

Bharat Heavy Electricals Limited
High Pressure Boiler Plant
Tiruchirappalli – 620 014. India
Civil Engineering Department (Factory)

TENDER DOCUMENT (PRICE BID)

Name of work : Sweeping, cleaning of shop floors, offices including all toilets, bathrooms, wash basins, tea - points, etc., at New Plant (Unit-II) .

Value of work : Rs. 45.04 Lakh

Tender Notice No. : 06/13-14

Tender Schedule No. : 13/13-14

Period of Contract : 12 (Twelve) Months

Issued to M/s / S/Shri :

**BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI – 620 014**

CIVIL ENGINEERING DEPARTMENT (FACTORY)

PREAMBLE

Name of work : Sweeping, cleaning of offices, shop floors, including all toilets, Bathrooms, wash basins, tea - points, etc., at New Plant (Unit-II).

SCOPE : The scope of work involves sweeping cleaning of all toilets, bathrooms, wash basins, tea - points etc., at New Plant (Unit-II).

The available numbers of WC, Wash basin, Urinal, Wash trough, Bath room, tea point etc., are given below:

Total No. of toilet block available in New Plant (Unit-II) :

1)	Water closet	-	78 Nos.
2)	Wash basin	-	67 Nos.
3)	Urinal	-	88 Nos.
4)	Wash Trough	-	33 Nos.
5)	Bath Room	-	19 Nos.
6)	Tea Point	-	11 Nos.

01. The contract period will be 12 (Twelve) months.
02. The tenderers are advised to visit BHEL Factory and get themselves acquainted with the site conditions before submitting the offer.
03. Only male employees / labourers shall be engaged for all activities.
04. Adequate labourers are to be deployed daily for carrying out all the works as indicated in the BOQ. The action plan and the manpower deployment for various activities are to be indicated in the offer.
05. **The following eligibility criteria shall be complied to fulfill the Qualification Bid:-**
 1. **Separate Registration for EPF, ESI, PAN, Sales tax & Service tax. Proof of IT returns, Profit & Loss account and balance sheet for the last three financial years certified (2010-11 to 2012-13) by the auditor.**
 2. **Average annual turnover of similar works executed in the last 3 financial years shall be at least for a value of minimum of Rs. 13.51 Lakhs.**
 3. **During last seven financial years should have successfully completed works either**
 - a) **Three similar works each not less than Rs. 18.02 Lakhs (or)**
 - b) **Two similar works each not less than Rs. 22.52 Lakhs (or)**
 - c) **One similar work not less than Rs. 36.03 Lakhs**
 4. **Solvency certificate shall be minimum for Rs. 18.02 Lakhs (The Certificate should have been issued within last 6 months from the date of tender opening.)**
06. Tenderers have to quote itemised rate for items provided in the BOQ.

07. The item rate offered shall provide for the complete cost towards labour, consumables, tools, plant & machinery, transport, supervision, overheads, profits & all other incidentals etc., complete. **The rate quoted shall not include service tax. However the service tax as applicable for this contract work and the same can be claimed from BHEL along with their monthly bills for further payment to be made to the authorities concerned. At present the rate of service tax is 12.36%. (Service tax + Edu. Cess+ Higher Sec. Edu. Cess). The contractor has to submit the payment challan as a documentary proof of having paid the service tax for the previous bill for which he has received the service tax payment along with the subsequent bill for which payment has to be processed**
08. The works contract to be entered into with the successful tenderer will be governed by the BHEL Revised General Conditions of Contract in force.
09. The contractor shall follow norms of BHEL security system for movement of men & materials within the complex including biometric system.
10. The workmen to be deployed by the contractor shall adhere to the safety / security rules and regulations of the Company and any person who is found to be violating the security / safety rules of the company shall be replaced immediately at the cost of the contractor.
11. The contractor shall strictly adhere to various labour laws in force.
12. Covered area for the purpose of office / rest room for the contract workers will be provided by BHEL at free of cost.
13. Water and electrical energy required for the work will be provided by BHEL at free of cost at the locations wherever possible.
14. The tenderer shall carry out health performance test at his cost for all the workmen engaged in the work through a registered medical practitioner and produce certificate on demand,
15. It shall be the responsibility of the contractor to see that the departmental canteen facilities are not utilized by the workmen. The contractor has to make his own arrangements to provide refreshment for the workmen.
16. If any of the workers employed by the contractor is found to indulge in acts subversive of discipline, the same will be brought to the knowledge of the contractor and he shall arrange for replacement of such personnel.
17. Usually, working hours are limited to day time only. In emergency cases to carry out works during nights, it may be done so with the specific prior permission of BHEL. In such case, it is to be carried out in the presence of BHEL officials or their authorized persons.
18. The contractor has to carry out all the works on all days except Sundays and BHEL holidays under normal circumstances. However sweeping of all shop floors has to be done in Sundays and BHEL holidays, if required.
19. Contractor/Authorized representative must be present at site to supervise the activities on day-to-day basis and for giving necessary instructions regarding the work to be carried out.
20. The contractor shall maintain registers for entering the details of cleaning done in each bay / building and obtain the signature from the concerned officials daily for the work carried out.

21. All the tools like soft hair boss brooms with cane handle, cob-web remover, bamboo basket, empty gunny bags, plastic mug, plastic bucket (12 Lit. capacity), nylon scrubber, double wheel barrows, spray tank (10 – 12 lit capacity) & safety items (like boots, gloves, goggles etc.) will be under the scope of the contractor.
22. Consumables required for each operation / cleaning of various activities are shown in the Annexure 1 in BOQ of Price Bid and the supply of the same will be under the contractor's scope.
23. All the consumables, Tools & Plants used in the work shall be of approved quality and will be subject to periodical inspection by BHEL officials.
24. Even though the contract period for the above operation will be twelve months, the contract may be awarded initially for six months on trial basis. If the service of the contractor is not found satisfactory during the stipulated contract period, BHEL reserves the right to pre-close the contract without assigning any reasons & compensations whatsoever.
25. The contractor has to carry-out the work in production shops without affecting the day to-day production activities.
26. The contractor should record the entry of all machineries / materials at the security gate while bringing in for work.
27. Statement of completed works with detailed certified measurements along with material consumption statement shall be submitted by the contractor in the last week of every month for processing their bill.
28. QUANTITIES shown in the attached schedule are only approximate and are liable to variation without entitling the contractors to any variation in the Quoted rates till the total value of the Contract does not vary by more than 20% (twenty percent)
29. The decision of In-charge for this contract shall be final and binding on the contractor regarding clarification of items of works.
30. In all matters of disputes, the decision of the General Manager, BHEL, Tiruchirappali-14 shall be final and binding on the Tenderer / Contractor.
31. BHEL reverses its right to reject any tender whose performance was not satisfactory in any other work / project of BHEL in India / Abroad.
32. No advance / mobilization advance will be given.
33. LD/Penalty clause is applicable as per General Conditions of Contract. All the terms & conditions in the documents are binding on the tenderers and BHEL reserves its right to accept / reject any or all the tenders without assigning any reason.
34. Also BHEL reserves its right to finalize the contract through reverse auction for which only qualified tenderers will be provided with necessary documents containing business rules, terms and conditions for this purpose.

NOTE:-

Tender for the work should be submitted in a sealed cover consisting of three inner sealed covers such as i) EMD cover ii) Qualification bid cover & iii) Price bid cover, all superscribing the name of work, tender schedule number etc.

EMD cover shall contain requisite EMD in the form of DD. Tenderers who had already remitted one time EMD should furnish the details of cash receipt No. _____ dt. _____, on the top of EMD cover. Tender without EMD / one time EMD reference will be summarily rejected and the qualification bid & price bid shall not be considered.

In case of tender documents downloaded from website, tender shall accompany the tender cost of Rs.750/- in the form of Demand Draft (separate) in addition to the EMD amount in the form of Demand Draft. Tender document (downloaded from website) without separate Demand Draft for tender cost and EMD will not be considered.

All Demand Draft shall be drawn in favour of **BHEL, Trichy** payable at Tiruchirappalli.

Qualification bid cover shall contain duly filled in qualification bid document signed by the tenderer in all the pages with documentary evidences for pre-qualification such as experience, value of work executed in the similar nature of work, etc. Any bid without proper documentary evidence for pre-qualification shall not be considered for further evaluation

The Price Bid cover shall contain price bid document duly filled in and signed by the tenderer in all the pages. **The tenderer has to quote most competitive rates which shall not include Service Tax for all the items given in the Bill of Quantities from Page No. 17 to 19 of Price Bid.**

The completed qualification bid and price bid along with requisite EMD of **Rs.1,00,000/-** for this work in the form of Demand Draft in favour of BHEL shall reach the office of the undersigned on or before **20.11.13 at 14.45 hrs.** Tenderers who had already remitted one time EMD should furnish the details of cash receipt No. _____ dt. _____, on the top of EMD cover. EMD in any other form will not be accepted. The qualification bid will be opened on the **same day at 15.00 hrs.** In case of opening day falls on holiday or happened to be declared as a holiday, the receipt and opening of the tender shall automatically fall on the same timing of the next working day. Date and time of opening of the Price Bid shall be intimated only to the bidders those who have qualified after evaluation of the qualification bid. You / your authorized representative may participate in the tender opening.

Bharat Heavy Electricals Limited
Tiruchirappalli - 14
HRM/Welfare

CIRCULAR

No.BHE:POW:340

Date : 17/04/2013

ALL CONTRACT EXECUTING/AWARDING OFFICIALS

- Sub. : Minimum Wages Act 1948 – Fixation of Minimum rates of wages for the employment in “General Engg. and Fabrication Industry” – Revision of DA – Reg.
- Ref. : Letter No.Z3/9887/2013 dated 19/03/2013 from the Commissioner of Labour, Chennai.600 006

Consequent upon the increase in Dearness Allowance payable under the Minimum Wages Act from Rs.2238.00 to Rs.3416.00 per month to those employed in “General Engineering and Fabrication Industry”, the Minimum Wages payable by the Contractors to their workmen engaged in the following categories would be as follows with effect from 01/04/2013:

Sl. No.	Category	Minimum Basic Wages per day	Minimum DA per day	Total Minimum Wages per day	Minimum Basic Wages per month	Minimum DA per month	Total Minimum Wages per month
1	Unskilled Worker	Rs.123.00	Rs.131.00	Rs.254.00	Rs.3690.00	Rs.3416.00	Rs.7106.00
2	Semi-Skilled Worker	Rs.133.00	Rs.131.00	Rs.264.00	Rs.3990.00	Rs.3416.00	Rs.7406.00
3	Skilled Worker	Rs.139.00	Rs.131.00	Rs.270.00	Rs.4170.00	Rs.3416.00	Rs.7586.00
4	Supervisor				Rs.3956.00	Rs.3416.00	Rs.7372.00

Contract Awarding Executives are requested to ensure that the contractors make payment to their workers not less than Minimum Wages as stated above.


17/04/13
Manager/HR/Welfare

- Cc. : All HR Executives
Manager/HR/PC/Chennai
SDGM/HR/PPPU/Thirumayam
AGM/Finance
GM/Finance
AGM/HR
GM/HR



BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
Unit : TIRUVERUMBUR, BOILER PROJECT, P.O.
TIRUCHIRAPALLI - 620 014.
CIVIL ENGINEERING DEPARTMENT

NOTICE INVITING TENDER

01. Name of work : **Sweeping, cleaning of shop floors, offices including all toilets, bathrooms, wash basins, tea – points, etc., at New Plant (Unit-II) .**
02. Estimated Cost : **Rs.45.04 Lakh**
03. Earnest Money Deposit : **Rs. 1,00,000/-**
04. Completion Time : **TWELVE (12) Months**
(From the date of commencement of the work which will be reckoned from the date of the site, handed over to the Contractor)
05. Cost of Tender Document : **Rs.750/- (including Sales Tax)**
This amount will not be refunded under any circumstances
06. Last Date for Receipt of Tenders : **14.45 Hrs. on 20.11.2013**
07. Date of Qualification Bid Opening: **15.00 Hrs. on 20.11.2013**
08. Date of Price Bid opening : will be intimated to those who are qualified separately.
09. Maintenance Period : -

Tender document contains **40** pages in Qualification Bid and **27** pages in Price Bid including Bill of Quantities, Drawing etc.

Issued to Messrs. / Thiru :

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ISSUING OFFICER

CONTRACTOR

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ACCEPTING OFFICER

REVERSE AUCTION

BHEL reserves the right to go for a Reverse Auction (RA) instead of Opening the submitted sealed bid, which will be decided after technical evaluation. Information and general terms and conditions governing RA are given below.

GENERAL TERMS AND CONDITIONS OF RA

Against this tender for the subject work/system with detailed scope of work as per tender specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING ON INTERNET.

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
3. BHEL will inform the vendor in writing in case of reverse auction, the details of Service Provider to enable them to contact & get trained.
4. Reverse Auction rules like event date, time, Start price, bid decrement, extensions etc. also will be communicated through service provider for compliance.
5. Vendors have to fax the Compliance form in the prescribed format (provided by Service provider) before start of Reverse auction. Without this, the vendor will not be eligible to Participate in the event.
6. BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at "Total Cost to BHEL" like Taxes and Duties, Freight charges, Insurance and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the vendor to enable them to fill-in the price and keep it ready for keying in during the Auction.
The rate quoted shall not include service tax. However the service tax as applicable for this contract work and the same can be claimed from BHEL along with their monthly bills for further payment to be made to the authorities concerned. At present the rate of service tax is 12.36%. (Service tax + Edu. Cess+ Higher Sec. Edu. Cess). The contractor has to submit the payment challan as a documentary proof of having paid the service tax for the previous bill for which he has received the service tax payment along with the subsequent bill for which payment has to be processed
7. Reverse auction will be conducted on scheduled date & time.
8. At the end of Reverse Auction event, the lowest bidder value will be known on the network.
9. The lowest bidder has to Fax the duly signed Filled-in prescribed format as provided on case-to-case basis to BHEL through Service provider within 24 hours of Auction without fail.
10. Any variation between the on-line bid value and the signed document will be considered as sabotaging the tender process and will invite disqualification of vendor to conduct business with BHEL as per prevailing procedure.

11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. BHEL reserves the right to negotiate if need be, with the "L1" vendor of the Reverse Auction

SCHEDULE 'A'

LIST OF WORKS AND PRICES

DETAILS & QUANTITIES of each item of work shown in the BILL OF QUANTITIES are only approximate. They are given as a guide for the purpose of tendering only and are liable to variation and alteration of the Competent Authority. The work under each item as executed shall be measured and priced at the corresponding rate quoted by the contractor in the BILL OF QUANTITIES

Sl.No.	Description of work / supplied	Total amount of work / supplies (in figures and words) Rs.	Ps.	Period of contract
1.	Sweeping, cleaning of shop floors, offices including all toilets, bathrooms, wash basins, tea - points, etc., at New Plant (Unit- II) .	45,04,000/-		TWELVE (12) MONTHS

BILL OF QUANTITIES

Sl.No.	Appx.Qty.	Description of work	TNBP No.	Rate (Both in Unit fig & Words	Amount Rs.	Ps.
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AS PER SEPARATE SHEETS ATTACHED CONTAINING**3**... ..PAGES

FROM SERIAL No. **17** to **19**

SCHEDULE 'B'

1. The following materials will be issued FREE of cost to contractor at BHEL Stores / Stock yard.

Sl.No.	DESCRIPTION	PLACE OF ISSUE
NIL		

2. It will be the responsibility of the Contractor to submit his demands for the above stores in writing at east seven days in advance of the actual requirement.
3. Issue of Stores is subject of the availability at the place of issue cited above, items of stores to be issued by BHEL which are not available at the time of indenting by the contractor may be supplied by BHEL after necessary procurement. The contractor shall not be entitled to any claim of compensation for delay in the supply of stores by BHEL under any circumstances.
4. The materials will be issued only during the working hours of the BHEL Stores Department (8.00 a.m. to 4.30 p.m.). Contractor shall have to transport them to the site of work at his own cost as soon as they are issued to him.
5. The steel materials if issued will be in random lengths and sizes as stocked by the BHEL and the cost of all cutting, conversion, substitution and fabrication as well as wastage shall have to be borne by the Contractor.
6. The contractor shall from time to time render proper account of all materials issued to him by BHEL. If he fails to do so, no further issue of materials will be made to him and he will be held responsible for any delay in the execution of the work which may occur on this account.
7. Where A.C. Sheets and accessories, Doors, Windows, Sanitary fittings, Special glasses or other items are issued free of cost to the contractor, the contractor will have to make good at his own cost any loss or damage to any part or whole of the items issued to him as above. All wastage within the premises limits as fixed by BHEL will be charged for at the prescribed issued rates of BHEL. Excess wastage will be charged for at punitive rates which will be 100% higher than the issue rates.
8. All surplus materials in good condition which are not returned to the BHEL Stores as also quantities of materials consumed in excess of the max. permissible limit as fixed by BHEL shall be charged for at punitive rates.

The decision of the Senior Engineer / Dy. Manager / Manager as to the extent to which materials have been rendered surplus or consumed in excess of the actual requirements shall be final and conclusive and binding on the contractor.

SCHEDULE 'C'

ISSUE OF TOOLS AND PLANTS TO CONTRACTORS

Sl.No.	Qty.	Particulars	Details of BHEL Crew Supplied	Hire Charges Per unit Per Day	Place of Issue	Remarks
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.....Nil.....

- a. Machineries shall not be operated over time without the written permission of the Sr. Engineer / Dy. Manager / Manager.
- b. All Coolies, Watermen etc., required in addition to BHEL crew mentioned in column 4 above shall be arranged by the contractor at his own expense.

SCHEDULE 'D'

NOTE : All Drawings are to be signed by the Contractor as well as the officer entering into contract.

SL.No.	DRAWING NUMBER	DESCRIPTION
1.	BHE:CP:00:29/2007	General Layout of New Factory

SCHEDULE 'E'

LEAD STATEMENT

Sl.No.	Name of Material	Name of Source	Lead Particulars both for Factory and Township
	--NIL--		

C.A.....Date
(To be used in conjunction with BHE Ltd., General Conditions of Contract)

AUTHORITY TO TENDER

Tender Notice No. **06/13-14** Office of the
DGM/CIVIL/FACTORY(PLANNING & DESIGNS)
BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHY – 14.

Tender Schedule No. **13/13-14**

~~Lumpsum / Percentage rate /~~ Item rate tender for works required in **“Sweeping, cleaning of offices, shop floors, including all toilets, bathrooms, wash basins, tea - points, etc., at New Plant (Unit-II)”**.

Messrs. are / is hereby authorized to tender for the above work. The Tender is to be delivered at the Office of the **DGM/CIVIL/FACTORY(PLANNING & DESIGNS)** Bharat Heavy Electricals Limited Unit, Thiruverumbur, Tiruchirappalli – 620 014 superscribing the name of works as mentioned above.

Any correspondence concerning this Tender should be addressed as indicated above quoting the Tender Notice, schedule No. and other relevant particulars.

BHARAT HEAVY ELECTRICALS LIMITED DO NOT BIND THEMSELVES TO ACCEPT THE LOWEST OR ANY TENDER.

Issuing Officer with
Designation

Contract Agreement No.....

TENDER

To

DGM/Civil/Factory/Planning & Designs
Bharat Heavy Electricals Limited
Unit : Tiruverumbur
TIRUCHIRAPPALLI – 620 014.

I / We hereby offer to carry out the work of **“Sweeping, cleaning of offices, shop floors, including all toilets, bathrooms, wash basins, tea - points, etc., at New Plant (Unit-II)”**.

I / We hereby carefully perused the following documents connected with the above noted work and agree to obide the same.

1. Specifications (General & Particular)
2. Drawings
3. Schedule ‘A’, ‘B’, ‘C’, ‘D’ & ‘E’ and Bill of Quantities attached hereto.
4. Schedule or rates
5. BHE Ltd., General & Special Conditions of Contract, Tender Notice and Instructions to Tenders attached hereto.

I / We forward herewith the sum of Rs.....as Earnest Money, which shall be refunded should this tender be rejected. I / We further agree to deposit such sum which along with the sum of Rs.....mentioned above shall make up 50% of the fully Security Deposit for this work as provided for under conditions of the BHARAT HEAVY ELECTRICALS LIMITED General Conditions of Contract.

I / We further agree to execute all the work referred to in the said documents upon the terms & condition contained or referred therein and as detailed in Schedule ‘A’ and Bill of Quantities annexure thereto an to carry out such deviations as may be ordered, vide conditions 6 of the BHEL Ltd., General Conditions of Contract upto a maximum of 20% of the tendered of Rs.....

I / WE further agree to refer all disputes, as required by condition 62 of the General conditions of Contract to the sole arbitration of an Officer, to be appointed by the General Manager, B.H.E.Ltd., in his sold discretion whose decision shall be final and binding.

WITNESS

Signature of the Contractor

Date:

1.

2.

..... alternations have been made in the Tender Document and as evidence that these alternations were made before the execution of contract agreement, they have been initialed by the Contractor and the

..... is hereby authorized to sign and initial on my behalf the documents forming part of this contract (Number of alternation in figures and words to be given me)

The above tender is accepted by me on behalf of the Bharat Heavy Electricals Limited, Unit Thriuverumbur, Tiruchirappalli – 620 014. for a sum of Rs.

..... at the item rates as indicated in the Bill of Quantities attached to Schedule 'A'.

Signature Date.....

Designation

BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI - 14

BILL OF QUANTITIES

Name of work: Sweeping, cleaning of offices, shop floors, including all toilets, bathrooms, wash basins, tea - points, etc., at New Plant (Unit-II).

Sl. No.	Quantity	Description of work	Rate (both in figures and in words)	Unit	Total Rs. P.
1.		Cleaning, washing and swabbing the following including the floor area dado etc. as per the frequency mentioned against each activity in Annexure-1 in all toilets, wash basins, tea-points, etc. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.			
a	30000	Water closet		Each Time	
b	24000	Wash basin		Each Time	
c	37000	Urinal		Each Time	

Sl. No.	Quantity	Description of work	Rate (both in figures and in words)	Unit	Total Rs. P.
d	15500	Wash trough		Each Time	
e	10600	Bath room		Each Time	
f	10000	Tea point		Each Time	
2		Sweeping, cleaning, washing and swabbing the following including the shop floors areas but excluding areas covered by machineries, furnaces, etc., as per the frequency mentioned against each activity in Annexure-II in all shop buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, cobweb removal in office areas only cleaning of dining hall, etc. complete. After sweeping all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.			
a)	2290000	Sweeping office area		100 Sq.m	

Sl. No.	Quantity	Description of work	Rate (both in figures and in words)	Unit	Total Rs. P.
b)	33900000	Sweeping shop floor area		100 Sq.m	
c)	1440000	Sweeping and swabbing Air-conditioned / PC rooms and conference halls.		100 Sq.m	
d)	84000	Cob-web removal in office area only.		Sq.m	
3.	300	Labour charges for spraying chemicals for mosquito / cockroach control inside factory and also for fogging operation in the entire area. All as directed by the officer –in-charge. All the required chemicals, equipments, machineries, etc. will be provided by BHEL at free of charges. The payment will be made based on the duration of the works done on hourly basis supported by log sheet maintained jointly.		Man Hour	
4.	2000	Scrubbing and cleaning of oily substances in the floors inside shop areas, as per instructions of Engineer-in-charge. Rate includes cost of labour, hire and running charges for tools and plants, machineries, etc., necessary chemicals, acids and other cleaning materials, incidentals, etc., complete.		Sq.m	
TOTAL				
Service Tax @.....				

(RUPEES ONLY)

CONTRACTOR

19

ACCEPTING OFFICER

Note:

1. The quantities given above are approximate requirement for 12 months period. The qty. may varies month to month
2. All the consumables should be got approved before effecting bulk supply / put into use.
3. All labour, consumables etc. required for the work are under the scope of the contractor. The contractor has to deploy the required minimum man power as follows:

ITEM NO	WORK DESCRIPTION	MAN POWER	FREQUENCY	Remarks
1 & 2	Sanitation & HK	28	daily	Un Skilled
3	Antimosquito spray	..	as required	Per Hrs
4	oil cleaning	..	as required	Per Sqm
***	supervisor	2	daily	Skilled

4. For all items of cleaning, required quantity of consumables as per Annexure I & II should be used for each and every activity & time so that it should be clean and neat always. If the quantity of consumables consumed is less than the theoretical quantity, the cost of the consumables for the deficit quantity will be recovered at the rate indicated as under.
1) Liquid soap = Rs.60 per litre 2) Pine oil = Rs.30 per litre 3) Bleaching powder = Rs.60 per kg. 4) Vim / equivalent = Rs. 30 per kg. 5) Sanitary colour Cubes = Rs.4 each. 6) Liquid scent= Rs.1200 per liter.7) Toilet Cleaning acid = Rs 50 per litre 8)Flower brooms = Rs 100 per piece 9) Coconut brooms = Rs 75 per piece 10) Shop floor cleaning brush = Rs 450 per piece 11) Cob web stick = Rs 75 per piece 11) Dettol = Rs 200 per Litre.
5. Contractor is required to maintain proper logbook for the execution of the work certified by the concerned department and for the consumption of materials, log sheet for daily work done (sample format enclosed) and submit to the department for its approval.
6. The Contractor shall ensure that only male labourers shall be engaged for the above activities and their working group should wear safety boot, uniform and identity card while on duty.
7. Once in a month, bill should be prepared for the actual quantum of work done along with log book and submitted to Work-in-charge and the same will be scrutinized, certified and forwarded to Finance for payment.
8. The tendered rate shall be firm throughout the contract period. No cost escalation will be paid on any account.

9. The item rate offered shall provide for the complete cost towards labour, consumables, tools, plant & machinery, transport, supervision, overheads, profits & all other incidentals etc., complete. **The rate quoted shall not include service tax. However the service tax as applicable for this contract work and the same can be claimed from BHEL along with their monthly bills for further payment to be made to the authorities concerned. At present the rate of service tax is 12.36%. (Service tax + Edu. Cess+ Higher Sec. Edu. Cess). The contractor has to submit the payment challan as a documentary proof of having paid the service tax for the previous bill for which he has received the service tax payment along with the subsequent bill for which payment has to be processed.**
10. The contractor shall ensure payment of minimum wages, Bonus to the workmen employed by him at the rates at which shall not less than the minimum wage applicable under law time to time
11. The labourers shall be paid extra payment as mentioned below in addition to the payment of minimum wages, Bonus to the workmen employed by the contractor.
- a) Unskilled worker RS. 2000/- per month
 - b) Semi-skilled worker Rs. 2300/- per month
 - c) Skilled worker / Supervisor Rs. 2500/- per month.

ANNEXURE -I

Monthly requirement of consumables for cleaning and periodicity of cleaning activities

SI No	Consumable Items required for every month	Bleaching Powder	Consumables required for each month						Cleaning time	
			Vim (or) Equivalents	Pine Oil	Soap Oil	Sanitary Scent (Perfume liquid)	Sanitary Colour Cubes	Toilet Cleaning acid	F.N	A.N
	Description of Work	In Kgs	In Kgs	In Litres	In Litres	In Litres	Pcs	Litres		
1	Cleaning of Water Closet	8	10	6.5	1.5	0.08		0.5	6.00 to 11.30	1.00 to 5.30
2	Cleaning of Wash basins		8						6.00 to 11.30	1.00 to 5.30
3	Cleaning of Urinals		12	5.5	1	0.07	1060	0.5	6.00 to 11.30	1.00 to 5.30
4	Cleaning of wash troughs	6	10					0.5	6.00 to 11.30	1.00 to 5.30
5	Cleaning of bath rooms	6	4	4.5	1	0.05		0.5	6.00 to 11.30	1.00 to 5.30
6	Cleaning of bath rooms		3	1.5	0.5	0.05			6.00 to 11.30	1.00 to 5.30
	Total Qty	20.00	47.00	18.00	4.00	0.25	1060.00	2.00		

ANNEXURE – II

Monthly requirement of consumables for cleaning and periodicity of cleaning activities

SI No	Consumable Items required for every month	Pine Oil	Soap Oil	Sanitary Scent (Perfume liquid)	Consumables required for each month						Cleaning time	
					Dettol	Mop threads	Flower Brooms	Cocunut brooms	Shop floor Cleaning brushes (Length=460 mm, breadth=70mm, Black thick hair of 80mm in Length)	Cao-Web remover (03 meters height)	F.N	A.N
	Description of Work	In Litres	In Litres	In Litres	In Litres	Set	Pcs	Pcs	Pcs	Pcs		
1	Sweeping Office area						6.00	15.00			6.00 to 11.30	1.00 to 5.30
2	Sweeping shop floor area							65.00	7.00		6.00 to 11.30	1.00 to 5.30
3	Swabbing Air Conditioned/ PC rooms and conference halls	11.00	2.00	0.25	0.5	10.00					6.00 to 11.30	1.00 to 5.30
4	Cob-web emoval									2.00	6.00 to 11.30	1.00 to 5.30
	TOTAL Qty	11.00	2.00	0.25	0.50	10.00	6.00	80.00	7.00	2.00		

TERMS AND CONDITIONS OF CONTRACT

1. The quantities given in the Bill of Quantities are approximate requirement for 12 months.
2. All the consumables should be got approved before effecting bulk supply / put into use.
3. All labour, consumables etc., required for the work are under the scope of the contractor.
4. For all items of cleaning, required quantity of consumables as per Annexure I & II should be used for each and every activity & time so that it should be clean and neat always. If the quantity of the consumables consumed is less than the theoretical quantity, the cost of the consumables for the deficit quantity will be recovered at the rates indicated in the BOQ under clause No.4 of Note.
5. Contractor is required to maintain proper logbook for the consumption of materials, log sheet for daily work done (sample format enclosed) and submit to the department for its approval .
6. The contractor shall ensure that only male laborers shall be engaged for the above activities and their working group should wear safety boot, uniform & identity card while on duty.
7. The quoted rate shall be firm throughout the contract period. No cost escalation will be paid on any account.
8. The item rate offered shall provide for the complete cost towards labour, consumables, tools, plant & machinery, transport, supervision, overheads, profits & all other incidentals etc., complete. **The rate quoted shall not include service tax. However the service tax as applicable for this contract work and the same can be claimed from BHEL along with their monthly bills for further payment to be made to the authorities concerned. At present the rate of service tax is 12.36%. (Service tax + Edu. Cess+ Higher Sec. Edu. Cess). The contractor has to submit the payment challan as a documentary proof of having paid the service tax for the previous bill for which he has received the service tax payment along with the subsequent bill for which payment has to be processed.**
9. The works contract will be governed by the BHEL Revised General Conditions of Contract in force.
10. The contractor shall strictly adhere to various labour laws in force.
11. Adequate labourers are to be deployed daily for carrying out all the works as indicated in the BOQ under clause No. 3 of Note.
12. The contractor shall follow norms of BHEL security system for movement of men & materials within the complex
13. The workmen to be deployed by the contractor shall adhere to the safety / security rules and regulations of the Company and any person who is found to be violating the security / safety rules of the company shall be replaced immediately at the cost of the contractor.
14. Covered area for the purpose of office / rest room for the contract workers will be provided by BHEL at free of cost depends upon the availability.
15. Water and electrical energy required for the work will be provided by BHEL at free of cost at the locations wherever possible.
16. The contractor shall carry out health performance test at his cost for all the workmen engaged in the work through a registered medical practitioner and produce certificate on demand
17. It shall be the responsibility of the contractor to see that the departmental canteen facilities are not utilized by the workmen. The contractor has to make his own arrangements to provide refreshment for the workmen.

18. If any of the workers employed by the contractor is found to indulge in acts subversive of discipline, the same will be brought to the knowledge of the contractor and he shall arrange for replacement of such personnel.
19. Usually, working hours are limited to day time only. In emergency cases to carryout works during nights, it may be done so with the specific prior permission of BHEL. In such case, it is to be carried out in the presence of BHEL officials or their authorized persons.
20. The contractor has to carry out all the works on all days except Sundays and BHEL holidays under normal circumstances. However sweeping of all shop floors, cleaning of toilets etc., have to be done in Sundays and BHEL holidays , if required.
21. Contractor/Authorized representative must be present at site to supervise the activities on day-to-day basis and for giving necessary instructions regarding the work to be carried out.
22. The contractor shall maintain registers for entering the details of cleaning done in each bay / building and obtain the signature from the concerned officials daily for the works carried out.
23. All the tools and items like Brooms, Mop thread with stick, Acid, Nylon scrubber, Gunny bags, Plastic Mug, Bucket (12 Lit. capacity), Sundry brush, Mathu brush, Cob-web remover, Shop floor cleaning brush, double wheel barrows, spray tank (10 – 12 lit capacity) & safety items like boots/water proof chappal, gloves, goggles, uniforms, etc., will be under the scope of the contractor. Contractor should provide Bi cycle to the Supervisors deployed for the jobs for which necessary security permission will be arranged.
24. All the consumables, Tools & Plants used in the work shall be of approved quality and will be subject to periodical inspection by BHEL officials.
25. The contractor has to carry-out the work in production shops without affecting the day to-day production activities.
26. Contractor's materials and tools & plant shall have to be brought inside the factory with proper invoice / voucher and make necessary entry in the Security gate. They should maintain proper record for materials, tools & plants, etc., brought inside the factory complex.
27. Statement of completed works with detailed certified measurements along with material consumption statement shall be submitted by the contractor in the last week of every month for processing their bill.
28. QUANTITIES shown in the attached schedule are only approximate and are liable to variation without entitling the contractors to any variation in the Quoted rates till the total value of the Contract does not vary by more than 20% (twenty percent)
29. The decision of In-charge for this contract shall be final and binding on the contractor regarding clarification of items of works.
30. In all matters of disputes, the decision of the General Manager, BHEL, Tiruchirappali-14 shall be final and binding on the Contractor.
LD/Penalty clause for this contract is applicable as per BHEL Revised General Conditions ntract.

ANNEXURE – III

Date:

DAILY LOG SHEET FOR WORK DONE

NAME OF WORK: Sweeping, cleaning of offices, shop floors, including all toilets, bathrooms, wash basins, tea - points, etc., at New Plant (Unit-II).

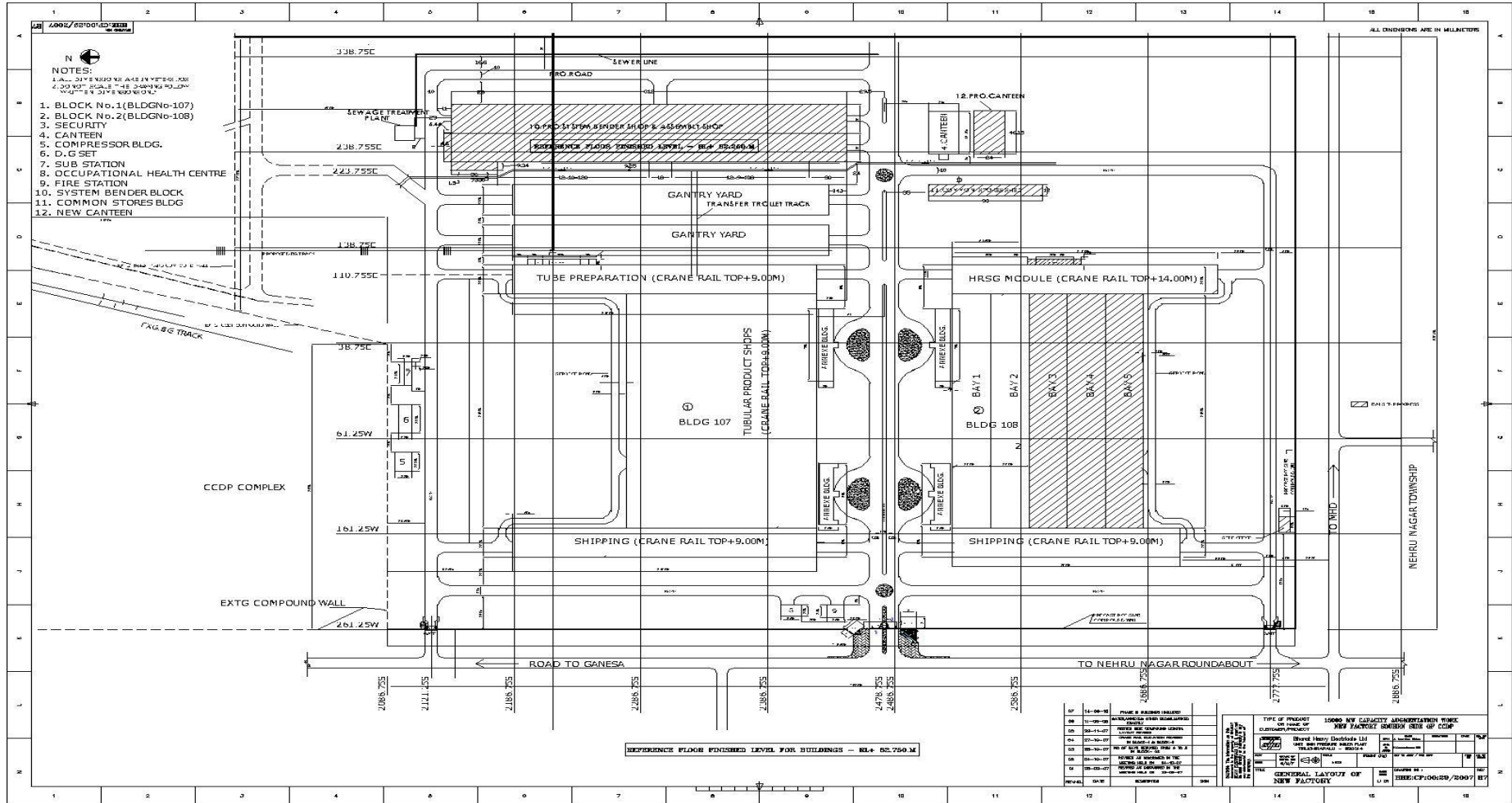
Diary No.	Water closet	Wash basin	Urinal	Wash Trough	Bath room	Tea point	Remarks
D1							
D2							
D3							
D4							
D5							
D6							
D7							
D8							
D9							
D10							
D11							
D12							
D13							
D14							
D15							
D16							
D17							
D18							
D19							
D20							
D21							
D22							
D23							
D24							
D25							
TOTAL							

CONTRACTOR

BHEL

CONTRACTOR

ACCEPTING OFFICER



CONTRACTOR

27

ACCEPTING OFFICER