 Security guards for various areas like gates, hospital, patrolling duty at BHEL t/ship, railway line & behind factory, plantation area.	Nos.	39		
4.	Fuel charges for patrolling duty , Required 10 vehicles (motorcycles) per month. (Rate to be offered for per vehicle per month)	Nos.	10		
5.	Mobile charges for six (06) nos. (Rate to be offered for per mobile per month)	Nos.	6		
Total Monthly Amount i.e. sum of sl. no. 1 to 5, column (F) in Rs.					
Total Amount for 12 months in Rs. (in figures)					
Total Amount for 12 months in Rs. (in words)					

Note: Service Tax extra as applicable (only on Sl. no. 1,2,3)

- The basis of offer showing the detailed break-up of wages structure, statutory payment (PF, ESI & bonus etc.) commission, taxes etc. should be submitted along with this bid. Offer is liable to be rejected without this basis.
- Change in rates offered in "E" column (Sl. No 1 to 3) due to revision in minimum wages shall be payable extra on submission of authentic documentary proof as per clause no. 10 of special terms & condition of this tender document.

NOTE: TECHNICAL BID AND PRICE/RATE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE, THE "BIDS" ARE LIABLE TO BE REJECTED.

Signature of Contractor with Seal

Officials of Executing Department

NOTE/CONDITIONS FOR PRICE BID

1. TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THEN THE SAME ARE LIABLE TO BE REJECTED.
2. ALL THE BLANK SPACES OF ANNEXURE 'M' OF PRICE BID SHOULD BE FILLED BY THE CONTRACTOR. IF ANY FIXED FIGURE IN THE PRICE BID FORMAT IS CHANGED THEN THE BID SHALL BE SUMMARRIRILY BY-PASSED.
3. **PAYMENT WILL BE MADE ON ACTUAL BASIS AS PER RATE QUOTED IN PRICE BID
HOWEVER MINIMUM WAGES DECLARED BY THE GOVT. OF U.P. FROM TIME TO TIME
SHOULD REMAIN PROTECTED.**
4. IF ANY OTHER ADDITION IS MADE OR ANY CONDITION IS ADDED BY THE BIDDER IN THE PRICE BID FORMAT THEN THE OFFER SHALL BE BY-PASSED.
5. CONTRACTOR HAS TO COMPLY WITH PAYMENT OF MINIMUM WAGES AND OTHER STATUTORY LEVIES AS PER PROVISION OF THE RESPECTIVE ACTS.

I/We agree with above and all other terms & conditions of the contract.

Signature of Contractor with Seal

Officials of Executing Department

TENDER ENQUIRY NO: TCX/TE/13/2012-13

Date: 11/09/2012

PRICE/RATE BID**NAME OF WORK : TOWNSHIP/ESTATE SECURITY (FOR 12 MONTHS).**

- a. Name of the firm :
- b. Name of the proprietor/partners :
- c. Address and contact numbers :
- :
- :

SL. NO	Description			Rate per unit per month (in Rs.)	Amount = Qty x Rate
(A)	(B)	(C)	(D)	(E)	(F) = (D) x (E)
1.	Providing four (04) Supervisors (One for overall supervision and one in each shift of 8 hours).	Nos.	4		
2.	Providing 14 Gunmen for township and estate area, as directed by BHEL Administration.	Nos.	14		
3.	Providing 39 Security guards for various areas like gates, hospital, patrolling duty at BHEL t/ship, railway line & behind factory, plantation area.	Nos.	39		
4.	Fuel charges for patrolling duty , Required 10 vehicles (motorcycles) per month. (Rate to be offered for per vehicle per month)	Nos.	10		
5.	Mobile charges for six (06) nos. (Rate to be offered for per mobile per month)	Nos.	6		
Total Monthly Amount i.e. sum of sl. no. 1 to 5, column(F) in Rs.					
Total Amount for 12 months in Rs. (in figures)					
Total Amount for 12 months in Rs. (in words)					

Note: Service Tax extra as applicable (only on Sl. no. 1,2,3)

- The basis of offer showing the detailed break-up of wages structure, statutory payment (PF, ESI & bonus etc.) commission, taxes etc. should be submitted along with this bid. Offer is liable to be rejected without this basis.
- Change in rates offered in "E" column (Sl. No. 1 to 3) due to revision in minimum wages shall be payable extra on submission of authentic documentary proof as per clause no. 10 of special terms & condition of this tender document.

NOTE: TECHNICAL BID AND PRICE/RATE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE, THE "BIDS" ARE LIABLE TO BE REJECTED.

Signature of Contractor with Seal

Officials of Executing Department

NOTE/CONDITIONS FOR PRICE BID

4. **TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THEN THE SAME ARE LIABLE TO BE REJECTED.**
5. **ALL THE BLANK SPACES OF ANNEXURE M OF PRICE BID SHOULD BE FILLED BY THE CONTRACTOR. IF ANY FIXED FIGURE IN THE PRICE BID FORMAT IS CHANGED THEN THE BID SHALL BE SUMMARRIRILY BY-PASSED.**
6. **PAYMENT WILL BE MADE ON ACTUAL BASIS AS PER RATE QUOTED IN PRICE BID HOWEVER MINIMUM WAGES DECLARED BY THE GOVT. OF U.P. FROM TIME TO TIME SHOULD REMAIN PROTECTED.**
7. **IF ANY OTHER ADDITION IS MADE OR ANY CONDITION IS ADDED BY THE BIDDER IN THE PRICE BID FORMAT THEN THE OFFER SHALL BE BY-PASSED.**
8. **CONTRACTOR HAS TO COMPLY WITH PAYMENT OF MINIMUM WAGES AND OTHER STATUTORY LEVIES AS PER PROVISION OF THE RESPECTIVE ACTS.**

I/We agree with above and all other terms & conditions of the contract.

Signature of Contractor with Seal

Officials of Executing Department