

परियोजना  
इंजीनियरिंग  
प्रबंधन

Project Engineering  
Management

भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
( भारत सरकार का उपक्रम )

Bharat Heavy Electricals Limited  
( A Govt. of India Undertaking )



**CORRIGENDUM-II**

REF. NO: PE-LPE/163

DATE : 23-05-2014

M/s

**Job Contract for Housekeeping, Maintenance services in BHEL, PS-PEM, at Noida  
Revision of NIT**

Dear Sir,

This is in reference to our Tender Enquiry of even reference dated 01-05-2014 for the subject item. Please note following:

Due date for submission of bids:	<b><u>06/June/2014 by 10.00 AM</u></b> (also refer corrigendum-1)
Bids opening	06/June/2014 at 11.00 AM
Terms and conditions (34 pages)	Revised as enclosed (includes Annexure A to J)
Commercial Terms (3 pages)	Revised as enclosed

Enclosed terms shall prevail over the earlier NIT terms. Bidders to submit bids in revised NIT, as above and shall sign and stamp each page of the NIT as a token of acceptance. All other terms remains unaltered.

Thanking you.

Yours faithfully,

For and on behalf of BHEL

(Vivek Singh Kuntia)  
Sr. Engineer/MM



कृपया प्रेषित करें:	Please reply to :	फोन Phone No:
बीएचईएल, पीएस-पीडिएम्	BHEL, PS-PEM,	91-120 - 436 8891
पीपीडुआई भवन	PPEI Building,	Fax No.
प्लॉट नं २५, सेक्टर १६ ए	Plot No.25, Sector 16A,	0120-4329045
नोएडा - २०१ ३०१ उ प्र	Noida-201301 (U.P.)	
भारत	INDIA	

पंजीकृत कार्यालय	Registered Office :
बीएचईएल हाउस	BHEL House,
सीरी फोर्ट	Siri Fort,
नयी दिल्ली - ११० ०४९	New Delhi-110049
भारत	INDIA

**TERMS AND CONDITIONS****1. BID SUBMISSION**

Bids shall be submitted latest by 2 PM on or before the due date in two parts as follows:

**PART-1: TECHNO-COMMERCIAL BID (IN DUPLICATE)**

This part shall contain the following:

- a) Technical offer/details
- b) Commercial terms and conditions
- c) Unpriced copy of the price bid with all amounts/figures/ percentages wherever quoted in the price bid being replaced with the word 'Quoted' or 'Q'.

This part shall be submitted in duplicate in two separate Sealed Covers with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and 'part-1 : techno-commercial bid'.

Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.

**PART -2: PRICE BID (Annexure-J)**

This part shall contain Prices only and should not contain any technical details and/or Commercial Terms & Conditions. Any technical details and/or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in PART-I only as indicated above.

This part shall be submitted in a separate Sealed Cover with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and 'part -2: price bid'.

**2. BID OPENING**

PART- I (Techno-Commercial Bids) will be opened at 3 PM on the due date in the presence of bidders who may like to be present. Date and time of opening of Part - II (Price Bids) shall be communicated separately.

**GENERAL**

3. ~~Prices shall be net F.O.R. destination inclusive of freight, handling and packing charges, transit insurance etc. if any and remain valid for 4 months from the due date.~~
4. Taxes and duties (statutory variation as per Annexure-2) payable should be indicated separately, otherwise it will be presumed that the Goods/Services quoted are inclusive of all taxes, duty, octroi etc., if any and BHEL in such cases shall not pay any tax, duty, octroi etc.
5. No revision of prices shall be entertained after bids have been opened.
6. Prices shall remain firm without any variation till completion of contract.
7. ~~Manufacturer's name, trade Mark or Patent No., if any, should be specified.~~
8. Illustrative leaflets giving technical details of items offered should be enclosed, wherever necessary.

- 9 BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reason whatsoever. 104
10. Late tenders will be rejected.
11. Not applicable.
12. ~~Product with I.S.I certification marks will be preferred (applicable for supply contracts, not applicable for works contract).~~
13. ~~**PACKING AND MARKING:** Vendor shall arrange for sound packing and marking the goods (applicable for supply contracts, not applicable for works contract). to avoid any loss or damage during transit.~~
14. **PAYMENT:** As mentioned in the tender document.
15. **SUBMISSION OF INVOICE:** All Invoices along with specified documents shall be submitted in triplicate, to HR Deptt. Of BHEL/PEM, BHEL, PPEI, NOIDA-201301.
16. **LIQUIDATED DAMAGES:** As mentioned in the tender document under penalty clause.
17. **PRICE DISCREPENCY:**
- (a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price the quantity), the unit price 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 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 the 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 purchaser, the bid is liable to be ignored.
  - (e) Taxes and duties if not specified clearly as extra shall be considered as include in the basis price and, therefore, shall not be reimbursed.

**18. EARNEST MONEY DEPOSIT**

Bidders are required to remit Earnest Money Deposit of Rs. 2,00,000 in the form of DD / Pay Order payable in favour of "M/s BHEL" on any scheduled bank, Noida. **No interest shall be payable by BHEL on EMD amount.** The EMD shall be forfeited in case of:

- a) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
- b) The tenderer does not commence the work within the period as per LOI/Contract. In case the LOI/contract is silent in this regard within 15 days after award of contract.

**19. STATUTORY VARIATION:**

- i) If the rates for taxes and duties in respect of the quoted materials and/ or services assumed by the Seller/ Contractor are less than the tariff prevailing at the time of tendering, Seller/ Contractor will be responsible for such under quotations. However, if the rates assumed are higher than the

correct rates prevailing at the time of tendering, the difference will be to the credit of the Purchaser. 103

- ii) Statutory Variations in Service Tax only on ~~self-manufactured items~~/ services rendered by vendor himself on the rates prevailing at the time of delivery/ completion in comparison to the date of offer, will be to the account of the Purchaser. No other variations such as on customs duty, exchange rate, minimum wages, prices of controlled commodities, any other input etc. shall be payable by the Purchaser.
- iii) Notwithstanding the above, where the actual completion of the supply occurs beyond the period stipulated in the Order/ Contract or any extension thereof, variations referred to above, will be limited to the rates prevailing on the dates of such agreed completion periods only. For variations after the agreed completion periods, the Seller/ Contractor alone shall bear the impact for the upward revisions and for downward revisions; purchaser shall be given the benefit of reduction in taxes/duties. This will be without prejudice to the levy of penalty for delay in delivery/completion schedule.
- iv) Any new tax structure (like Goods & Services Tax) as and when implemented by the Government shall become applicable in addition to or in lieu of existing tax structure.

**NOTE:**

It is presumed that the bidder has accepted all the instructions, Terms and conditions and Technical Specifications covered in this Tender Enquiry, unless the deviations are specifically indicated in the bid on a separate sheet.

**BHARAT HEAVY ELECTRICALS LIMITED**  
**(A GOVERNMENT OF INDIA UNDER TAKING)**  
**POWER SECTOR-PROJECT ENGINEERING**  
**MANAGEMENT**

**PPEI, HRDI & ESI COMPLEX, PLOT NO. - 25, FILM CITY,**  
**SECTOR-16A NOIDA (U.P.) – 201301**



**TENDER DOCUMENT**

**FOR**

**Award of job Contract for Housekeeping, Maintenance and  
other job services in Offices of BHEL, PS-PEM, at Noida**

**Tender Ref. No.**

**Dated:**

**Last date of Submission: \_\_\_\_ . \_\_\_\_ . \_\_\_\_**

(Signature & Seal of Bidder)

## Contents

A. GENERAL TERMS & CONDITIONS.....	
B. SPECIAL TERMS & CONDITIONS OF TENDER:.....	
C. QUALIFYING CRITERIA FOR THE TENDERERS: .....	
D. DOCUMENTS REQUIRED: .....	14
E. PROCEDURE FOR SUBMISSION OF TENDERS:.....	15
F. SCOPE OF SERVICES OF THE TENDER ENQUIRY:.....	17
JOBS / SERVICES REQUIRED: .....	18
DECLARATION CERTIFICATE .....	25
DETAILS OF BIDDER.....	26
FINANCIAL DETAILS.....	27
WORK EXPERIENCE .....	27
Check List .....	28
Details of requirement of contract workers for BHEL, PS-PEM, Noida .....	29
Consolidated Wages and other allowances and Statutory Payments/Contributions per Month.....	30
List of Material for Housekeeping Service .....	32
Price Bid Format for BHEL, PS-PEM, Noida .....	33



99

BHEL, PS-PEM, PPEI, HRDI & ESI COMPLEX, PLOT NO. -  
25, FILM CITY, SECTOR – 16A NOIDA (U.P.) – 201301

Tele No. 0120-

(Phone), 0120-

(Fax)

No. :

Dt. :

Submission of tender enquiry on \_\_\_/\_\_\_/\_\_\_ by \_\_\_:\_\_\_ PM Due date for opening of bid \_\_\_/\_\_\_/\_\_\_ at \_\_\_:\_\_\_ PM

**SUB: Job Contract for upkeep maintenance and other job Services in Offices of BHEL, PS-PEM at**

**Noida**

Dear Sirs,

We are pleased to invite your tenders, in sealed covers for the subject work. The terms & conditions of the tender are mentioned below:-

## **A. GENERAL TERMS & CONDITIONS**

1. BHEL shall have the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.
2. The contractor shall maintain regular contact with the designated employee(s) of BHEL and will interact on matters relating to the work awarded under this contract.
3. In case the Contractor does not carry out the contractual/statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days' time failing which, BHEL reserves the right to terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.

(Signature & Seal of Bidder)

4. The contractor shall deposit an amount as security deposit before the start of work as per details below with BHEL in the form of Pay order / Demand Draft / Local Cheque / Security available from post office in the name of contractor account – BHEL duly discharged on the back:
  - Rs 4 Lakh + 5% of the amount (total contract value including all taxes & service charges) exceeding 50 Lakh.

Amount of 50 % of Security Deposit (SD) will be in the form of Bank Guarantee from nationalized bank. Alternatively, Amount of security deposit can be adjusted partly from EMD and for balance amount bank guarantee shall be submitted by the awarded bidder before the start of work and balance 50% will be recovered @ 10% from the running bills. This security deposit shall be liable to be returned to the contractor after termination of the contract or at the end of it, subject to deduction on account of company dues, non-deposit of statutory dues, etc. No interest shall be payable on the security deposit. Security deposit may be submitted in the form of Pay Order, Demand Draft in favour of BHEL Local cheque of scheduled bank, subject to realization Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL. After completion of contract security deposit will return to the contractor with in three month.

5. The decision of BHEL regarding interpretation of any of terms and conditions set forth in this agreement shall be final and binding on the contractor.
6. Any matter arising out of or in connection with the agreement shall be under jurisdiction of UP Court.
7. Notwithstanding anything contained in this Agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.
8. Tenders shall be strictly in accordance with the tender specifications. Any deviations shall be listed out separately.
9. Contract value means total contract value including all taxes and service charges.
10. Offers shall remain valid for 120 days period from the date Part-I opening of the tenders.
11. BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
12. BHEL will not be responsible for the postal delay under any circumstances for non- receipt of Tenders/submission of filled in tender document by due date & time.
13. **EMD** : - Each Tenderer have to submit EMD Rs. **2,00,000/- (Two lakhs only)** for the above job / services and the same will be in the form of Pay Order or Demand Draft only in favour of BHEL, payable at New Delhi. EMD submitted by tenderer will be forfeited if tenderer revokes his tender within validity period or tends to increases his rates.
14. Each tender shall be accompanied by separate envelope carrying EMD as mentioned above failing which the tender will be rejected.
15. Tender Enquiry No. & due date must be legibly superscribed on all the envelopes.
16. Tenders shall be opened on the due date and time as mentioned above in the presence of tenderers or their authorized representatives who may like to be present.
17. EMD of successful tenderer can be converted into security deposit if desired by the bidder and

(Signature & Seal of Bidder)

- balance amount of security deposit will have to be deposited as per clause No. 4.
18. EMD of unsuccessful tenderer shall normally be refunded within 15 days of acceptance of award of work by the successful tenderer.
  19. BHEL is not liable to pay any interest on EMD.
  20. EMD by the tenderer shall be forfeited if
    - After opening the tender, the bidder revokes his tender within the validity period or increases his earlier quoted rates.
    - The tenderer does not commence the work within the period of LOI/Contract.
  21. The amount quoted for the job will **vary depending on the following:**
    - a. Any changes in the monthly consolidated wages fixed by BHEL.
    - b. The periodic Wage/VDA increase, as and when notified by the State Government shall be payable separately.
    - c. Any changes in PF / ESI contribution of employers portion due to changes in Labour Law.
    - d. Payment to the contractor will be subject to TDS as per rules in force from time to time.
  22. Tenders received after due date & time are liable to be rejected.
  23. BHEL reserves the right to increase or decrease the no. of workforce upto 30 % at the same rates and terms and conditions of this contract during the currency of the contract. BHEL also reserves the right to ask the contractor to shift the services from one location to another location of BHEL within Delhi NCR at the same rates and terms & conditions.
  24. Tender should be submitted along with covering letter of the tenderer and duly signed on each & every page of the tender document, technical specifications and price bid etc.
  25. Prices quoted by the tenderers should be **inclusive of all taxes (Excluding the service tax which shall be quoted separately). as prevailing on Job Contract.**
  26. The contract will be applicable for a **period of Two years** from the date of award of the job contract.
  27. **Validity of rates:** Once the contract is entered, the agreed Agency Service Charge (in percentage) shall remain firm for the entire contract duration & will not vary on any account what so ever be the reason. However, any changes in the quantum of Service Tax, if applicable, due to statutory variation, the same shall be admissible during the tenure of the contract.
  28. Tenderers are requested to go through the scope of services, **visit the BHEL's work premises etc.** and get fully acquainted with the scope of services required for the said work premises and get their doubts clarified regarding the above job before submitting the offer.
  29. All required material for the all type cleaning as required for the housekeeping will be provided by the contractor.
  30. Tenderer must note that any false information / data or any suppression of acts will disqualify them even at a later stage also. The contractor will have to deploy trained and efficient work force for the above job contract. In this connection, the contractor has to maintain a register for their record etc. and made available to BHEL / Statutory authorities as & when needed.
  31. The Contractor shall confirm that he shall abide by and is willing to execute the above

(Signature & Seal of Bidder)

mentioned services on Job Contract basis strictly in accordance with the terms and conditions of this tender enquiry and the Company in turn also agrees to engage the Contractor accordingly with effect from the date of award by entering into an Agreement.

32. All documents submitted by the Tenderer in his tender shall be accompanied with a covering letter giving index interlinking all the documents.
33. **Acceptance / Rejection of the Bid:** BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
34. After the scrutiny of technical bids all the technically qualified bidders would be required to attend a meeting for clarifications if any before the opening of price bids.
35. Penalty will be levied by BHEL as per relevant clauses of the tender on account of delay, violation of contract conditions and non-performance of the Contractor.
36. The successful tenderer will be responsible for the quality of the job / services and will immediately rectify the deficiency pointed out in the job performed.
37. **Validity period of contract:** this contract will be valid for a period of two year from the date of award the job contract.

## B. SPECIAL TERMS & CONDITIONS OF TENDER:

1. Mandatory Insurance cover for all the workforce of the contractor for a sum insured of Rs. 3.30 Lakhs for each workforce of the contractor. The contractor has to assess the premium of insurance cover for his contract period and build the cost in his quote.
2. The Contractor shall ensure proper conduct and behaviour of the workforce engaged by him in the work premises of the Company and shall remove with immediate effect, the engagement of such person(s) who does/do not conduct himself / themselves properly or misbehave(s) with the regular employees / personnel of the Company in any place.
3. Continuation of the contract shall be based on the performance of the contractor. The following parameters shall inter-alia be considered while evaluating the performance: Timely rendering of services; Quality of works/services; Compliance with statutory requirements; Safety consciousness; Maintenance of staff in proper uniform.
4. The Contractor shall perform the job assignments to the best satisfaction of the Company. In case of continued unsatisfactory performance over a period of time by the Contractor, the Company shall intimate the same in writing to the Contractor; however, if the performance of the contractor does not improve even thereafter, then, the Company shall have the right to terminate the contract at the Contractor's risk and cost, by giving one month's notice. In addition, the Company shall also have the right to forfeit in full, the Security Deposit deposited by the Contractor.
5. Contractor should strictly follow the minimum wage act applicable for the Noida city as per notification of labour department.
6. Workers continued duty after office hours will be provided overtime on the basis of Rs. (2 x Consolidated Wage/ 208) per hours.
7. The successful contractor will accept full and exclusive liability for the consolidated wages, VDA, Allowances, PF, ESI, Bonus, two set of uniform per year (consisting of shirt, pant, black belt, shoe and socks etc.) for the personnel deployed by the contractor and other obligation referred under the law now and thereafter imposed by the Government / Local Bodies.
8. BHEL will have no liability whatsoever concerning the persons deployed by the contractor for the purpose. The contractor shall keep the Company indemnified against all losses or damages or liability arising out of or imposed in the course of employment of persons by the contractor.
9. The contractor will be solely responsible for any unlawful act of their workforce while on duty. In case of theft or loss of Company's property take place due to the negligence or carelessness of workforce, the contractor will be responsible and shall make good of the same.
10. If at any time during the period of contract, it is observed by the Company or his authorized representative that the services rendered by the contractor's workforce are not to the satisfaction of the Company or any terms of the contract are violated and contractor does not respond for improvement of the same in such situation BHEL reserves the right to terminate the contract with a notice period of one month and may recover the undone cost from his bill or may forfeit the Security Deposit in part or full as the case may be.
11. In case of any dispute, the decision taken by BHEL Management will be final and binding on the successful contractor. The workforce deployed by the contractor will have no right or claim for the permanent absorption in BHEL. In this connection, the contractor have to submit an affidavit as per specimen attached duly signed by all the work force deployed at BHEL ON A STAMP PAPER OF Rs. 100/- duly notarized.
12. **JURISDICTION** : Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter

(Signature & Seal of Bidder)

of a suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Noida (where this Contract has been signed on behalf of the CONTRACTOR) and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

13. Both the Company and Contractor hereby agree that all differences / disputes / interpretations arising out of or in connection with this Agreement shall be mutually discussed and settled failing which the same shall be referred to the arbitration of a sole Arbitrator to be appointed by the Dy. General Manager (HR) of the Company for a Speaking Award wherein the sole Arbitrator shall give reasons for his Award. The venue of arbitration shall be in New Delhi and the Arbitrator's decision shall be final and binding on both the parties.
14. The Contractor shall duly comply with all acts, laws, or other statutory rules, regulations, bye-laws applicable or which might be applicable to the Noida with regard to the performance of the job / services included herein or concerning this Agreement but not limited to Minimum Wages Act- 1948, Contract Labour (Regulation & Abolition) Act, 1970, Industrial Dispute Act, 1947, Workmen's Compensation Act 1923, Employees' State Insurance Act 1948 (to the extent as may be applicable, if any), Employees' Provident Fund and Misc. Provisions Act, 1952 and the amendments made thereafter to these Acts / Laws and from time to time take such steps as may be deemed necessary in this regard. The Contractor shall keep the Company Indemnified against all penalties, claims and liabilities of every kind under or for any violation of such acts, laws or regulations etc. by him or his workers.
15. In case, while on duty and during the course of engagement in work premises of the Company under this Agreement, if any of the Contractor's workforce meet (s) with any injury / indisposition due to accident or other natural calamities, the Contractor shall ensure that immediate and adequate medical aid viz., first -aid and subsequent treatment facilities are provided to the person(s) concerned free of cost without fail. In addition, the Contractor shall also be liable for meeting with statutory liabilities like ESI etc. in respect to his workers.
16. The Contractor shall be fully responsible for the timely payment of consolidated wages, VDA, Allowances, Bonus or any other benefits payable under the aforesaid Acts, Laws and regulations to the workforce engaged by him at the work premises of the Company. Contractor shall also be fully responsible for timely deposit of PF and ESI with the appropriate authority including submission of return of PF & ESI and issue of PF slip issued by the PF Authority. The Company shall not be responsible for these payments or any other liability on this account. The Contractor shall also indemnify and compensate the Company for any liability incurred by the Company, if any, including costs incurred thereon. In that event the nominated officer of the Company shall be entitled to recover the amount so paid, from the contractor, including forfeiture of the Security Deposit; and, if the sum so payable and / the Security Deposit is less than the Company's claim, it shall be lawful for the Company to recover the balance amount as a debt from the Contractor.
17. The Contractor shall indemnify and compensate the Company, if the Company as Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970 becomes liable to assume any liability towards the workforce engaged by the contractor. In that event, the provisions relating to recover as provided in relevant clauses of the said Act shall be applicable in too.
18. This Agreement shall be deemed to have become effective from the forenoon of date of award, with respect to all the work premises covered under this Agreement and will remain in force for

(Signature & Seal of Bidder)

a period of twenty four months which can be further extended on the same terms and conditions on the mutual agreement between the Company and the Contractor on satisfactory performance of the Contract as will be decided later. However, this Agreement shall be liable for termination earlier by the Company at any time by giving one month's notice to the Contractor without assigning any reason therefore and without prejudice to the rights of the Company to recover any money becoming due under this Agreement. In such a case, the Contractor shall not be entitled to any compensation thereof.

19. **WORKING TIME & NATURE OF SERVICES:** The contractor shall perform all the services mentioned in the Scope of Services as detailed in scope on day to day basis on all six days in a week, 8½ Hrs. duty with half an hour lunch break. However, attending / messenger service job will not be required on second and last Saturday of the month and also on BHEL's Holidays until and unless specifically asked for.
20. The contractor shall not render any extra services unless he receives specific written instructions in writing from the Head of Administration of concerned work premises.
21. The swipe card system wherever applicable or an Attendance Register of the Contractor's workforce shall be maintained by the concerned Supervisor of the Contractor for each work premise separately for physical verification by the Principal Employer and Statutory Authorities. The workforce deployed by the contractor shall be hail and healthy and should not be suffering from any communicable diseases.
22. The contractor shall not render any extra services unless he receives specific written instructions in writing from the Head of Administration of concerned work premises.
23. Due supervision of jobs at the work premises shall be ensured by the contractors' work supervisors daily for closely monitoring services under the job contract and each work supervisor shall be equipped with cell phone facility for effective coordination with BHEL. To the extent possible the work supervisors shall be identified for each type of services such as housekeeping, maintenance, messenger services, canteen etc. The major responsibility of the work Supervisors at each BHEL premises would be as under:
  - (i) Obtaining instructions from the concerned BHEL Official(s) for carrying out the works pertaining to their areas.
  - (ii) Passing on the work instructions to his team of workforce ensuring completion of work within the stipulated time as instructed above and as per the terms & conditions of the tender document.
  - (iii) To ensure proper conduct and discipline by his team of workforce, while performing their duty at BHEL premises.
  - (iv) To report / intimate any constraint, if so felt, during the execution of designated works by his team of workforce.
24. The contractor has to supply sufficient tools and tackles etc. to be used at job premises and ensure that sufficient stock of necessary tools is always maintained so as to meet normal requirement.
25. BHEL will nominate for each work premise covered under this Agreement, a Representative (hereinafter called "the Company Representative") from among the Executive / Supervisor of the respective Administration Department.
26. The Contractor shall visit the work premises of the Company covered under this Agreement twice a week minimum during the working hours and meet the company Representative as a matter of routine for maintaining regular contacts and ensuring effective coordination on all related issues of these Agreements.

(Signature & Seal of Bidder)

27. The contractor will maintain an instruction book at job premises, serially numbered on each page, so that our visiting officers can issue instructions regarding progress and quality of job to the Contractor. The Contractor or the contractor's representative will sign in the instruction book in token of receipt of and understanding of such instructions. Action taken on the instructions by the contractor or the contractor's representative shall be intimated to Engineer-in-Charge or his authorized representative and their comment be recorded in the instruction book.
28. The Contractor shall be held responsible for any damage / loss to the work premises / or the properties of the Company (i.e. missing or broken fittings, equipment's, furniture etc. and loss of such things) caused due to the negligence of his workforce and shall have to replace the same at his own cost. The decision of the officer nominated in this regard by the Company for fact finding shall be final and binding on the Contractor.
29. The contractor shall hand over a copy of all legal and statutory documents and records to BHEL for fulfilling any future requirement with the statutory authority.
30. The successful contractor shall comply to all statutory labour law regulations applicable to this contract like timely payment of prescribed wages and other amounts as and when becomes payable, depositing of PF, ESI, taking of insurance cover etc. for workforce employed for this contract. Any obligation on account of the above will be the liability of the Contractor.
31. The successful contractor shall abide by all the rules / regulations / status imposed by the Govt. or other concerned authorities. The contractor will be responsible for workmen's compensation & other requirements of local Municipalities / Govt. or any other law regulating bodies.
32. Successful contractor shall have to execute Contract Agreement on a non-Judicial stamp paper of Rs. 100/- at Noida.
33. LABOUR LICENCE: The successful contractor shall obtain labour license from appropriate Govt. by taking up the job on contractual basis under Contract Labour (Regulation and Abolition Act, 1970) and submit the same to BHEL within 15 days of from the date of work order.
34. IDENTITY: The Contractor shall ensure that the work force/supervisors engaged by him must wear & display these cards prominently on their uniform during their duty period (as the same duly endorsed by the Company). Each work force shall also wear his name badge (to be issued by the contractor) while on duty. All the personnel so deployed will follow strictly the security regulations of the BHEL, in vogue from time to time.
35. CHARACTER VERIFICATION AND ANTECEDENCE: The contractor should get the character / antecedence of each and every workmen deployed by them at the job premises, verified by the Police Authorities before engaging and deploying them in our premises. In case the contractor desires to change the manpower deployed by him, due to any reason, the new incumbent should be deployed with the clearance of Engineer-in-Charge.
36. PROVIDENT FUND: The successful bidder shall obtain Provident Fund Number from the concerned authorities on award of work and shall strictly comply with the provision of Employees Provident Funds Act. The contractor shall deposit Employees and Employer Contributions in the designated account with the designated authority every month. The contractor shall furnish along with each running bill, the challan/receipt for the deposit of provident fund made to RPFC for the preceding month(s) with detailed calculation sheet of all the work force deployed at BHEL premises and other than BHEL premises which will be used only for tallying / verification that proper PF deposit has been made. Contractor shall also

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- submit the copy of detailed yearly return submitted to RPF of PF deposit for the period of March to February in 01st week of April month.
37. ESI: The contractor shall strictly comply with the provision of Employees State Insurance Act. Contractor shall issue Latest digital ESI card to all the work force immediately after taking in to their employment. No workforce shall be deployed without the issuance of ESI Card under the contract. The contractor shall deposit Employees and Employer Contributions in the designated account with the designated authority every month. The contractor shall furnish along with each running bill, the challan/receipt for the payment towards ESI for the preceding month(s) with detailed calculation sheet of all the work force deployed at BHEL premises and other than BHEL premises which will be used only for tallying / verification that proper ESI deposit has been made. Contractor shall also submit the copy of detailed half yearly return submitted to ESI for deposit of ESI for the period of April to September in 01st week of month of November & for the period of October to March in 1st week of month of May.
  38. LEAVE / HOLIDAYS: For every workmen deployed in our premises, the contractor will give one day's weekly off for every six continuous working days, the Contractor's workforce shall be entitled for leave in each calendar year as admissible under Section 22 of the Delhi Shops and Establishments Act 1954 viz., (i) Privilege Leave for 15 days; (ii) Sickness or Casual Leave for 12 days which shall not be accumulated; (iii) Further, as a special case, in a calendar year, each person shall also be allowed 3 days "Exigency Leave" which shall not be accumulated. Contractor may incorporate the cost of 30 days leave accrued in 12 month and reimburse to his worker for unavailed period.
  39. BONUS: The contractor shall strictly comply with the provision of Bonus Act. The contractor shall ensure payment of Bonus @ 8.33% of Rs. 3500/- (Bonus will be paid as per Bonus Act 1965) to their workforce during the contract period of 2 years. However Bonus Range minimum @ 8.33 % to maximum @ 20% as per PBA-1965 which is applicable on wage up to Rs. 10,000 only.
  40. WAGES: All payments to the contractor's workforce shall be as per the terms of contract and as per details enumerated in Annexure which shall be made through cheque or direct credit in the bank accounts of its workforce. The issued cheque will be credited in the account by the 7th of each English month. Any delay on this account shall be subjected to penalty or termination of contract.
  41. The Contractor's workforce shall wear the proper uniform along with contractors badges, proper identity card, and security check at the office premises by the Security staff of the Company.
  42. UNIFORM / LIVERIES: (i) The contractor shall ensure that while on duty, his workforce put proper uniforms in distinctive colour code and in neat and clean conditions issued to them by the contractor; (ii) The contractor will issue uniforms as agreed upon. In case the Contractor's work force do not report for duty in proper uniforms as above then as a special case security will permit on request of contractor and same shall not occur more than twice in a month. In case of re-occurrence of the same contractor will be levied penalty of Rs. 500/- per case and same shall be deducted by the Company from the monthly bill payable to the contractor.
  43. Statutory requirement local authority / State Govt. / Central Govt. shall be responsibility of the successful tenderer.
  44. The Company shall have no direct responsibility / liability in respect of the workforce engaged by the Contractor on Job Contract Basis under this Agreement.

45. SAFETY PRECAUTIONS: (i) All safety equipment such as safety belts, helmets & other equipment (as required for this work) are to be positioned by the contractor & used as per requirement. (ii) Any casualty or damage caused to the property or person by any untoward incidents while executing this contract will be at the contractors risk & cost. (iii) Violation of applicable safety, health & environment related norms, a penalty of Rs. 5,000/- per occasion shall be imposed. (iv) Violation as above resulting in any physical injury, a penalty of 0.5% of the contract value shall be imposed (maximum of Rs 20,000/-) per injury in addition to Rs 5,000/- as mentioned above (V) In case of fatal accidents, a penalty of 1% of the contract value per injury in addition to 5000/- as mentioned above.
46. Misbehaviour & Misconduct of contract labour shall be treated seriously. On report of each written complaint a penalty of Rs 200/- shall be levied.
47. HEALTH, SAFETY AND ENVIRONMENT (HSE) MANAGEMENT: In addition to the safety practices to be followed, the contractor shall establish document and maintain an effective Health, Safety and Environment (HSE) management system. The contractor shall arrange First Aid Box at work site at a suitable location for all the time during job contract period.
48. The Company shall, in consideration of satisfactory completion of services as agreed upon (as detailed in Annexures) in the terms of the contract be entitled to the agreed amount.
49. PAYMENT TERM: On receipt of the monthly bill, BHEL will verify the bill and pass for payment of bill within 10 days from the date of receipt of bill. However contractor has to make the payment to their respective work force latest by 7th day of every calendar month by way of cheque or direct payment in the respective account of contract worker. Contractor has to also ensure timely deposit of PF and ESI as per the provisions of the act. At the time of submitting the next bill contractor has to submit the details of payment of wage salary to their work force, proof of cheque or direct payment in the accounts of its workforce, proof of deposit of PF, ESI and service tax etc. which will be for the purpose of ensuring that contractor has complied with the statutory requirement.
50. Emergency / Risk Purchase: In case if contractor and it's all work force is not present or available as per the contract, then BHEL tends to hire the work force from elsewhere at the risk & cost of the awarded vendor either as a whole or part of the contract. Also a fine of Rs. 5000/- per day shall levy in such cases.
51. The contractor shall execute the contract with in a week of award of this tender. However if there is delay in start of work, penalty of Rs. 500 per day shall be levied.

The bidders shall be deemed to have visited the site and studied the specifications and details of job / services to be done in the desired manner and to have acquainted themselves of the conditions prevailing as on date in the respective premises.

**C. QUALIFYING CRITERIA FOR THE TENDERERS:**

01. Bidder must have Average Annual financial turnover during the last 3 years, ending on 31st March 2013 should be at least Rs. 43/- lakh.
02. Bidders having experience of successfully executed job contract of similar jobs / services during last 7 years ending on 31.03.2014 should be either of the following : -
  - I. Three similar completed jobs / services costing not less than amount equal to Rs.115/- Lakh.
  - II. Two similar completed jobs / services costing not less than amount equal to Rs.144/- Lakh.
  - III. One similar completed jobs / services costing not less than amount equal to Rs.230/- Lakh.
03. Bidder should have ESI Code number.
04. Bidder should have PAN number.
05. Bidder should have Service Tax number.
06. The bidder should have a local office (in Delhi/NCR) with proper set up.

Note: 'Similar job' mentioned in PQR shall be related to " Job / services of Housekeeping, attending / messenger services, upkeep & maintenance services etc. of office premises / guest houses / residential townships / hotels, hospitals, commercial / institutional complex like metro stations, airports, factories etc. with any Central Govt. / State Govt. / PSUs / Public Limited Company / Private Limited Company.

#### **D. DOCUMENTS REQUIRED:**

1. The Tenderers should submit documents in support of possessing Qualifying requirements as under, duly certified and stamped by their authorized signatory:
  - a. Copy of work orders and completion certificates in support of the qualifying criteria with covering letter / indexing of the same.
  - b. Audited copy of Balance Sheet and profits & loss Account statements of last three financial years i.e. FY, 2010-11, FY 2011-12 & FY 2012-13 (AY 2011-12, 2012- 13 & 2013-14). In case of unavailability of Balance Sheet & Profit & Loss statement for the above mentioned financial years, CA certificate for the same shall be furnished.
  - c. Un-priced price bid format duly signed by the tenderer shall be submitted along with technical bid by mentioning 'Q' in the column where quote is to be offered by the party in the BOQ.
  - d. A copy of tender enquiry duly signed on each and every page shall be submitted along with technical bid.
  - e. Tenderer has to submit the No Deviation Certificate & Declaration Certificate duly signed in the format mentioned as per Annexure.
  - f. Tender has to be submitted with contact address and e-mail ID etc. duly filled and signed as placed in Annexure.
  - g. Tender has to be submitted the check List duly filled and signed as placed in Annexure.
  - h. The bidder should not have any case with the Police/Court/Regulatory authorities against the proprietor/firm/partner (Declaration as per Annexure 'C').
  - i. The bidder is to provide a copy of the following documents viz.
    - Income-Tax Return for-FY 2010-11, 2011-12, 2012-13.
    - PAN Card.
    - Service tax registration.
    - PF Registration, if available.
    - ESIC Registration.

(Signature & Seal of Bidder)

## E. PROCEDURE FOR SUBMISSION OF TENDERS:

- a. The tender is to be submitted as required in two parts in separate sealed covers prominently superscribed as Part-1 "Techno-commercial Bid" & Part-2 "Price Bid" and also indicating on each of the covers the tender number and due date and time as mentioned in the tender enquiry. Envelope of Part-1 "Techno-commercial Bid" shall contain documents required. "Price Bid" shall contain price bid duly quoted in the Price format. A third sealed cover shall contain required amount of EMD and shall be super scribed as EMD. These three separate covers 1, 2 and 3 shall together be enclosed in fourth envelope and this sealed cover shall be superscribed with tender number / numbers and due date. Tenders submitted without EMD are liable to be rejected. Check list (enclosed) shall be placed inside the fourth envelope.
- b. In the Price Format, bidders may give their quote in each box where Quote is mentioned for different scope of services. No space where Quote is mentioned shall be left blank by the bidders while submitting the price format along with technical bid. In the Price bid envelope proper quoted amount in each box where Quote is mentioned shall be submitted.
- c. Envelope No. 3 containing EMD will be opened first and after due verification of EMD as per clause of the tender will be opened next and evaluated afterwards. Tenderers who qualify in Technical Bid (Part – 1) will only be considered while opening of Price Bid (Part – 2). The unsuccessful tenderers will be intimated through email for rejection in the technical bid. BHEL may finalize successful tenderer by opening of sealed price bid or by conducting online Reverse Auction. Date of opening of sealed Price Bid / conducting of online Reverse Auction will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.
- d. Tenders should strictly be in accordance with the tender specifications & General Instructions to the Tenderer enclosed herewith.
- e. The Tenderer should accept all terms & conditions of the tender unconditionally. In case the Tenderer wants to deviate from the tender conditions, such deviations shall be clearly specified in his tender. If no deviations are given in tender submitted, it will be assumed that the Tenderer accepts all terms and conditions of the tender.
- f. Tenders with deviations from terms and conditions are likely to be rejected.
- g. Clarifications, if any, of Technical / Commercial nature, can be obtained from the officer to whom the tender is to be submitted or from Noida office **PPEI, HRDI & ESI COMPLEX, PLOT NO. - 25, FILM CITY, SECTOR-16A NOIDA** up to one week before the tender due date.
- h. Offers shall remain valid for 120 days period from the date Part-I opening of the tenders.

**Reverse Auction:** BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit online sealed bid" in the Reverse Auction. Non-submission of online sealed bid by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

(Signature & Seal of Bidder)

### **Terms & Conditions of Reverse Auction**

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

- For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
- Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit online sealed bid in the Reverse Auction. Non-submission of online sealed bid by the bidder for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
- 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.
- In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
- Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
- Bidders have to fax the Compliance form before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
- In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at "Total Cost to BHEL" like service charges, Taxes and Duties, Service Tax for Services, for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
- Reverse auction will be conducted on scheduled date & time.
- At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
- The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price within two working days of Auction without fail.
- 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.
- Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the Business Rules of Reverse Auction, which will be communicated before the Reverse Auction.
- If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
- The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
- In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

(Signature & Seal of Bidder)

**F. SCOPE OF SERVICES OF THE TENDER ENQUIRY:**

**(i) PPEI Building (Ground Floor & First Floor), Noida;**

**(ii) MPL Block, Noida;**

**(iii) Civil Engineering Block, Noida;**

**(IV) Electrical Engineering & PE Block, Noida;**

**(V) PS-TS Lab, Noida;**

- a. The Tenderers should go through the General & Special Terms and conditions, qualifying requirements and submit the duly signed and stamped copy in support of compliance.

The tender(s) should reach the under mentioned on or before the due date mentioned above. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. The same shall be opened on scheduled date and time.

**ADDRESS:**

**SHRI VIVEK SINGH KUNTIA (MM)  
BHEL-PEM,  
PPEI BUILDING, HRDI & ESI COMPLEX,  
PLOT NO. - 25, FILM CITY,  
SECTOR-16A NOIDA - 201301**

**JOBS / SERVICES REQUIRED:**

FOR OFFICES (PPEI Building, MPL Block, Civil Engineering Block, Electrical Engineering & PE Block, PS-TS Lab) OF BHEL, PS-PEM, NOIDA (Approx. Area of all offices of BHEL PS-PEM, Noida building is 101100 Sqft.)

**(A). CLEANING & HOUSEKEEPING JOBS:**

- 1) Keeping the entire floor area on all the floors of BHEL, PS-PEM, Noida neat and clean by sweeping and mopping the floor well before 8:45AM on daily basis. The second mopping of the floor is to be done between 11:00AM and 12:15PM, followed by the third mopping between 2:00PM and 3:30PM. Sweeping and mopping of the floor are also to be done as and when required in between.
- 2) Cleaning of all the workstations, tables and chairs, storages, hangings on walls, table fans; dusting & arranging the files & papers in proper order at the tables, workstations; cleaning & dusting of computer screens with a softer cloth along with cleaning and dusting of monitors, CPU, Keyboards and other computer parts, printers, telephones, fax etc. in the designated area. The above activity has to be completed well before 8.45AM on a daily basis and also as and when required.
- 3) Dusting and cleaning of the reception area and the waiting rooms including tables, chairs, sofa sets, etc. at the designated locations of the buildings of all offices well before 8:45AM on daily basis and also as and when required.
- 4) Dusting of notice boards, wall hangings, fire extinguishers, etc. on all floors/blocks of PS-PEM on daily basis.
- 5) Cleaning of lift cars, operating panels, fans etc. from inside and its door from inside / outside on daily basis and also as and when required.
- 6) Cleaning of complete stair case railings, balusters etc. in the building well before 8:45AM on daily basis.
- 7) Cleaning of the pantry including all its fittings, fixtures & gadgets on daily basis and also as and when required in between.
- 8) Cleaning of the toilets in the building well before 8.45AM on a daily basis and after every 1.5 hours during office hours and as and when required. This cleaning shall be inclusive of the toilets' doors, exhaust fans, mirrors, wall tiles, it's fitting and fixtures like CP fittings, Chinaware and other fixtures etc. along with replacement of tissue papers as and when required. Clearing of blockages in the floor traps of bathrooms and toilets as and when required.
- 9) Filling of liquid soap in soap dispensers; changing of toilet rolls/ towels; changing of bathroom fresheners/ Odonil cakes etc. as per requirement in the toilets.
- 10) Sweeping and cleaning of the area outside the all buildings of all offices of BHEL, PS-PEM, premises, including porch area, parking area, dispensary, main and backside entrances into the

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building, etc. on a daily basis.

- 11) Thorough cleaning of the window panes, window frames, blinds and all other approachable areas of the windows on weekly basis from inside and outside both and also as and when required.
- 12) Cleaning of storage cupboards stacked at different places in BHEL, PS-PEM, on all floors on weekly basis and also as and when required.
- 13) Thorough Cleaning of water coolers installed for drinking water purpose once in 15 days and as and when required.
- 14) Thorough dusting and cleaning of the switch boards, wall paneling, walls and partitions etc. once in every month and also as and when required.
- 15) Cleaning balconies on the various floors of the building once in every month and also as and when required.
- 16) Cleaning the roof top once in every month and also before start of rainy season including clearing khurrah of rain water pipe to avoid water logging on the terrace of BHEL, PS-PEM.
- 17) Cleaning of Solar Water Heater / Lighting Panels, if available, once in every month and also as and when required.
- 18) Cleaning of entire area in conference rooms with the help of vacuum cleaner once in every month and also as and when required in BHEL PS-PEM.
- 19) Thorough cleaning of the surface drains in front of the building once in three months and also before rainy season to avoid any water logging.
- 20) Cleaning of entire ceiling by removing Cobweb (JALA) every month and removing of dust from the metal ceiling & electrical fittings etc. with the help of operator and vacuum cleaner at every six month interval of BHEL PS-PEM.
- 21) Cleaning of ceiling at two storied ceiling height of reception side of BHEL, PS-PEM by removing Cobweb (JALA) at every six month interval.
- 22) Monthly checking of GT of sewer line and clearing the blockage if any, including attending to the above job as and when complaint arises for the same.
- 23) Clearing of the sewerage drains line as and when drain choking takes place.
- 24) Cleaning of overhead water tanks once in three months and also as and when required.
- 25) Disposal of garbage from the building to the designated dustbins within BHEL Premises on a daily basis.
- 26) Shifting / re-arrangement/placing of office furniture, equipment, storages & other items etc. within the building as and when required.
- 27) Cleaning of dust of PS-PEM Data centre and switch room floor with vacuum cleaner (Vacuum cleaner will be provided by BHEL) on a daily basis.
- 28) Cleaning of frame & glass of windows and doors from inside including furniture with Colin of PS-PEM data centre and switch room on a daily basis.
- 29) Dusting and cleaning of racks, almiraha, and other electrical equipment etc. inside the PS-PEM data centre and switch room on a daily basis.

- 30) Mopping of false floor tiles of PS-PEM Data centre and switch room with anti-septic water solutions / chemical on a weekly basis.
- 31) Cleaning of glass windows from outside of PS-PEM data centre and switch room approachable from balcony on a weekly basis.
- 32) Mopping / vacuum cleaning of the floor below the false floor of PS-PEM data centre and switch room once in three month other items of server room.
- 33) Cleaning and polishing of name plates in the office premises.
- 34) Any other work of cleaning and Housekeeping job related work premises will also be in the scope of contractor.
- 35) All the items like broom, duster & cleaning materials, toilet consumables etc. as required for cleaning & housekeeping job shall be provided by Contractor. Also hand gloves, dungarees, safety belts and other safety equipment's etc. will be provided by the contractor to their workforce.

**(B). ATTENDING / MESSENGER SERVICES JOBS:** (For designated Senior Officer or Group of approximately 15 employees) – All Locations of PS-PEM, Noida

- 36) Distribution of Dak and official documents inside and outside the building time to time as per need. For distribution of Dak and official documents outside the building the mode of conveyance will be on BHEL's part.
- 37) Filling of water jugs with drinking water every day in the morning for designated Senior Officer or Group of employees and also as and when required in the day time, including proper cleaning of water jugs and glasses etc. complete.
- 38) Serving tea / coffee / cold drinks / fruit juice / water etc. to senior officers or the designated group of employees including their guests time to time as per requirement and proper cleaning of crockery etc. complete.
- 39) Serving lunch to senior executives and their official guests at their respective tables from the lunch trolleys / Lunch Canteen including removing of crockery and proper cleaning of crockery etc. and keeping it at proper place.
- 40) Submission of certain documents etc. in the Bank, Post office or elsewhere nearby as per requirements of the BHEL, PS-PEM.
- 41) Photocopying of papers and documents, making of proper sets, filing of papers and documents in the file as desired, sending fax messages, collection of received fax and handing over to the concerned employee.
- 42) Attending of phone calls and making of entry of office Dak and files in the entry register / system as required.
- 43) Opening of office room in the morning, putting AC & lights etc. ON and at the closing of office putting AC & lights etc. OFF including locking of the office rooms etc. complete.
- 44) Collecting stationary from store for senior officers or the designated group of employees as and when required.

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- 45) Performing time to time job assigned of the attendant.
- 46) There are a total of approximately 105 points where the attending jobs are required to be attended for senior executives and groups of executives.
- 47) The attending / messenger services job is to be performed daily for 9 Hrs. with half an hour lunch break for the detailed scope of services as mentioned above.
- 48) The working time of the attending / messenger services will be from 8.30AM to 5.30PM on all working days with a lunch break. In case of any additional requirement of the Company for attending / messenger services job on account of extended hour / on any holiday the same shall be reimbursed on the basis of per hour overtime charges mentioned in the wage sheet annexure.

### **C. ELECTRICIAN SERVICES JOBS:**

The scope of work shall include the operation of the breakers (whenever main supply is not there or vice versa) and maintenance of the same including the main panel and DG panel installed in the AC plant room. The scope also includes repair and maintenance of all electrical installation in PPEI building, its associate buildings & premises. The details of services to be provided are as mentioned below.

- 49) LT panel & DG panel operation consisting of seven nos. of LT breakers including maintenance of the same, including;
- Checking the tightness of termination points on regular basis.
  - Cleaning of the same once a month.
- 50) Repair and maintenance of all the power outlet points(whether connected to load or spare) installed in the building, including;
- Replacement/Repair of faulty switches, sockets, plugs, tops, connectors, extension cord etc. as and when required.
- 51) Repair and maintenance of all light fixtures installed in the building, including ;
- Maintenance/Replacement/Repair of lamp, tube light, CFL etc. as and when required.
  - Maintenance/Replacement/Repair of street/security lights as and when required.
  - Cleaning of the same atleast once a month.
  - Switching ON and OFF all the lights/points of all the associate buildings (PEM, MPL Mind Mill-4<sup>th</sup> & 5<sup>th</sup> floor, canteen etc.) as per the requirement on daily basis so that wastage of electrical energy can be avoided.
- 52) Repair and maintenance of all types of fans; pedestal, exhaust, ceiling etc. installed in the building including;
- Repair/ Replacement of the same as and when required.
  - Cleaning and greasing/lubrication of the same at least once a quarter.
- 53) Maintenance and repair of all types of motors & pumps(excluding the submersible pumps) installed in the building, including ;
- Repair of the same as and when required.
  - Cleaning and lubrication/greasing of the same at least once a quarter.

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- 54) Maintenance and repair of all the power feeders in the building, including;
- Repair/ Replacement of faulty components as and when required.
  - Monitoring the healthiness of all the components such as cables, wires, terminations, MCBs, MCCBs, Main switches, Contactors, Kit-Kats, Bus bars, cables, wires, fuses, etc. on continuous basis and replacement of faulty/overheated ones to ensure uninterrupted supply of power.
  - Monitoring /Maintenance/cleaning of the entire DB box on regular basis.
- 55) Any addition of power/light points, extension of existing installations, associated cablings/wirings as and when required to be carried by the contractor including,
- Dressing of all types of cables & wires (including telephone & biometric attendance system).
  - Putting the cables and wires (including the cables/wires of telephone & biometric system) in proper enclosing for better outlook.
- 56) The electrical load should be checked and balanced in such a way that the total loads are divided equitably on all the three phases. The load should also be divided equitably on all the feeders.
- 57) Feeder-wise load in terms of current should be measured at least once a week and the recorded readings should be presented to their reporting officer in BHEL (PS-PEM) in the form of weekly report.
- 58) Tenderer has to carry out all the preventive measures for un-interrupted supply to the buildings.
- 59) Maintaining earthing systems viz. checking healthiness of earth pit and conductor conduits including replacing corrosive strips, nuts/ bolts, salt, charcoal and all necessary items is in bidder scope.
- 60) Deployment of electrician for round the clock operation for seven days in a week. National Holidays i.e. 26th of January, 15th August and 02 October will be off, however for emergency conditions the party has to provide manpower for operation/maintenance on these days also, for which payment will be made to the party as per the agreed rates. However, services of helper shall be for working days and office hours only, except emergency cases.
- 61) All the tools, testers, safety kits and equipment's required for daily/routine/periodic maintenance services and repair work are to be provided by the contractor. The contractor shall maintain tools and measuring instruments as required for satisfactory service under the contract. Such items necessarily include, tongue tester, digital megger, digital multi-meter, set of spanners and screw drivers, drilling machine, watch maker set, wire tester, wire cutter, cable cutter and all other related instruments for day to day repair/maintenance and shall be provided & maintained by the contractor.
- 62) Operation and maintenance of 2X250 KVA DG Set & 2X500 KVA DG Set, if required.
- 63) All the spare parts required for repair, maintenance/replacement for electrical installation work shall be provided by BHEL.

NOTE:-

1. The contractor has to perform regular & routine nature jobs like the above 9 Hrs. daily with a lunch break of half an Hr. on all days of the week. However any unfinished job has to be completed the same day to restore the normalcy of the services in the BHEL PS-PEM, Noida as and when need arises. Running of water pump & water booster pumps etc. have to be performed round the clock. For

(Signature & Seal of Bidder)

79

completing the unfinished job, no overtime shall be given, if it is performed after office hours or on holidays.

2. Presently PS-PEM, located in Plot no. 25 and FC – 24 Building in Film city sector – 16A Noida. If any change comes in the location of the offices of BHEL, PS-PEM, Noida in future, services have to continue on same.

Note: Any left out work of urgent nature has to be completed on same date. However any scheduled job of larger nature in respect of time and quantity has to be completed as per requirement of BHEL within reasonable time limit.

78

**ANNEXURE - 'B'**

**Tender for Job Contract for upkeep and maintenance work in offices of BHEL, PS-PEM, Noida**

**No Deviation Certificate**

(To be submitted along with Part-1 Bid)

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

**Or**

We hereby accept all terms and conditions of the above tender except the following :

- 1.
- 2.
- 3.
- 4.

Signature With name, Designation & seal of the firm

(Signature & Seal of Bidder)

**DECLARATION CERTIFICATE**

I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

**DETAILS OF BIDDER**

<b>S. N.</b>	<b>Description</b>	<b>Details</b>
1	<b>Name of the Party</b>	
2	<b>Address of the party</b>	
3	<b>Contact Person's Name</b>	
4	<b>Cell No. of Contact Person</b>	
5	<b>Land Line No.</b>	
6	<b>FAX No.</b>	
7	<b>E-mail ID of the Party</b>	
8	<b>PAN No.</b>	
9	<b>ESI Registration No.</b>	
10	<b>Service TAX No.</b>	

**FINANCIAL DETAILS**

TURN OVER (F.Y.) (In Rs. Lakhs)	2012-2013	2011-12	2010-11

INCOME TAX RETURN (F.Y.)	2012-2013	2011-12	2010-11

EXPERIENCE	No. of Work	Value	Customer's Name

EMD DETAILS	DD/ PO No.	Date	Amount (Rs.)

**WORK EXPERIENCE**

SIMILAR WORKS	Nature of Works	No. of Works	Value	Customer's Name

(Signature & Seal of Bidder)

**Check List**

## SUMMARY OF COMPLAINE TO REQUIREMENT OF TENDER

S. N.	Required Document	If Submitted then Tick (√)
1	Required amount of EMD ( 2.00 Lakhs)	
2	Copies of the Audited Balance sheet and Profit & Loss account statements of last three financial years i.e. FY, 2010-11, 2011-12 & 2012-13 (AY 2011-12, 2012- 13 & 2013-14) duly certified by CA.	
3	Acknowledgement of I-T return of last three financial years i.e. FY, 2010-11, 2011-12 & 2012-13 (AY 2011-12, 2012- 13 & 2013-14).	
4	Details of work experience, satisfactory work performance certificates	
5	Duly signed and stamped complete set of tender documents for technical bid	
6	Bidder's detail	
7	Financial details / Work Experience	
8	Work orders / Completion certificates	
9	Signed and Stamped Un- priced bid format (The bidder has to write "Quoted" in places where he has quoted in Price Bid)	
10	Copy of PAN No. registration certificate	
11	Copy of ESI registration certificate	
12	Copy of Service Tax registration certificate	
13	NO DEVIATION certificate as per Annexure duly signed and stamped	
14	Declaration Certificate as per Annexure	
15	Duly filled and signed Annexure regarding information of the tenderers	
16	Quoted PRICE BID duly signed and stamped along with tender enquiry.	
17	The bidder shall submit the Bank details along with a cancelled cheque for NEFT/RTGS.	

**Details of requirement of contract workers for BHEL, PS-PEM, Noida**

S. N.	PS-PEM	USW	SW	Total
<b>I.</b>	<b>Maintenance Services</b>			
1	Carpenter	0	1	1
2	Mason	0	0	0
3	Electrician	1	3	4
4	Plumber	0	1	1
5	Welder	0	0	0
6	Painter	0	0	0
7	Mali	0	0	0
	<b>Sub Total</b>	<b>1</b>	<b>5</b>	<b>6</b>
<b>II.</b>	<b>Housekeeping Service</b>			
8	Sanitary worker	19	0	19
	<b>Sub Total</b>	<b>19</b>	<b>0</b>	<b>19</b>
<b>III.</b>	<b>Messenger Services</b>			
9	Attendant	30	0	30
	<b>Sub Total</b>	<b>30</b>	<b>0</b>	<b>30</b>
<b>IV.</b>	<b>Supervisory Services</b>			
10	Work Supervisor	0	1	1
	<b>Sub Total</b>	<b>0</b>	<b>1</b>	<b>1</b>
	<b>Grand Total</b>	<b>50</b>	<b>6</b>	<b>56</b>
Total contract workers required for BHEL, PS-PEM, Noida				

**Consolidated Wages and other allowances and Statutory  
Payments/Contributions per Month**

S. N.	Description	Calculation	Category of Workers	
			USW (Swipers & Messengers)	SW (Work Supervisor, Plumber, Carpenter, Electricians)
			Amount	Amount
1a	Minimum Wages(Including VDA) as on date 01-04-2014	From Min. Wage	₹ 329.00	₹ 400.00
1b	Monthly Minimum wages (1a x 26 days)	= 1a x 26	₹ 8,554.00	₹ 10,400.00
1c	Additional payment by BHEL	From BHEL	₹ 3,200.00	₹ 4,100.00
1	<b>MONTHLY CONSOLIDATED WAGES (1 + 2)</b>		₹ 11,754.00	₹ 14,500.00
2	PF Contribution on S. No. 1			
(a).	PF @ 12% on S. No. 1	= 1 x 12%	₹ 1,410.48	₹ 1,740.00
(b).	EDLI @ 0.50% on S. No. 1	= 1 x 0.5%	₹ 58.77	₹ 72.50
(c).	Admn. Charges (02) @ 1.10% on S. No. 1	= 1 x 1.10%	₹ 129.29	₹ 159.50
(d).	Admn. (22) @ 0.01% on S. No. 1	= 1 x 0.01%	₹ 1.18	₹ 1.45
3	ESI Contribution			
(a).	ESI @ 4.75% as employer contribution on S.No. 1	= 1 x 4.75%	₹ 558.32	₹ 688.75
4	Bonus (Range minimum @ 8.33 % to maximum @ 20% as per PBA 1965 which is applicable on wage upto Rs. 10,000 only)	= 1 x 0 (Since 1 > 10,000)	₹ 0.00	₹ 0.00
5	Liveries LS @ Rs. 225/- P. M.	From BHEL	₹ 225.00	₹ 225.00
6	Leave Salary 2.25 day Per Month (based on 30 days in a month)	= 1 x 2.25/30	₹ 881.55	₹ 1087.50
7	<b>Per Month category wise Wage without service charge</b>	<b>(1 + 2a + 2b + 2c + 2d + 3a + 4 + 5 + 6)</b>	₹ 15,018.58	₹ 18,474.70
8	Service Charges @ X %	= 7 x X%	₹ Q	₹ Q
9	Per Month category wise Wage with service charge (Sub Total)	= 7 + 8	₹ Q	₹ Q
10	Service Tax @ Y % on total (Sl. No. 9)	= 9 x Y%	₹ Q	₹ Q
11	Total (Including Service Tax)	= 9 + 10	₹ Q	₹ Q
12	Nos. of workers required (From ANNEXURE – G)	GRAND TOTAL	USW =	SW =
13	Per month Total Amount (Including Service Tax)	= 11 x 12	₹ Q	₹ Q
14	Total amount for one Month of all workers	= 13(USW + SW)	₹ Q	

- 'Q' has to be calculated by the bidder as per quoted 'X' & 'Y' and the same shall be forwarded in Annexure 'J'.
- Minimum wages (USW) @ ₹329/- X 26 days.
- Minimum wages (SW / Works Supervisor) @ ₹400/- X 26 days.

(Signature & Seal of Bidder)

**Notes:-**

71

1. **The monthly consolidated wages will be revised by BHEL as per sole discretion. Increase of VDA by U. P. Govt. w.e.f. 01.04.2014 has been incorporated in the category wise wage calculation and any further increase of VDA will become the part of monthly consolidated wages.**
2. **TDS as applicable will be deducted from all the bills & TDS certificate will be issued to the Party.**
3. **Calculation of PF, Extra Duty per Hour, Bonus, Incentive, & Leave Salary will be based on the monthly consolidated wages inclusive of VDA.**
4. **Calculation of ESI is based on the monthly consolidated wages inclusive of VDA + Allowances + Total Extra Duty amount of the month.**
5. **Amount mentioned at Sl. No. 1b, 2a, 2b, 2c, 2d, 3 & 4 will be applicable as per act.**
6. **Amount mentioned at Sl.No. 1c, 5 & 6 will be applicable as mentioned.**
7. **Charges of Extra duty per Hour will be flat on double hour rate { = MONTHLY WAGE INCLUSIVE OF VDA\* 2 / 208 }**

**ANNEXURE - 'I'****List of Material for Housekeeping Service**

A. The following material / tools should be always readily available at the site in good condition:

S. N.	Item Name	Unit	Quantity
1.	Water Pusher	Nos	100.00
2.	Glass Wiper	Nos	50.00
3.	Housekeeping caddy for each Housekeeping personnel	Nos	20.00
4.	Manual scrubbing tool for skirting and corner with handle green pad.	Nos	20.00
5.	Hand scrubbing tool for vertical area with green pad & white pad	Nos	20.00
6.	Toilet Clean Brush	Nos	40.00
7.	Floor Cleaning Brush	Nos	20.00
8	Carpet Brush	Nos	6.00
9	Plastic Bucket	Nos	20.00
10	Plastic Mug	Nos	20.00
11	Road Clean Brush	Nos	20.00
12	Thinner	Litre	5.00
13	Glass cleaning set complete	Nos	20.00
14	Cobweb brush round	Nos	20.00
15	Cobweb brush curved	Nos	20.00
16	Vertical Dust Pan clip with broom	Nos	20.00
17	Vacuum cleaner	Nos	4.00
18	Dust Mop head acrylic	Nos	20.00
19	Flat Wet Mop Head	Nos	20.00
20	Soft broom	Nos	20.00
21	Hard broom	Nos	20.00
22	Floor wiper	Nos	20.00
23	Scrubbing machine	Nos	5.00
24.	Dust lifter	Nos	20.00
25	Plate Form Brush	Nos.	20.00
26.	Cotton Gloves	Nos.	20.00
27.	Rubber Gloves	Nos.	20.00
28.	Respiratory Mask	Nos.	20.00
29.	Big Dust Bins (More Than 60 Litre in Size)	Nos.	20.00

(Signature & Seal of Bidder)

## Requirement of Material on Monthly Basis

S. N.	Item Name	Unit	Quantity
1	Liquid Soap (Dettol)	Litre	50.00
2	Odonil Cubes (Odonil)	Nos	50.00
3	Naphthalene Balls	Nos	300.00
4	Toilet Roll of Premium quality	Roll	150.00
5	Cotton Dusters : Yellow	Nos	40.00
6	Cotton Dusters : White	Nos	60.00
7	Glass Duster	Nos	50.00
8	Floor cleaner (T-poll)	Litre	100.00
9	Toilet cleaner (Harpic)	Litre	50.00
10	Bleaching Powder	Kg.	20.00
11	Acid	Litre	20.00
12	Black Phenyl (Black/Red)	Litre	60.00
13	Glass Cleaner (Bottle)	Litre	20.00
14	Air Freshener	Nos.	40.00
15	Urinal Cubes	Nos.	600.00
16	Garbage Bag (big size for waste dustbin)	Nos.	600.00
17	Garbage Bag (small size)	Nos.	100.00
18	Hit (Black/Red) (big size)	Nos.	60.00
19	Carpet shampoo	Litre	10.00
20	Baygon Spray (Finet)	Litre	10.00
21	Deodorant with liquid floor cleaner	Litre	100.00
22	Glass Cleaner	Litre	30.00
23	Dust Control Mop refill	Nos	20.00
24	Hand Cake Soap	Nos	25.00
25	Metal Polish	Kg.	5.00
26	Low Foaming Liquid Floor Cleaner	Litre	20.00
27	Ceramic Cleaning Powder	Kg.	15.00
28	Nylon Scrubbers	Nos	20.00
29	Room Fresheners Spray	Nos	60.00
30	Scratch Bright	Nos.	40.00
31.	Detergent Powder	Kg.	20.00

Note: All the items mentioned above in the list shall be provided by Contractor without any commercial implication to BHEL. Any other item required for execution of the contract apart from the above list of items shall also be provided by the contractor free of cost to BHEL.

(Signature & Seal of Bidder)

Tender Reference No. : .....

## Price Bid Format for BHEL, PS-PEM, Noida

<b>( A ) Monthly charges</b>		
1.	Percentage (X) of per month as per S.No. 8 of Annexure-'H'	_____ % (In percentage)
2.	Service Tax (Y %) (As per Actuals) (To be filled in S.No. 10 of Annexure-'H')	_____ %
<b>Amount Sub Total (A)</b> (as per S. No. 14 of Annexure-'H')		₹ _____

- In case, there is error in working of amount mentioned in Sub Total (A), then the value quoted in Sub-Total (A) shall be corrected considering percentage quoted in S.No. 1 & 2 above.
- Quote for the services mentioned shall be based on Wage Sheet as per (Annexure- H) and requirement of contract workers (As per annexure- G).
- Quote for the services shall be inclusive of service charges of the contractor and service tax as applicable on the value of services and service charges of contractor.

<b>( B )</b>		
S.N.	Description	Quote ( Rs. / per Month )
1.	Material Consumption in House Keeping for the cleaning of all entire floor area, toilets, glasses, etc. as mentioned in the scope of housekeeping of all offices in BHEL, PS-PEM, Noida per month. Approximate area of All Offices of BHEL, PS-PEM, Noida is 101100 Sq. Ft. (APPROXIMATELY). Charges for the material & equipment are of housekeeping per month.	
<b>Sub Total (B)</b>		₹ _____

- Quote for material shall be inclusive of all taxes and Contractor's profit.
- Branded Material should be used with the approval of BHEL.
- This amount will be firm for entire period of validity of the contract.

<b>Grand Total (A + B) per month</b>	₹ _____
--------------------------------------	---------

(Total quoted amount in words Rs .....  
.....)

Note: Evaluation of the bidders will be done based on the quote for per month price (grand total) including service charges, material charges and all taxes. In the event of more than one bidder having quoted identical lowest rates and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised rates. This process would continue till the distinct L1 rate is arrived.

(Signature &amp; Seal of Bidder)