

Bharat Heavy Electricals Limited

(A Govt.of India Undertaking)
High Pressure Boiler Plant,
Tiruchirappalli 620 014, India



AN ISO 9001 COMPANY

WORKS CONTRACTS MANAGEMENT

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No. BHEL: WCM: ACCTS: ARCHVES: 2016-17

Date: 28.12.2015

TO

Sub: Tender documents for **Handling of** Cash & Banks vouchers at Records section & Retrieval of Documents from archives of Finance department BHEL/ Trichy for a Period of one year – Reg.

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We are pleased to attach the detailed Tender documents (**Tender No : BHE:WCM:ACCTS:ARCHIVES:2016-17**) for Outsourcing the Handling of Cash & Banks vouchers at Records section & Retrieval of documents from Archives of Finance department BHEL/Trichy for a period of **one year** from the date of commencement of service by the contractor.

Vendors are requested to go through the Tender documents carefully and thoroughly and submit their offers as detailed below:-

- The duly filled in Annexure A should be placed in one cover (cover No.1) with superscription "Technical Bid for Outsourcing of Binding Works".
- Duly filled in Annexure B should be placed in a separate cover (cover No.2) with superscription "Price Bid for Outsourcing of Binding Works".
- DD for EMD should be placed in another cover (cover No.3) with superscription "DD for EMD for Outsourcing of Binding Works".

All the three covers should be neatly sealed and placed in one cover with superscription "Tender for Outsourcing of Binding Works" and should be sent by Register post / Speed Post / Courier or submitted in person so as to reach Sr.Manager / WCM, 53 Building, 1st Floor, BHEL, Trichy – 620 014 ON OR BEFORE 21/01/2016 at 2.00 PM along with the required enclosures.

**The bid will be opened on 21.01.16 at 2.30 PM** in the presence of tenderers who opt to witness.

All the pages of this tender document has to be signed by the contractor for acceptance of the tender conditions.

For Bharat Heavy Electricals Ltd.,

Enc: Tender Documents (Containing 10 Pages)

Manager / WCM

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

**Works Contracts Management**

**TENDER DOCUMENTS**

**NO: BHE: WCM: ACCTS: ARCHIVES: 2016-17**

**DT: 28.12.2015**

Quotation to be submitted for **Handling of Cash & Banks vouchers** at Records section & Retrieval of documents from Achieves of Finance department BHEL/Trichy for a period of one year from the date of commencement of work.

**I. SCOPE OF WORK. :-**

The Works Contract pertains to binding of Cash & Banks vouchers for A3, A4 and A5 sizes. The work has to be executed on day to day basis for a period of one year from the date of commencement of the contract. Wrappers, cotton tags (for binding) required for the work would be supplied by BHEL. The approximate work is indicated in VII of Tender Documents.

**Binding & Related works:**

- 1) Collecting the documents from Banks section regularly.
- 2) Arrange the vouchers neatly and serially by folding the protruding papers appropriately.
- 3) Arrange the documents in suitable bundles of around 500 sheets per bundle.
- 4) The bundles are to be placed inside the file cover that will be supplied by us and stitched with the same.
- 5) Indicate the bundle numbers and voucher numbers contained in each bundle on top side of the wrapper.
- 6) Store the bundles serially in the racks.
- 7) To maintain the cover note on top of the bundle, with details such as Document no. (From ....., ..To) date of destruction, etc.

**Retrieval of Documents:**

Retrieving documents of current years as well as old years from Archives located in various places in and around our factories such as MHD, 53 Building, and WRI as per the requirements of Finance & Accounts department. Payment for this will be on the basis of retrieval time.

For smooth and successful execution of the above services, the contractor has to arrange for requisite supervision of all the above works also at his cost.

Signature of the Contractor with Date and Seal

## II. TERMS AND CONDITIONS

- (a) The Monthly rate quoted should be inclusive of Minimum Wages to the Labourers as applicable under Tamilnadu Govt. Minimum Wages as amended from time to time, Additional Wages notified by BHEL as detailed in clause (b) below, PF, ESI, Bonus and all applicable taxes for the work indicated under scope of work mentioned above.
- (b) BHEL shall be considered as "General Engineering & Fabrication Industry" category of employment for the purpose of calculation of TN Govt. Minimum Wages. Any future changes in the wages shall be fully borne by the Contractor. As such no Price Variation Clause is applicable.
- (c) Bills for every month shall be prepared by the Contractor on the basis of the Works contract related to manpower and submitted to the Welfare Head for verification and register should be maintained by him for this purpose.
- (d) Consolidated statements and bills shall be prepared by the Contractor on the last date of the month and submitted by 1<sup>st</sup> of every succeeding month to the Heads of Welfare for certification and arrangements will be done by the Accounts Administration for payment by Finance department to the Contractor within 45 days from the date of receipt of the bill.
- (e) The all-inclusive Works Contract rate will be constant during the entire contract period of one Year.
- (f) If necessary, the Contractor may visit BHEL Complex with prior notice and seek clarification, if any, to appreciate the requirements of BHEL before offering the most Competitive rate for taking up the works contract for **binding of Cash & Banks vouchers and Retrieval of Documents**.
- (g) In case the lowest offer of rate for this Works contract does not meet BHEL scope of work given in the tender, BHEL reserves the right not to consider the same.
- (h) BHEL reserves the right to negotiate or re-float the tender opened if the L1 rate of the works contract is not the lowest acceptable value to BHEL inter-alia other reasons.
- (i) While the lowest bidder will be decided on package evaluation is considered as L1 rates, BHEL reserves the right to negotiate the L1 rate.
- (j) If there is any deficiency in the agreed services and alternate arrangement is not made immediately, BHEL will make arrangements to meet the exigencies of requirement and deduct the cost and damages involved from the contractor's bills.

Signature of the Contractor with Date and Seal

### **III. CONTRACT**

The contract period is for one year. Further extension of Contract period (beyond one year) shall be mutually agreed. However, the contract may be terminated due to violations or non-performance of the Contract conditions or deficiency of service by giving one month's notice by BHEL. If the contractor terminates from his end, he should also give a minimum **of one month's** notice in advance.

### **IV. EMD**

The EMD for the said work is **Rs. 40,000/-** (Rupees forty thousand only) and it should be furnished in the form of **DD in favour of BHEL/Trichy-620 014**. One time EMD is also acceptable subject to certification of validity by Finance and approval by AGM/WCM. **Offers without EMD will be rejected.**

EMD by the Tenderer will be forfeited if:

- i) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
- ii) The tenderer does not commence the work within the period / date as per LOI / Contract or within 15 days after award of LOI / Contract whichever is earlier.
- iii) EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
- iv) EMD shall not carry any interest.

### **V. SECURITY DEPOSIT**

Security Deposit will be collected from the successful tenderer. The rate of Security Deposit will be as below:

- Up to Rs. 10 lakhs: 10%
- Above Rs. 10 lakhs up to 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 will be collected before start of the work by BHEL. The security deposit can be paid only in the form of DD drawn in favour of BHEL Trichy or in the form of bank guarantee of a Scheduled Bank.

The security deposit will be refunded,

- (a) On successful and satisfactory completion of the contract by production of no due certificate from the competent authority and deduction of recoveries of any.
- (b) If the contract is terminated by BHEL due to deficiency of service, after deducting the penal charges as decided by BHEL from the Security Deposit, the balance amount will be paid.
- (c) Security Deposit is not refundable if the contract is terminated by the contractor by giving notice before the stipulated period.

### **VI. INSURANCE & TAXES**

BHEL will not be liable for any Medical attendance, injury / loss of life of the persons engaged by the contractor during the process of their said contract work services in BHEL. A suitable insurance coverage for the workmen shall be arranged by the Contractor at their own cost. Deduction of Income Tax at source will be made as per rules. Service Tax should be remitted by the contractor each month as per the legal provision and proof to be produced with the bill for claiming as per provisions of Act.

Signature of the Contractor with Date and Seal

## **VII. EMPLOYEES (WORKMEN & SUPERVISORY PERSONNEL**

**The contractor shall engage sufficient number of competent employees.** To further clarify, for the estimation purpose of vendors, the tentative man-hours required per annum are furnished below:-

### **(A) RECORD KEEPING – BINDING AND RELATED WORKS**

| Sl. No | Description                                                                                                                                | Estimated Qty /Annum | Unit of Measurement |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------|
| 1      | Collection of documents from various sections and Binding of A3 Size Paper                                                                 | 200 Bundles          | Nos                 |
| 2      | Various section Binding of A4 Size paper                                                                                                   | 4000 Bundles         | Nos                 |
| 3      | Collection of documents from various sections and Binding of A5 Size paper                                                                 | 200 Bundles          | Nos                 |
| 4      | Movement of bound / stitched volumes from Bldg.24 to other buildings like Bldg.53,WRllab Bldg and MHD (Transport will be provided by BHEL) | 5000 Bundles         | Nos                 |

### **(B) RETRIEVAL OF DOCUMENTS**

| Sl. No. | Area         | Estimated Quantity/Annum | Unit of Measurement |
|---------|--------------|--------------------------|---------------------|
| 1       | WRI          | 3500                     | Man hours           |
| 2       | 53 Bldg.     | 1500                     | Man hours           |
| 3       | MHD          | 1500                     | Man hours           |
|         | <b>Total</b> | <b>6500</b>              |                     |

### **(C) MISC. BILLS/SERVICE BILLS/INDIGENOUS BILLS SUPPORT**

|   |                                                                           |       |             |
|---|---------------------------------------------------------------------------|-------|-------------|
| 1 | misc. & Service bills support activities (no of bills- appx one manpower) | 12000 | No.of bills |
| 2 | Indigenous bills support activities (no of bills- appx one manpower)      | 12000 | No.of bills |

Tender will be finalized on package basis of scope (A), (B) and (C) added together to arrive the L1 offerer.

Expenses on account of payment of salary / wages / provision of food for the Contractor's employees / and other benefits including statutory payments like PF, ESI, Holiday wages, Gratuity, Bonus, etc., to the employees engaged by the Contractor shall be borne by the Contractor. The contractor shall have full control over his employees including the right to appoint, determine service conditions, discipline, discharge, dismissal etc. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments. Contractor should ensure that his employees follow all rules and regulations related to safety and security.

- (a) The contractor shall employ such personnel who are medically fit. The company has right to direct the Contractor to remove from the premises such of his personnel who may be physically, clinically or medically unfit. Employees of the Contractor must be above the age of 18 years to carry out the works contract for binding of Cash & Banks vouchers and Retrieval of Documents.

Signature of the Contractor with Date and Seal

- (b) Salary for the employees should be paid on or before 10th of every month in the presence of head of Administration of Accounts department.
- (c) The contractor will have to maintain log book for day-to-day work executed. They have to maintain attendance register for deployment and utilization of man power. These have to be signed and certified by the user section of Accounts department on a daily basis. Bills will be processed based on the above registers.
- (d) Daily status report to be maintained both by Accounts administration as well as by the Contractor for recording the daily status and to note down the deficiency in service, if any. Only based on the records, the monthly bill of the contractor will be certified for payment by the Welfare Head.
- (e) The contractor shall comply with the provisions of the Factories Act 1948, Contract Labour (regulation and abolition) Act 1970, ESI Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Act 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Service Tax Rules, Tamil Nadu Catering Establishment Act, Tamil Nadu Industrial Establishment, (National & Festival Holidays) Act 1958 and the Rules framed thereunder or any other Laws and Rules as may be applicable from time to time in respect of the workers engaged by him. The contractor, when required by BHEL, shall produce the registers and records for verification and comply with other directions issued by the company for compliance of the statutory provisions.
- (f) Any legal proceedings in respect of any matter of claim or dispute arising out of this tender and/or quotation in response thereto/Letter of Indent/Award of contract can be instituted only in Tiruchirappalli and the Courts/Tribunals/Forums at Tiruchirappalli alone shall have sole and exclusive jurisdiction.

For Bharat Heavy Electricals Ltd.,

Manager / WCM  
Phone: 2571071

Signature of the Contractor with Date and Seal

**BHARAT HEAVY ELECTRICALS LIMITED**

Tiruchirapalli – 620 014

**Works Contracts Management****TENDER DOCUMENTS**

**Contractors are required to furnish the following details and declarations.  
(Tender NO: BHE: WCM: ACCTS: ARCHIVES: 2016-17: DT: 28.12.2015)**

|                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>NAME &amp; ADDRESS OF THE CONTRACTOR / FIRM:</b>                                                                                                                                                                                                                                                                                                                                                                              |  |
| <p><b><u>DETAILS OF THE CONTRACTORS:</u></b></p> <p><b>IT PAN NO.</b></p> <p><b>PF CODE NO.</b></p> <p><b>ESI CODE NO.</b></p> <p><b>CST NO.</b></p> <p><b>TIN/TNGST NO.</b></p> <p><b>SERVICE TAX REGN.NO.</b></p> <p><b>FAX NO.</b></p> <p><b>E-MAIL ID</b></p> <p><b>TELEPHONE NO.(LANDLINE)</b></p> <p><b>MOBILE PHONE NO.</b></p> <p><b>DD for EMD<br/>(Enclosed/Not enclosed)</b></p> <p><b>DD Value, No. and date</b></p> |  |

Signature of the Contractor with Date and Seal

• **- To be confirmed by the contractor**

|                                                                                                                                                                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>I understand that the workmen and supervisors are to be paid wages not less than the Minimum Wages notified by Tamilnadu Govt. from time to time (BHEL shall be considered as "General Engineering &amp; Fabrication Industry" category of employment for the purpose of calculation of TN Govt. Minimum Wages).</p> |  |
| <p>I understand that future revisions of wages made by Tamilnadu Govt. from time to time shall be borne by us in total and I also know that Price Variation Clause is not applicable. I undertake to pay the revised wages to my workmen</p>                                                                            |  |
| <p>I understand that I have to pay an additional amount of Rs.3200 to each unskilled workman as per BHEL rules and I undertake to pay the same to my workmen</p>                                                                                                                                                        |  |
| <p>I understand that I have to remit PF and ESI payments regularly and I undertake to remit the same every month and produce proof to BHEL every month</p>                                                                                                                                                              |  |
| <p>I understand that I have to pay Bonus to the employees as per Payment of Bonus Act and I undertake to pay the same to my employees</p>                                                                                                                                                                               |  |
| <p>I understand the quantum of work involved for each month as given at Clause VII (A), (B) &amp; (C) of the tender documents.</p>                                                                                                                                                                                      |  |

Place:

Date:

SIGNATURE OF THE AGENCY  
(NAME & ADDRESS WITH SEAL)

## ANNEXURE 'B' - PART I

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

Works Contracts Management

### TENDER DOCUMENTS

**PRICE BID FORMAT FOR WORKS CONTRACT FOR** Handling of Cash & Banks vouchers at Records section & Retrieval of documents from Archives

**BHE: WCM: ACCTS: ARCHIVES: 2016-2017: DT: 28.12.2015)**

**(To be filled and sent by Register post / Speed Post / Courier or submitted in person on or before the last date mentioned in the covering letter of the Tender Documents).**

We, the quoting Contractor accept all the general terms and conditions in the tender Documents, and there is no deviation in the tender clauses and scope of work.

We quote the rate as per the Scope of Work and Terms and Conditions furnished in the Works Contract Tender for **Handling of** Cash & Banks vouchers at Records section & Retrieval of Documents from archives of Finance department inclusive of all charges, Uniform and all other applicable Taxes.

**We quote the rate** taking the following into consideration:-

- ✓ Tamilnadu Govt. Minimum wages payable to the workmen as well as to supervisory personnel as amended from time to time.
- ✓ BHEL shall be considered as General Engineering and Fabrication Industry under TN Govt. Minimum Wages Rules: Workmen at par with USW and Supervisors at par with Skilled Workmen.
- ✓ BHEL Addl. Wages of Rs.3200/- per month per workmen.
- ✓ Provident Fund, ESI and Bonus payable to the workmen and supervisors as per legal Provisions.
- ✓ Taking into consideration the total amount of wages and the minimum number of man-days required for each job for the given quantum of activities under Clause VII of tender documents, our **rates** as per the scope of work mentioned in the tender is submitted in price bid.

Signature of the Contractor with Date and Seal

**Note:** We are aware of the prevailing Service Tax rules and rates. Service Tax will be remitted as per the Act and claimed in the monthly contract Bill as per the provisions of the Act applicable from time to time.

Signature of the Contractor with Date and Seal

Address :

Phone No. :

Cell Phone No. :

Email / Fax :

**Note:**

- To be sent in a wax sealed cover by Speed post / Courier / Registered post or handed over in person well in advance so to reach the below mentioned address.

To:

Sr.Manager / WCM  
53 Bldg., 1<sup>st</sup> Floor,  
Bharat Heavy Electricals Ltd,  
TRICHY – 620 014  
(Phone Nos. 2577054 / 2571071)

**BHARAT HEAVY ELCTRICALS LIMITED**

Tiruchirapalli – 620 014

**Works Contracts Management****TENDER DOCUMENTS****PART II - PRICE BID****(A) RECORD KEEPING – BINDING AND RELATED WORKS**

| Sl. No | Description                                                                                                                                | Estimated Qty /Annum (a) | Unit of Measurement | Rate/U nit (b) | Total Value (a x b) |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------|----------------|---------------------|
| 1      | Collection of documents from various sections and Binding of A3 Size Paper                                                                 | 200 Bundles              | Nos                 |                |                     |
| 2      | Various section Binding of A4 Size paper                                                                                                   | 4000 Bundles             | Nos                 |                |                     |
| 3      | Collection of documents from various sections and Binding of A5 Size paper                                                                 | 200 Bundles              | Nos                 |                |                     |
| 4      | Movement of bound / stitched volumes from Bldg.24 to other buildings like Bldg.53,WRllab Bldg and MHD (Transport will be provided by BHEL) | 5000 Bundles             | Nos                 |                |                     |

**(B) RETRIEVAL OF DOCUMENTS**

| Sl. No. | Area         | Estimated Quantity/Annum (a) | Unit of Measurement | Rate/Unit (b) | Total Value (a x b) |
|---------|--------------|------------------------------|---------------------|---------------|---------------------|
| 1       | WRI          | 3500                         | Man hours           |               |                     |
| 2       | 53 Bldg.     | 1500                         | Man hours           |               |                     |
| 3       | MHD          | 1500                         | Man hours           |               |                     |
|         | <b>Total</b> | <b>6500</b>                  |                     |               |                     |

**(C) MISC. BILLS/SERVICE BILLS/INDIGENOUS BILLS SUPPORT**

| Sl. No. | Area                                     | Estimated Quantity / Annum (a) | Unit of Measurement | Rate/Unit (b) | Total Value (a x b) |
|---------|------------------------------------------|--------------------------------|---------------------|---------------|---------------------|
| 1       | Misc. & Service bills support activities | 12000                          | No.of bills         |               |                     |
| 2       | Indigenous bills support activities      | 12000                          | No.of bills         |               |                     |

GRAND TOTAL (A TO C) ABOVE -----&gt;

Signature of the Contractor with Date and Seal