



**Bharat Heavy Electricals Limited, Jhansi**

**Department: TRM**

**Tender Enquiry No.: TRMTE605, Dated: 28/07/2016**

**TD: 2016-17, Rev-00**



**TENDER DOCUMENT**

**For Works Contract for**

**Tender Enquiry No.: TRMTE605, Dated: 28/07/2016**

**For**

**“ASSISTANCE IN LAMINATION STACKING, SPLIT CORE & RING CORE  
WINDING”**

Contact Person:

Name: Madhur Awasthi

Designation: Engr. /TRM

Email: madhurawasthi@bheljhs.co.in

Phone: 0510-2412375

Mob: 8765956542

Web: www.bhel.com, www.bheljhs.co.in

**Tender Due Date: 23/08/2016 at 1315 Hrs**

**Tender Opening Date: 23/08/2016 at 1400 Hrs**

**Department: TRM**

**BHEL, PO: BHEL, Jhansi 284120 (UP)**

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

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## DETAILS OF TENDER DOCUMENT

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**Nature of work:** ASSISTANCE IN LAMINATION STACKING, SPLIT CORE & RING CORE WINDING.

1. BHEL JHANSI is in the process of finalizing the works contract for ASSISTANCE IN LAMINATION STACKING, SPLIT CORE & RING CORE WINDING.
2. The tender document has been detailed as follows:
  - a) Notice Inviting Tender (Annexure A)
  - b) Work Specifications (Annexure B)
  - c) Qualifying Requirements (Annexure C)
  - d) Instruction to Bidders (Annexure D)
  - e) Tender Evaluation Criteria (Annexure E)
  - f) Contractor's obligations (Annexure F)
  - g) Other General Terms and Conditions (Annexure G)
  - h) Criteria for measurement of work (Annexure H)
  - i) Technical Bid Application (Annexure I)
  - j) Price Bid (Annexure J)
  - k) Health, Safety & Environment (Annexure K)
  - l) Perform for part completion of works (Annexure L)
  - m) Rules for rounding off numbers (Annexure M)
  - n) Guidelines for dealing with discrepancy in words and numbers in price bid (Annexure V)

The duly filled in Technical and price/ Rate bids (Annexure I and J, separately) along with the instructions to bidders, Contractor's Obligations, General Terms and Conditions with the signature of the bidder on the pages and complete in all respects super scribed as "Quotation for Tender No. TRMTE605, Dated 28/07/2016" should reach us in a sealed cover on or before 23/08/2016 (1315 Hrs) through Registered/Speed post or the same may be dropped in the tender box available at the address:

To,

**Tender Box**

**CISF Control Room / Office**

**Administrative Building**

**Bharat Heavy Electricals Limited**

**Jhansi-284120(UP)**

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

2) TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES, IN CASE THE BIDS FOUNDS IN ONE SINGLE ENVELOPE THEN THE "BIDS" ARE LIABLE TO BE REJECTED.

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## Tender Documents

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### Contents

Sl. No.	Description	ANNEXURE NO	No. of pages
01.	Notice Inviting Tender	A	01
02.	Work Specification/ scope of Work	B	02
03.	Qualifying Requirements	C	02
04.	Instructions to Bidders	D	02
05.	Tender Evaluation Criteria	E	01
06.	Contractors obligations	F	03
07.	Other General Terms& Conditions	G	15
08.	Criteria for measurement of work	H	01
09.	Technical Bid	I	02
10.	Price Bid	J	01
11.	Health, Safety & Environment	K	05
12.	Performa for part completion of works	L	01
13.	Rounding off numbers	M	01
14.	Guide lines for dealing with discrepancy in words and numbers in price bid	V	01

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Annexure A

## NOTICE INVITING TENDER

**Tender Enquiry No: TRMTE605, Dated: 28/07/2016**

1. **Scope of work:** ASSISTANCE IN LAMINATION STACKING SPLIT CORE & RING CORE WINDING.
2. **Tender Evaluation Criteria:** As per Annexure-E
3. Duration of the Contract: One year
4. Other specific requirements: As per Tender
5. Last date of receipt of the Tender: up to 1315 Hrs on 23/08/2016
6. Date of opening of Techno Commercial Bid : 1400 Hrs on 23/08/2016
7. Address for receipt/issue of Tender Documents: **Bharat Heavy Electricals Limited, Jhansi**
8. Earnest Money Deposit\*: Rs. 20,000/-
9. Cost of Tender Document: Rs. 200+VAT (as applicable, current rate 15%) = Total Rs.230 (In Words Rs. Two hundred thirty only)  
(In case the documents downloaded from website the cost may be paid by enclosing Demand Draft in favour of "BHEL, Jhansi" along with technical bid or cash may be deposited at BHEL Cash office and receipt be enclosed with Technical bid)
10. Validity of Offer: 120 days
11. Security Deposit : As per Annexure G

**\*Note:** EMD shall be paid in the form of Demand Draft/Banker's Cheque in favour of BHEL, Jhansi and copy of receipt to be enclosed with Technical bid

Or

One time EMD of Rs. 2 Lakhs can also be deposited in above form and copy of receipt may be enclosed along with tender form. In case of successful bidder EMD will be converted and adjusted against the security deposit on request of bidder, however, for conversion from EMD to Security Deposit, Stamp Duty will have to be paid as per relevant clause in these documents. In case of others the EMD shall be returned normally within 15 days of acceptance of award of work by the successful bidder).

**Note: 1) THE BIDDERS MAY PHYSICALLY VISIT THE WORK PLACE BEFORE QUOTING THEIR RATES.**

2) FOR RELEVANT DETAILS PLEASE VISIT OUR WEBSITE, [www.bhel.com](http://www.bhel.com) & [www.bheljhs.co.in](http://www.bheljhs.co.in)

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Annexure B

## Tender Documents

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### WORK SPECIFICATION

1) Scope of work of the contractor shall be as following-

The contractor shall be responsible for specified work.

### DETAILS OF WORK

SL. NO.	SCOPE OF WORK	UNIT	QUANTUM OF WORK
1.	Assistance in stacking of CGRO Lamination and applying anti rust compound	Ton	5000
2.	Assistance in Ring/Split Core Winding	Kg	62000

- The required documents/ drawing can be seen at our works.
- Contractor will collect all required material, drawings and information's from BHEL store/ shop/ office. Required space, tools, tackles, and facilities like material handling equipment's fixture and crane will be provided by BHEL subject to its availability in normal working conditions. Consumables like resin glass tape, cotton waste, etc. will be issued by BHEL as available, and these will be collected by contractor. Contractor will check for any defect in material and get it rectified/ replaced before starting work.
- All the material, electricity, compressed air, consumable and tools available with BHEL shall be provided by BHEL free of cost.
- EOT crane shall be provided by BHEL free of cost, however the assistance in operation of the same i.e. crane operator and slinger, shall be the responsibility of contractor. However in contingency in order to meet the job requirement, any additional resources if required shall be arrange by the contractor at their cost.
- Inspection/clearance of the activity by BHEL QC shall be the contractor's responsibility. Inspection of various stages shall be done by BHEL QC, however proper records of all the activities/inspection stages shall be maintained by the contractor and the same should be made available, as and when required by BHEL.
- The house keeping of the work area shall be the contactors' responsibility. Maintaining work discipline also is in their scope.

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- g) Contractor is advised to visit the work place to know the work content before submission of quotation.
- 2) **Period of contract-** The contract shall be for the period of 1year from date of award.
- 3) **Repeat Order –** There may be provision of repeat order for a period of further one year provided that both BHEL and the contractor are mutually agreed. The repeat order shall strictly be on the same rates, terms and conditions of the original contract.
- 4) **LD Clause-** In case of delay in completion of allotted work, penalty of 0.5% per week or a part there of limited to maximum of 10% for the delayed work shall be levied.
- 5) **Duration of contract-** Based on the time to time performance of the contractor, if the same is under par than that required by BHEL, then BHEL will have the right to terminate the contract after giving due information of the same to the contractor at least 2 weeks in advance.
- 6) - For all technical operation only suitable skilled workers to be engaged.  
-Supervisor in each shift must be deployed with suitable qualification.

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Annexure C

## Tender Documents

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### QUALIFYING REQUIREMENTS

- 1) Should have PAN/TAN number. Copy of PAN/TAN to be submitted.
- 2) Should have Services Tax number (PAN based). Copy of Certificate issued by Excise Dept. to be submitted.
- 3) Should have Valid Sales Tax Registration No. if material is supplied/consumed. Certificate issued by sales Tax Dept to be enclosed.
- 4) Self declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL as per Annexure "....."
- 5) Self Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude as per Annexure "....."
- 6) Should have independent ESI Code number.  
Blank Price Bid as per annexure "J"
- 7) **Average Financial Turnover:** Average Annual financial turnover from during the last 3 years, ending 31<sup>st</sup> March 2016 should be at least Rs. 1.95 lakhs (year). Duly audited Financial Statement/ Balance sheet/ **Certificate from CA to be submitted as a supporting document.**
- 8) If all balance sheets are not available for all three years than the average shall be calculated by dividing the sum of turnover of submitted balance sheets by three.
- 9) **Experience** of having successfully completed similar works (any services/ works contract/ work on labour basis) during the last 7 years ending (31st July 2016) should be either of the following:-
  - a) Three similar completed works each costing not less than the amount equal to Rs. 2.60 Lakhs. Or,
  - b) Two similar completed works each costing not less than the amount equal to Rs. 3.25 Lakhs. Or,
  - c) One similar completed works, each costs not less than the amount equal to Rs. 5.20 Lakhs.
- 10) **Documentary proof (Execution Certificate)** for the experience to be submitted along with Technical Bid. In case of experience in Private Sector relevant TDS Certificate must be attached as evidence.

**Note:** In case of work experience in govt./PSU sectors partial completion of the contract can also be considered in respect of 9 (a,b,c) of above. It is clarified that partial completion means that work equivalent to 75% of contract value should have necessarily been completed as on 31<sup>st</sup> March 2016. For partial completion experience in the relevant certificate issued by concerned govt./PSU authority must be submitted as per enclosed Performa (Annexure-L). Documentary proof as per works contract guidelines to be attached.

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- 11) Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with techno commercial Bid at Annexure I.
- 12) The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows:
  - (i) **Partnership Firm:** Partnership Deed registered at the office of Register 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:** Under taking on oath (Rs. 100 stamp paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely(\_\_\_\_\_)

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Annexure D

## Tender Documents

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### INSTRUCTIONS TO BIDDERS

(For Two Part Bid System)

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

- 1) The tender is to be submitted in two parts viz. a) Techno-Commercial bid, and b) price/ rate bid.
  - a) Techno-Commercial bid- The Technical Bid Application (Annexure – I ) and its enclosures (along with the Contractor's Obligations, General Terms & conditions and copies of qualifying requirements) must be submitted in one sealed envelope superscripted with **"Tender for ASSISTANCE IN LAMINATION STACKING, SPLIT CORE & RING CORE WINDING TECHNO-COMMERCIAL BID"**. EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed.
  - b) **Price Bid**- The second envelope duly sealed should contain the price bid (Annexure-J) only super scribed as **"ASSISTANCE IN LAMINATION STACKING, SPLIT CORE & RING CORE WINDING PRICE BID"**. Any other enclosures, which the bidder wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format is liable to be rejected/bypassed.
- 2) Both the technical bid and price bid sealed envelopes must be again enclosed in a single envelope duly sealed and superscripted as **"TENDER FOR TENDER NO. TRMTE605 DUE DATE OF OPENING 23/08/2016"**. 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 bidder. It shall be the responsibility of bidder that he bid is dropped in tender box before the due date and time. BEHL shall not take any responsibility if the bid is nor dropped in the tender box before due time and date.
- 3) All bidders can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the bidders place by authorized official, price bids of only those bidder who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose Technical bid has been accepted, in advance for witnessing the Price Bid opening.

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- 4) All entries in the tender document should be in one ink. Corrections, over writing, cutting, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the bidders before submission.
- 5) Price quoted in Price Bid shall be inclusive of all taxes & duties, all statutory requirements/liabilities like PF/ESI/Bonus/Min, wages etc. However service Tax shall be payable extra as applicable. The price/rate should be quoted in figures as well as in words. In case of discrepancy in figures and/ or the decision shall be as per guide lines issued by BHEL Corporation MM.
- 6) The rate quoted will be valid for the period of contract.
- 7) The contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutual agreement on same terms, conditions and rates.
- 8) BHEL may go for Reverse Auction after Techno-Commercial evaluation instead of submitted related Price Bid. Bidder should confirm participation in Reverse Auction along with Techno-Commercial Bid.

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**Annexure E**

**Tender Documents**

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## **TENDER EVALUATION CRITERIA**

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

- 1. BHEL officials may visit the bidders' official & their client's place to evaluate the capability and assess the performance.**
- 2. Capacity of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, equipment in its possession, previous track record, experience in other organizations, etc.**
- 3. The contractor shall be awarded the work on overall L-1basis, if otherwise not specified in the tender document.**
- 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 "V".**
- 5. Price Bids will be opened or participation in Reverse auction will be allowed to only Techno-Commercially accepted bidders.**
- 6. IN case where bidders have submitted 'NIL' charges/amount over and above the minimum wages as per the standard document, the bid shall be termed unresponsive will not be considered (in terms of provisions of ministry of Finance, Dept of Expenditure No 29(1)/2014-PPD dated 29/1/2014)**

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Annexure F

## Tender Documents

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### CONTRACTOR'S OBLIGATIONS

#### A) Contractual

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

- 1) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- 2) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- 3) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract job without prior written permission.
  - 3.1) Aadhar card is mandatory for contract labors for making of their gate pass for entry in BHEL premises.
  - 3.2) Supervisors of contracting firms who sign on behalf of contractors must have power of Attorney to the same effect.
  - 3.3) Contractor are advised that contract labors must be employed without any discrimination on caste or creed basis.
- 4) **Age of workers:** The contractors shall not employ any person who has not completed his 18 year. Also age of worker deployed should not exceed 60 years.
- 5) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should process requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.
- 6) **Discipline:** The contractor shall be responsible for the discipline of his own employees deployed under the contract. In case of any loss to the BHEL Jhansi on employees deployed under the contract. In case of any loss to the BHEL Jhansi on account of indiscipline of employee then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 7) The contractor, on advice of authorized BHEL official, shall immediately remove any person employed by him, who may in the opinion of such authorized BHEL official is involved in misconduct. Such person shall not be re-employed by the contractor without prior permission.

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- 8) Contractor will keep watch on his employees and he will be liable for any pilferage/ loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him,
- 9) Contractor to ensure compliance of the instruction contained in safety guidelines issued by Safety Deptt (HSE) of BHEL-Jhansi. The contractor has to ensure that all precautions are taken for safety of his employees and equipment's.
- 10) **Record Keeping:** Contractor to maintain appropriate records of his employees deployed to carry out the job(s). Contractor shall maintain neatly written, complete and legible registers, records, reports and returns for inspection by various authorities at short notice.
- 11) **Uniform:** The contractor shall be responsible to provide to his workers uniform and safety gears such as shoes, helmet and PPE. The uniform should be dark blue trousers and light blue shirt for males and dark blue trousers/salwar and light blue kurta/kameez/top for female. The uniform should have logo of the contractor's firm/ company which shall be affixed by the contract labor on the left side of his pocket. The uniform shall be kept in neat, tidy and wearable condition.  
The stitching and logo charges should be borne by the contractor.  
Contractor shall ensure that the employees are in neat and tidy uniform and safety gear on duty.  
Penalty of 5% of monthly bill may be imposed if the workers are not found in prescribed uniform and safety gears.
- 12) **Bus Pass:** Contractor may apply for providing bus pass facility to his workmen. BHEL will consider such application 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.
- 13) 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.
- 14) Tools, tackles and material : Contractor shall provide to his employees all tools, tackles, material, equipments as specified inn contract and maintain the same to carry out the job under the contract at his risk and cost. BHEL shall not have any liability for these tools, tackles, equipments or material.

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## **B) Towards statutory liability**

1. As mentioned in the terms and conditions enclosed as Annexure 'G' of this contract.
2. Contractor shall indemnify BHEL against all claims by statutory authorities and losses under various Labor Law, statutes or any civil or criminal law in connection with employees deployed by him.
3. Contractor shall be responsible or making payment of wages before expiry of 7 days from the last day of wage period (wage period shall be from 1<sup>st</sup> day of the month to the last date of the month) and to ensure disbursement of wages in the presence of the authorities representative of contract operating division who shall record under his signature at the end of entries in the register of wages.
4. The change in the statutory liabilities as and when done by respective government/agency shall be applicable to the contract labors deployed under the contract.

## **C) Towards Finance**

Contractor to arrange his own finance for carrying out the job including supply of tools, tackles and equipment's, if required, to his employees, materials, payment of wages to his employees etc. Rates to be as per price bid.

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Annexure G

## Tender Documents

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

#### 1. SECURITY DEPOSIT

1.1. Depending on value of contract awarded the amount of Performance Security Deposit shall be as following:

UptoRs. 10 Lakhs	10%
Above Rs. 10 Lakhs & uptoRs. 50 Lakhs	Rs. 1.0 Lakhs + 7.5% of the amount exceeding Rs 10 Lakhs
Above Rs. 50 Lakhs	Rs. 4.0 Lakhs + 5% of the amount Exceeding Rs. 50 Lakhs.

1.2. The bidder shall submit the 'performance Security Deposit' within 30 days of awarding of contract/ issue of Letter of Intent as following:-

- a) Pay order, Demand Draft drawn in favor of M/s "Bharat Heavy Electricals Limited, Jhansi" valid for the period as aforesaid.
- b) Local Cheque of scheduled banks, subject to realization.
- c) Securities available from Post Officers such as NSC, KisanVikasPatras etc. (Certificates to be held in the name of bidder furnishing the security and duly pledged in favor of BHEL and discharged on the back)
- d) Bank Guarantee from scheduled Banks/public Financial Institutions as defined in Companies Act. The Bank Guarantee format should have the approval of BHEL.
- e) Fixed Deposit Receipt (FDR) issued by scheduled Banks/Public Financial institutions as defined in company's Act. The FDR should be in the name of bidder; A/C BHEL JHANSI duly discharged on the back.
- f) The PSD can also be recovered at the rate of 10% from running bills. However in such cases at least 50% of the PSD should be deposited before the start of work and balance 50% may be recovered from running bills.
- g) All deposits in the form of bank instruments shall be caused to be submitted preferably through the issuing bank only and deposited with the Finance Deptt. Of BHEL under receipt in duplicate with copy of receipt submitted to department.
- h) The performance Security Deposit shall not carry any interest.

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

Sl	Performance Security Deposit	Stamp Duty Applicable
1.	Pay Order, Demand Draft, Local Cheque of scheduled banks	Rs 125/- per Rs. 1000
2.	Securities available from Post offices such as NSC, KisanVikasPatras etc. and Fixed Deposit Receipt (FDR) issued by Scheduled Banks/Public Financial Institutions	Rs 70/- per Rs. 1000
3.	Bank Guarantee from scheduled Banks/public Financial Institutions	Rs.5/- Per Rs.1000 limited to Rs.10,000/-

## 3. LABOUR LICENCE AND OTHER REQUIREMENTS:-

### (a) Labor License

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

### (b) Personal Accident Insurance Policy

- I. Contractor shall buy Personal Accident Insurance (24x7) policy for all of his employees deployed under the contract before the start of work. No employee should enter the BHEL factory premises or working area without insurance cover as stated below.

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- II. The policy should cover the accidental death of workers for 24Hrs for all the seven days of week.
- III. The policy should be purchased from Govt. under taking company.
- IV. The coverage shall be of Rs.5 lakhs per individual. The sum assured (Rs.5lakhs) shall be come payable to the nominee/legal heir in the event of death due to accident of insured person.
- V. In the event of death of any contract worker deployed by the contract or without proper insurance cover the contractor shall be liable to pay Rs. 5lakhs to the nominee/legal heir of such deceased contract worker.

### **4. APPOINTMENT AND ENTRY IN FACTORY PREMISES:**

- 4.1 The contractor shall submit the following to HR, contracting department and CISF
  - a) The details of the worker proposed to be deployed.
  - b) Character certificate: Gate pass for entry inside the factory shall be issued in line with the requirement of CISF. Character Certificate should be made in line with CLSF guide line. Self-certificate copy of character certificate issued by District Magistrate's Office, minimum superintendent of police/Sub Divisional officer level of police officer of concerned area will be required during issue of permission to enter into the factory. Character certificate will be valid for three years.  
In special case where character certificate of above authorities are not available, Character certificate of concerned Police station/Reporting police Chauki along with Proof of remittance of fees for application for apply of character certificate at District Magistrate's office can be issued for a period of three months with confirm that he should submit the character certificate within 60 days falling which he will be discontinued.
  - c) Copy of employment card issued by contractor to his own worker-Annexure II
- 4.2 After submission of documents as in para 2.1 the contractor shall issue photo identity card to the employee and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the employee to enter the factory premises initially for a period of one month.
- 4.3 The photo identity card shall have to be revalidated every month on last working day of the month or any other date fixed to do so. In absence of such revalidation, duly forwarded by HR department, CISF shall not allow any employee to enter the premises of BHEL Jhansi.

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

## Department: TRM

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- 4.4 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**.
- 4.5 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 service before completion of the contract, the contractor shall ensure return 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.

## 5. ATTENDANCE AND PAYMENT OF WAGES

- I. Contractor should maintain attendance register by recording daily attendance duly signed by both contractor and contract worker in form 16 of muster roll.
- II. Statement of wages of labours deployed by him in form 17 under the service contract, PF/ESI no, statutory deduction etc. in the format as in Annexure IV annexed to these terms and conditions to be maintained (From XVII of contract labour (R&A) Rules)
- III. The contractor shall pay minimum wages as application of the appropriate government and in addition to minimum wages Rs. 123.08 per day shall also be paid to the contract workers. This additional amount will also attract all statutory deduction and payments.
- IV. The contractor shall issue pay slip to his workers, for the month deployed for understanding activities under the contract, at least a day prior to disbursement of wages.
- V. The contractor shall make payment to his own employees/Before the expiry of the 7<sup>th</sup> 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 smooth disbursement of wages. The payment of wages to the employees shall not be subject to payment against the bills by BHEL.
- VI. The contractor shall remit the Cheque favoring RPFC and ESI Kanpur with the appropriate banks with such period as stipulated under relevant provisions. Last date for remittance of PF is 15<sup>th</sup> and that in case of ESI is 21<sup>st</sup> of each month.

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- VII. 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.
- VIII. In cases where the payment to the contractor is due only after completion of work and the payment is not made monthly then the contractor shall have to produce documents as enumerated in respect of all workers deployed by him against the contract, for each month separately, along with final bills.

### **6. Payment of bills**

The payment of bills shall be done as per contract on completion of work/stage and duly certified by agency as defined in contract.

The contractor's bills should be accompanied with the following.

- a) Copy of Measurement Book entries/Statement of work done by the Contractor.
- b) Statement of Minimum Wages of employees deployed by him under the contract, PF/ESI no., statutory deductions etc., in the format as in Annexure IV annexed to these terms and conditions. (Form XVII of Contract Labour (R&A) Rules).
- c) PF and ESI challans for previous month- separate for concerned contract. Print of online challan along with ECR/Contribution History of contributing contract workers for PF/ESI duly certified by the contractor.
- d) Wage payment sheet for the bill period as per annexure IV.
- e) Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.
- f) Copy of Form 12A-regarding PF remittance.
- g) List of CL covered under accident insurance policy.
- h) Statement of material supplied by the contractor if any.
- i) Copy of Labour License if increase in no. of employees deployed against Work Order if applicable.
- j) Copy of Challan of previous service tax paid.
- k) Proof of Personal Accident Insurance Policy along with bill.

The executing department shall pass the bills of the contractor, after thorough checking, along with requisite documents the bill in original and Service Tax Challan & documents as above forward them to Finance through HR department.

After checking the Labour Laws compliances with respect to the concerned contract, HR department after retaining copies of PF and ESI Challans and wage payment sheet pertaining

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to the relevant months, 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.

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

### 7. Provident Fund

- The contractor should get independent EPF code before deployment of his contract worker against work contract.
- 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.
- 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.
- After termination of contract the contractor shall provide due assistance to the employee for withdrawal of PF/pension amount, when due.
- 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.

#### 7.1 PF CONTRIBUTION:

Employee's Contribution	Employer's Contribution	
12% of normal Wages paid	PF Contribution	3.67%
As applicable by respective Govt/Agency. (Current statutory wage ceiling- Rs. 15000/- month on Employee's/Employers Contribution).	Insp/Admn Charges	0.85%
	(subject to minimum Rs. 500/- per challan)	
	Admn/ insp Charges	0.50%
	Pension Fund	8.33%
	EDLI Charges	0.01%
	(subject to minimum RS. 200/- per challan)	
	Total	13.36%

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

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### **8. Employees State Insurance**

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

#### **8.1 ESI CONTRIBUTION:-**

##### Employee's Contribution Employer Contribution

1.75% of gross wages

4.75% of gross wages

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

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

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

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

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## **9.0 Bonus**

The contractor shall be liable to pay statutory bonus under payment of Bonus Act, 1965 (with latest amendments/changes) and submit proof of disbursement along with received copy of Form-D to L.E.O Office.

## **10.0 LEAVE WITH WAGES TO THEIR EMPLOYEES:-**

- 10.1 Guide lines as per factories Act 1948 & U P factories Rules 1950 should be strictly observed with regard to crediting / availing of leave of absence. Register as prescribed under the said rules should be maintained by the contractor.
- 10.2 The contractor will give three paid National Holidays to his employees.

## **11.0 INDEMNITY BOND /COMPLIANCE OF LEGAL PROVISION/ INTIGRITY PACT**

- a. BHEL Jhansi shall not be liable for any compensation whatsoever in the case of accident / injury to the person employed by the contractor coming in the premises of BHEL Jhansi. Contractor shall pay all claims / compensation / damages / penalty / fine or any amount payable to the individual / authorities payable due to accident / injury to the person employed by the Contractor.
- b. That BHEL-Jhansi will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against BHEL-Jhansi. If any such claim is made against BHEL-Jhansi by any workers or his heirs engaged/employed by the contractor, which BHEL-Jhansi is obliged to discharge by virtue of any statue or any provision of law and rules due to mere fact of workers of the contractor will be liable to indemnify/reimburse BHEL-Jhansi all the money paid in addition to the expenses incurred by him. The contractor must indemnify and keep indemnified BHEL-Jhansi against all losses and claims for injuries or damage to any person or property whatsoever which may arise of or in course of the operation of the contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.
- c. The contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/- Non-Judicial Stamp paper.
- d. In case of contract estimate is equal to or more that Rs. 10 Crore Integrity Pact to be signed and submitted by the bidder along with the tender documents by the bidder.

We hereby accepted above (signature & seal of bidder)

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## **12.0 OTHER GENERAL TERMS AND CONDITIONS:-**

### **Legal compliance**

- a) The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc. as provided under the contract Labour (Regulation & abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate government from time to time. For non- 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.
- b) The work shall be supervised by the contractor or through the authorized representatives on day to day basis.
- c) 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.
- d) In the event of contractor abandoning the work of 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.
- e) Security deposit will be released on submission of following certificates from departments mentioned as under:-
  - I. Completion of work and certification of payment of minimum wages to employees from contracting department.
  - II. Certificate of work compliance of labour laws from contracting Deptt and verified by HR department.
  - III. Certificate of payment of Bonus by Contracting Deptt and verified by HR Department
  - IV. No dues certificate from contractor regarding Service Tax payment & any other dues liable to remitted by contractor under Financial Laws to Finance department.
  - V. In case of non-satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute decision of concerned Head of the Department will be final.

**13.0 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

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Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

## Department: TRM

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getting the work done from alternate source. However, in such case Contractor shall not be entitled for any gain.

### **14.0 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.

### **15.0 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.

### **16.0 TERMINATION**

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

### **17.0 SUSPENSION**

BHEL reserves the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of the suspension and the reasons therefore. The Contractor shall thereupon suspend performance of such obligations until ordered in writing to resume such performance by the same authority that ordered for suspension.

### **18.0 JURISDICTION**

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

### **19.0 ARBITRATION:-**

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with Arbitration and conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the unit (BHEL Jhansi).

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# **Bharat Heavy Electricals Limited, Jhansi**

## **Department: TRM**

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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.

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

Annexure-I

## गेट पास आवेदन प्रपत्र (ठेकेदार के संविदा श्रमिकों हेतु।)

1. ठेकेदार का नाम .....
2. कार्य का स्वरूप .....
3. कार्य आदेश सं./दिनांक .....
4. कार्य आदेश अवधि .....
5. कार्यस्थल (विभाग एवं कोड)
6. गेट का नाम जिस से प्रवेश/वर्हिगनहोगा .....
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.....जन्मतिथि/आयु.....  
 पिता का नाम.....पहचान चिन्ह.....  
 स्थाई पता.....वर्तमान पता.....

संविदा श्रमिक का  
हस्ताक्षर युक्त फोटो  
ठेकेदार द्वारा सत्यापित)

शैक्षिक योग्यता.....  
 तकनीकी 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)

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

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

### के० ओ० सु० ब० द्वाराभरने के लिए

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

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

पास संख्या.....जारी होने की तिथि से दिनांक.....तक ही वैध होगी तथा प्रत्येक माह/तीन दिन के पश्चात् 25 तारीख को के० ओ० सु० ब० बल द्वारा नवीनीकृत किया जायेगा।

हस्ताक्षर उप कमान्डेन्ट के० ओ० सु० ब० इकाई  
बी०एच०ई०एल०झॉसी (उ०प्र०)  
के० ओ० सु० ब० इकाई

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

**Annexure-II**

**FROM XIV**

**(See Rule 76)**

## **Employment Card**

Name and address of contractor : .....

Nature and work location of work : .....

Name and address of Establishment : .....

In/under which contract is carried on : .....

1. Name of workman : .....

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. : .....

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

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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 thumb impression of workman	Date of termination of employment	Reasons for termination	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

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

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

## Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

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ANNEXURE-IV

### FORM XVII

[See Rule 78(1) (a) (i)]

#### Register of Wages

Name and Address of Contractor

.....

Nature and location of works

.....

Name and address of Establishment in / under

Which contract is carried on .....

.....

Name and address of Principal

Employer .....

.....

Wage period: Monthly .....

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

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

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

SIGNATURE OF THE CONTRACTOR

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

(Executive Incharge)

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

Annexure H

## Tender Documents

Tender Enquiry No: TRMTE605, Dated: 28/07/2016

### MEASUREMENT OF WORK AND PAYMENT THERE OF

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

Sl. No	JOB/ACTIVITY	UNIT OF MEASUREMENT	QUANTUM OF WORK
1.	Assistance in stacking of CRGO Lamination and applying anti rust compound	Ton	
2.	Assistance in ring/ Split Core Winding	Kg	
	Total		

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

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

Annexure I

## Tender Documents

Tender Enquiry No: TRMTE605, Dated: 28/07/2016

### **PROFORMA FOR SUBMITTING TECHNICAL BID FOR ASSISTANCE IN LAMINATION STACKING, SPLIT CORE & RING CORE WINDING.**

#### **(a) Essential Documents Required**

1. Name of the firm : -----  
(Documents as per clause 12 of annexure C to be attached)
2. Name of the Proprietor/Partners: \_\_\_\_\_
3. Address and Contact Numbers : \_\_\_\_\_
4. ESI Code Number : \_\_\_\_\_  
Copy of the ESI Certificate Enclosed / Not Enclosed
5. PAN/TAN Number : \_\_\_\_\_
6. Service Tax Number(PAN Based): \_\_\_\_\_
7. VAT/TIN No. : \_\_\_\_\_  
Copy of certificate : Enclosed/ Not enclosed
8. Audited financial statement/CA Certificate as per Tender  
Enclosed / Not Enclosed
9. Experience Certificate : Enclosed / Not Enclosed  
(Along with necessary enclosures as per tender to be submitted)
10. No. of Workers including Supervisors  
on the rolls of the firm : \_\_\_\_\_
11. Earnest Money Deposit : Rs. 20000
  - a) D.D Number & Date : \_\_\_\_\_ Date \_\_\_\_\_
  - a) Drawn on (Bank) : \_\_\_\_\_
12. Any other relevant information : \_\_\_\_\_  
\_\_\_\_\_
13. Tender Cost : Rs.230  
D.D.No. /Receipt No : \_\_\_\_\_

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

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14. Validity of offer: \_\_\_\_\_

(At least 90 days from the date of tender Opening.)

15. Blank Price bid format : Enclosed / Not Enclosed

16. PF registration certificate (if exempted submit exemption proof)

PF registration code : \_\_\_\_\_

Attach Copy of the PF registration

17. ESI registration certificate: (if exempted submit exemption proof)

ESI registration code : \_\_\_\_\_

(Attach copy of ESI registration)

## **(B) Desirable:**

1. Income Tax return last 3 yrs.: Enclosed / Not Enclosed

2. Acceptance of Reverse Auction : Accepted/Not accepted

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

Signature with Name & Office Seal

Date:

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

.....

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

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

Annexure J

## Tender Documents

Tender Enquiry No: TRMTE605, Dated: 28/07/2016

### PRICE BID

a. Name of the firm: \_\_\_\_\_

Sl.No	JOB/ACTIVITY	UNIT OF MEASUREMENT	QUANTUM OF WORK	RATE QUOTED/ UNIT (RS.)	TOTAL VALUE (E=C*D) (RS)
	A	B	C	D	E
1.	Assistance in stacking of CRGO Lamination and applying anti rust	Ton	5000		
2.	Assistance in ring/ Split Core Winding	Kg	62000		
	<b>Total</b>				

- Service tax extra as applicable.

Signature of contractor

.....

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

Annexure K

## Tender Documents

Tender Enquiry No: TRMTE605, Dated: 28/07/2016

### BHEL TERMS & CONDITIONS

### HEALTH SAFETY & ENVIRONMENT

#### Contract Workers Management:

The following points are proposed for incorporation into BHEL Terms and Conditions" in Work Orders to be issued to Outside Agencies for carrying out work in BHEL-Jhansi, including Township Area:

1. There should be a chapter entitled "Safety and Environment Obligations" to be included in every set of Tender documents issued to outside agencies. The same should include in Work Order Award documents.
2. Rules to be observed, (while inside BHEL premises):
  - i. BHEL is a no-smoking zone. This rule shall be observed by all workmen at all times while inside BHEL.
  - ii. Workers shall not indulge in gambling or consumption of liquor while inside BHEL.
  - iii. No workmen shall enter BHEL in inebriated condition.
  - iv. Contractor shall not post any worker at a workplace without instructing him of all Safety requirements. Technical requirements and all rules of proper conduct in line with /factories Act and BHEL rules and regulations.

#### 3. Safety:

- i. No workmen shall be below the age of 18 years on the date of starting work in BHEL. Neither shall any contract worker be above 60 years of age during the entire period of contract.
- ii. For any skilled/ semi skilled work. Notarized copies of trade certificate such as ITI pass, Diploma or degree shall be furnished.
- iii. Electricians shall furnish their valid license from Chief Electrical Inspector, State Government or Equipment Certificate of experience as per JEE Rules.
- iv. For Crane operators, a minimum skill certificate of ITI pass shall be required. Experience certificate starting specific skill in crane operation such as EOT crane, mobile crane etc. as may be relevant names of enterprises where cranes have been operated in the past period (from and to date) shall be furnished at the time of quoting for the tender.

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

## Department: TRM

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- v. Contractor shall submit proof of crane operator having undergone training for operating the crane or that he is sufficiently/adequately skilled and/or Factories Act Rule 62(3) which states "No person under 18 years of age and no person who is no: sufficiently competent AND reliable shall be employed as driver (meaning; operator) of a lifting machine (meaning crane) whether driven by mechanical power (meaning: Fork lift truck, mobile crane) or otherwise (meaning: JIB crane, Mono-rail/Goliath/semi-goliath crane, EOT Crane, Hosit,Lift) or to give signals to driver( meaning: slinger).
- vi. For slinger employed by contractor, the minimum educational qualification shall be 10<sup>th</sup> pass.
- vii. List of all Personal Protective Equipment which shall be provided by contractor must be furnished at the time of quoting for tender. In the event where after award of work order. It is found that Contractor's workmen are working without the required PPEs. BHEL reserves the right to terminate the contract OR to provide the PPEs At the cost of contractor. The expenses so incurred shall be deducted from the running/final bills of the contractor.
- viii. At the time of starting work the contractor shall submit all PPEs through entries in BHEL material Gate for such items as Helmets. Safety shoes, face shield respirators, safety belts, dungarees, welding shields etc. as relevant and mandatory for adequate safety or personnel. For other consumable nature of PPEs also such as masks, ear-buds, muffs gloves inspection at workplace by BHEL personnel shall confirm whether workmen are provided the PPEs and are using the same.
- ix. For items which are relevant with safe performance at workplace on first day of commencement of work, the contractor shall get the signed endorsement from HOD concerned of the department where work is to be started that workmen have been issued the relevant PPEs by contractor and that the same are being used.
- x. The signed endorsement of this sheet shall be kept in record at the time of commencement of work.
- xi. Failing to furnish this endorsed copy will result in objection for processing the running / final bill whichever is put up first for clearing.

### **4. ENVIRONMENT:**

- i. For any Chemicals, Paints or oils etc. that the contractor may be required to be bring inside factory the empty drums containers etc. shall be taken out through material gate under intimation to HOD concerned of the department where work is carried out OR will be deposited at Scrap Management through concerned department against credit note.
- ii. No oil effluent or chemical etc shall be drained in the drains or water pools inside factory.

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

## Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

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### 5. HEALTH:

- i. Medical certificate of fitness of current date from local Registered doctor (MBBS) in respect of all workmen shall be furnished by contractor before starting work in BHEL.
- ii. For crane operation Medical certificate of fitness with special fitness of eye-sight & color-vision from Registered doctor (ophthalmology MBBS) shall be furnished before start of work and fresh medical certificate shall be thereafter produced every 12 months. For an operator of 45 years and above the same shall be furnished every 6 months of his working inside BHEL from Registered doctor (MBBS Ophthalmology).
- iii. If and when directed by BHEL all hired/ on- contract crane operator shall be got verified by the contractor from Safety Department before deployment at any shop floor and from time to time as required in accordance with directive of BHEL.
- iv. For such workmen as will be employed in Canteens the contractor shall furnish Medical certificate of fitness from registered doctor (MBBS) starting fitness in addition to general aspects free from any skin diseases. Infectious diseases or diseases like TB Asthma Leprosy ETC.
- v. As a general rule no person above age 60 years shall be employed for contract work. However if a specific skill set necessitates employing of a person above 60 years of age. The contractor shall specify this condition at the time of quoting for a tender And BHEL reserves the right to allow/permit such a person to work inside BHEL. The necessary condition for this shall be that the contractor shall furnish a certificate (of current date) of physical fitness from a registered Medical doctor mentioning the age of the person to be employed. However this may be allowed only as an exception due to skill- requirement and not as a general practice. The permission for such exception due to skill-requirement and not as a general practice. The permission for such exception may be granted after due consideration by an official not lower than AGM (HOD).
- vi. For all such work requiring working at heights (more than 2 meters) such as chimneys, rooftops, columns of blocks, pallets etc. special medical certificate of fitness from MBBS doctor shall be furnished showing the person is free from such medical conditions as vertigo epilepsy etc. Specific written permit shall be taken from the In-charge/HOD of that department not less than AGM for such work.
- vii. The contractor shall follow the Permit system for all dangerous operations as governed under Factories act and State Rules.

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

## Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

### **6. ROAD SAFETY:**

- i. All vehicles brought inside the factory by contractor shall have valid registration. The drivers or operations as the case may be shall have valid licenses the vehicles shall be Road worthy as applicable.
- ii. Operation of Battery operated trucks (BOT) and Fork-lift trucks inside factory shall be done only by workmen who hold valid licenses for light commercial vehicles.
- iii. Maintaining road safety rules inside factory at all times is the prime responsibility of contractor's workmen. Any violation of the same shall be deemed a punishable offence in accordance with road safety rules. Any damage to the property of BHEL by any act of carelessness on road/mishap shall be recoverable from the contractor.

### **7. GENERAL SAFETY ASPECTS:** All Contractor's workmen shall abide by the rules & regulations of BHEL with respect to Safety. Health and Environment while inside BHEL Jhansi factory.

1. BHEL's HSE policy shall be honored at all times.
2. PPEs shall be used as required at work place.
3. No unsafe act shall be indulged-in by the workmen.
4. Special written permission for working at heights shall be obtained by contractor.
5. Medical clearance as required for work shall be submitted before start of work.
6. While working at any machine tool area/dangerous operation BOTs cranes etc mobile phone usage is not allowed.
7. No loose clothing like shawls, mufflers, dupatta etc. should be worn near machine tools, Cloths shall be reasonably tight fitting and preclude any mishap occurrence.
8. Smoking & consumption of intoxicating substance is prohibited at all times inside factory.
9. No make-shift arrangements shall be made for any engineering shop-floor work.
10. Compressed air shall not be used for area or personal cleaning/de-dusting.
11. All stipulations of the Factories Act shall be honored and observed by contractor's workmen.

### **8.** The following requirements are specific to the Skills, Trades and Situations as per Factories act 1948. These have to be fulfilled by the contractor for allocating his worker(s) inside BHEL for any work awarded to him, for workers working at/on:

*(All Factories Act & UP Rules to be fulfilled by contractor for Age, Skill, Training and Instruction for any of the below mentioned equipment Machinery Process).*

- 8.1 Revolving Machinery
- 8.2 Pressure Vessels
- 8.3 Lifting devices
- 8.4 Power presses

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# **Bharat Heavy Electricals Limited, Jhansi**

**Department: TRM**

**Tender Enquiry No.: TRMTE605, Dated: 28/07/2016**

**TD: 2016-17, Rev-00**

- 8.5 Work at height
- 8.6 Any confined space
- 8.7 Electrical Equipment
- 8.8 In the vicinity of other hazardous process/machinery

## **To be signed by contractor**

(As proof of having read & agreed for compliance)

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

## Annexure L

### Certificate for part completion of works contract

(In case of experience in Govt/PSU only)

#### TO WHOM IT MAY CONCERN

It is certified that M/S..... has satisfactorily completed the work of..... for a value of Rs..... As on 30 JUNE 2016.

Which is ..... % of the work awarded on them vide work order no..... dated ..... for the value of Rs.....(work order copy enclosed)

Signature of employer

(Seal indicating Name, designation & company name)

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

Annexure M

## RULES FOR ROUNDING OFF NUMBERS

<p><b>CASE A:</b> In rounding off numbers, the last figure kept should be <b>unchanged</b> if the first figure dropped is <b>less than 5</b>.</p>	<p>For example, if only one decimal is to be kept, then 6.422 becomes 6.4.</p>
<p><b>CASE B:</b> In rounding off numbers, the last figure kept should be <b>increased by 1</b> if the first figure dropped is <b>greater than 5</b>.</p>	<p>For example, if only two decimals are to be kept, then 6.4872 becomes 6.49. Similarly, 6.997 becomes 7.00.</p>
<p><b>CASE C:</b> In rounding off numbers, if the first figure dropped is 5, and all the figures following the five are zero <i>or</i> if there are no figures after the 5, then the last figure kept should be <b>unchanged</b> if that last figure is <b>even</b>.</p>	<p>For example, if only one decimal is to be kept, then 6.6500 becomes 6.6. For example, if only two decimals are to be kept, then 7.485 becomes 7.48.</p>
<p><b>CASE D:</b> In rounding off numbers, if the first figure dropped is 5, and all the figures following the five are zero <i>or</i> if there are no figures after the 5, then the last figure kept should be <b>increased by 1</b> if that last figure is <b>odd</b>.</p>	<p>For example, if only two decimals are to be kept, then 6.755000 becomes 6.76. For example, if only two decimals are to be kept, 8.995 becomes 9.00.</p>
<p><b>CASE E:</b> In rounding off numbers, if the first figure dropped is 5, and there are any figures following the five that are <i>not</i> zero, then the last figure kept should be <b>increased by 1</b>.</p>	<p>For example, if only one decimal is to be kept, then 6.6501 becomes 6.7. For example, if only two decimals are to be kept, then 7.4852007 becomes 7.49.</p>

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

Department: TRM

Tender Enquiry No.: TRMTE605, Dated: 28/07/2016

TD: 2016-17, Rev-00

Annexure V



# Bharat Heavy Electricals Limited, Jhansi

Department:.....

Tender Enquiry No: ...../TE/...../.....

TD: 2016-17, Rev- 00

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

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

We hereby accepted above (signature & seal of bidder)

Seal & signature of BHEL contracting authority