

BHARAT HEAVY ELECTRICALS LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING)

P.O.-BHEL, JHANSI - 284120

ASSISTANCE IN `DRAWING
GENERATION, DATA PUNCHING,
TYPING & MISCELLANEOUS
SERVICES (FILING, CLEANING,
ETC.) ON SERVICE CONTRACT
BASIS AT TRANSFORMER
ENGINEERING DEPARTMENT OF
BHEL, JHANSI

Transformer Engineering Department

Tender No: TRE-TE-5-02 Rev: 00

Date: 14.12.2015

CONTACT

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WEB: www.bhel.com; www.bheljhs.com

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1. BHEL JHANSI is in the process of finalizing the Service Contract for Assistance in Drawing generation, data punching, typing, photocopy & miscellaneous services at Transformer Engineering Department.
2. The tender document has been detailed as follows:
 - a) Notice Inviting Tender (Annexure A / 2 pg)
 - b) Work Specifications (Annexure B / 3 pg)
 - c) Qualifying Requirements (Annexure C / 1 pg)
 - d) Instruction to Tenderers (Annexure D / 2 pg)
 - e) Tender Evaluation Criteria (Annexure E / 1 pg)
 - f) Contractor's obligations (Annexure F / 3 pg)
 - g) Other General Terms and Conditions (Annexure G / 8 pg)
 - h) Criteria for measurement of work (Annexure H / 2 pg)
 - i) Technical Bid Application (Annexure I / 2 pg)
 - j) Price Bid (Annexure J / 3 pg)
 - k) Terms & Conditions of Reverse Auction (Annexure K / 1 pg)

The duly filled in Technical and Price / Rate bids (Annexure I and J, 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 No. **TRE-TE-5-02** DATED 14.12.2015" should reach us in a sealed cover on or before 08.01.2016 (13.15 hours) through Registered / Speed post to AGM(TRE/FES/RPD) or the same may be dropped in the tender box available at the following address:

**CISF Control Room/Office
Administrative Building
Bharat Heavy Electricals Limited
Jhansi-284 120**

NOTE : 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.

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

Annexure 'A'

NOTICE INVITING TENDER

- 1 SCOPE OF WORK: **ASSISTANCE IN DRAWING GENERATION, DATA PUNCHING, TYPING, PHOTOCOPY & MISCELLANEOUS SERVICES**
- 2 Tender Evaluation Criteria: As per Annexure – E
- 3 Duration of the Contract: One year from the date of the award of the contract.
- 4 Other specific requirements: As per Tender
- 5 Last date of receipt of the Tender: up to 13:15 hours on 08.01.2016
- 6 Date of opening of Techno Commercial Bid: 14:00 hours on 08.01.2016
- 7 Address for receipt/issue of Tender Documents: **Bharat Heavy Electricals Limited Jhansi**
- 8 Earnest Money Deposit: `20,000/- (Rs Twenty Thousand only)
Payable in the form of Demand Draft/Banker's Cheque in favor of BHEL, Jhansi and copy of receipt may be enclosed along with tender form
"or"
One time EMD of ` 2 Lacks can also be deposited in above form and copy of receipt may be enclosed along with tender form.
1. In case of successful tenderer EMD will be converted and adjusted against the security deposit.
2. In case of others the EMD shall be returned within 15 days of acceptance of award of work by the successful tenderer).
- 9 Cost of Tender Document: Rs. 400/- + 14.5%VAT
= Total Rs. 458/-
(` Rupees Four Hundred & Fifty Eight only)
(payable through a Separate Demand Draft in favor of "BHEL, Jhansi" along with technical bid, in case the documents downloaded from website)
- 10 Security Deposit: Security deposit shall be as per our work policy Para-8 (refer website www.bhel.com) and shall be deposited before start of work. The EMD shall be adjusted with the actual amount of security deposit shall be given in work order.

NOTE :

1. THE CONTRACTORS MAY PHYSICALLY VISIT THE WORK PLACE BEFORE QUOTING THEIR RATES.
2. FOR RELEVANT DETAILS PLEASE VISIT OUR WEBSITE “www.bhel.com” & “www.bheljhs.co.in”

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

TRE, BHEL, JHANSI

Annexure 'B'

WORK SPECIFICATION

DETAILS OF WORK

Sl.No	JOB/ACTIVITY	UNIT OF MEASURE- MENT (Nos./ Kgs./Mtr./ words etc.	No. of units per month	QUANTUM OF WORK ANNUAL
	A	B	C	D
1	Drawing Generation			
1.a	Assistance in Editing of Drawing	No. of A4 equivalent drawing	10000	120000
2	TYPING			
2.a	Test Certificates	Pages	1000	12000
2.b	Operation Manual Data	Pages	150	1800
3	DATA PUNCHING & CHECKING			
3.a	Indent	No	1000	12000
3.b	DCA	No	350	4200
4	Printing			
4.a	Scanning of drawings	No	1000	12000
4.b	Managing drawings from Master vault	No	10000	120000
5	FILLING			
5.a	Filling work	no. of papers filed	500	6000

Note:

1. The parties are requested to visit the BHEL Jhansi to properly understand the requirement.

2. A4 Equivalent drawing:

Sr NO	Drawing Size	No of A4 equivalent drawings
1	A0	16
2	A1	8
3	A2	4
4	A3	2
5	A4	1

3. In Sl No 3.a 'Shipping list' per item means the punching the details of each row of the item in BHEL Oracle Shipping system (i.e. Item No, Description, Box No, Drawing No, Drawing Item No, Material Code, Quantity, remark etc).

4. In Sl No 3.b 'Delinked BOM Data' per item means punching the details of each BOM item in BHEL Oracle eBOM System (i.e. Item No, Description, Size, Drawing No, Drawing Item No, Drawing Variant No, Material Code, Material Specification, Quantity, remark etc).

5. In Sl no 4.b 'A3 & above Ammonia/ Photocopy', after Ammonia/ Photocopy the copies of drawings will be folded to A4 size.

6. The successful vendors shall have to sign a confidentiality agreement (Non Disclosure Agreement) with BHEL to maintain the confidentiality of the information passed by BHEL during the execution of the contract. The Performa of 'Non Disclosure Agreement' is attached as Annexure-B(a).

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

TRE, BHEL, JHANSI

Annexure 'B(a)'

BHARAT HEAVY ELECTRICALS LIMITED

UNIT NAME: BHEL JHANSI

THIRD PARTY NON-DISCLOSURE AGREEMENT

I, _____, on behalf of the
(Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with BHEL on contract is confidential and that the nature of the business of the BHEL is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL all documents and property of BHEL, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer data/configuration, and all other materials and all copies thereof relating in any way to BHEL' s business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, and are reasonable given the nature of the business carried on by the BHEL. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at _____, this _____ day of _____, 20____.

NAME

SIGNATURE

DATE

SEAL OF COMPANY

QUALIFYING REQUIREMENTS

1. Should have independent ESI Code number.
2. Should have PAN number.
3. Should have Service Tax number (PAN based).
4. Self certificate that he is not blacklisted/banned/delisted on the date of tender.
5. Should have UP VAT/TIN No. and/or CST no. (whichever is applicable), if material is supplied/consumed
6. Self declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL
7. Self declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
8. Average Financial Turnover:
Average Annual financial turnover during last 3 years, ending as on 31st March 2015, should be at least 30% of the estimated cost . Duly audited Financial Statement (FS)/ Balance sheet and P&L A/c / Certificate from CA to be submitted as a supporting document. If all balance sheets/FS are not available for all three years then the average shall be calculated by dividing the sum of turnover of submitted balance sheets/FS by three.
9. Experience in executing similar works in last 7 years ending 30/04/2015 for either of following -
 - a) 3 similar completed works each costing not less than 40% of the total estimated cost "Or"
 - b) 2 similar completed works each costing not less than 50% of the total total estimated cost. " Or"
 - c) 1 similar completed work costing not less than 80% of the total total estimated cost

Experience in similar work means experience in executing any work/service contract/works on labour basis.

Documentary proof in support of above eligibility criteria alongwith EMD shall be submitted alongwith Techno Commercial Bid at **Annexure I**. In case of experience in Private Sector relevant TDS Certificate must be attached as evidence.

10. 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.
 - (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 (_____)

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

Annexure'D'

INSTRUCTIONS TO TENDERERS

- Above tender is in two Bid System (Techno Commercial Bid & Price/ Rate Bid)
- 1. The tender is to be processed in two parts viz. 1) Techno Commercial bid and 2) price/rate 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 superscribed as "TENDER FOR ASSISTANCE IN DRAWING GENERATION, DATA PUNCHING, TYPING, PHOTOCOPY & MISCELLANEOUS SERVICES AT TRANSFORMER ENGINEERING DEPARTMENT OF BHEL JHANSI. TECHNOCOMMERCIAL 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 bid (Annexure-J) only super scribed as "ASSISTANCE IN DRAWING GENERATION, DATA PUNCHING, TYPING, PHOTOCOPY & MISCELLANEOUS SERVICES AT TRANSFORMER ENGINEERING DEPARTMENT OF BHEL JHANSI. - PRICE BID". Any other enclosures, which the tenderer wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format is liable to be rejected/ bypassed.
- 2. Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and superscribed as "TENDER FOR ASSISTANCE IN DRAWING GENERATION, DATA PUNCHING, TYPING, PHOTOCOPY & MISCELLANEOUS SERVICES AT TRANSFORMER ENGINEERING DEPARTMENT OF BHEL JHANSI. TENDER NO **TRE-TE-5-02** DUE DATE OF OPENING 08.01.2016" The same should be dropped in the tender box kept in the CISF gate of Administrative Building, BHEL, Khailar, Jhansi, within the specified date and time by the representative of the tenderer.
- 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 / clients place by authorised officials, price bids of only those tenderers who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose technical bid has been accepted, in advance for witnessing the Price Bid opening.
- 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 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.
- 6. The rate quoted will be valid for the period of contract and no hike/ PVC will be admissible.

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 mutually agreed terms and conditions.
8. BHEL may go for Reverse Auction after Techno-Commercial evaluation instead of submitted related Price Bid. Bidder should confirm participation in Reverse Auction alongwith Techno-Commercial Bid. *Non-Acceptance to participate in RA may result in non-consideration of your bid in case BHEL decides to go for RA.*

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

TRE, BHEL, JHANSI

Annexure'E'

TENDER EVALUATION CRITERIA

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

1. BHEL officials may visit the tenderer's office & their client's place to evaluate the capability and assess the performance.

Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, equipments in its possession, previous track record, experience in other organizations, etc.

2. Successful techno commercial qualified tenderers after the above process only will be invited for opening of the rate / price bid.
3. The contractor shall be awarded the work on over all L-1 basis if otherwise not specified in the tender.
4. In case of tie between two or more than two bidders for L1 price . Bids shall be called for discount on price offered in sealed envelope from all the L1 bidders. In case of discrepancy in words and figures offered in price bid the decision shall be taken based on annexure "J"

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

Annexure 'F'

CONTRACTOR'S OBLIGATIONS

A) **CONTRACTUAL**

Towards selection, control and supervision of employees

- a) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- b) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- c) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.
- d) 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.
- e) Contractor shall ensure Personal Accident Insurance (24x7) policy of Contract Workers from (Govt. under taking company). The coverage shall be of Rs. 5 lakhs per individual. The coverage shall be of 24 Hrs. (Accidental Death cover). The sum assured (Rs. 5 lakhs) shall become payable to the nominee in the event of death of insured person. 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. In case of extension of contract premium of accidental insurance will be on actual subject to maximum of Rs. 300/- per individual per quarter. Gate pass of the contract labor shall be issued only after taking the Insurance Cover.
- f) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- g) Contractor may apply for providing bus pass facility to his workmen. BHEL will consider such applications based on merits and availability of seats. Contractor would be responsible for depositing bus pass charges and penalties (if applied) of his/her workmen/staff etc. BHEL would have the right to deduct/recover the same in case of default by the contractor/supplier.
- h) Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and

commission by the employees deployed by the contractor shall lie exclusively with him.

- i) The contractor has to provide to his workers uniform (lower dark blue & upper light blue,) shoes, helmet & uniform stitching charges. 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. No reimbursement of uniform, shoes in case of extension of contract shall be done.
- j) Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- k) 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.
- l) 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 & VI-B by contractor.
- m) Contractor shall deploy minimum ITI qualified person for the technical work like generation & editing of drawing. These persons shall have done similar work or draftsman apprentice from BHEL Jhansi, preferably from Transformer Engineering Department.

B) Towards supply of tools, tackles and materials

- a) 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 cost and if necessary may take insurance policy of his worker, material, equipments & tools & tackles.
- b) Contractor shall provide shoe, helmet, personal protective equipment & maintain the same at his own cost which may be required.
- c) Contractor shall ensure that his workers wear uniform, shoes, helmet and other required safety appliances, apparels / equipments inside factory.

C) Towards statutory liability

- a) As mentioned in the terms and conditions enclosed as Annexure 'G' of this contract.
- b) Contractor shall indemnify BHEL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.

- c) Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period (wage period shall be from 1st day of the month to the last date of the month) 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.
- d) Contractor to obtain license under the provisions of CL(R&A) Act.

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

Executive Incharge

Annexure 'G'

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

1. LABOUR LICENCE AND OTHER REQUIREMENTS:-

- 1.1. Contractor should possess Labor license in case of contractors working in BHEL, Jhansi and deploying 20 or more labours on any day, from the Appropriate Government (Central Govt.) for carrying out the various activities mentioned in the contract document.
- 1.2. The contractor shall deploy such number of workers in the premises of BHEL, Jhansi, as required for completion of the contract. The workers such deployed shall be his own workers.
- 1.3. In case the number of labour deployed by the contractor in premises of BHEL Jhansi exceeds the number of labour allowed in the licence then the contractor shall immediately inform the HR and concerned department. The contractor shall also apply to the licensing officer in the region for amendment in the licence within 7 days of exceeding the number of labours mentioned in the licence.
- 1.4. Labor license and other requirement in case of contractors NOT working in BHEL, Jhansi or has less than 20 workers on his rolls.
 - (a). The contractor should possess valid labour licence issued by any licensing authority if he has deployed 20 or more workers in any organization.
 - (b). After being eligible to apply as above, if the contractor is awarded the contract then he should apply for Form-V from BHEL to obtain Labour Licence from Appropriate Government and submit the same within one month from the date of award of contract. Till then award will be treated as PROVISIONAL.
- 1.5. The contractor shall also have to submit copy of PAN card and latest IT return.
- 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 No. However, he shall have to produce TIN No. before opening of Price bid.
- 1.8. Stamp Duty : Contractor should deposit stamp duty, **before start of the contract**, on security deposit as per Stamp Duty Act

2. APPOINTMENT AND ENTRY IN FACTORY PREMISES :

- 2.1. The contractor shall submit the following to HR, contracting department and CISF
- (a) The details of the worker proposed to be deployed in Annexure-I.
 - (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
- 2.2. After submission of documents as in para 2.3, the contractor shall issue photo identity card to the labour and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the labour to enter the factory premises initially for a period of one month.
- 2.3. The photo identity card shall have to be revalidated every three 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 labour to enter the premises of BHEL Jhansi.
- 2.4. The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of Contract Labour (R&A) Central Rules. A copy of this format is annexed as *annexure III*.
- 2.5. The entry of contractor's workers in factory premise shall be through biometric/smart cards. The contractor shall ensure issuance of biometric/smart card through time office section of BHEL Jhansi. After the conclusion of works contract, the contractor shall collect these biometric cards from his workers and submit the same to Time Office section through contracting department. In event of any contract worker leaving the services before completion of the contract, the contractor shall ensure return of biometric card to BHEL Jhansi. In case of non-return of biometric card, Rs. 200/- (Rupees two hundred only) per card shall be deducted from the security deposit of the contractor.

3. BILLS PAYMENT , ATTENDANCE AND PAYMENT OF WAGES

- 3.1. The contractor shall pay minimum wages as applicable of the Appropriate Government and in addition to minimum wage **Rs. 76.92 and Rs. 88.46 (for USW and SSW respectively)** per day shall also paid to the contract workers. This additional amount will also attract all statutory deduction and payments. This additional amount is decided by BHEL and shall be payable as per prevailing rates.
- 3.2. The contractor shall submit bills to the contracting department on 8th of each month.
- 3.3. The contractors bills should be accompanied with the following.

- (a). The contractor should maintain attendance register by recording daily attendance duly signed by both contractor & contract worker.
 - (b). Copy of Measurement Book entries/Statement of work done by the Contractor.
 - (c). Statement of Minimum Wages of labors deployed by him under the Service contract, PF/ESI no., statutory deductions etc., in the format as in Annexure IV annexed to these terms and conditions. (Form XVII of Contract Labor (R&A) Rules.
 - (d). PF and ESI challans for previous month - separate for concerned Service contract. Print of online challan along with list of contributing contract workers for ESI duly certified by the contractor.
 - (e). Wage payment sheet for the bill period as per annexure IV.
 - (f). Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.
 - (g). Copy of Form 12A-regarding PF remittance
 - (h). List of CL covered under accident insurance policy
 - (i). Statement of material supplied by the contractor if any
 - (j). Copy of Labor License deployed if increase in no. of labors deployed against Work Order if applicable.
 - (k). Copy of Challan of previous service tax paid.
 - (l). Proof of Personal Accident Insurance Policy along with bill
- 3.4. The executing department shall pass the bills of the contractor, after thorough checking , along with requisite documents the bill in original and Service Tax Challan & as in para 3.3 above forward them to Finance through HR department latest by on or before 9th Day of the following month.
- 3.5. After checking the Labor Laws compliances with respect to the concerned service contract HR department and after retaining copies of PF and ESI Challans and wage payment sheet pertaining to current 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 of stamp duty charges, service tax and security deposit amount, make payment as per contract.
- 3.6. Finance department shall, on satisfactory compliance, and after deduction on account of Security deposit amount and TDS will make payment to the contractor within 10 days of submission of clean bill by the contractor.
- 3.7. The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the Service contract, at least a day prior to disbursement of wages.
- 3.8. The contractor shall make payment to his own labours/contract workers before the expiry of the 7th day after the last day of the wage period in respect of which the wages are payable, preferably through bank account for better control and
- 3.9. smooth wage disbursement. The payment of wages to the workers shall not be subject to payment against the bills by BHEL.

- 3.10. The contractor shall remit the cheques favouring 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 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.
- 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 3.3 above, in respect of all workers deployed by him against the contract, for each month separately, along with final bills.

4. Provident Fund

- 4.1. The contractor should get independent EPF code before deployment of his contract worker against work contract.
- 4.2. The Contractor should allot PF account number and get the nomination form, duly filled in, from each worker deployed by him at the time of joining.
- 4.3. In case the worker already has PF/pension account number, allotted to him, previously, then the contractor shall get the transfer form filled up at the time of joining and send to the office of concerned Regional Provident Fund Commissioner.
- 4.4. After termination of contract the contractor shall provide due assistance to the labor for withdrawal of PF/pension amount, when due.
- 4.5. The Contractor shall liaison with the PF officials to get the annual PF slips and distribute amongst his own workers. Security deposit shall be released only after submission of PF slips of workers.
- 4.6. PF CONTRIBUTION :

Employee's Contribution

12% of Normal wages paid
(Coverage Rs.15000/- on
Employee's/ Employers
Contribution)

Employer's Contribution

PF Contribution	3.67%
Insp/Admn Charages (subject to Rs 500/ per challan)	0.85%
Admn/Insp Charges	0.5%
Pension Fund	8.33%
EDLI Charges (subject to Rs 200/ per challan)	<u>0.01%</u>
Total	<u>13.36%</u>

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

5. Employees State Insurance

- 5.1. The Contractor should allot ESI account number and get the nomination form, duly filled in, from each labour deployed by him at the time of joining.
- 5.2. At the time of joining the contractor shall get the self/family registration form filled by the workers and submit to the local ESI office.
- 5.3. The contractor shall facilitate collection of issued ESI cards by his worker.
- 5.4. ESI CONTRIBUTION :-

<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 before commencement of work, for verification by the Executing Officer of the company :-
- (a). Form XII - Register of contractors (Rule 74)
 - (b). Form XIII - Register of Workmen employed by contractor (Rule 75)
 - (c). Form XIV - Employment Card issued by contractor (Rule 76)
 - (d). Form XVI - Muster Roll 78(1) (a) (i)
 - (e). Form XVII - Register of Wages (Rule 78) (1) (a) (i)
 - (f). Form XVIII - Register of wages-cum Muster Roll (in case of weekly Payment)
 - (g). Form XIX - Wage Slip (Rule 78) (1) (b)
 - (h). Form XX - Register of deduction for damages of loss (Rule 78) (1) (a) (ii)
 - (i). Form XXI - Register of fines (Rule 78) (1) (a) (ii)
 - (j). Form XXII - Register of advance (Rule 78) (1) (a) (ii)
 - (k). Form XXIII - Register of overtime (Rule 78) (1) (a) (iii)
 - (l). Form XXIV - Return to be sent by the contractor to licensing officer (Rule 82)
- 5.7 Contractor shall fully comply provisions of various applicable labour laws and all other enactments as applicable for such contracts.

6. 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.

7. Discipline

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

- 7.2. The contractor shall not employ any person who has not completed his 18 years of age and person who has attained 60 years of age.
- 7.3. 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. 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. INDEMNITY BOND/COMPLIANCE OF LEGAL PROVISION

- 9.1. BHEL Jhansi shall not be liable for any compensation whatsoever in the case of accident / injury to the person employed by the contractor coming in the premises of BHEL Jhansi. Contractor shall pay all claims / compensation / damages / penalty / fine or any amount payable to the individual / authorities payable due to accident / injury to the person employed by the Contractor.
- 9.2. That BHEL-Jhansi will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against BHEL-Jhansi. If any such claim is made against BHEL-Jhansi by any worker or his heirs engaged/employed by the contractor, which BHEL-Jhansi is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the contractor working at BHEL- Jhansi premises or otherwise, the contractor will be liable to indemnify/reimburse BHEL-Jhansi all the money paid in addition to the expenses incurred by him. The contractor must indemnify and keep indemnified BHEL- Jhansi against all losses and claims for injuries or damage to any person or property whatsoever which may arise of or in course of the operation of the contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.]
- 9.3. The Contractor has to make an agreement with BHEL in the format prescribed only on ` 100/- Non-Judicial Stamp Paper.

10. 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 Labor (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 Labor and Industrial Laws and such other acts and Statutes (including Factories Act, Payment of

Bonus Act, minimum wages Act, etc.). Depositing of ESI, PF contribution as may be applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.

- 10.2. The work shall be supervised by the contractor or through the authorized representatives on day to day basis.
- 10.3. The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representatives' negligence or otherwise during execution of work.
- 10.4. In the event of contractor abandoning the work or BHEL revoking the contract BHEL shall have a right to get incomplete work completed at contractor's risk and cost. BHEL shall have a right to terminate the contract at any time without assigning any reason thereof.
- 10.5. Security deposit will be released on submission of following certificates from departments mentioned as under:-
 - (a). Completion of work and certification of payment of minimum wages to contract labors from contracting department.
 - (b). Certificate of compliance of labor laws from HR department.
 - (c). Certificate of payment of Bonus by Contracting and HR 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.
 - (e). 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.
- 10.6 The Contractor shall give experience certificate "for the work specified in Annexure-B only" without any extra cost to his employees working in this contract.
11. 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.

Accept / Reject any or all tender fully or partly without valid reasons.

11.1. CONFIDENTIALITY

The parties agree & acknowledge that in the course of their discussions and interaction, BHEL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the contractor. Such information shall be considered as confidential. The contract agrees to keep it confidential & secret at all times and not directly or

indirectly disclose to any party other than its employees and authorized personnel's strictly on a need know basis, without the prior written permission of BHEL.

11.2. **A) TERMINATION**

BHEL reserves the right to Terminate contract awarded for any contravention of statutory provision or any other reasons without assigning any explanation or notice to the contractor.

B) **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.

11.3. **JURISDICTION**

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

11.4. **ARBITRATION**

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with Arbitration and conciliation Act, 1996 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.

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.

12. 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.

(ठेकेदार के कर्मचारियों/आपूर्तिकर्ताओं/कोरियर सेवा कर्मों आदि के उपयोग हेतु)

1. ठेकेदार का नाम
2. कार्य का स्वरूप
3. कार्य आदेश सं./दिनांक
4. कार्य आदेश अवधि
5. कार्य स्थल (विभाग)
6. गेट का नाम जिससे प्रवेश/वर्हिगन होगा
7. 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.....

संविदा श्रमिक का
हस्ताक्षर युक्त फोटो
(ठेकेदार द्वारा सत्यापित)

शैक्षिक योग्यता.....
 भविष्य निधि खाता संख्या.....कर्मचारी रा बी निगम खाता सं.....

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

कारखाना प्रबन्धक/शॉप प्रभारी के हस्ताक्षर
(दिनांक एवं मोहर सहित)

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

आवंटित गेट पास सं०..... दिनांक..... हस्ताक्षर आवंटनकर्ता.....

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

के० औ० 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 के पश्चात 25 तारीख को के० औ० सु० ब० द्वारा नवीकृत किया जायेगा।

हस्ताक्षर उप कमान्डेन्ट के० औ० सु० ब० इकाई
बी० एच० ई० एल० झाँसी (उ० प्र०)

I/We agree with the above
Signature of Contractor with Seal

Executive Incharge

ANNEXURE-II

FORM XIV

(See Rule 76)
Employment Card

Name and address of Contractor :

Nature of work and location of work :

Name and address of Establishment
in/under which contract is carried on :

Name and address of Principal
Employer :

1. Name of the workmen :

2. Serial No. in the register of workmen
employed :

3. Nature of employment/designation :

4. Wage rate with particulars of unit,
in case of piece-work. :

5. Wage period :

6. Tenure of employment :

Remarks. :

Signature of contractor.

ANNEXURE - III

FORM XIII

[See Rule 75]

Register of workmen employed by contractor

Name and address of contractor :

Name and location of work :

Name and address of Establishment in/under which contract is carried on :

Name and address of Principal Employer :

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

TRE

ANNEXURE-IV

STATEMENT OF THE CONTRACTOR FOR THE MONTH OF _____ 20____

WORK ORDER NO-----
CONTRACTING DEPARTMENT-----
CONTRACTOR NAME-----

S.NO	NAME OF WORKER	CAT.	NORMAL DAYS	OT DAYS	GROSS WAGES	EMPLOYEES CONTRIBUTION DEDUCTION		OTHER DEDUCTION	TOTAL RECOVERY	NET PAYABLE	EMPLOYER'S CONTRIBUTION	
						PF 12%	ESI 1.75%				PF 13.61%	ESI 4.75%
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
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25.												
26.												
27.												
28.												
29.												
30.												
31.												

SIGNATURE OF THE CONTRACTOR

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 MEASURE-MENT (Nos./ Kgs./Mtr./ words etc.	QUANTUM OF WORK ANNUAL
	A	B	D
1	Drawing Generation		
1.a	Assistance in Editing of Drawing	No. of A4 equivalent drawing	120000
2	TYPING		
2.a	Test Certificates	Pages	12000
2.b	Operation Manual Data	Pages	1800
3	DATA PUNCHING & CHECKING		
3.a	Indent	No	12000
3.b	DCA	No	4200
4	Printing		
4.a	Scanning of drawings	No	12000
4.b	Managing drawings from Master vault	No	120000
5	FILLING		
5.a	Filling work	no. of papers filed	6000

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

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

Executive Incharge

Annexure 'I'

Tender Documents

TENDER ENQUIRY NO: -----

DATE: -----

PROFORMA FOR SUBMITTING TECHNICAL BID FOR -----

1. Name of the firm : _____ (Essential)
2. Name of the Proprietor : _____ (Essential)
3. Address and Contact Numbers : _____ (Essential)
4. Registration Number : _____ (Essential)
- Copy of the Certificate : Enclosed / Not Enclosed
5. Labour Licence Number : _____ (Desirable)
- Copy of the Licence : Enclosed / Not Enclosed
6. PF Code Number : _____ (Desirable)
- Copy of the Certificate : Enclosed / Not Enclosed
7. ESI Code Number : _____ (Essential)
- Copy of the Certificate : Enclosed / Not Enclosed
8. (1) PAN/TAN Number : _____ (Essential)
- (2) Income Tax return last 3 yrs. Enclosed / Not Enclosed (Essential)
9. Service Tax Number (PAN Based) : _____ (Essential)
10. VAT/TIN Number : _____ (Essential)
- (To be submitted only in case Enclosed / Not Enclosed
where material transaction is
involved)
11. Experience Certificate : Enclosed / Not Enclosed (Essential)
12. No. of Workers including Supervisors : _____ (Essential)
on the rolls of the firm

13. Earnest Money Deposit :Rs. _____ (Essential)
a) D.D. Number & Date : _____ Date _____
b) Drawn on (Bank) : _____
14. Any other relevant information : _____
15. Tender Cost :Rs. _____ (Essential)
D.D.No. : _____
16. Validity of offer : 90 days from the date of tender
Opening. (Essential)
17. Blank Price bid format : Enclosed/NotEnclosed (Essential)
18. Acceptance of RA : Accepted/Not accepted
Non acceptance of Reverse Auction (RA) may result in Non-consideration of your bid, in case BHEL besides to go for RA.

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

**Signature with Name
& Office Seal**

Date:

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

Annexure "J"(a)

PRICE BID

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

Sl.No	JOB/ACTIVITY	UNIT OF MEASURE- MENT (Nos./ Kgs./Mtr./ words etc.	QUANTUM OF WORK ANNUAL	RATE QUOTED/UNIT	TOTAL VALUE (E=C*D)
	A	B	C	D	E
1	Drawing Generation				
1.a	Assistance in Editing of Drawing	No. of A4 equivalent drawing	120000		
2	TYPING				
2.a	Test Certificates	Pages	12000		
2.b	Operation Manual Data	Pages	1800		
3	DATA PUNCHING & CHECKING				
3.a	Indent	No	12000		
3.b	DCA	No	4200		
4	Printing				
4.a	Scanning of drawings	No	12000		
4.b	Managing drawings from Master vault	No	120000		
5	FILLING				
5.a	Filling work	no. of papers filed	6000		
6.0			Total (Sl no 1 to 5)		

- Service Tax will be paid extra.

Signature & Name of contractor

Annexure “J”(b)

BASIS OF OFFER

			(usw)	(ssw)
1	Technological Man Hours required		9870	4960
2	Technological Man Days required (Figure of Sl no.1 divided by 8)		1234	620
3(i)	Minimum wage/day of Appropriate Government	Rs.	284.58	312.93
3(ii)	Additional Amount /day	Rs.	76.92	88.46
4	Total of wages per day(Sl.no.3(i) +3(ii))	Rs.	361.5	401.39
5	Total wages (Sl no.2*4)	Rs.	446091	248861.8
6	Provision for extra wages @ 5% of Sl. No. 5	Rs.	22304.55	12443.09
7	Contingency @ 6% of Sl.No.5 due to revision of DA Rates and increase in minimum wages accordingly.	Rs.	26765.46	14931.71
8	Contingency @ 6% of Sl.No.6 due to revision of DA Rates and increase in minimum wages accordingly.	Rs.	1338.27	746.59
9	Total contingency (sl.no.7+8)	Rs.	28103.73	15678.29
10	PF/EDLI/Pension Employer's contribution @ 13.36% on sl no.5 + 7 or coverage of maximum Rs.15000/- p.m.	Rs.	63173.62	35242.81
11	ESI Employer's Contribution @ 4.75% (Calculated on Amount.of sl.no. 5,6 & 9)	Rs.	23583.72	13156.70
12	Provision for uniforms,uniforms stiching charges, shoes, Helmet @ of Rs.925/- (sl no.2 /310 x Rs.925/-)*	Rs.	3682.10	1850.00
13	Provision of Personal Accident insurance (24x7) @ Rs.500/- (Sl no.2/310 x Rs.500/-)	Rs.	1990.32	1000.00
14	Contingency @ 20% of Sl.no.13	Rs.	398.06	200.00
15	Total (Sl.no.5+6+9+10+11+12+13+14)	Rs.	589327.11	328432.70
16	Contractors Commission for fulfilment of work described above and to meet incidental charges including supervision, financing cost, stamp duty charges, wages for leave period as per UP Factories Rules,etc. (% of total of sl.no.15)	Rs.		
17	Statutory minimum Bonus @ 3500/- (i.e.(3500*Total Mandays at Sl. No.2/310) for one year	Rs.	13932.26	7000.00
18	Total of sl.no (15+16+17)	Rs.		
19	Total Value of the Contract payable to the bidder/Price Bid (Sl. no. 7 of Ann. J(a)) excluding Service Tax and including Statutory bonus amount) i.e. Grand Total of Sl. no. 18 above (USW+ SSW)			
20	Service Tax of @ of 14.5% of Sl. No. 18	Rs.		
21	Total value of contract (19+20)	Rs.		

Note: The total amount at sl. No. 19 above (Annexure"J"(b)) must match the total amount at sl. no. 6 of (Annexure "J"(a)) in line with point no. 3 of conditions for price bid Annexure 'J'.

Signature & Name of contractor

NOTE (A) CONDITIONS FOR PRICE BID ANNEXURE "J"

1. TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THE "BIDS" ARE LIABLE TO BE REJECTED.
2. ALL THE BLANK SPACES IN PRICE BID (ANNEXURE J (a)) AT SL.NO. D & E SL.NO.17, 19,20, 21 OF THE BASIS OF OFFER (ANNEXURE J (b)) OF THE PRICE BID FORMAT 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. THE TOTAL VALUE OF PRICE BID THAT IS THE TOTAL OF COLUMN E OF PRICE BID (ANNEXURE J (a)) SHOULD MATCH/TALLY WITH FIGURE AT SL.NO. 19 OF THE BASIS OF OFFER (ANNEXURE J (b)) OF THE PRICE BID. IF THESE TWO VALUES ARE DIFFERENT THEN THE OFFER MAY BE BY-PASSED.
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.

NOTE : (B) GUIDELINES FOR DEALING WITH "DISCREPANCY IN WORDS & FIGURES – QUOTED IN PRICE BID".

IN CASE OF NON-CONFORMITIES/ERRORS/DISCREPANCIES ARE OBSERVED BETWEEN THE QUOTED PRICES IN FIGURES AND THAT IN WORDS, FOLLOWING GUIDELINES ARE TO BE FOLLOWED:-

(a) IN THE PRICE STRUCTURE QUOTED FOR SERVICE CONTRACT, IF THERE IS DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE (WHICH IS OBTAINED BY MULTIPLYING THE UNIT PRICE BY THE QUANTITY), THE UNIT PRICE SHALL PREVAIL AND THE TOTAL PRICE CORRECTED ACCORDINGLY, UNLESS IN THE OPINION OF THE TENDERER THERE IS AN OBVIOUS MISPLACEMENT OF THE DECIMAL POINT IN THE UNIT PRICE, IN WHICH CASE THE TOTAL PRICE AS QUOTED SHALL BE GOVERN AND THE UNIT PRICE CORRECTED ACCORDINGLY.

(b) IF THERE IS AN ERROR IN A TOTAL CORRESPONDING TO THE ADDITION OR SUBTRACTION OF SUBTOTALS, THE SUBTOTALS SHALL PREVAIL AND THE TOTAL SHALL BE CORRECTED; AND

(c) IF THERE IS A DISCREPANCY BETWEEN WORDS AND FIGURES, THE AMOUNT IN WORDS SHALL PREVAIL, UNLESS THE AMOUNT EXPRESSED IN WORDS IS RELATED TO AN ARITHMETIC ERROR, IN WHICH CASE THE AMOUNT IN FIGURES SHALL PREVAIL SUBJECT OF (a) AND (b) ABOVE.

(d) IF THERE IS SUCH DESCRIPANCY IN AN OFFER, THE SAME SHALL BE CONVEYED TO THE BIDDER WITH TARGET DATE UPTO 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.

IN CASE MORE THAN ONE CONTRACTOR QUOTED THE L 1 (LOWEST AND TECHNICALLY ACCEPTED) RATES, THE WORK MAY BE AWARDED THROUGH DRAW OF LOTS.

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

Date: _____

Signature & Name of contractor with Seal

Executive Incharge

Annexure – K

Terms & Conditions of Reverse Auction

Against this enquiry for the subject item/system with detailed scope of supply as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE” i.e. ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (NO ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit online sealed bid’ in the Reverse Auction. Non-submission of ‘online sealed bid’ by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at “Total Cost to BHEL” like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction Procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL’s standard practice.
12. Bidders shall be required to read the “Terms and Conditions” section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the ‘Business Rules of Reverse Auction’, which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder (s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

Signature of contractor

Signature Executive Incharge