



**BHARAT HEAVY ELECTRICALS LIMITED**

**(A Government of India Undertaking)**

**P.O. BHEL, Jhansi 284129**

Department: Works Engineering & Services

TENDER DOCUMENT FOR THE WORK OF

Assistance in the work of material Shifting/Handling and Drawing Preparation  
in BHEL, Jhansi. (Service Contract).

(Total Pages: 36 Nos.)

Tender Enquiry No. WEX/TE/4/06/, Dt. 15.07.14  
Due date of Tender opening (Only Technical): 05.08.14

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

  
AGM (WE&S)



**BHEL JHANSI**  
**Tender Documents**

**TENDER ENQUIRY NO: WEX/TE/4/06/**

**DATE: 15.07.14**

**DETAILS OF TENDER DOCUMENT**

**Nature of work:** Assistance in the work of material Shifting/Handling and Drawing Preparation in BHEL Jhansi.(Service Contract).

- 1.0 BHEL Jhansi is in the process of finalizing the Services Contract for Assistance in the work of material Shifting/Handling and Drawing Preparation in BHEL Jhansi.
- 2.0 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 Tenderer (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) Blank/un-coated price bid ( Annexure K)
  - l) Guidelines for dealing with discrepancy in words and numbers in price bid Integrity Pacts ( Annexure L)

The duly filled in Technical and Price / Rate bids (Annexure I and J, separately) along with the instructions to the tenders, Contractor's Obligations, General Terms and Conditions with the signature of the tender on all the pages and complete in all respects super scribed as "Quotation for Tender No. WEX/TE/4/06/,DATED 15.07.14" should reach us in a sealed cover on or before 05.08.14 (13.15 hours) through Registered / Speed post 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-284 129.

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

I/We agree with the above  
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**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.**

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**NOTICE INVITING TENDER**

**1.0 Scope of work:-** Assistance in the work of material Shifting/Handling and Drawing Preparation in BHEL Jhansi. (Service Contract).

- 2.0 Tender Evaluation Criteria : As per Annexure – E  
3.0 Duration of the Contract : One Year  
4.0 Other specific requirements : As per Tender  
5.0 Last date of receipt of the Tender : up to 13:15 hours on 05.08.14  
6.0 Date of opening of Techno. : 14:00 hours on 05.08.14

Commercial Bid

- 7.0 Address for receipt/issue of Tender : Bharat Heavy Electricals Limited  
Documents Jhansi  
8.0 Earnest Money Deposit : Rs.20,000/-

Payable in the form of Demand Draft/  
Banker's Cheque in favour of BHEL, Jhansi  
and copy of receipt may be enclosed along  
with tender form

OR

One time EMD of Rs. 2 Lacs 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).

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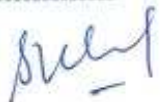
**DATE: 15.07.14**

- 9.0 Cost of Tender Document** : 200+ 14% VAT= Total Rs.228  
In Words: (Rs. Two Hundred twenty eight only)  
(Payable through a Separate Demand Draft in  
favour of "BHEL, Jhansi" along with technical bid,  
in case the documents downloaded from website)
- 10.0 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 :**

- 1.0 THE CONTRACTORS MAY PHYSICALLY VISIT THE WORK PLACE BEFORE  
QUOTING THEIR RATES.
- 2.0 FOR RELEVANT DETAILS PLEASE VISIT OUR WEBSITE "www.bhel.com" &  
"www.bheljhs.co.in"

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WORK SPECIFICATION

DETAILS OF WORK

| SL.NO. | JOB/ACTIVITY<br>(Assistance work in)                | MEASUREMENT<br>CRITERIA/UNITS | QUANTUM OF<br>WORK |
|--------|---|-------------------------------|--------------------|
| 1.0    | Shifting of material                                | Nos.                          | 27600              |
| 2.0    | Upkeep of items                                     | Nos.                          | 36000              |
| 3.0    | Preparation of drawings                             | Nos.                          | 125                |
| 4.0    | Issue & receive of material                         | Nos.                          | 16800              |
| 5.0    | Maintenance & record keeping of<br>Machines manuals | Nos.                          | 240                |
| 6.0    | Issue & received of Machines<br>Manuals             | Nos.                          | 72                 |
| 7.0    | Calibration of pyromatic<br>Instruments             | Nos.                          | 168                |
| 8.0    | Handling of UPS batteries                           | Nos.                          | 120                |
| 9.0    | Calibration of ovens                                | Nos.                          | 36                 |
| 10.0   | Arrangements for PA systems                         | Nos.                          | 36                 |
| 11.0   | Maintenance of Machines                             | Nos.                          | 120                |
| 12.0   | Misscelleneous typing work                          | Nos.                          | 12000              |
| 13.0   | Dispatch of daak                                    | Nos.                          | 1200               |
| 14.0   | Filling Work  | Nos.                          | 8261               |
| 15.0   | Daily cleaning of table/chair/PC                    | Nos.                          | 985                |

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TENDER ENQUIRY NO: WEX/TE/4/06/

DATE: 15.07.14

**Name Of work:** Assistance in the work of material Shifting/Handling and Drawing Preparation in BHEL Jhansi.(Service Contract).

**DETAIL OF WORK**

**1.0 SCOPE OF WORK:-**

The work mainly comprises of Preventive maintenance and general upkeep of:

**(a) SHIFTING OF MATERIAL**

Collection of material from main store, shifting of material from main store to WE&S stores. Handing over the material of WE&S store keeper.

**(b) UPKEEP OF ITEMS**

Upkeep of items in WE&S stores, maintaining of record, take out different reports of store from main frame.

**(c) PREPARATION OF DRAWING**

Preparation of drawings from worn-out parts of machine.

**(d) ISSUE AND RECEIVING OF MATERIAL**

Issuing the received the material to different maintenance center and services center under WE&S and revived the incoming material.

**(e) MAINTENANCE & RECORD KEEPING OF MACHINE MANUALS**

Upkeep record of machine manuals. Old damage files to be replaced with new one, to take arrangement for maintaining manuals.

**(f) ISSUE AND RECEIVED OF MACHINE MANUAL**

Issue of demanded machine manual to in charges of maintenance. Upkeep record of issue and received.

**(g) CALIBRATION OF PYROMATIC INSTRUMENTS.**

To take out refitting of equipments from shop floor plants. To carry the equipment to material test lab and taking back to maintenance center from lab.

**(h) HANDLING OF UPS BATTERIES**

Handling of UPS batteries to different area of factory, ADM Building and township. Checking of connection, tightening of connection, checking of voltage etc.

**(i) CALIBRATION OF OVENS**

Calibration of ovens Handling & carrying the equipments for verification of oven performance at site in shop floor.

**(j) ARRANGEMENT OF P.A SYSTEM**

To carry and handling of P.A system i.e mike, amplifiers, sound boxes from center to different area of factory, ADM Building and Township.

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**(k) MACHINE MAINTENANCE**

Cleaning of equipments/workplace. Collection and deposit of spares from both stores.

**(l) MISCELLANEOUS TYPING WORK.**

Typing of letters to suppliers, make data for technical record.

**(m) DISPATCH OF DAAK**

To carry and distribute the daak to different departments & sections.

**(n) FILING WORK**

To file all correspondences and data records.

**(o) DAILY/ CLEANING OF TABLES/ CHAIRS AND P.C**

Daily cleaning/ of tables/ chairs and PC.

**2.0 SCOPE OF CONTRACT WORK FACILITY**

**2.1** Sufficient staff shall be maintained by the contractor for the work maintained above. Work shall be done in first and second shift. All the working tools and tackles shall be arranged by contractor. However all spares including consumable like gear oil, grease, cotton waste, Electrical items, gas cutting, welding and machining facilities etc. shall be provided by BHEL-Jhansi free of cost.

**2.2** Contractor shall maintain all records like work requisitions form, spare list, and all other records pertaining to his work.

**3.0 DEPLOYMENT OF MANPOWER**

**3.1** To carry out the above mentioned work during total contract period the contractor will deploy adequate numbers of workers (minimum 06 nos during the total contract period) with a adequate knowledge and experience after an approval of section / maintenance in charge.

**4.0 URGENT WORK**

**4.1** The contractor shall have to comply with the priorities fixed by the maintenance in charge or for taking urgent repair work.

**5.0 CANCELLATION OF CONTRACT IN FULL OR PART**

Contract may be cancelled in full or part if the contractor:

(a) At any time makes defaults in proceeding with the work with due negligence and continuous to do so after a notice in writing or 7 days from the AGM (WE&S) BHEL, Jhansi.

(b) Commits defaults in complying with any if the terms and conditions of the contract.

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**6.0 PERIOD OF CONTRACT**

The period of contract will be for Twelve months

**7.0 TERMS OF PAYMENT:-**

- 7.1 Payment will be made every month on submission of actual work done during the month, satisfactory performance report from the in charge along with the bills duly verified by in charge maintenance.
- 7.2 Income tax will be deducted from the each bill at applicable rates.
- 7.3 Service tax will be paid; this will be as per Guideline of Gov. of India. At present the rate of service tax is 12.36 %. Contractor should be submitted challan copy of service tax deposit.

**8.0 GENERAL TERMS & CONDITIONS**

- 8.1 Contract shall keep all staff orderly in proper uniform and arrange to provide them the work of repair/ manufacture of spares in their idle times.
- 8.2 After award of contract ,the subjected work shall be started with in one week from the date of award in line with our tender condition.
- 8.3 No foreign/used/unused/scrapped/broken parts shall be left on area.
- 8.4 All used/worn-out/scrapped/replaced spares/parts shall remain the property of BHEL, Jhansi. These items shall be return to WE&S store.
- 8.5 BHEL, Jhansi shall not be liable for any compensation what so ever in the event of accident/injury to the persons employed by the contractor, however, First Aid facility shall be rendered free of cost.
- 8.6 Utmost care should be taken by the contractor to repair the items in proper way & with Quality workman ship so as to satisfy the safety requirements as per Factory Act, 1948 Section 19 & U.P. Factories Rules 1950 Rule 55-A & subsequent amendments enforced from time to time.
- 8.7 As our company being accorded with ISO 9001, ISO 14001 and OHSAS 18001, contractor are required to carry out work confirming to our quality standards along with necessary documentation/paper work.
- 8.8 In the event of requirement of material/ spares etc. contractor will approach maintenance in charge along with required paper work, which will authorize/counter sign the same for withdrawal. Contractor will make own arrangement to collect the material/spares from its initial point of supply of store.

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**QUALIFYING REQUIREMENTS**

- 1.0 Should have PAN/TAN number Copy of PAN /TAN to be submitted.
- 2.0 Should have Service Tax number (PAN based) Copy of Certificate issued by Excise Dept.
- 3.0 Should have UP VAT/TIN and/or CST No. (Whichever is applicable), if material is supplied/consumed Certificate Issued by Sales Tax Dept to be enclosed.
- 4.0 Self declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL.
- 5.0 Self Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
- 6.0 Should have independent ESI Code number
- 7.0 Blank /Uncoated Price Bid as per annexure " K"

**8.0 Average Financial Turnover:**

- 8.1 Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March 2013 should be at least Rs. 2.98 Lakhs. (Duly audited Financial Statement/ Balance sheet / Certificate from CA to be submitted as a supporting document)Provisional financial statement/turnover for the year 2013-14 shall also be acceptable.
  - 8.2 If all balance sheets are not available for all three years then the average shall be calculated by dividing the sum of turnover of submitted balance sheets by three.
- 9.0 Experience of having successfully completed similar works, during last 7 years ending on 31<sup>st</sup> May, 2014, should be either of the following:-
- (a) Three similar completed works each costing not less than the amount equal to Rs.03,97 Lakhs.
  - Or
  - (b) Two similar completed works each costing not less than the amount equal to Rs.04,97 Lakhs.
  - Or
  - (c) One similar completed work costing not less than the amount equal to Rs.07.95 Lakhs.

**Note: Similar Work means any completed work contract/service contract/works on labour basis.**

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- 10.0 Documentary proof (Execution Certificate) for the experience to be submitted along with Technical Bid. In case of experience in Private Sector relevant TDS Certificate must be attached as evidence.
- 11.0 Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Annexure I.

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**INSTRUCTIONS TO TENDERERS**

- Above tender is in two Bid System (Techno Commercial Bid & Price/ Rate Bid).
- 1.0 The tender is to be processed in two parts viz.1) Techno Commercial bid 2) and 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 the work of material Shifting/Handling and Drawing Preparation in 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 the work of material Shifting/Handling of Material/Equipment and Drawing Preparation in BHEL Jhansi.".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/by passed.
- 2.0 Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and superscribed as "TENDER FOR TENDER NO WEX/TE/4/06/, DUE DATE OF OPENING 05.08.14 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.
- 3.0 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 authorized officials, price bids of only those tenderers who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose technical bid has been accepted, in advance for witnessing the Price Bid opening.
- 4.0 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.
- 5.0 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.
- 6.0 The rate quoted will be valid for the period of contract.
- 7.0 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.
- 8.0 Contractor has to fill up all points with required details as indicated in annexure -I (page 01 and 02) duly signed and sealed.

I/We agree with the above  
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**TENDER EVALUATION CRITERIA**

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

- A) 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.
- B) Successful techno commercial qualified tenderers after the above process only will be invited for opening of the rate / price bid.
- C) The contractor shall be awarded the work on over all L-1 bases if otherwise not specified in the tender.

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**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. acceptable to concerned department.
- (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 labour 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 neither 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/We agree with the above  
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- (i) The contractor has to provide to his workers uniform (lower dark blue & upper light blue,) shoes, halmet & uniform stitching charges. The uniform should have logo of the contactor's firm/ company which shall be affixed by the contract labour 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.
- (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 5 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.

**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 at the work place otherwise deduction @ of 5% will be deducted from the bills.

**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.

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TENDER ENQUIRY NO: WEX/TE/4/06/

DATE: 15.07.14

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

**1.0 LABOUR LICENCE AND OTHER REQUIREMENTS:-**

- 1.1 Contractor should possess Labour 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 Labour licence 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.
  - (a) The contractor must possess Service Tax Registration number under relevant code head.
  - (b) The contractor should possess UP VAT/TIN or CST no. (whichever is applicable), if material is supplied/consumed. The contractor should not be disqualified from bidding in case the contractor does not have Sales Tax Registration No., if applicable. However, he shall have to produce Sales Tax no. before opening of Price bid.
- 1.6 Stamp Duty: Contractor should deposit stamp duty, before start of the contract, on security deposit as per Stamp Duty Act.

**2.0 APPOINTMENT AND ENTRY IN FACTORY PREMISES:-**

- 2.1 The contractor shall submit the following to HR, contracting department and CISE.
  - (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.

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

  
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**TENDER ENQUIRY NO: WEX/TE/4/06/**

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- (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.

**3.0 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 wages Rs. 123.08 per day shall also paid to the contract workers. This additional amount will also attract all statutory deduction and payments.
- 3.2 The contractor shall submit bills to the contracting department on or before 8<sup>th</sup> of each month.
- 3.3 The contractor's 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 labours 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 Labour (R&A) Rules
- (d) PF and ESI challans for previous month- separate for concerned Service contract. Print of online challan alongwith ECR/Contribution History of contributing contract workers for PF/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/We agree with the above  
Signature of Contractor with Seal

  
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- (i) Statement of material supplied by the contractor if any
  - (j) Copy of Labour Licence if increase in no. of labours 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 9<sup>th</sup> Day of the following month.
  - 3.5 After checking the Labour Laws compliances with respect to the concerned service contract HR department, after retaining copies of PF and ESI Challans and wage payment sheet pertaining to 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 the 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. The payment of wages to the workers shall not be subject to payment against the bills by BHEL.
  - 3.9 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 15<sup>th</sup> and that in case of ESI is 21<sup>st</sup> of each month.
  - 3.10 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.
  - 3.11 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.

I/We agree with the above  
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**4.0 Provident Fund:-**

- 4.1 The contractor should get independent EPF code before deployment of his contract worker against work contract.
- 4.2 The Contractor should allot PF account number and get the nomination form, duly filled in, from each 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 labour for withdrawal of PF/pension amount, when due.
- 4.5 The Contractor shall liaison with the PF officials to get the annual PF slips and distribute amongst his own workers. Security deposit shall be released only after submission of PF slips of workers.

**4.6 PF CONTRIBUTION:-**

| <u>Employee's Contribution</u> | <u>Employer's Contribution</u> |               |
|--------------------------------|--------------------------------|---------------|
| 12% of Normal wages paid       | PF Contribution                | 3.67%         |
| (Coverage Rs.6500/- on         | Insp/Admn Charages             | 1.10%         |
| Employee's/ Employers          | Admn/Insp Charges              | 0.01%         |
| Contribution).                 | Pension Fund                   | 8.33%         |
|                                | EDLI Charges                   | 0.5%          |
|                                | <b>Total</b>                   | <b>13.61%</b> |

- 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.

**5.0 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         |

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- 5.5 The Contractor shall submit annual returns in Form-6 prescribed under ESI Act, deployed by him with a copy to HR and finance department
- 5.6 The Contractor shall produce the following Registers and forms as per Contract Labour (R & A) Rules 1971 for verification by the Executing Officer of the company:-
- (a) Form XII - Register of contractors (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.

**6.0 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.

**7.0 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.

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- 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.

**8.0 LEAVE WITH WAGES TO CONTRACT LABOUR :-**

- 8.1 Guidelines as per UP factories Rules 1950 should be strictly observed with regard to crediting /availment of leave. Register as prescribed under the said rules should be maintained by the contractor.
- 8.2 The contractor will give three paid National Holidays to his employees.

**9.0 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 Rs. 100/- Non-Judicial Stamp Paper.

**10.0 OTHER GENERAL TERMS AND CONDITIONS :-**

**10.1 Legal compliance:-**

- The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the contract Labour (Regulation & abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Government from time to time. For non-compliance of any provisions, statutory compliance under law, the contractor shall be responsible for penalties levied by the appropriate authority under the Act. The contractor shall also be liable to comply with all other Labour and

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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 labours from contracting department.
  - (b) Certificate of compliance of labour laws from HR department.
  - (c) Certificate of payment of Bonus by Contracting and HR Department
  - (d) No dues certificate from contractor regarding Service Tax payment & 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

**11.0 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.

**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.

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**11.2 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.

**11.3 SUSPENSION**

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

**11.4 JURISDICTION**

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

**11.5 ARBITRATION:-**

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

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

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**BHEL - JHANSI  
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**DATE: 15.07.14**

**Annexure-I**

**गेट पास आवेदन प्रपत्रा**

(टेकंदार के कर्मचारियों/आपूर्तिकर्ताओं/कोरियर सेवा कर्म. आदि के उपयोग हेतु)

1. टेकंदार का नाम .....
2. कार्य का स्वरूप .....
3. कार्य आदेश सं./दिनांक.....
4. कार्य आदेश अधि .....
5. कार्य स्थल (विभाग) .....
6. गेट का नाम जिससे प्रवेश/वर्हिगन होगा .....
7. कर्मचारी की इयूटी का समय .....

**संविदा श्रमिक का व्यक्तिगत विवरण**

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

संविदा श्रमिक का नाम.....जन्म तिथि/आयु.....

पिता का नाम ..... पहचान चिन्ह.....

स्थाई पता..... वर्तमान पता.....

शैक्षिक योग्यता.....

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

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

कारखाना प्रबन्धक/शाप प्रभारी के हस्ताक्षर  
एवं मोहर सहित)

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

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

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

**के.ओ.सु.ब. द्वारा भरने के लिए**

पासों के विचारस्थीन रहने तक..... से..... तक श्री.....  
नियोजन..... 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 के.ओ.सु.ब. द्वारा नवीकृत किया जायेगा।

हस्ताक्षर उप कमान्डेन्ट के.ओ.सु.ब. इकाई  
बी.एच.ई.एल झॉंसी (3090)

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

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**BHEL - JHANSI**  
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**Annexure-II**

Form-XIV  
(See Rule 76)  
Employment Card

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

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**BHEL - JHANSI**  
**Tender Documents**

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**Annexure 'G'**  
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**Annexure-III**

**Form-XIV**  
**(See Rule 75)**

**Register of Workman employed by contractor**

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

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

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

  
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**BHEL - JHANSI**  
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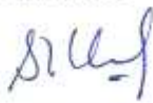
**Annexure-IV**

1. STATEMENT OF THE CONTRACTOR FOR THE MONTH OF: \_\_\_\_\_ 20\_\_\_\_  
 2. WORK ORDER NO : \_\_\_\_\_  
 3. CONTRACTING DEPARTMENT : \_\_\_\_\_  
 4. CONTRACTOR NAME : \_\_\_\_\_

| SL NO. | NAME OF WORKER | CAT | NORMAL DAYS | OT DAYS | GROS WAGES | EMPLOYEE CONTRIBUTION DEDUCTION |           | OTHER DEDUCTION | TOTAL RECOVERY | NET PAY ABLE | EMPLOYER'S CONTRIBUTION |           |
|--------|----------------|-----|-------------|---------|------------|---------------------------------|-----------|-----------------|----------------|--------------|-------------------------|-----------|
|        |                |     |             |         |            | PF 12%                          | ESI 1.75% |                 |                |              | PF 13.61%               | ESI 4.75% |
| A      | B              | C   | D           | E       | F          | G                               | H         | I               | J              | K            | L                       | M         |
| 1.     |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 2.     |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 3.     |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 4.     |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 5.     |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 6.     |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 7.     |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 8.     |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 9.     |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 10.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 11.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 12.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 13.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 14.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 15.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 16.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 17.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 18.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 19.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 20.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 21.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 22.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 23.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 24.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 25.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 26.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 27.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 28.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 29.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 30.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |
| 31.    |                |     |             |         |            |                                 |           |                 |                |              |                         |           |

SIGNATURE OF THE CONTRACTOR

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

  
AGM (WE&S)



TENDER ENQUIRY NO: WEX/TE/4/06/

DATE: 15.07.14

**MEASUREMENT OF WORK AND PAYMENTS THEREOF.**

- 1.0 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.
- 2.0 Payment towards work satisfactorily executed will be made to the contractor on the basis of following: -

| SL. NO. | JOB/ACTIVITY<br>(Assistance work in)                                   | MEASUREMENT<br>CRITERIA/UNITS | QUANTUM<br>OF WORK |
|---------|--|-------------------------------|--------------------|
| 1       | Preventive maintenance of Heavy Equipments in Test Plant               | Nos.                          | 80                 |
| 2       | Preventive maintenance of Medium Equipments in Test Plant              | Nos.                          | 70                 |
| 3       | Preventive maintenance of Small Equipments in Test Plant               | Nos.                          | 27                 |
| 4       | Checking Of Relays   | Nos.                          | 150                |
| 5       | Checking Of Transformer Oil  | Nos.                          | 26                 |
| 6       | Checking Of Earth Pits   | Nos.                          | 120                |
| 7       | Checking Of Substation Batteries                                       | Nos.                          | 175                |
| 8       | Checking of Cables   | Nos.                          | 139                |
| 9       | Complaints of tube switch bell etc                                     | Nos.                          | 4620               |
| 10      | Repairing of DB  | Nos.                          | 138                |
| 11      | Complaints of street light   | Nos.                          | 1800               |
| 12      | Complaints of ceiling fans   | Nos.                          | 1650               |
| 13      | Checking of new allotted quarters                                      | Nos.                          | 132                |
| 14      | Repairing / calibration and maintenance of KWH meters.                 | Nos.                          | 276                |
| 15      | Repairing of cable complaints  | Nos.                          | 2398               |
| 16      | Repairing of pump house starter  | Nos.                          | 75                 |
| 17      | Maint. of O/H line   | Nos.                          | 2350               |
| 18      | Checking / Repairing of batteries.                                     | Nos.                          | 1008               |
| 19      | Checking /Repairing of Cap. Bank                                       | Nos.                          | 240                |
| 20      | Shifting of material from factory to township and township to factory. | Trips                         | 240                |

3.0 Payments will be made to the contractor on the basis of work carried out by him on a monthly basis. All payments will be subject to deduction of income tax at source as per Income Tax as per the applicable Rules.

4.0 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.

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

  
AGM (WE&S)



**TENDER ENQUIRY NO: WEX/TE/4/06/**

**DATE: 15.07.14**

**Proforma For Submitting Technical Bid For:** Assistance in the work of material Shifting/Handling and Drawing Preparation in BHEL Jhansi. (Service Contract).

**Essential Documents Required**

1. Name of the firm : -----
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. Audited financial statement/BS/  
CA Certificate as per tender : Enclosed / Not Enclosed
9. Experience Certificate : Enclosed / Not Enclosed  
**(Along with copy of work order/LOI)**
10. No. of Workers including Supervisors  
on the rolls of the firm : -----
11. Earnest Money Deposit : Rs. -----  
a) D.D. Number & Date : -----Date-----  
b) Drawn on (Bank) : -----
12. Any other relevant information : -----  
-----

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

  
AGM (WE&S)



**BHEL - JHANSI  
Tender Documents**

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**Annexure 'I'  
Page 02 of 02**

**TENDER ENQUIRY NO: WEX/TE/4/06/**

**DATE: 15.07.14**

13. Tender Cost :Rs. \_\_\_\_\_  
D.D. No. /Receipt No : \_\_\_\_\_
14. Validity of offer : \_\_\_\_\_  
(At least 90 days from the date of tender Opening.)
15. Blank Price bid format : Enclosed/Not Enclosed

**(B) Desirable:**

1. PF Code Number : \_\_\_\_\_  
Copy of the PF Certificate : Enclosed / Not Enclosed
2. Income Tax return last 3 yrs. : Enclosed / Not Enclosed
3. UP VAT/TIN No. and/or CST No. (Whichever is applicable); Copy of Certificate  
Enclosed / Not Enclosed  
(To be submitted only in case where material transaction is Involved)

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

Date:

Signature with Name & Office Seal

**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.**

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

  
AGM (WE&S)



**BHEL - JHANSI**  
**Tender Documents**

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Annexure 'J'(a)  
Page 01 of 03

**TENDER ENQUIRY NO: WEX/TE/4/06/**

**DATE: 15.07.14**

**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<br>(Assistance work in)             | Unit of measurement | Quantum of work | Rate quoted per unit (RS.) | Total value (F=D*E) (RS) |
|--------|--|---------------------|-----------------|----------------------------|--------------------------|
| A      | B  | C                   | D               | E                          | F                        |
| 1      | Shifting of material                             | Nos.                | 27600           |                            |                          |
| 2      | Upkeep of items                                  | Nos.                | 36000           |                            |                          |
| 3      | Preparation of drawings                          | Nos.                | 125             |                            |                          |
| 4      | Issue & receive of material                      | Nos.                | 16800           |                            |                          |
| 5      | Maintenance & record keeping of Machines manuals | Nos.                | 240             |                            |                          |
| 6      | Issue & received of Machines Manuals             | Nos.                | 72              |                            |                          |
| 7      | Calibration of pyromatic Instruments             | Nos.                | 168             |                            |                          |
| 8      | Handling of UPS batteries                        | Nos.                | 120             |                            |                          |
| 9      | Calibration of ovens                             | Nos.                | 36              |                            |                          |
| 10     | Arrangements for PA systems                      | Nos.                | 36              |                            |                          |
| 11     | Maintenance of Machines                          | Nos.                | 120             |                            |                          |
| 12     | Misscelleneous typing work                       | Nos.                | 12000           |                            |                          |
| 13     | Dispatch of daak                                 | Nos.                | 1200            |                            |                          |
| 14     | Filling Work                                     | Nos.                | 8261            |                            |                          |
| 15     | Daily cleaning of table/chair/PC                 | Nos.                | 985             |                            |                          |
|        |  |                     |                 | <b>Total</b>               |                          |

**Service Tax Extra**

Signature of contractor

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

AGM (WE&S)



BHEL - JHANSI  
Tender Documents

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Annexure 'J'(b)  
Page 02 of 03

TENDER ENQUIRY NO: WEX/TE/4/06/

DATE: 15.07.14

**Name of work:** Assistance in the work of material Shifting/Handling and Drawing Preparation in BHFL, Jhansi. (Service Contract).

**BASIS OF OFFER**

| Category of worker : (USW) |   |       |           |
|----------------------------|---|-------|-----------|
| 1.0                        | Technological Man hours required  | Hrs   | 14880.00  |
| 2.0                        | Technological Man days required   | Days  | 1860.00   |
| 3.1                        | Minimum wage per day  | (Rs.) | 265.62    |
| 3.2                        | Additional amount per day   | (Rs.) | 123.08    |
| 4.0                        | Total wages per day   | (Rs.) | 388.70    |
| 5.0                        | Total wages   | (Rs.) | 722982.00 |
| 6.0                        | Provision of extra wages @ 5% of sl.no.5  | (Rs.) | 36149.10  |
| 7.0                        | Contingency @6% of sl.no.5 due to revision of DA Rates and increase in minimum wages accordingly. | (Rs.) | 43378.92  |
| 8.0                        | Contingency @6% of sl.no.6 due to revision of DA Rates and increase in minimum wages accordingly. | (Rs.) | 2168.95   |
| 9.0                        | Total Contingency   | (Rs.) | 45547.87  |
| 10.0                       | PF Employer @ 13.61% on sl.no.6+10, coverage of max. Rs 6500/-,(sl.no.2*6500/310) of 13.61%*12    | (Rs.) | 63694.80  |
| 11.0                       | ESI Employer @ 4.75% (on sl. no. 5, 6 & 9)  | (Rs.) | 38222.25  |
| 12.0                       | Provision of Helmet, shoe, uniforms, uniform stitching charges ,(sl.no.2/310*Rs1175)              | (Rs.) | 7050.00   |
| 13.0                       | Provision of personal accident insurance(24x7)@ Rs.500/-(SI No.2/310XR5.500)                      | (Rs.) | 3000.00   |
| 14.0                       | Contingency @ 20% SI no.13  | (Rs.) | 600.00    |
| 15.0                       | Total(SI No.5+6+9+10+11+12+13+14)   | (Rs.) | 917246.02 |
| 16.0                       | Contractors Commission assumed (___)% of Rs. on Sl. No. 15.                                       | (Rs.) |           |
| 17.0                       | Statutory Bonus @ 3500/- (i.e.3500*(total mandays at sl.no.2)/310)for one year.                   | (Rs.) | 21000.00  |
| 18.0                       | Total value of contract (Total of sl. no.15+16+17)  | (Rs.) |           |

Service Tax Extra

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

AGM (WE&S)



**BHEL - JHANSI**  
**Tender Documents**

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**Annexure 'J'©**  
**Page 03 of 03**

**TENDER ENQUIRY NO: WEX/TE/4/06/**

**DATE: 15.07.14**

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 column E & F and sl.no.16 & 18 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 F of price bid "Annexure J(a)" should match/tally with figure at sl.no. 18 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 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.

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

  
AGM (WE&S)



BHEL - JHANSI  
Tender Documents

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Annexure 'K'(a)  
Page 01 of 02

TENDER ENQUIRY NO: WEX/TE/4/06/

DATE: 15.07.14

**BLANK PRICE BID**  
**(To be submitted with the technical 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<br>(Assistance work in)             | Unit of measurement | Quantum of work | Rate quoted per unit (RS.) | Total value (F=D*E) (RS) |
|--------|--|---------------------|-----------------|----------------------------|--------------------------|
| A      | B  | C                   | D               | E                          | F                        |
| 16     | Shifting of material                             | Nos.                | 27600           | XXXXX                      | XXXXX                    |
| 17     | Upkeep of items                                  | Nos.                | 36000           | XXXXX                      | XXXXX                    |
| 18     | Preparation of drawings                          | Nos.                | 125             | XXXXX                      | XXXXX                    |
| 19     | Issue & receive of material                      | Nos.                | 16800           | XXXXX                      | XXXXX                    |
| 20     | Maintenance & record keeping of Machines manuals | Nos.                | 240             | XXXXX                      | XXXXX                    |
| 21     | Issue & received of Machines Manuals             | Nos.                | 72              | XXXXX                      | XXXXX                    |
| 22     | Calibration of pyromatic Instruments             | Nos.                | 168             | XXXXX                      | XXXXX                    |
| 23     | Handling of UPS batteries                        | Nos.                | 120             | XXXXX                      | XXXXX                    |
| 24     | Calibration of ovens                             | Nos.                | 36              | XXXXX                      | XXXXX                    |
| 25     | Arrangements for PA systems                      | Nos.                | 36              | XXXXX                      | XXXXX                    |
| 26     | Maintenance of Machines                          | Nos.                | 120             | XXXXX                      | XXXXX                    |
| 27     | Misscelleneous typing work                       | Nos.                | 12000           | XXXXX                      | XXXXX                    |
| 28     | Dispatch of daak                                 | Nos.                | 1200            | XXXXX                      | XXXXX                    |
| 29     | Filling Work                                     | Nos.                | 8281            | XXXXX                      | XXXXX                    |
| 30     | Daily cleaning of table/chair/PC                 | Nos.                | 985             | XXXXX                      | XXXXX                    |
|        |  |                     |                 | <b>Total</b>               | <b>XXXXX</b>             |

Service Tax Extra

Signature of contractor

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

  
AGM (WE&S)



BHEL - JHANSI  
Tender Documents

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Annexure'K'(b)  
Page 02 of 02

TENDER ENQUIRY NO: WEX/TE/4/06/

DATE: 15.07.14

Name of work: Assistance in the work of material Shifting/Handling and Drawing Preparation in BHEL, Jhansi.(Service Contract).

**BASIS OF OFFER**

| Category of worker : (USW) |   |       |           |
|----------------------------|---|-------|-----------|
| 1.0                        | Technological Man hours required  | Hrs   | 14880.00  |
| 2.0                        | Technological Man days required   | Days  | 1860.00   |
| 3.1                        | Minimum wage per day  | (Rs.) | 265.62    |
| 3.2                        | Additional amount per day   | (Rs.) | 123.08    |
| 4.0                        | Total wages per day   | (Rs.) | 388.70    |
| 5.0                        | Total wages   | (Rs.) | 722982.00 |
| 6.0                        | Provision of extra wages @ 5% of sl.no.5  | (Rs.) | 36149.10  |
| 7.0                        | Contingency @6% of sl.no.5 due to revision of DA Rates and increase in minimum wages accordingly. | (Rs.) | 43378.92  |
| 8.0                        | Contingency @6% of sl.no.6 due to revision of DA Rates and increase in minimum wages accordingly. | (Rs.) | 2168.95   |
| 9.0                        | Total Contingency   | (Rs.) | 45547.87  |
| 10.0                       | PF Employer @ 13.61% on sl.no.6+10, coverage of max. Rs 6500/-,(sl.no.2*6500/310) of 13.61%*12    | (Rs.) | 63694.80  |
| 11.0                       | ESI Employer @ 4.75% (on sl. no. 5, 6 & 9)  | (Rs.) | 38222.25  |
| 12.0                       | Provision of Helmet, shoe, uniforms, uniform stitching charges (sl.no.2/310*Rs1175)               | (Rs.) | 7050.00   |
| 13.0                       | Provision of personal accident insurance(24x7)@ Rs.500/-(Sl No.2/310XRrs.500)                     | (Rs.) | 3000.00   |
| 14.0                       | Contingency @ 20% Sl no.13  | (Rs.) | 600.00    |
| 15.0                       | Total(Sl No.5+6+9+10+11+12+13+14)   | (Rs.) | 917246.02 |
| 16.0                       | Contractors Commission assumed (xxx)% of Rs. on Sl. No. 15.                                       | (Rs.) | xxxxx     |
| 17.0                       | Statutory Bonus @ 3500/- (i.e(3500*total mandays at sl.no.2)/310)for one year.                    | (Rs.) | 21000.00  |
| 18.0                       | Total value of contract (Total of sl. no.15+16+17)  | (Rs.) | xxxxx     |

Service Tax Extra

Signature of contractor

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

  
AGM (WE&S)



TENDER ENQUIRY NO: WEX/TE/4/06/

DATE: 15.07.14


**BHARAT HEAVY ELECTRICALS LIMITED**  
(A Government of India Undertaking)  
**WORKS ENGINEERING AND SERVICES DEPARTMENT**

**GUIDELINES FOR DEALING WITH "DISCREPANCY IN WORDS & FIGURES-QUOTED IN TENDER"**

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

- (a) If, in the price structure quoted for the required goods /service /works, there is discrepancy between the unit price (which is obtain by multiplying the unit price by the quantity), the unit prices shall prevail and the total price corrected accordingly .Unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall 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 subtotal shall prevail and the total shall be corrected and
- (c) If there is a discrepancy between words and figure, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figure 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 above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

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

  
AGM (WE&S)