



B H A R A T H E A V Y E L E C T R I C A L S L I M I T E D
RAMACHANDRAPURAM: : HYDERABAD – 502 032
TESTING DEPARTMENT, 86 Building
TEL. NO. 23182756 & 23183678. FAX NO. 040 – 23186124

TENDER DOCUMENTS

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BHARAT HEAVY ELECTRICALS LIMITED
 Ramachandrapuram, Hyderabad – 502032
 TESTING DEPARTMENT, 86 BUILDING
 Tel. No: 91 040 2318 2756, 2318 3678 Fax.: 040-23186124

TENDER NOTICE
Testing Department / 86 Building

TENDER NOTICE No.: HY/T/6012/EMT/WC/2013/03

Date: 20-09-2013

Sealed Tenders in separate cover are invited from the reputed contractors for “Offloading of Cleaning and Material Handling works in test plant areas”, upto 11-00 Hrs on the date specified and the tenders will be opened on 01-10-2013 at 13-30hrs. at the **tender co-ordination / Vendor complex**, The tenders will be issued on all working days between 9-00 Hours to 14-30 Hours at the office of Sr.Manager / Testing (EM).

Name of work	Approx. Estimated Amount (Rs. In lakhs)	Earnest Money Deposit Rs.	Period of Contract up to
Cleaning & Material handling works Total Operations = 3900 (1 Operation = 270 Sq.m Cleaning+ 0.45 MT Material Handling)	23.11	60,000/-	One (1) year from the date of awardal

Cost of tender document is Rs 500/-, Sale of Tenders from 21-09-13 to 30-09-13 (09:00-14:30hrs), Last date for receipt of tenders 01-10-13 (11:00hrs), Date of opening of tenders 01-10-13 (13:30hrs). For full details and tender documents, please visit our web site <http://www.bhel.com> on the above dates. Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, and Revisions, etc., to tender specifications will be hosted in BHEL webpage (www.bhel.com → Tender Notifications/View Corrigendum) and not in newspapers. Bidders to keep themselves updated with all such information.

Sd/-

Sr. Manager/ Testing(EM)



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TENDER NOTICE NO. HY/T/6012/EMT/WC/2013/03

DATE:

1. Name of work : Cleaning Works in all Test Plants
Qty. of work = 10, 22,244 Sq. meters. (m²) &
Material handling Works. Qty.: 1800 Metric tons. (MT)
2. Earnest Money Deposit : Rs. 60,000 (Rupees Sixty thousand only)
3. Time of Completion : 12 Months
4. Maintenance period : Nil.
5. Sale of Tenders : From: 21-09-2013 to 30-09-2013 (09-00 hrs to 14-30 hrs.)
(On all working days)
6. Cost of tender documents with ST : Rs. 500/-
7. Last date of receipt of tenders : 01-10-2013 up to 11.00 hrs.
8. Date and time of opening of tenders: 01-10-2013 at 13.30 hrs.
9. **Estimated cost : Rs. 23.11 Lakhs**

SIG.OF THE AGECNY / CONTRACTOR

(NAME:)

(SEAL & ADDRESS:

Telephone No.:

Note: Demand Draft / Banker's Cheque drawn in favour of "BHARAT HEAVY ELECTRICALS LIMITED, HYDERABAD - 32 " or payment of cash in BHEL Cash Office through Pay in slip under 76 / 283000 code are acceptable. (No other mode of payment will be accepted).

EMD Details:

**BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM:: HYDERABAD-32**

TENDER NOTICE NO. HY/T/6012/EMT/WC/2013/03

DATED: 20-09-2013

1. Sealed offers as per two-part bid procedure(Part 1:Techno commercial bid and Part 2: Price Bid), superscribing the tender notice number,name of the work, name and address of the bidder, will be received at Tender box at Vendor complex, Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad-32 up to 11.00 hours on 01-10-2013 from the contractors satisfying the prequalification requirements for the work of

“1. Cleaning & Material Handling Works in all Test Plants

Qty. of work = 10, 22,244 Sq.meters (m²) & 1800 Metric tons (MT)”

Sealed Tenders' envelops will be opened at the Vendor Complex, Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad-32 on Dt. 01-10-2013 by 13.30 hours. The tenderers or their agents are expected to be present at the time of opening of the tenders. The tender receiving officer will, on opening such tender, attest over writings or corrections, if any, therein in the presence of the tenderer's who may be present at the time. The tender shall be in the form of obtainable document from the Office of Sr.Manager / Testing (EM), 02 shop or through BHEL website www.bhel.com. Tender forms and other particulars/clarifications regarding the proposed work can be obtained / clarified on any working day from Dt. 21-09-2013 to 30-09-2013 (from 9:00 hrs to 14:30 hrs) on payment of the prescribed sum of **Rs. 500** per set as non-refundable basis.

SUBMISSION OF TENDER

Tender documents should be submitted in two part bid system.

Part 1: Techno Commercial bid

Part 2: Price bid

Techno-Commercial bid and price bids must be in separate covers and super-scribed as "Techno commercial bid " and "Price Bid" separately with tender reference numbers, name of the work , name and address of the bidder clearly written on the covers.

In "Two part Bid System" offers are to be submitted in triple sealed covers. The first inner sealed cover will contain Techno Commercial bid having all details but with price column blanked out. This cover will clearly be superscribed with "Techno Commerical bid" along with tender number, name of the work and item description. The Second sealed inner cover will contain only the price schedule duly filled in and signed and will be clearly super scribed with "Price Bid" alongwith tender number and name of the work. These two covers shall be put into outer cover and sealed. The outer cover should duly bear the tender number, name of the work, name and address of the bidder.

Tenders must be submitted in sealed covers and should be addressed to Vendor complex, Adjacent to Administrative Building, Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad – 32, the name of the tenderer, tender notice number and the name of the work being super scribed / noted on the cover.

Any change in quotation after opening of the tender WILL NOT BE CONSIDERED.

BHEL will not be responsible for the loss of tender form or for the delay in postal transit.

If the tender is made by a individual, it shall be signed with his name and his full address shall be given, If it is made by firm, it shall be signed with the co-partnership name by a member or the firm, who shall also sign his own name and the name and address of each member of the firm shall be given, if the tender is made by a corporation, it shall be signed by a duly authorized officer who shall produce with his tender, satisfactory evidence of his authorization.

Such tendering corporation may be required before the agreement is executed, to furnish evidence of its corporate existence.

2. Each tenderer must pay as Earnest Money deposit, a sum of **Rs. 60,000/-**

(Rupees Sixty Thousand only) only and enclose with his tender the receipt endorsed accordingly. The EMD prescribed for this work may be offered in any of the following forms duly pledged to the Sr. Accounts Officer (CASH), B.H.E.L., Ramachandrapuram, Hyderabad-32.

- a) Cash Receipts from B.H.E.L., Cash Office
- b) Bankers cheque, Demand Draft.
- c) One time EMD

The Earnest Money will be refunded to the unsuccessful tenderer within fifteen days of acceptance of award of the works by the successful tenderer. The Earnest Money Deposit will be retained in the case of the successful tenderer and get converted as a part of Security Deposit for the due performance of the contract and in either case will not carry any interest. It will be dealt with as provided in the conditions attached to the tender.

When a tender is to be accepted, the tender whose tender is under consideration, shall attend the Office of Sr.Manager / Testing (EM) on the dates fixed by written information to him. He shall forth with upon intimation being given to him by Sr.Manager / Testing (EM) of acceptance of his tender, complete the execution of the agreement by signing all documents connected there with. Failure to do so shall entail for forfeiture of the Earnest Money Deposit.

3. EMD by the Tenderer will be forfeited as per Tender Document if.
 - I) After opening the tender, he revokes his tender within the validity period or increased his quoted rates.
 - II) The tenderer does not commence the work the period as per LOI/Contract. In case the LOI / contract is silent in this regard then within 15 days after award of contract.
4. EMD shall not carry any interest.
5. Tenderers shall peruse carefully the instructions laid in General Conditions of the contract and all other relevant documents before tendering for the work. The approximate quantity of work to be executed is given in Schedule – “D”. The quantities are given with a view to enable form and for a uniform comparison of tenders. It shall be definitely understood that the Bharat Heavy Electricals Limited, does not accept any responsibility for correctness or completeness by commissions, deductions or additions at the discretion of accepting authority.
6. BHEL reserves the right to split up the work into convenient portions and award them to different contractors at L1 rates.

If the tender covers are not sealed and marked appropriately, BHEL will no responsible for the misplacement or damage of the envelopes/covers.

Tenders will be received up to stipulated Time & Date for the Receipt of Tender.

Late tenders will not be entertained.
7. Sr.Manager / Testing (EM) reserves the right to reject any tender or part there of or all the tenders without assigning any reasons thereof.
- 8
 - a. Tenders offering a percentage deduction from or increase on the estimate amount and those not submitted in proper form or in due time will be rejected.
 - b. The offer shall be valid for a period of 90 days from the date of opening of the tender.
9. Security Deposit shall be collected from the successful tenderer. The rate of Security Deposit will be as below:
 - 9a. Upto Rs. 10 lakhs : 10%
 - Above Rs. 10 lakhs upto Rs. 50 lakhs : Rs. 1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs
 - Above Rs. 50 lakhs : Rs. 4 lakhs + 5% of the amount exceeding Rs. 50 lakhs

The Security Deposit should be deposited before start of the work by the contractor.

9b. Security Deposit may be furnished in any one of the following forms:

- i) Cash (as permissible under the Income Tax Act)
- ii) Pay Order, Demand Draft in favour of BHEL.
- iii) Local cheques of scheduled banks, subject to realization.
- iv) Securities available from Post such as National savings Certificates, Kisan Vikas Patras etc.
- v) Bank Guarantee from schedules Banks / Public Financial Institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The Bank Guarantee format should have the approval of BHEL.
- vi) Fixed Deposit Receipt issued by scheduled Banks / Public Financial Institutions as defined in the companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharge on the back.
- vii) Security Deposit can also be recovered at the rate 10% from the running bills. However in such cases at least 50% of the Security Deposit should be deposited before start of the work and the balance 50% will be recovered from the running bills.
- viii) EMD of the successfully tender shall be converted and adjusted against the security deposit.

NOTE: Acceptance of Security Deposit against sl. No. (iv) and (vi) above will be adjusted to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.

9c. Security Deposit shall not be refundable to the contractor except in accordance with the terms of the contract.

The Security Deposit will be released along with final bill or after One Month period whichever is later.

The offers of bidders who are on the banned list and also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com



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PRE QUALIFICATION

- A). The following conditions have to be satisfied by the tenderer; with documentary proof to be enclosed with tender bid **In case the agency fails to enclose the following documentary proof with tender the tender will be liable for rejection.**
- i. Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year (should submit balance sheet & P&L account for last 3 years – initiated by CA), should be at least 30% of the estimated cost. Further, the tenderer fail to submit the figure(s) for 3 years, non-submitted year will be considered as "0" (Zero) for averaging the turnover. In the 3 years turnover, previous year turnover is compulsory.
 - ii. Particulars of experience / credentials for the works executed of similar nature during not older than 7 years. (Completion certificate of the works to be enclosed) 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 costing not less than the amount equal to 40% of the estimated cost.
OR
 - b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.
OR
 - c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.
 - iii. "The offers of the bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firm shall be rejected. The list of banned firms is available on BHEL website www.bhel.com".
- B) (i) ESI code . (ii) P. F. Code No.
- C) Labour licence (Central / State Government) before commencement of work.
- D) PAN No. (in case not available, proof of having applied with acknowledgement from concerned authorities)
- E).VAT Registration No.
- (The tenders to note that possession of PF Code is not a pre-condition for participation in the tender. However, the successful tenderer should ensure to get the PF Code no., and the PF amounts deducted from the employees are to be deposited in this PF code along with their contribution).
- II Tenders must be submitted in sealed covers addressed to Sr. Manager / Testing, BHEL, Ramachandrapuram, Hyderabad 502 032. Tenderer shall write tender notice No. and name of work and address of the tenderer on the sealed cover. In case the agency fails to comply any of the above, the tender will be liable for rejection.
- III. NOTES:
- 1 Period of contract shall be as mentioned in NIT.
 2. Tenders are **on two - part bid method**. (Techno commercial bid and Price bid).
 3. Tender documents can be had through BHEL website <http://www.bhel.com>
Cost of document shall be paid in the shape of Demand Draft or Bankers (NA) Cheque or Pay Order and separately enclosed to the tender bid.
 4. The requisitions for tender documents shall be given in person to Sr. Manager (Testing/EM), BHEL, Ramachandrapuram, Hyderabad 502 032 along with Demand Draft / Banker's Cheque drawn in favour of "BHARAT HEAVY ELECTRICALS LIMITED, HYDERABAD " or payment of cash in BHEL Cash Office (No other mode of payment will be accepted).
Tender documents shall be collected in person by the Contractor or his representative.
 - 5 BHEL reserves the right to reject or cancel the tender at any stage of the tender process without assigning any reasons there of.
 6. **The agencies are advised to visit the work site to understand the nature of work / quantum of work in its true perspective to avoid any complications in future .**

Date:

Place:

DIRECTIONS TO PARTIES FOR TENDERING

1. Each tenderer must also send a certificate of Current Income Tax Clearance from the appropriate Income Tax Authority in the form prescribed therefore. In the case of proprietorship firm, it will be necessary to produce the certificate aforementioned for the proprietor and in case of partnership firms, for each of the partners as the case may be.
2. Every tenderer is expected, before quoting his rates to inspect the site of the proposed work and satisfy himself.
3. Time shall be considered as the essence of the contract.
4. The tenderer should quote specific rates for the item in the schedule and the rates should be in rupees and paise. The units and rates should be written both in words and figures. The schedule accompanying the tender shall be written legibly and free from erasures, over writings or corrections of figures. Corrections where unavoidable should be made by crossing out, initialing, dating and rewriting. No alteration which is made by the tenderer in the agreement form, the conditions of agreement, the drawings or specifications accompanying the same will be recognized and if any such alterations are made, the tender will be void.

TENDER FOR THE WORK

I/We _____ do hereby tender to execute works of the under mentioned description and in accordance with the conditions noted below in consideration of payment being made for the quantity of work executed at the respective rates specified in the following schedule.

I / We hereby distinctly and expressly declare and acknowledge that before the submission of my / our tender I / We carefully followed the instructions in the tender notice and have read the Andhra Pradesh Standard specification and the clauses of the preliminary specifications an that I /We have made such examination of the contract documents and of the specifications etc., and of the location where the said work is to be done and such investigation of the work required to be done and in regard to the material required to be furnished as to enable me/us thoroughly to understand the intention of same and the requirements, covenants, agreements, stipulations and restrictions contained in the contract and in the said specifications and distinctly agree that I /We will not hereafter make any claim or demand upon the Bharat Heavy Electricals Limited based upon or arising out of the said requirements, covenants, agreements, stipulations, restrictions and conditions I /We, _____ enclose a income tax verifications certificate. I /We _____ have already produced income tax verification certificate during the current calendar year in respect of (here particulars of the previous occasion on which the certificate was produced should be given

_____.

TENDERER'S AND CONTRACTOR'S CERTIFICATE

1. I hereby declare that I have perused in detail and examined closely the BHEL General Conditions of contract. I agree to be bound by and comply with all specifications contained General Conditions of contract, for the various items of works specified in the Schedule "D" and the work as a whole.

2. I hereby declare that I shall pay the statutory minimum wages to my workers as applicable from time to time.

I shall also adhere to all the statutory obligations under Contract Labour (Regulation and Abolition) Act 1971 and Rules framed thereunder with subsequent revisions if any.

GENERAL TERMS & CONDITIONS

1. The contractor shall comply with the following general terms, conditions and special instructions.
2. The contractor shall fully comply with the following en-actments:
 - a. Contractor Labour (R&A) Act, 1971.
 - b. Wage Rates not less than that notified by State Labour department from time to time.
 - c. Payment of Wages Act.
 - d. ESI Act, 1948.
 - e. EPF Act, 1952.
 - f. Workmen's Compensation Act, 1923.
 - g. The company's instructions as issued from time to time in regard to working hours, wages, leave, holidays etc.
3. The Contractor shall obtain license from the Assistant Labour Commissioner (Central), or appropriate Government if he engages 20 (Twenty) or more workmen only.
4. The contractor shall produce the following Registers and forms before commencement of work, verification by the Executing Officer of the company.
 - a. Form XIII - Register of workmen employed by contractor (Rule 75).
 - b. Form XIV - Employment card issued by contractor (Rule 76).
 - c. Form XVI - Muster Roll (Rule 78 (1) (a) (i)).
 - d. Form XVII - Register of Wages (Rule 78 (1) (a) (i)).
 - e. Form XVII - Register of wages - cum Muster Roll (in case of weekly payment).
 - f. Form XIX - Wage slip (Rule 78 (b)).
 - g. Form XX - Register of deduction for damages or loss (Rule 78 (1) (a) (ii)).
 - h. Form XXI - Register for fines (Rule 78 (1) (a) (ii)).
 - i. Form XXII - Register of advances (Rule 78 (1) (a) (ii)).
 - j. Form XXIII - Register of overtime (Rule 78 (1) (a) (iii)).
 - k. Form XXIV - Register to be sent by the contractor to licensing Officer (Rule 82) (1).

The contractor shall maintain the above neatly, completely and legibly for inspection by various statutory authorities and the company officials even at short notice.

5. The contractor shall observe
 - (a) Weekly rest day.
 - (b) The company list of holidays.
6. Contractor shall obtain complete bio-data of the labour, employment certificate and Antecedent verification in the prescribed form for each labour and supervisor engaged by him and shall submit the same to the Personnel Department / IR section through the contract executing officers before commencement of the work.

7. The Entry permits are to be issued to the Contract Labour by Assistant Commandant / CISF (Plant), based on the requisition submitted by Contract Executing Officer and forwarded by Dy. General Manager / Personnel.
8. Every contractor shall submit a notice regarding commencement and completion, of work in form – VI A&B [Rule 25 (VIII) & 81 (3)] to Personnel Department, IR section through his contract executing officer, for forwarding the same to State Labour Department.
9. The contractor shall make himself of his representative available at the work spot everyday during execution of work, for effective supervision.
10. The contractor shall attend to all inspections notified / conducted by the Personnel Department, Labour Department, P.F. authorities. Factory Inspectors ESI Inspectors, or any other such authorities under the act.
11. Non – compliance of any provisions under the act/ rule/instructions / guidelines shall make the contractor liable for penal action including termination of contract.
12. Contractor shall furnish in a separate letter his place of residence and postal address. The delivery at the above named place or posting in a Post box regularly maintained by the post and telegraph Department or sending letters registered for acknowledgement of any notice, letter or other communication to the contractor. Change in address shall come into force at any time by an instrument executed by the contractor and delivered to the Company official who has signed the contract.
13. The contractor must satisfy himself by personal study and examinations of the drawings / specifications furnished and understand thoroughly the scope of proposed work in detail and all conditions affecting the work before entering into the contract. There shall not be at any time dispute / complaint of any misunderstanding with regard to scope of work and interpretation of specifications or any misunderstanding with regard to nature or omission of the work to be done not shall any application for compensation in terms of time and money shall be accepted by company regarding the above.
14. Contractor shall in his absence keep competent agent constantly on the works and any directions or explanations given by the “Contract Signing Officer” or his representative to such agent shall be held to have been given to the contractor himself.
15. Contractor on the advise of company official shall immediately remove any person employed by him, who may in the opinion of the company official is incompetent or misc. conducts himself and such persons shall not be again employed on the works without permission of the company official.
16. The contractor shall erect and maintain at his own cost temporary weather proof sheds at such places approved by the company for keeping materials under cover.

17. The contractor shall give all notices required by the acts regulations , bye-laws, legal acts and pay all fees in connection therewith unless and otherwise arranged and decided in writing with the company. He shall also ensure that no attachments are made against materials or work forming part of or for the use of the contractor. In all such cases, contractor shall protect and indemnify the company against any claim or liability arising from or based on the violation of any such laws, ordinances, regulations ,orders, decrees or attachments either by himself or by his employees,
18. It shall be contractor's sole responsibility to protect the public and his employees against accident from any cause and provide required safety equipments and shall indemnify, the company against any claims for damages for injury to the person or property resulting from any such accidents and shall, where the provisions of the workmen's compensation act apply, take steps to properly insure against any claims there under.
19. In the event of any accident in respect of which compensation may become payable under the workmen's compensation act VIII of 1923 whether by the contractor or by the company as principle employer, it shall be lawful for the company to retain out of monies due and payable to the contractor such sum or sums of money as may, in the opinion of the company shall be final in regard to all matter arising in this clause.
20. No work shall be done on Sundays or on other declared holidays of the company without the written permission of the company officer in charge o f the work. The contractor shall comply with the provisions of the Factories Act Rules framed thereunder if the same are applicable.
21. The contractor shall keep his work place clean and safe to avoid injuries to men and damage to finished products / equipments.
22. On the occurrence of an accident, which results in the death of any of the workmen employed by the contractor or which is so serious as to be likely to result in the death of any such workmen, the contractor shall within 24 hours of the happening of such an accident intimate in writing to the company official in charge of the work.
23. The contractor shall indemnify the company against all losses or damages sustained by the company resulting directly or indirectly from his failure to give intimation in the manner aforesaid including the penalties or dues if any and become payable by the company, as a consequence of failure, the company to give notice under the workmen's compensation act or otherwise confirm to the provisions of the said act in regard to such accident.
24. The contractor shall ensure adherence to all statutory requirements applicable to BHARAT HEAVY ELECTRICALS LIMITED, RAMACHANDRA PURAM, HYDERABAD-502032
25. The contractor shall ensure abidance by all the labour laws especially including contract labour (R & A) Act, payment of wages Act, workmen's compensation act, minimum wages Act ESI Act and Provident Fund Act as amended from time to time.
26. The contractor shall comply with provident Fund Act either through PF code allotted to him are by the code provided by PF Department to work Centers in the FACTORY /TOWNSHIP CIVIL OF B.H.E.L. Ramachandrapuram, Hyderabad -502032

27. Notwithstanding the clause, in case of any financial loss incurred by the company on account of contravention of the Provident Fund regulations or any regulations of rule touching the same by the contractor, the contractor shall submit an undertaking to indemnify the company to the extent of the loss incurred by the company.
28. The contractor should engage only those labourers who shall be more than 18(eighteen) years of age.
29. The contractor shall not resort to sub-contracting under any circumstances. If found subcontracting at a later date, BHEL reserves the right to take whatever action it deems fit, including cancellation of the contract.
30. The contractor shall provide the required safety equipment labours engaged by him.
31. Contractor shall issue "Employment Card" as per statute to all the labour and supervisors covered under the job work contract.
32. The contractor shall be responsible to settle any grievances of the labour deployed by him.
33. Whenever the term "CONTRACTOR" is used, it shall be understood to refer to the particular person, firm or corporation with whom an agreement has been made by the concerned company official for executing the work defined in the concerned agreement and for the purpose of instructions regarding compliance with contract conditions, it shall include the contractor's authorised agents, who are entrusted with the work by contractor.
34. The quantities mentioned in the agreement schedule are worked out from the relevant drawings in the company and may not be the actuals required for execution.
35. The company does not expressly or by implication agree that the actual amount of the work to be done shall correspond there with, but reserves the right to increase or decrease the quantity of any class or portion of the work as he deems necessary.
36. All the works shall be carried out in accordance with the directions and to the satisfaction of the company official in accordance with the drawings, specifications and instructions. Supplementing or explaining the same as may from time to time shall be done by the company official.
37. For all modifications, omissions or additions to the approved drawings and specifications, the company shall issue revised plans or written instructions and no modifications, omission or addition shall be made unless at any time before completion of the work.
38. The company shall have the privilege of ordering modifications, omissions, or additions at any time before completion of the work.
39. All materials, articles, and workmanship shall be the best of their respective kinds for the class of work described in the contract specifications and schedule and materials to be obtained by the contractor shall be from sources approved by the company.

40. Sample of materials shall be furnished by the contractor at his expense to the company when called for before execution of any work.
41. The company shall have power to reject at any stage, any work which is considered to be defective in quality of materials of workmanship and shall not be debarred from rejecting wrong material by reasons of having previously passed them in an unworked condition. Any portion of the work or materials rejected or pronounced to be inferior or not in accordance with specifications shall be taken down and removed from the work site at the contractor's expenses.
42. The decision of the company shall be final and binding on the contractor on all technical questions which may arise in the contract with respect to material, Workmanship, removal; of improper work, interpretation of the working drawings specifications, notes, procedures etc.
43. The decision of the "Contract Signing Officer" or any officer deputed by him duly authorised on his behalf, in respect of the rate of progress and the quality of work or material shall be final.
44. Contracts shall be deemed to have included in his tender price of all the plant. Machinery appliances required for the purpose of all operations connected to secure a satisfactory quality of work within the opinion of the company will ensure the completion of the work within the time specified. If at any time, during the progress of work or any part of it such methods or equipment appear to the company official to be insufficient or inappropriate for ensuring the quality of work required or rate of progress, he may order the contractor to increase their efficiency or to improve their quality of work and the contractor shall comply with such order and on failure of which the company may take such action as it deems it fit to improve the quality of work or the rate of progress required from the contractor and all such actions taken by the company shall be at the cost and risk of the contractor.
45. It is open to the company to lend or supply to the contractor any tools, implement, material and machinery that are needed by the contractor, which in the opinion of the company is essential to improve the quality or progress of work. The contractor shall pay such deposit or charges that may be fixed or determined by the company for any such articles or machinery lent or hired to the contractor.
46. Any electric power required for contractor's machinery for the purpose of work shall be supplied by the company at the written request of the contractor at one point subject to the observance of rules and regulations of Electric board / company and charges there on shall be recovered from the contractor.
47. The contractor shall confirm to the regulations and laws of central / state govt. or any local authority and that of the company with whose system the machinery is supposed to be connected.
48. All rubbish as it accumulates shall be removed from the site to the point of disposal as indicated from time to time by the company. If this is not adhered to, the company shall remove the scrap and recover the cost of these operations from the bills of the contractor.
49. Any sum due from the contractor on account of tools and plants, stores, or any other items provided by the company shall be deducted from the respective bill due to him.

50. In case of breach of any of the terms and conditions of the contract, a claim shall be lodged under the bank guarantee with the guarantor at the discretion of the competent authority of the company. On successful completion of the contract to the satisfaction of the company, the bank guarantee shall be released after due claim period.
51. In the event of any question or dispute or under this contract, the same shall be referred to a competent Authority in the company for sole arbitration and his decision shall be final and binding on the parties to the contract.
52. In case of any suit or other legal proceeding arising under this contract, the courts at Sangareddy (Medak Dist.) A.P only shall have the Jurisdiction.
53. The company reserves the right to enter into parallel agreement with one or more contractor at their direction.
54. Disputes, grievances between the contractor and his labour, will have to be settled by the contractor only.
55. The labour employed by the contractor, if found in abetting and fellow labour or contractors or any BHEL employee, the same shall be considered as an act of indiscipline. Such labourers shall be removed from the services of the contractor, on the advice of BHEL. Further the contractor shall initiate every necessary action in accordance with the relevant Laws, Rules & Regulations and enactments of State and Central Government.
56. Wherever, BHEL/COMPANY standards are mentioned, copies of which are enclosed shall be strictly followed.
57. Nothing contained in the contract agreement and its conditions shall be deemed to preclude or render inoperative the service of any notice, letter or other communication upon the contractor personally.
58. The decision of the "Contracting Signing Officer" shall be final and binding on the contractor on all technical questions which may arise touching the contract with respect to the quality of material, workmanship, removal of improper work, interpretation of the working drawings, specifications, notes, procedures etc.
59. Risk Purchase: In case Contractor/Supplier withdraws the quotation after its acceptance by BHEL, or fails to execute the work or supply goods as per the terms and conditions of contract or at any time repudiate the contract wholly or in part, BHEL shall be at liberty to forfeit the EMD/SD submitted by Contractor/Supplier and cancel the *Work Order/Purchase Order*. BHEL reserves the right, without any prejudice, to get the work done/procure material through alternate sources along with other incidental charges at the risk and cost of the contractor/Supplier. In case of execution of work through alternative sources, the extra cost incurred by the company will be recovered from the defaulting contractor/supplier and if price is lower, no benefit on this account will be passed on to Contractor/Supplier

II) Special Instructions:

1. If an individual makes the tender, it shall be signed with his full name and his address shall be furnished. If it is made by firm, it shall be signed with the co-partnership name by a member of the firm, who shall also sign his own name, also furnish the name and corporation, it shall be signed by a duly authorized officer who shall produce with the tender, satisfactory evidence of his authorization. Such tendering corporation / firm is required to furnish evidence of its existence along with bid.
2. The EMD will be refunded to the unsuccessful tenderers on application after rejection of the tender is intimated. The earnest money will be retained in the case of the successful tenderers and either of the cases will not carry any interest. It will be dealt with as provided in the conditions attached to the tender.
3. Whenever a tender is to be accepted, the tenderer, whose tender is under consideration, shall attend the office of "Office Inviting the Tender" on the date fixed by written intimation to him. He shall forthwith, upon intimation being given to him by the "Officer Inviting the Tender" [Sr.Manager (TESTING)] for acceptance of his tender, complete the execution of the agreement by signing all documents connected therewith. Failure to do so and not to commence the work within one month from the date of intimation shall entail forfeiture of the earnest money.
4. Tenderers shall peruse carefully the instructions and directions to parties in tendering and the conditions of the agreement and all other relevant documents before tendering the rates for the work. The approximate quantity of work to be executed under each class is given in the schedule. The quantities are given with a view to enable tenderer to quote his overall rate for each class of work in the tender form and for a uniform comparison of tenderers. It shall be definitely understood that BHEL does not accept any responsibilities for the correctness or completeness of this schedule and that the schedule is liable to alterations by omission deductions, or additions at the discretion of accepting authority.
5. The tenderer shall keep the offer valid for a period of 90 days from the date of opening of tender. It is being understood that the tender documents have been sold / issued to the tenderer and the tenderer is being permitted to tender in consideration of the stipulation on his part that after submitting the tender, he will not recall his offer or modify the terms and conditions thereof in a manner not acceptable to the "Notice Inviting the Tender." Should the tenderer fail to observe or comply with the foregoing stipulation, the EMD shall be forfeited.
6. Tenderers have to quote their rates in the tender schedule legibly written in figures and words and those not submitted in proper form are liable for rejection.
7. The submission of tender shall be strictly in accordance with the terms and conditions stipulated in this tender notice. No counter conditions will be acceptable or valid.

8. The tenderers must satisfy themselves by personal study and examination of the area of work and understand thoroughly the scope of proposed work in detail and all conditions affecting the work before entering into the contract. There shall not be at any time after submission of the tender dispute/ complaint or any nature regarding the scope of work and interpretation of specifications or any misunderstanding with regard to nature or omission of the work to be done nor shall any application for compensation in terms of time and only shall be accepted by BHEL in regard to the above.
9. Contractor shall be deemed to have included in his tender price of all the plant, machinery and appliance required for the purpose of all operations connected with the work embraced under the contract to secure a satisfactory quality of work and rate of progress which in the opinion of the "Contract Signing Officer" will ensure the completion of the work within the time specified.
10. The contractor has to produce the bank guarantee in the prescribed pro-forma valid for the contract period for a value calculated at the rates mentioned towards security deposit. The claim period under the guarantee shall be valid for six months after expiry of the contract.
11. This is a time bound contract for period mentioned, and does not envisage any escalation of price.
12. The rates quoted by the contractor shall be firm for the contract period. There shall be no revision in contract rates due to increase in any statutory levies during the period of the contract and this increase shall be absorbed by the contractor himself in full.

BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM: : HYDERABAD – 32.

(SPECIAL CONDITIONS – SAFETY)

1. The following are a few safety measures suggested while carrying the Work.
However all the items of work should be carried out in safe working manner taking all precautions.
2. Proper and necessary precautions shall have to be taken wherever the work involves
3. Proper and necessary scaffolding is to be erected wherever dismantling of brick work is carried out at height more than 1.80 M
4. The contractor shall keep supply all safety equipment like safety boots, goggles, Helmets and safety belts, to all the workers.
5. The contractor shall keep a supervisor always at work site.
6. Proper and necessary scaffolding and ladders are to be used for carrying out all types of works.

SPECIAL CONDITIONS

1. Time is the essence of contract and the specified time of completion is 12 months which will be reckoned from the date of commencement of work.
2. These special conditions supplement the conditions to tenders and contracts and the General conditions of contract and form part of the contract documents. Where these special conditions are at variance with the General conditions of contract, these special conditions shall prevail.
3. All rates quoted shall be finished work in site inclusive of all other incidental charges and those in general conditions.
4. Before quoting his rates of the work, the tenderer shall inspect the area of works indicated the techno commercial bid from which various materials are to be brought and should satisfy himself about the nature and scope of work to be executed. The Bharat Heavy Electricals Limited will not, however after acceptance of a contract rate, pay extra charges for any other reason, in case the contractor is found later on to have misjudged the nature and scope of the work and also the availability of materials.
5. The tenderer is not allowed to alter the specifications of the unit of work noted in the Schedule-D For the sake of uniformity in comparison of tenders; the tenderers should not add any conditions of their own. Tenders not complying with these conditions are liable to be rejected.
6. Sr.Manager (Testing) reserves the right to deviate either by addition or by deduction from the schedule of items of work given in the tender document after awarding the work.
7. In case of any difference between agreement wording and detailed drawings, the interpretation of Sr.Manager(Testing) shall be final and binding on the contractor.
8. The final acceptances of work in all items are subject to proper behavior after cleaning regardless of whether the items are paid for or not
9. All debris and surplus materials shall be cleared from the site as and when directed by the Engineer-in-charge. Any temporary structure/stores made by the contractor for the work shall be demolished and site cleared before payment of final bill.

Guidelines and statutory payments for submitting tenders for Cleaning and Material Handling Works as per existing instructions:

Daily wage rate is exclusive of Weekly off, Holiday and Leave Wage.
Wage rates as on date:

U S W : Rs. 377.65 per day Inclusive of weekly off.

i) Leaves and Holidays

- + 11 days paid holidays / per year
- + 18 paid leaves / per year.

ii) P F and E S I contributions wages

PF @ 13.61 % and ESI @ 4.75 % of basic wages should be contributed by the contractor on above daily wages.

THE Contractor shall provide uniform, shoes and other personal protective equipments (PPE's) wherever applicable to their labour.

CONTRACTOR'S OBLIGATIONS**ANNEXURE-A**l) **CONTRACTUAL**

- a) Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to dictate such workers about the manner of carrying out the work as per the prescribed specifications and quality plan.
- b) Contractor shall supervise the work allotted to him and to be carried out by his employees.
- c) Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.
- d) Contractor to maintain appropriate records of his employees deployed to carry out the job(s).
- e) Contractor should issue appropriate appointment letters to his employees.
- f) Contractor to provide employment card/identity card with photograph duly verified and attested by the Contractor to his employees. Contractor to indicate the name of the proprietary/partnership firm/company, place of work, contract number and duration of validity of card.
- g) Contractor will be responsible for the good conduct of his employees. In case of any misconduct/misbehaviour by any employee, the contractor will replace such employee(s) immediately.
- h) 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.
- i) Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- j) Contractor to provide safety appliances and safety shoes to his employees. The contractor shall be responsible for enforcing all safety regulations as applicable.
- k) The contractor has to provide a distinct uniform different from BHEL employees. The Uniform should have logo of the Contractors firm / company. The uniform shall be kept in neat, tidy and wearable condition. Wherever necessary, the Cap shall be integral part of the uniform.
- l) Contractor to ensure that all precautions are taken for safety of his employees and equipments.

- m) 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 including retrenchment compensation.
- n) Contractor shall provide to his employees all tools, tackles and equipments and maintain the same to carry out the job under the contract at his cost and if necessary contractor may take insurance policy of his men, material, equipments and tools and tackles.
- o) Contractor shall provide safety appliances and maintain the same at his own cost which may be required under the statute or otherwise.
- p) Contractor shall provide material at his cost as mentioned in the contract to his employees for carrying out the job.

II) TOWARDS STATUTORY LIABILITY

- a) All statutory requirements under Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act. 1923, EPF & MP Act, 1952, Payment of Gratuity Act, 1972. ESI Act, 1948. The Contract Labour (R&A) Act, 1970, Payment of Bonus Act, 1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the contractor.
- b) Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time by the concerned authorities.
- c) Contractor shall ensure payment of statutory prescribed minimum wages as applicable from time to time in the presence of authorized representative of BHEL and maintain proper records of their timely disbursement. These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities / BHEL authorities.
- d) Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act, 1952 to the PRFC.
- e) Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership No. / card of each employee
- f) Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees.
- g) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

- h) Contractor shall be solely responsible for non payment / delayed payment of wages / DA, contributions under EPF & MP Act, ESI Act etc.
- i) In case the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- j) Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- k) The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- l) Contractor to obtain insurance cover for his employees / equipment / tools and tackles etc. and take third party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, and pilferage of property and / or his employees.
- m) Contractor should have independent code numbers / exemptions under EPF & MP Act, 1952 and ESI Act, 1948 and shall cover his employees under the said codes.
- n) Payment of bonus under the payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under Act will be the sole responsibility of the contractor.
- o) Over and above the daily wage rate, payment shall be made for leave with wages.
- p) Contractor shall observe Provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employee. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission.
- q) In case a contractor employs women as employee he will discharge his obligation under law in respect of such women workers such prohibition of engaging them during night-hours,
- r) Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period 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.
- s) Contractor to obtain license under CL(R&A) Act, 1970.

GENERAL TERMS & CONDITIONS**ANNEXURE-B**

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 efficiency / 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.
4. The contractor shall deposit an amount of Rs. _____ as security with BHEL in the form of pay order / bank guarantee / FDI in the name of contractor A/c - BHEL duly discharged on the back. Alternatively, the amount of security deposit can be adjusted partly from EMD and balance amount from subsequent 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.
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 Sanga Reddy Courts.
7. Notwithstanding anything contained in this Agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 15 days to the contractor.
8. The contract will commence on _____ date and will remain valid for a period of _____ year(s) till _____ date. However, BHEL reserves the right to extend the contract on the same terms and conditions at the discretion of BHEL. The Contractor is bound to execute the work on such extended period of contract on the same terms and conditions without any demur.
9. All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Hyderabad in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Sanga Reddy Courts.

**TECHNICAL CUM COMMERCIAL BID
SCHEDULE " C "**

SI.No.	Description	Vendor to fill the column
1	Name of the contractor	
2	Name of work	I) Cleaning Works in all Test Plants & Material handling Works in all test plants.
3	Tender Notice no & Date	
4	Details of DD / Cash paid :	
	D.D or Cash receipt No. for EMD	
	DD for cost of tender documents when down loaded (to be enclosed along with this bid)	
5	Particulars of experience / credentials	
	a. As per pre qualification requirements Of all details must be enclosed.	
	b. Financial turnover details to be furnished for the last 3 years	
6	P.F.Code. NO. (Proof of having Code No: to be enclosed)	
7	E.S.I Code NO. (Proof of having ESI Code No. to be enclosed)	
8	PAN NO. (in case not available, proof of having applied with acknowledgement from concerned authorities).	
9	VAT Registration No.: (It is required to furnish VAT registration certificate issued by Commissioner Commercial Taxes, AP Govt, in respect of all works costing more than Rs. 5.00 lakhs each).	
10	Labour licence No.: (Copy to be enclosed. In case not available, proof of having applied with acknowledgement from concerned authorities, in case not applicable, state the reason for the same)).	
11	Service Tax No. (Copy to be enclosed)	
12	Vendor to conform to provide 13 unskilled workers for executing the contracted works on daily basis in shifts as desired by Contract executing officer. (To provide minimum of 13 members, State the acceptance)	

NOTE:

- Without PAN and APGST No. contractors bills cannot be processed and Payments will be held up.
- Techno commercial bids will be scrutinised on the same day. In case the agency has not satisfied all the above conditions with documentary proof, the bid is liable to be rejected and their price bid will not be opened.
- In case of a firm, shall be in the name of the firm. However in case of sole proprietor or individuals these can be on the name of the sole proprietor or individual.
- Though some of above documents are available with BHEL for those agencies who are presently working with BHEL, they also should submit one copy of the same.
- All the columns shall be filled with proper information.
- BHEL reserves the right to reject or cancel the tender at any stage of the tender process without assigning any reasons thereof.

Date:**Place:****Telephone No.:****E-Mail ID :****SIGNATURE OF CONTRACTOR (S)****Page 27 of 29**

PRICE BID SCHEDULE 'D'				
Tender Notice No. : HY/T/6012/EMT/WC/2013/03			Dated: 20-09-2013	
Name of work & Items:				
Sl No.	Description	Total No. of Operations	Rate per Operation in Rs.	
			In Fig.	In words
1	Cleaning & Material Handling works 1 operation= 270 Sq.meters+ 0.45 MT (1 operation= 8 Hours)	3900		
2	Service Tax @ 12.36 %			
	GRAND TOTAL for 3900 operations (Including Service Tax)			
<p>SIGNATURE OF CONTRACTORS (S)</p> <p>(Name:)</p> <p>(Seal & Address)</p> <p>Date:</p> <p>Telephone / Cell No.:</p>				

Note: Price bid shall be submitted separately in a sealed envelope and super scribed the tender number.

Note

1. The quantities are shown above are approximate and liable for variation.
2. All BHEL General Conditions of the Contract shall be applicable.
3. Any statutory increase in the labour wages during the period of execution shall be borne by the agency. The agency shall quote the rates considering the possible labour escalation also.
4. The agency should **affix his signature at the end of each page of the document with Rubber Seal**
5. The rates quoted shall be finished items of work including all lifts, leads and other incidental charges mentioned in the General Conditions of the Contract, unless otherwise specified.
6. The contractor should follow all the safety precautions while executing the work.
7. The contractor or his authorized representative shall be always present at the work site.
8. The contractor shall submit the daily progress report to the Engineer-in-charge.
9. The contractor should engage labours who should not be less than 18 (eighteen) years age.
10. All the bills of contractors will be cleared by Finance Department subject to production of "Clearance Certificate" by the contractors in respect of compliance of all statutory requirements, issued by I R section of Human Resource Department.
11. All the materials brought inside are to be entered and weighed at CISF gates and supplied to site by contractor for using in works.