
BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
P.O. BHEL Jhansi 284120

Department: - Locomotive Engineering Department.

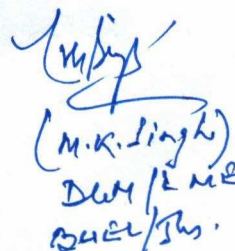
TENDER DOCUMENT
For

DRAWING PREPARATION, DATA PUNCHING, DOCUMENT HANDLING, HOUSE
KEEPING & MISCELLANEOUS SERVICES IN LME DEPARTMENT

Tender Enquiry No.
LME/TE/101
Date - 04/01/14



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



(M.K. Singh)
DUM/TE
BHEL/Jhs.



Executive In-Charge

Total - 33 pages
Tender Documents

BHEL JHANSI

TENDER ENQUIRY NO: LME/TE/101

DATE: 04/01/14

DETAILS OF TENDER DOCUMENT

			T	E								R	
--	--	--	---	---	--	--	--	--	--	--	--	---	--

Nature of work: _____

1. BHEL JHANSI is in the process of finalizing the Works Contract for "DRAWING PREPARATION, DATA PUNCHING, DOCUMENT HANDLING, HOUSE KEEPING & MISCELLANEOUS SERVICES IN LME DEPARTMENT".
2. The tender document has been detailed as follows:
 - a) Notice Inviting Tender (Annexure A)
 - b) Work Specifications (Annexure B)
 - c) Qualifying Requirements (Annexure C)
 - d) Instruction to Bidder (Annexure D)
 - e) Tender Evaluation Criteria (Annexure E)
 - f) Contractor's obligations (Annexure F)
 - g) Other General Terms and Conditions (Annexure G)
 - h) Criteria for measurement of work (Annexure H)
 - i) Technical Bid Application (Annexure I)
 - j) Price Bid (Annexure J)

The duly filled in Technical and Price / Rate bids (Annexure I and J, separately) along with the instructions to the tenders, Contractor's Obligations, General Terms and Conditions with the signature of the tender on all the pages and complete in all respects super scribed as "Quotation for Tender No. LME/TE/101 DATED 04/01/14" should reach us in a sealed cover on or before 18/03/14 (13.15 hours) through Registered / Speed post or the same may be dropped in the tender box available at the following address:

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

- Note:** 1) Dropping of tender in the Tender Box within schedule time and date is the responsibility of the bidder.
- 3) TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES, IN CASE THE BIDS FOUNDS IN ONE SINGLE ENVELOPE THEN THE "BIDS" ARE LIABLE TO BE REJECTED.

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

Executive In-Charge

Executive In-Charge

BHEL – JHANSI

Tender Documents

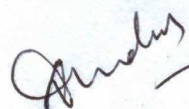
TENDER ENQUIRY NO: LME/TE/101

DATE: 04/01/14

CONTENTS

Sl. No.	Description	ANNEXURE NO	No. of Pages
01.	Notice Inviting Tender	A	1
02.	Work Specifications/ Scope of Work	B	2
03.	Qualifying Requirements	C	2
04	Instructions to Bidders	D	1
05.	Tender Evaluation Criteria	E	1
06.	Contractors obligations	F	3
07.	Other General Terms & Conditions	G	10
08	Criteria for measurement of work	H	1
09	Technical Bid	I	2
10	Price Bid	J	1
11	Guide lines for dealing with discrepancy in words and numbers in price bid	V	1





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

Executive In-Charge

Annexure 'A'
BHEL – JHANSI

Tender Documents

NOTICE INVITING TENDER

TENDER ENQUIRY NO: LME/TE/101

DATE: 04/01/14

1. SCOPE OF WORK :

" DRAWING PREPARATION, DATA PUNCHING, DOCUMENT HANDLING, HOUSE KEEPING & MISCELLANEOUS SERVICES IN LME DEPARTMENT (filing, cleaning & stationary handling)".

2 Tender Evaluation Criteria : As per Annexure – E

3. Duration of the Contract : 1 year from award of contract

4. Other specific requirements : As per Tender

5. Last date of receipt of the Tender : up to 1315 hours on 18/03/14

6. Date of opening of Techno Commercial Bid : 14.00 hours on 18/03/14

7. Address for receipt/issue of Tender Documents : **Bharat Heavy Electricals Limited, Jhansi**

8. Earnest Money Deposit : Rs. 20,000/-

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

OR

One time EMD of Rs. 2 Lakhs can also be deposited in above form and copy of receipt may be enclosed along with tender form.

1. In case of successful bidder EMD will be converted and adjusted against the security deposit on request of bidder, however conversion from EMD to Security Deposit, Stamp Duty will have to be paid as per relevant clause in this document.

2. In case of others the EMD shall be returned normally within 15 days of acceptance of award of work by the successful bidder).

9. Cost of Tender Document : Rs.200 + VAT (as applicable, current rate 14%) = Total

Rs. 228 (In Words Rs.Two hundred twenty eight only)

(In case the documents downloaded from website the cost may be paid by enclosing Demand Draft in favour of "BHEL, Jhansi" along with technical bid or cash may be deposited at BHEL Cash Office and receipt be enclosed with Technical Bid)


10. Security Deposit : Refer Annexure G

NOTE : 1) THE BIDDER MAY VISIT THE WORK PLACE BEFORE QUOTING THEIR RATES.

2) FOR RELEVANT DETAILS PLEASE VISIT OUR WEBSITE "www.bhel.com" & "www.bheljhs.co.in"

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




Executive In-Charge

BHEL - JHANSI

Annexure 'B'

Tender Documents

TENDER ENQUIRY NO: LME/TE/101

DATE: 04/01/14

WORK SPECIFICATION

DETAILS OF WORK

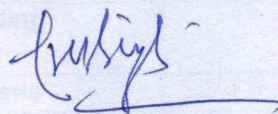
s n	Main activity	details of main activity	Requirement per Year	unit
	TYPING/Drg prep/ assistance			
1		Letters	2400	page
2		ES	1200	page
3		Test schedules	1200	page
4		Operation Manual Data	6000	page
5		Tender documents	2400	page
6		Old archive literature	2400	page
	DATA PUNCHING, CHECKING and Scanning			
1		Shipping list	3600	rows of record
2		data checking	6000	rows of record
3		scanning of drg/ documents	6000	pages
	FILLING			
1		Filling work all papers in/ outgoing in resp. folder	9000	nos
	CLEANING			
1		Daily cleaning of Tables	15000	nos
2		Daily cleaning of chairs	15000	nos
3		Daily cleaning Side table	15000	nos
4		Daily cleaning printer	1800	nos
5		Daily cleaning PC tables	7200	nos
6		Daily cleaning of PCs	12000	Nos
7		cleaning of filing almirah	7500	nos
8		Cleaning of fans	12900	nos
9		Telephones cleaning	6000	nos
	STATIONERY HANDLING			

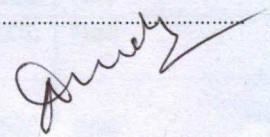
I/We agree with the above
Signature of Contractor with Seal

Executive In-Charge

1		Handling the dak/stationery (Intra department)	900	trip
2		Handling the dak/stationery (Inter department)	600	trip
3		Handling the drawing print	1200	trip
	Misc services			
1		Filling of water jug 50 nos	600	times
2		Filling of air coolers 12nos	600	times
4		Tea prep/distribution 50cups	600	times







Annexure 'C'

BHEL – JHANSI

Tender Documents

TENDER ENQUIRY NO: LME/TE/101

DATE: 04/01/14

QUALIFYING REQUIREMENTS

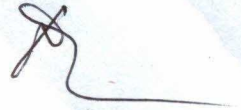
- 1) Should have PAN/TAN number. Copy of PAN/TAN to be submitted.
- 2) Should have Service Tax number (PAN based). Copy of Certificate issued by Excise Dept.
- 3) Should have VAT/TIN No. if material is supplied/ consumed. Certificate Issued by sales Tax Dept to be enclosed.
- 4) Self declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL as per Annexure "-----"
- 5) Self Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude as per Annexure "...."
- 6) Should have independent ESI Code number.
Blank Price Bid as per annexure " J"
- 7) **Average Financial Turnover:** Average Annual financial turnover from during the last 3 years, ending 31st March 2013(year) should be at least 30% of the estimated cost. Duly audited Financial Statement/ Balance sheet / **Certificate from CA to be submitted as a supporting document.**
- 8) If all balance sheets are not available for all three years then the average shall be calculated by dividing the sum of turnover of submitted balance sheets by three
- 9) ***Experience** of having successfully completed similar work (as defined in the tender document) during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:-
 - a. Three similar completed works each costing not less than the amount equal to 40 % of the estimated cost,
Or
 - b. Two similar completed works each costing not less than the amount equal to 50% of the estimated cost.,
Or
 - c. One similar completed work, each costing not less than the amount equal to 80% of the estimated cost

(experience in any service contract/work contract or labour based)
- 10) ***Documentary proof (Execution Certificate)** for the experience to be submitted along with Technical Bid. In case of experience in Private Sector relevant TDS Certificate must be attached as evidence.
- 11) Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Annexure I.
- 12) The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows:

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

Executive In-Charge

-
- (i) Partnership Firm: Partnership Deed registered at the office of Registrar of Firms.
 - (ii) Company: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate.
 - (iii) Society: Registration certificate issued by Registrar of societies.
 - (iv) Sole Proprietor-ship Firm: Undertaking on oath (Rs. 100 stamp paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely (_____)



Annexure 'D'

BHEL – JHANSI

Tender Documents

TENDER ENQUIRY NO: LME/TE/101

DATE: 04/01/14

INSTRUCTIONS TO BIDDERS

(For Two Part Bid System)

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

- 1) The tender is to be submitted in two parts viz a) Techno Commercial bid and b) price/rate bid. a)
Techno-Commercial Bid-The Technical Bid Application (Annexure - I) and its enclosures (along with the Contractor's Obligations, General Terms & Conditions and copies of qualifying requirements) must be submitted in one sealed envelope superscripted as "Tender for DRAWING PREPARATION, DATA PUNCHING, DOCUMENT HANDLING, HOUSE KEEPING & MISCELLANEOUS SERVICES IN LME DEPARTMENT. - **TECHNO-COMMERCIAL BID**". EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed.
- b) **Price Bid**-The second envelope duly sealed should contain the price bid (Annexure-J) only super scribed as " DRAWING PREPARATION, DATA PUNCHING, DOCUMENT HANDLING, HOUSE KEEPING & MISCELLANEOUS SERVICES IN LME DEPARTMENT. - **PRICE BID**". Any other enclosures, which the bidder wishes to submit, must be enclosed with the Technical Bid only. The price bid envelope should contain the rates only. Offers not in line with the above procedure or quoted in any other format is liable to be rejected/bypassed.
- 2) Both the technical bid and price bid sealed envelopes must be again enclosed in a single envelope duly sealed and super scribed as "TENDER FOR TENDER NO : **LME/TE/101** DUE DATE OF OPENING **18/03/14**. The same should be dropped in the tender box kept in the CISF gate of Administrative Building, BHEL, Khailar, Jhansi, within the specified date and time by the representative of the bidder. It shall be the responsibility of bidder that the bid is dropped in tender box before the due date and time. BHEL shall not take any responsibility if the bid is not dropped in the tender box before due time and date.
- 3) All bidders can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the bidders place by authorised officials, price bids of only those bidder who are technically found suitable will be opened on a subsequent date which will be informed to the concerned whose Technical bid has been accepted, in advance for witnessing the Price Bid opening.
- 4) All entries in the tender document should be in one ink. Corrections, over writing, cuttings, etc. will not be permitted. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the bidders before submission.
- 5) Price quoted in Price Bid shall be inclusive of all taxes & duties, all statutory requirements/liabilities like PF/ESI/Bonus/Min. wages etc. However service Tax shall be payable extra as applicable. The price / rate should be quoted in figures as well as in words. In case of discrepancy in figures and/ or the decision shall be as per guide lines issued by BHEL Corporate MM. (Annexure V)
- 6) The rate quoted will be valid for the period of contract.
- 7) The contract will commence on the date as applicable against the contract and shall be valid as per the validity period of the contract. The contract can be extended further on mutual agreement on same terms, conditions and rates.
- 8) BHEL may go for Reverse Auction after Techno-Commercial evaluation instead of submitted related Price Bid. Bidder should confirm participation in Reverse Auction along with Techno-Commercial Bid.

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

Executive In-Charge

Annexure 'E'

BHEL – JHANSI

Tender Documents

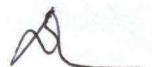
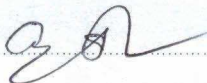
TENDER ENQUIRY NO:LME/TE/101

DATE: 04/01/14

TENDER EVALUATION CRITERIA

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

1. BHEL officials may visit the bidders' office & their client's place to evaluate the capability and assess the performance.
2. Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, workers having requisite qualification wrt work specification, posses computer skills to work with AutoCAD/ windows 2007, machinery, equipments in its possession, previous track record, experience in other organizations, etc.
3. Price Bids will be opened or participation in Reverse auction will be allowed to only Techno-Commercially accepted bidders.
4. The contractor shall be awarded the work on overall L-1 basis if otherwise not specified in the tender document.
5. In case of tie between two or more than two bidders for L1 price . Bids shall be called for discount on price offered in sealed envelope from all the L1 bidders. In case of discrepancy in words and figures offered in price bid the decision shall be taken based on annexure "V"



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

Executive In-Charge

BHEL – JHANSI

Tender Documents

TENDER ENQUIRY NO: LME/TE/101

DATE: 04/01/14

CONTRACTOR'S OBLIGATIONS

A) CONTRACTUAL

Towards selection, control and supervision of employees

- 1) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- 2) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- 3) Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- 4) **Age of workers:** The contractor shall not employ any person who has not completed his 18 years. Also age of worker deployed should not exceed 60 years.
- 5) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc. acceptable to concerned department.
- 6) **Discipline:** The Contractor shall be responsible for the discipline of his own employees deployed under the contract. In case of any loss to the BHEL Jhansi on account of indiscipline of employee then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 7) The contractor, on advice of authorized BHEL official, shall immediately remove any person employed by him, who may in the opinion of such authorized BHEL official is involved in misconduct. Such person shall not be re-employed by the contractor without prior permission.
- 8) Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of

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

Executive In-Charge

any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.

- 9) Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- 10) **Record Keeping:** Contractor to maintain appropriate records of his employees deployed to carry out the job(s). Contractor shall maintain neatly written, complete and legible registers, records, reports and returns for inspection by various authorities at short notice.
- 11) **Uniform:** The contractor shall be responsible to provide to his workers uniform and safety gears such as shoes, helmet and PPE . The uniform should be dark blue trousers and light blue shirt for males and dark blue trousers/*salwar* and light blue *kurta/ kameez/top* for female.

The uniform should have logo of the contractor's firm/ company which shall be affixed by the contract labor on the left side of his pocket. The uniform shall be kept in neat, tidy and wearable condition.

The stitching and logo charges should be borne by the contractor.

Contractor shall ensure that the employees are in neat and tidy uniform and safety gear on duty.

Penalty of 5% of monthly bill may be imposed if the workers are not found in prescribed uniform and safety gears.

- 12) **Bus Pass :** Contractor may apply for providing bus pass facility to his workmen. BHEL will consider such applications based on merits and availability of seats. Contractor would be responsible for depositing bus pass charges and penalties (if applied) of his/her workmen/staff etc. BHEL would have the right to deduct/recover the same in case of default by the contractor/supplier.
- 13) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues required.
- 14) Tools, tackles and materials : Contractor shall provide to his employees all tools, tackles, material, equipments as specified in contract and maintain the same to carry out the job under the contract at his risk and cost. BHEL shall not have any liability for these tools, tackles, equipments or material.



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



Executive In-Charge

B) Towards statutory liability

1. As mentioned in the terms and conditions enclosed as Annexure 'G' of this contract.
2. Contractor shall indemnify BHEL against all claims by statutory authorities and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
3. Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period (wage period shall be from 1st day of the month to the last date of the month) and to ensure disbursement of wages in the presence of the authorities representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.

C) Towards Finance

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

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

Executive In-Charge

Annexure 'G'

BHEL – JHANSI

Tender Documents

TENDER ENQUIRY NO: LME/TE/101

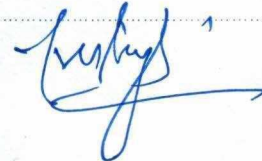
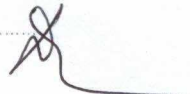
DATE: 04/01/14

GENERAL TERMS & CONDITIONS FOR CONTRACTORS FOR DEPLOYMENT OF WORKERS UNDER WORKS CONTRACT.**1 SECURITY DEPOSIT**

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

Upto Rs 10 Lakhs	10%
Above Rs 10 Lakhs & upto Rs 50 Lakhs	Rs.1.0 Lakh + 7.5% of the amount exceeding Rs 10 Lakhs
Above 50 Lakhs	Rs. 4.0 Lakhs + 5% of the amount exceeding Rs. 50 Lakhs.

- 1.2. The bidder shall submit the 'Performance Security Deposit' within 30 days of awarding of contract/ issue of Letter of Intent as following:-
- Pay Order, Demand Draft drawn in favor of M/s "Bharat Heavy Electricals Limited, JHANSI" valid for the period as aforesaid.
 - Local Cheque of scheduled banks, subject to realization.
 - Securities available from Post Offices such as NSC, Kisan Vikas Patras etc. (Certificates to be held in the name of bidder furnishing the security and duly pledged in favor of BHEL and discharged on the back)
 - Bank Guarantee from scheduled Banks/Public Financial Institutions as defined in Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - Fixed Deposit Receipt (FDR) issued by Scheduled Banks/Public Financial Institutions as defined in Company's Act. The FDR should be in the name of bidder; A/C BHEL, JHANSI duly discharged on the back.
 - The PSD can also be recovered at the rate of 10% from running bills. However in such cases at least 50% of the PSD should be deposited before the start of work and balance 50% may be recovered from running bills.
 - All deposits in the form of bank instruments shall be caused to be submitted preferably through the issuing bank only and deposited with the Finance Deptt. of BHEL under receipt in duplicate with copy of receipt submitted to department.
 - The Performance Security Deposit shall not carry any interest.

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

Executive In-Charge

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

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

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

(a) **Labor License**

- i) Contractor shall within 5 days of commencement/completion of work-order submit Form VI-A to RLC office. The first & final bill shall be processed only on clearance regarding submission of Form VI-A by contractor.
- ii) Contractor shall apply for Form V to BHEL for obtaining labour license (if the number of workers deployed is more than 19) from appropriate government (as on date Central Government) and submit the same within one month from the date of award of the contract. Contractor shall possess separate valid Labour license from appropriate government for each contract in line with CL(R&A) Act before deploying their employees.
- iii) In case the number of employee desired to be deployed by the contractor against the contract during execution exceeds the number of employees allowed in the license then the contractor shall obtain prior amended valid labour license for the contract for the requisite number of employees.

(b) **Personal Accident Insurance Policy**

- i) Contractor shall buy Personal Accident Insurance (24x7) policy for all of his employees deployed under the contract before the start of work. No employee should enter the BHEL factory premises or working area without insurance cover as stated below..
- ii) The policy should cover the accidental death of workers for 24 Hrs for all the seven days of week.
- iii) The policy should be purchased from Govt. under taking company.
- iv) The coverage shall be of Rs. 5 lakhs per individual. The sum assured (Rs. 5 lakhs) shall become payable to the nominee/legal heir in the event of death due to accident of insured person.
- v) In the event of death of any contract worker deployed by the contractor without proper insurance cover, the contractor shall be liable to pay Rs. 5 lakhs to the nominee/ legal heir of such deceased contract worker.

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

Executive In-Charge

4 APPOINTMENT AND ENTRY IN FACTORY PREMISES :

- 4.1 The contractor shall submit the following to HR, contracting department and CISF
- (a) The details of the worker proposed to be deployed.
 - (b) Character certificate issued by District Magistrate's Office or Proof of remittance of fees for character certificate at District Magistrate's Office. Further he should submit the character certificate within 60 days failing which he will be discontinued.
 - (c) Copy of employment card issued by contractor to his own worker.
Annexure II
- 4.2 After submission of documents the contractor shall issue photo identity card to the employee and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the employee to enter the factory premises initially for a period of one month.
- 4.3 The photo identity card shall have to be revalidated every month on last working day of the month or any other date fixed to do so. In absence of such revalidation, duly forwarded by HR department, CISF shall not allow any employee to enter the premises of BHEL Jhansi.
- 4.4 The contractor shall maintain a register of persons employed by him in the format prescribed under Rule 75 of Contract Labour (R&A) Central Rules. A copy of this format is annexed as **annexure III**.

5 ATTENDANCE AND PAYMENT OF WAGES

- a) Contractor should maintain attendance register by recording daily attendance duly signed by both contractor and contract worker.
- b) The contractor shall pay minimum wages as applicable of the Appropriate Government and in addition to minimum wages Rs.76.92, 88.46 & 96.15 per day for USW, SSW & SW respectively shall also paid to the employees as per their skill category. This additional amount will also attract all statutory deduction and payments.
- c) The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the contract, at least a day prior to disbursement of wages.
- d) The contractor shall make payment to the his own employees/ Before the expiry of the 7th day after the last day of the wage period in respect of which the wages are payable. The payment

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

Executive In-Charge

of wages to the employees shall not be subject to payment against the bills by BHEL.

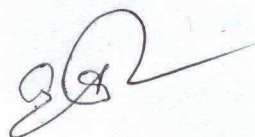
- e) The contractor shall remit the cheques favoring RPFC and EST Kanpur with the appropriate banks with such period as stipulated under relevant provisions. Last date for remittance of PF is 15th and that in case of ESI is 21st of each month.
- f) The contractor shall make payment of wages to his workers on due date in presence of an authorized representative of contracting department. The authorized representative shall retain a copy of wage payment sheet with him.
- g) In cases where the payment to the contractor is due only after completion of work and the payment is not made monthly then the contractor shall have to produce documents as enumerated in respect of all workers deployed by him against the contract, for each month separately, along with final bills.

6 Payment of bills

The payment of bills shall be done as per contract on completion of work/stage and duly certified by agency as defined in contract. The contractor's bills should be accompanied with the following.

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

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



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



Executive In-Charge

