



Bharat Heavy Electricals Limited, JHANSI

Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

## **TENDER DOCUMENT**

**For**

**SERVICE CONTRACT**

**OF**

**'OFFICE WORK & MISCELLANEOUS SERVICES**

**Tender Enquiry No. CDC TE 600**

### **Contact Persons:**

Name: S.Zaman  
Designation: Sr Mgr (CDC)  
Email: shams@bheljhs.co.in  
PHONE: 0510-2412424, Mob. 9415113470

Or

Name: G.S.Jalli  
Designation: AGM (CDC)  
Email: gsjalli@bheljhs.co.in  
PHONE: 0510-2412620, Mob. 9453001070

Tender Due Date: **02/08/2016** at 13:15 Hrs

Tender Opening Date: **02/08/2016** at 14:00 Hrs



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### DETAILS OF TENDER DOCUMENT

SCOPE of work: **Service Contract for 'Office work & miscellaneous ` services' in CDC inside BHEL**

The detailed content of tender document are as follows:

Sl. No.	Description	Schedule:	Page no
1	Details Of Tender	-	2
2	Notice Inviting Tender	A	3
3	Scope of Work & Work Specifications	B	4
4	Qualifying Requirements	C	5
5	Instructions to Tenderers	D	6
6	Tender Evaluation Criteria	E	7
7	Contractors obligations	F	8-10
8	Other General Terms & Conditions	G	11-18
9	Criteria for measurement of work	H	19
10	Technical Bid	I	20-21
11	Price Bid and basis of offer	J (a), (b)	22-24
12	Annexures	K	25-29
13	General Terms And Conditions Of Reverse Auction		30

The duly filled in Technical and Price / Rate bids (Schedule: 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. " should reach us in a sealed cover on or before as mentioned through Registered / Speed post or the same may be dropped in the tender box available at the following address:

To  
Tender Box  
CISF Control Room/Office  
Administrative Building  
Bharat Heavy Electricals Limited  
Jhansi-284 120. UP

*Note: Dropping of tender in the Tender Box within schedule time and date is the Responsibility of the bidder*

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### NOTICE FOR INVITING TENDER

### SCHEDULE "A"

Sl. No	Particulars	Details
1	Brief Description of work	Service Contract for 'Office work & miscellaneous services' in CDC inside BHEL
2	Tender Evaluation Criteria	(as per Schedule E)
3	Duration of Contract	One Year
4	Last date of receipt of the Tender	Upto 13:15 hrs on <b>02.08.2016</b>
5	Date of opening of Techno – Commercial Bid.	14:00 hrs on <b>02.08.2016</b>
6	Address for submitting the Tender	(as on page 2)
7	Earnest Money Deposit (EMD) *	<b>Rs.60,000/-</b> (Sixty Thousand Only)
8	Cost of Tender	Rs.500/- plus VAT @ 14.5% = Total <b>Rs.573/-</b> (payable in cash at BHEL cash office or through "BHEL, Jhansi" along with technical bid, in case the documents downloaded from website)
9	Validity of Offer	90 Days from date of opening of tender
10	Security Deposit	- 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.

#### Note:

“\*” EMD must be in the form of Demand Draft/ Banker's Cheque in favor of Bharat Heavy Electricals Limited, Payable at Jhansi and copy of receipt may be enclosed along with tender document. One Time EMD of Rs 2.00 Lakh can also be deposited. *In case of successful tenderer EMD will be converted and adjusted against the Security deposit. In case of others the EMD shall be returned within 15 days of acceptance of award of work by the successful Tenderer.*

The contractors may physically visit the work place before quoting their rates. For relevant details please visit our website “[www.bhel.com](http://www.bhel.com)” & “[www.bheljhs.co.in](http://www.bheljhs.co.in)”



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### SCHEDULE -B

### WORK SPECIFICATIONS

#### OFFICE SUPPORT FUNCTION IN CDC DEPARTMENT

We require persons to be deputed in CDC department for Office support function like data punching, making photo copy, printing dispatch documents, dak distribution, cleaning table/chairs, serving tea etc. Detail of the activities to be done is as follows:

SL	DESCRIPTION OF WORK	UNIT	QTY
1	TYPING of approvals, tender document, letters etc)	Nos.	60000
2	Miscellaneous work like Issue of gate passes, verification of material recd / loaded, assistance in checking billing document. Filing of Tender document, offers, Billing / Material Recpt / Dispatch documents etc	Nos.	1100210
3	Data Punching & Checking (in DAN & Packing section)	Nos.	1100000
4	Distribution of Dak (Dispatch documents, Invoice, approval files, bills etc)	Nos.	51000
5	Making Photocopy	Nos. of copies	78000
6	PRINTING JOBS (Letter, tenders, approvals notes, DAN, packing list & other reports)	Nos. of pages	25000
7	CLEANING (Table, chair, telephone, doors, windows, computers)	Nos.	48000
8	SERVING (Water, tea, coffee etc.)	Nos.	10000
9	Making set of dispatch documents	Nos.	22000



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

SCHEDULE -C

### QUALIFYING REQUIREMENTS

1. Should have independent ESI Code number
2. Should have PAN/TAN number
3. Should have Pan Based Service Tax number
4. Should have VAT/TIN No. if material is supplied/consumed
5. Self-Declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any Unit/Region/Office of BHEL/ Any PSU and that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude. (Annexure-L)
6. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Schedule: I
7. Financial Strength and Experience:
  - i) Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March 2016, should be at least Rs.6.60 Lakhs.
  - ii) Experience of having successfully completed / partially completed similar works (any works / service contract) 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 Rs.8.80 Lakhs.  
Or
    - b. Two similar completed works each costing not less than Rs.11.00 Lakhs.  
Or
    - c. One similar completed work, each costing not less than Rs.17.60 Lakhs.

Note: Similar work to be defined by the concerned department 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.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### SCHEDULE -D

#### **INSTRUCTION TO BIDDER**

*(The tender shall be in two Bid System (Techno Commercial Bid & Price/ Rate Bid)*

The tender is to be processed in two parts as under:

- 1) Techno Commercial bid
- 2) Price Bid

1. The Technical Commercial Bid (Schedule: - 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 super-scribed as "TENDER FOR TENDER NO (tender no as mentioned in page 2 of tender document) "TECHNO-COMMERCIAL BID".
2. EMD/Cost of Tender Document or Documents required as per qualifying requirements must be enclosed. The second envelope duly sealed should contain the price bid (Schedule:-J) only super scribed as "(Name of Work as mentioned in page 2 of tender document) PRICE BID". Any other enclosures, which the tenderer 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/by passed.
3. Both the technical bid and price bid sealed envelopes must be again sent in a single envelope duly sealed and super-scribed as "TENDER FOR TENDER NO (tender no as mentioned in page 2 of tender document) Due date of opening (date as mentioned in page 2 of tender document).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 tenderer.
4. All bidders can witness the opening of the Technical Bid. After evaluation of the Technical Bid which may involve visit to the bidder's / clients place by authorized officials ,price bids of only those bidders 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.
5. All entries in the tender documents 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 bidder before submission.
6. The price / rate should be quoted in figure as well as in words. Price quoted shall be inclusive of all taxes & duties, all statutory requirement/ liabilities like PF/ESI/Bonus/Min. wages etc. However Service Tax shall be payable extra as applicable.
7. The rate of commission quoted by the bidder shall be firm and same will be valid for the period of contract.
8. The contract shall commence on the date as applicable against the contract and shall be valid as for one year. 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 mutually agreed terms and conditions
9. 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.

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



Bharat Heavy Electricals Limited, JHANSI

Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

**SCHEDULE -E**

**TENDER EVALUATION CRITERIA**

The Evaluation of the tender will be carried out as follows:

1. BHEL officials may visit the tenderer's office & their client's place to evaluate the capability and assess the performance. Capability of the Contractor will be assessed on the basis of employees including supervisors on their rolls, machinery, equipment in its possession, previous track record, experience in other organizations, etc.
2. Successful techno commercial qualified tenderers after the above process only will be invited for opening of the rate / price bid / reverse auction.
3. The contractor shall be awarded the work on over all L-1 basis if otherwise not specified in the tender.
4. In case where bidders have submitted 'NIL' charges/amount over and above the minimum wages as per the standard document, the bid shall be termed unresponsive will not be considered (in terms of provisions of letter of Ministry of Finance, Dept. of Expenditure No 29(1)/2014-PPD)



**SCHEDULE -F**

**CONTRACTORS OBLIGATIONS**

**A) CONTRACTUAL**

**TOWARDS SELECTION, CONTROL AND SUPERVISION OF EMPLOYEES:**

- 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 instruct 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.
  - i. Aadhar Card is mandatory for contract labors for making of their gate pass for entry in BHEL premises.
  - ii. Supervisors of contracting firms who sign on behalf of contractors must have Power of Attorney to the same effect.
  - iii. Contractor are advised that contract labors must be employed without any discrimination on caste or creed basis
- 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. acceptable to concerned department
- d) 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.
- e) Contractor shall ensure Personal Accident Insurance (24x7) policy of Contract Workers from (Government Undertaking Company). The coverage shall be of Rs. 5 lakhs per individual. The coverage shall be of 24 Hrs. (Accidental Death cover). The sum assured (Rs. 5 lakhs) shall become payable to the nominee in the event of death of insured person.

In the event of death of any contract worker deployed by the contractor without the Personal Accidental cover as above, the contractor shall be liable to pay Rs. 5 lakhs to the nominee/ legal heir of such deceased contract worker. In case of extension of contract premium of accidental insurance will be on actual subject to maximum of Rs. 300/- per individual per quarter. Gate pass of the contract Labour shall be issued only after taking the Insurance Cover.

- f) 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.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

- g) 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.
- h) 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.
- i) The contractor has to provide to his workers uniform (lower dark blue & upper light blue,) shoes, helmet & uniform stitching charges. The uniform should have logo of the contractor's firm/ company which shall be affixed by the contract labour on the left side of his pocket. The uniform shall be kept in neat, tidy and wearable condition. No reimbursement of uniform, shoes in case of extension of contract.
- j) Contractor to ensure compliance of the instructions as contained in safety guidelines (issued by, Health, Safety, and the Environment (HSE) Department (of BHEL, Jhansi), and uploaded on BHEL Jhansi website. The contractor has to ensure that all precautions are taken for safety of his employees and equipment.
- k) 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**.
- l) 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 & VI-B by contractor. Till then award will be treated as PROVISIONAL.

### **B) TOWARDS SUPPLY OF TOOLS, TACKLES AND MATERIALS**

- a) Contractor shall provide to his employees all tools, tackles, material, equipment as specified in contract and maintain the same to carry out the job under the contract at his cost and if necessary may take insurance policy of his worker, material, equipment & tools & tackles.
- b) Contractor shall provide shoe, helmet, and personal protective equipment & maintain the same at his own cost which may be required.
- c) Contractor shall ensure that his workers wear uniform, shoes, helmet and other required safety appliances, apparels / equipment at the work place otherwise deduction @ of 5% will be deducted from the bills.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### C) TOWARDS STATUTORY LIABILITY

- a) As mentioned in the terms and conditions enclosed as Annexure 'G' of this contract.
- b) 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.
- c) 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.
- d) Contractor to obtain license under the provisions of Contract Labor (Regulation & Abolition) Act' 1970.
- e) The changes in the statutory liabilities as and when done by respective government/ agency shall be applicable to the contract labors deployed under the contract.

### D) 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



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### SCHEDULE -G

#### **GENERAL TERMS & CONDITION FOR CONTRACTORS FOR DEPLOYMENT OF CONTRACT LABOURS UNDER SERVICE/ WORKS CONTRACT.**

Service contract shall be awarded for the works on the following terms and conditions.

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

- 1.1 The contractor shall deploy such number of workers in the premises of BHEL, Jhansi, as required for completion of the contract. The workers such deployed shall be his own workers.
- 1.2 In case the number of Labour deployed by the contractor in premises of BHEL Jhansi exceeds the number of Labour allowed in the license then the contractor shall immediately inform the HR and concerned department. The contractor shall also apply to the licensing officer in the region for amendment in the license within 7 days of exceeding the number of labors mentioned in the license.
- 1.3 Labour license and other requirement in case of contractors NOT working in BHEL, Jhansi or has less than 20 workers on his rolls.
- 1.3.a The contractor cannot deploy the contract worker without obtaining requisite Labour license from the appropriate government authority( Central Govt.). Till then contractor may be allowed to deploy 19 labors or less.
- 1.4 The contractor shall also have to submit copy of PAN card and last IT return.
- 1.5 The contractor must possess Service Tax Registration number under relevant code head.
- 1.6 The contractor should possess VAT/TIN Number if material is supplied/consumed. The contractor should not be disqualified from bidding in case the contractor does not have TIN No. However, he shall have to produce TIN No. before opening of Price bid.
- 1.7 Stamp Duty: Contractor should deposit stamp duty, before start of the contract, as per Stamp Duty Act.

#### **APPOINTMENT AND ENTRY IN FACTORY PREMISES BY CONTRACT WORKERS:**

- 2.1 The contractor shall submit the following to HR, contracting department and CISF
  - (a) The details of the worker proposed to be deployed in Annexure-I.
  - (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



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

- 2.2 After submission of documents as in Para 2.1, the contractor shall issue photo identity card to the labour and submit to HR department. This identity card shall be forwarded by HR department to CISF, which shall then authorize the labour to enter the factory premises initially for a period of one month.
- 2.3 The photo identity card shall have to be revalidated in every three 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 labour to enter the premises of BHEL Jhansi.
- 2.4 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**.
- 2.5 The entry of contractor's workers in factory premise shall be through biometric/smart cards. The contractor shall ensure issuance of biometric/smart card through time office section of BHEL Jhansi. After the conclusion of works contract, the contractor shall collect these biometric cards from his workers and submit the same to Time Office section through contracting department. In event of any contract worker leaving the services before completion of the contract, the contractor shall ensure return of biometric card to BHEL Jhansi. In case of non-return of biometric card Rs. 200.00 (Rupees two hundred only) per card shall be deducted from the security deposit of the contractor.

### BILLS PAYMENT, ATTENDANCE AND PAYMENT OF WAGES

- 3.1 The contractor shall pay minimum wages as applicable of the Appropriate Government and in addition to minimum wage Rs. 123.08 per day shall also paid to the contract workers. This additional amount will also attract all statutory deduction and payments.
- 3.2 The contractor shall submit bills to the contracting department on 5<sup>th</sup> of each month.
- 3.3 The contractor's bills should be accompanied with the following.
  - a. The contractor should maintain attendance register in form 16 (form XVI) of muster roll by recording daily attendance duly signed by both contractor & contract worker.
  - b. Copy of Measurement Book entries/Statement of work done by the Contractor.
  - c. Statement of Minimum Wages of labors deployed by him under the Service contract, PF/ESI no., statutory deductions etc., in the format as in Schedule: IV annexed to these terms and conditions. (Form XVII of Contract Labour (R&A) Rules
  - d. PF and ESI challans for previous month- separate for concerned Service contract. Print of online challan along with ECR/Contribution History of contributing contract workers for PF/ESI duly certified by the contractor.
  - e. Wage payment sheet for the bill period as per Schedule: IV.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

- f. Copy of Form-5 and Form-10 (PF monthly returns) submitted by contractor to RPFC for billing month.
  - g. Copy of Form 12A-regarding PF remittance
  - h. List of CL covered under accident insurance policy
  - i. Statement of material supplied by the contractor if any
  - j. Copy of Labour License if increase in no. of labors deployed against Work Order if applicable.
  - k. Proof of Personal Accident Insurance Policy along with bill
- 3.4 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 & as in para 3.3 above and forward them to Finance through HR department latest by on or before 9th Day of the following month.
- 3.5 After checking the Labour Laws compliances with respect to the concerned service contract HR department and after retaining copies of PF and ESI Challans and wage payment sheet pertaining to current month, annexure IV etc. will forward the bill along with requisite documents (the bill in original and service tax challan) to finance department. Finance department shall on satisfactory compliances of stamp duty charges, service tax and security deposit amount, make payment as per contract.
- 3.6 Finance department shall, on satisfactory compliance, and after deduction on account of Security deposit amount and TDS will make payment to the contractor within 10 days of submission of clean bill by the contractor.
- 3.7 The contractor shall issue pay slips to his workers, for the month deployed for undertaking activities under the Service contract, at least a day prior to disbursement of wages.
- 3.8 The contractor shall make payment to the own labours /contract workers 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 of wages to the workers shall **not** be subject to payment against the bills by BHEL.
- 3.9 The contractor shall remit the cheques favoring Regional Provident Fund Commissioner "RPFC" and ESI 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 or as latest Government rules of concerned departments.
- 3.10 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.
- 3.11 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 Para 3.3 above, in respect of all workers deployed by him against the contract, for each month separately, along with final bills.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### 4.0 PROVIDENT FUND

- 4.1 The contractor should get independent EPF code before deployment of his contract worker against work contract.
- 4.2 The Contractor should allot PF account number and get the nomination form, duly filled in, from each worker deployed by him at the time of joining.
- 4.3 In case the worker already has PF/pension account number, allotted to him, previously, then the contractor shall get the transfer form filled up at the time of joining and send to the office of concerned Regional Provident Fund Commissioner.
- 4.4 After termination of contract the contractor shall provide due assistance to the labour for withdrawal of PF/pension amount, when due.
- 4.5 The Contractor shall liaison with the PF officials to get the annual PF slips and distribute amongst his own workers. Security deposit shall be released only after submission of PF slips of workers.

The contract should have class 2 and Class 3 digital signature (or have to obtain before start of work and also must be uploaded in web site of (Employee Provident Fund Organization 'EPFO').

Contractor must follow the rules and regulations of ESIC and EPFO and also activate the UAN of their employees.

### 4.6 PF CONTRIBUTION:

Employee's Contribution	Employer's Contribution	
12% of Normal wages paid	PF Contribution	3.67%
<i>As applicable by respective Govt./ Agency.</i>  <i>(Current statutory wage ceiling - Rs.15000/- month on Employee's / Employers Contribution).</i>	Insp./ Admn. Charges	0.85%
	<i>(subject to minimum Rs. 500/- per challan)</i>	
	Admn/ Insp Charges	0.50%
	Pension Fund	8.33%
	EDLI Charges	0.01%
	<i>(subject to minimum Rs. 200/- per challan)</i>	
	Total	13.36%

- 4.7 The Contractor shall submit annual returns in Form-6A and Form 3A, prescribed under statutory EPF scheme, 1952, in respect of each worker deployed by him with a copy to HR.

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### 5.0 EMPLOYEES STATE INSURANCE

- 5.1 The Contractor should allot ESI account number and get the nomination form, duly filled in, from each labour deployed by him at the time of joining.
- 5.2 At the time of joining the contractor shall get the self/family registration form filled by the workers and submit to the local ESI office.
- 5.3 The contractor shall facilitate collection of issued ESI cards by his worker.

#### 5.4 ESI CONTRIBUTION :-

Employee's Contribution

Employer Contribution

1.75% of gross wages

4.75% of gross wages

*As applicable by Government/ respective agency (existing wage limit for coverage under the Act is Rs.15000 per month w.e.f. 01/05/2010)*

- 5.5 The Contractor shall submit annual returns in Form-6 prescribed under ESI Act, deployed by him with a copy to HR and finance department
- 5.6 The Contractor shall produce the following Registers and forms as per Contract Labour (R & A) Rules 1971 for verification by the Executing Officer of the company:-
- (a) Form XII - Register of contractors (Rule 74)
  - (b) Form XIII - Register of Workmen employed by contractor (Rule 75)
  - (c) Form XIV - Employment Card issued by contractor (Rule 76)
  - (d) Form XVI - Muster Roll 78(1) (a) (i)
  - (e) Form XVII - Register of Wages (Rule 78 (1) (a) (i))
  - (f) Form XVIII - Register of wages-cum Muster Roll (in case of weekly Payment)
  - (g) Form XIX - Wage Slip (Rule 78) (1) (b)
  - (h) Form XX - Register of deduction for damages of loss (Rule (78) (1) (a) (ii))
  - (i) Form XXI - Register of fines (Rule 78) (1) (a) (ii))
  - (j) Form XXII - Register of advance (Rule 78) (1) (a) (ii))
  - (k) Form XXIII - Register of overtime (Rule 78) (1) (a) (iii))
  - (l) Form XXIV - Return to be sent by the contractor to licensing officer (Rule 82)

- 5.7 Contractor shall fully comply provisions of various applicable labour laws and all other enactments as applicable for such contracts.

### 6.0 BONUS

The contractor shall be liable to pay statutory bonus under payment of Bonus Act, 1965 and submit proof of disbursement along with received copy of Form-D to L.E.O Office.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### **7.0 DISCIPLINE**

- 7.1 The Contractor shall be responsible for the discipline of his own labours deployed under the service contract. In case of any loss to the BHEL Jhansi on account of indiscipline of contract labour then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
- 7.2 The contractor shall not employ any person who has not completed his 18 years of age and person who has attained 60 years of age.
- 7.3 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.

### **8.0 LEAVE WITH WAGES TO CONTRACT LABOUR:-**

Guidelines as per UP factories Rules 1950 should be strictly observed with regard to crediting /availing of leave. Register as prescribed under the said rules should be maintained by the contractor.

### **9.0 INDEMNITY BOND / COMPLIANCE OF LEGAL PROVISION**

- 9.1 BHEL Jhansi shall not be liable for any compensation whatsoever in the case of accident / injury to the person employed by the contractor coming in the premises of BHEL Jhansi. Contractor shall pay all claims / compensation / damages / penalty / fine or any amount payable to the individual / authorities payable due to accident / injury to the person employed by the Contractor.
- 9.2 That BHEL-Jhansi will not, in any manner be responsible for any act, omission or commission of the workers engaged by contractor and no claim in this respect will lie against BHEL-Jhansi. If any such claim is made against BHEL-Jhansi by any worker or his heirs engaged/employed by the contractor, which BHEL-Jhansi is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the workers of the contractor working at BHEL- Jhansi premises or otherwise, the contractor will be liable to indemnify/reimburse BHEL-Jhansi all the money paid in addition to the expenses incurred by him. The contractor must indemnify and keep indemnified BHEL- Jhansi against all losses and claims for injuries or damage to any person or property whatsoever which may arise of or in course of the operation of the contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.
- 9.3 The Contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/- Non-Judicial Stamp Paper.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### **10.0 OTHER GENERAL TERMS AND CONDITIONS:-**

#### **10.1 LEGAL COMPLIANCE**

The contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the contract Labour (Regulation & abolition) Act 1970, rules amendments, orders, notifications there under issued by the Appropriate Government from time to time. For non-compliance of any provisions, statutory compliance under law, the contractor shall be responsible for penalties levied by the appropriate authority under the Act. The contractor shall also be liable to comply with all other Labour and Industrial Laws and such other acts and Statutes (including Factories Act, Payment of Bonus Act, minimum wages Act, etc.). Depositing of ESI, PF contribution as may be applicable is the responsibility of the contractor. For any default in compliance, the contractor shall be held responsible.

- 10.2 The work shall be supervised by the contractor or through the authorized representatives on day to day basis.
- 10.3 The Contractor shall compensate BHEL for any loss or damage to the plant/property, material of BHEL due to his workmen/representatives' negligence or otherwise during execution of work.
- 10.4 In the event of contractor abandoning the work or BHEL revoking the contract BHEL shall have a right to get incomplete work completed at contractor's risk and cost. BHEL shall have a right to terminate the contract at any time without assigning any reason thereof.
- 10.5 Security deposit will be released on submission of following certificates from departments mentioned as under:-
  - a. Completion of work, certification of payment of minimum wages and distribution of Uniform & other safety items to contract labours from contracting department.
  - b. Certificate of compliance of labour laws from HR department.
  - c. Certificate of payment of Bonus by Contracting and HR Department
  - d. No-dues certificate regarding service tax payment, and any other dues liable to be remitted by contractor under financial laws, to Finance department
  - e. In case of non satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit. In case of any dispute decision of concerned Head of the Department will be final



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### **11.1 SETTLEMENT OF DISPUTE / JURISDICTION / ARBITRATION ETC.:**

BHEL Reserve the following rights:-

To evaluate the bid as per BHEL policy and Govt. guidelines including CVC / Vigilance guidelines by the tender committee duly constituted by BHEL Management. The decision of BHEL, Jhansi Management or Tender committee duly approved by competent authority shall be final and binding to bidder.

### **11.2 CONFIDENTIALITY**

The parties agree & acknowledge that in the course of their discussions and interaction, BHEL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the contractor. Such information shall be considered as confidential. The contract agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorized personnel's strictly on a need know basis, without the prior written permission of BHEL.

#### **11.2 (A) TERMINATION**

BHEL reserves the right to terminate contract awarded for any contravention of statutory provision or any other reasons without assigning any explanation or notice to the contractor.

#### **11.2 (B) SUSPENSION**

BHEL reserves the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of the suspension and the reasons therefore. The Contractor shall thereupon suspend performance of such obligations until ordered in writing to resume such performance by the same authority that ordered for suspension.

### **11.3 JURISDICTION**

Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi Court only.

### **11.4 ARBITRATION:-**

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 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 at Jhansi 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 Jhansi court.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### SCHEDULE -H

#### MEASUREMENT OF WORK AND PAYMENTS THEREOF

1. The designated officer of the Unit will periodically inspect the data punching and miscellaneous services being provided by the contractor and find out deficiencies. The contractor shall rectify the same immediately to the satisfaction of the designated officer.
2. Payment towards work satisfactorily executed will be made to the contractor on the basis of following:-

SL NO.	DESCRIPTION OF LOADING	UNIT	QTY
1	TYPING of approvals, tender document, letters etc)	No.	60000
2	Miscellaneous work like Issue of gate passes, verification of material recd / loaded, assistance in checking billing document. Filing of Tender document, offers, Billing / Material Recpt / Dispatch documents etc	No.	1100210
3	Data Punching & Checking (in DAN & Packing section)	No.	1100000
4	Distribution of Dak (Dispatch documents, Invoice, approval files, bills etc)	No.	51000
5	Making Photocopy	No. of copies	78000
6	PRINTING JOBS (Letter, tenders, approvals notes, DAN, packing list & other reports)	No. of pages	25000
7	CLEANING (Table, chair, telephone, doors, windows, computers)	No.	48000
8	SERVING (Water, tea, coffee etc.)	No.	10000
9	Making set of dispatch documents	No.	22000

3. Payment will be made to the contractor on the basis of work carried out by him on a monthly basis.
4. All payments will be subject to deduction of income tax at source as per Income tax as per the applicable rules.
5. Measurement book to be maintained for the work carried out monthly to be certified by the contractor's representative and BHEL official nominated for the same.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### SCHEDULE -I

**PERFORMA FOR SUBMITTING TECHNICAL BID FOR ‘Service Contract for ‘Office work & miscellaneous services’ in CDC department inside BHEL**

1. Name of the firm : \_\_\_\_\_ (Essential)

2. Name of the Proprietor : \_\_\_\_\_ (Essential)

3. Address and Contact Numbers : \_\_\_\_\_ (Essential)

4. Registration No. : \_\_\_\_\_ (Essential)

Copy of the Certificate Enclosed / Not Enclosed

5. Labour License Number : \_\_\_\_\_ (Desirable)

Copy of the License Enclosed / Not Enclosed

6. PF Code Number: : \_\_\_\_\_ (Essential)

Attach Copy of the PF registration

7. ESI Code Number : \_\_\_\_\_ (Essential)

Copy of the ESI Certificate Enclosed / Not Enclosed

8. (i) PAN/TAN Number : \_\_\_\_\_ (Essential)

(ii) Income Tax return last 3 yrs. Enclosed / Not Enclosed (Essential)

9. Service Tax Number (PAN Based) : \_\_\_\_\_ (Essential)

10. VAT/TIN Number : \_\_\_\_\_ (Essential)

Copy of Certificate Enclosed / Not Enclosed  
(To be submitted only in case where material transaction is involved)

11. Experience Certificate : Enclosed / Not Enclosed (Essential)  
(Along with balance sheet & profit and loss account/ turnover certificate issued by CA)

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

12. No. of Workers including Supervisors on the rolls of the firm : \_\_\_\_\_ (Essential)
13. Earnest Money Deposit : Rs. \_\_\_\_\_ (Essential)
- a) D.D. Number & Date : \_\_\_\_\_ Date \_\_\_\_\_
- b) Drawn on (Bank) : \_\_\_\_\_
14. Any other relevant information : \_\_\_\_\_
15. Tender Cost : Rs. \_\_\_\_\_ (Essential)
- D.D. No. / Receipt No : \_\_\_\_\_
14. Validity of offer : *90 days from the Date of Tender Opening*
15. Blank Price bid format : Enclosed / Not Enclosed (Essential)

**We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.**

Signature with Name  
& Office Seal

Date:

NOTE: TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPS. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THEN THE "BIDS" ARE LIABLE TO BE REJECTED.



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

ANNEXURE –J (a)

### PRICE BID FORMAT

(To be submitted along with Techno- Commercial)

**Detail of work:** (Service Contract for ‘Office work & miscellaneous services’ in CDC department **inside BHEL**)

- 1 Name of the Firms :
- 2 Name of the Proprietor/ partners :
- 3 Address & Contact nos. :
- 4 Price offer on work measurement basis :

SL NO.	DESCRIPTION OF WORK	UNIT	Annual QTY	Rate quoted Rs.	Total Value Rs. (C x D)
	A	B	C	D	E
1	TYPING of approvals, tender document, letters etc)	No.	60000		
2	Miscellaneous work like Issue of gate passes, verification of material recd / Loaded, assistance in checking billing document. Filing of Tender document, offers, Billing / Material Recpt / Dispatch documents etc	No.	1100210		
3	Data Punching & Checking (in DAN & Packing section)	No.	1100000		
4	Distribution of Dak (Dispatch documents, Invoice, approval files, bills etc)	No.	51000		
5	Making Photocopy	No. of copies	78000		
6	PRINTING JOBS (Letter, tenders, approvals notes, DAN, packing list & other reports)	No. of pages	25000		
7	CLEANING (Table, chair, telephone, doors, windows, computers)	No.	48000		
8	SERVING (Water, tea, coffee etc.)	No.	10000		
9	Making set of dispatch documents	No.	22000		
<b>TOTAL</b>					

Service tax will be paid extra as applicable

Note: The evaluation of L1 shall be based on Total value of Contract ie Total of Column ‘E’.

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### ANNEXURE – J (b)

#### BASIS OF OFFER

1	Technological Man Hours required		28520
2	Technological Man Days required (Figure of Sl no.1 divided by 8)		3565
3 (i)	Minimum wage/day of Appropriate Government	Rs.	296.6
3 (ii)	Additional Amount /day (76.92+46.16)	Rs.	123.08
4	Total of wages per day( Sl.no.3(i) +3(ii)	Rs.	419.68
<b>5</b>	<b>Total wages (Sl no.2*4)</b>	Rs.	1496159
6	Provision for extra wages @ 5% of Sl. No. 5	Rs.	74808
7	Contingency* @ 6% of Sl.No.5 due to revision of DA Rates and increase in minimum wages accordingly.	Rs.	89770
8	Contingency * @ 6% of Sl.No.6 due to revision of DA Rates and increase in minimum wages accordingly.	Rs.	4488
<b>9</b>	<b>Total contingency (sl.no.7+8)</b>	Rs.	94258
10	PF/EDLI/Pension Employer's contribution @ 13.36% on sl no.5 & 7 coverage of maximum Rs. 15000/-	Rs.	211880
11	ESI Employer's Contribution @ 4.75% (Calculated on Amount.of sl.no. 5,6 & 9)	Rs.	79098
12	Provision for uniforms, uniforms stitching charges, shoes, @ of Rs.925/- (sl no.2 /310 x Rs.925/-)	Rs.	10638
13	Provision of Personal Accident insurance (24x7) @ Rs.500/- (Sl no.2/310 x Rs.500/-)	Rs.	5750
14	Contingency* @ 20% of Sl.no.13	Rs.	1150
<b>15</b>	<b>Total (Sl.no.5+6+9+10+11+12+13+14)</b>	Rs.	1973741
16	Contractors Commission (.....% of total of sl.no.15)	Rs.	.....
17	Statutory minimum Bonus @ 7000/- (i.e.(7000*Total Man-days at Sl. No.2/310) for one year	Rs.	80500
<b>18</b>	<b>Total of sl.no (15+16+17)</b>	Rs.	.....
19	Service Tax as applicable of (Sl. No. 18)		

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### Note CONDITIONS FOR PRICE BID (ANNEXURE "J")

1. Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope the "bids" are liable to be rejected.
2. All the blank spaces in PRICE BID (Sl. No. D & E of Annexure J (a) and Sl.No.16, 18 of the BASIS OF OFFER ie Annexure J (b) should be filled by the contractor. If any fixed figure in the PRICE BID FORMAT is changed then the bid shall be summarily by-passed.
3. Party may be asked to justify the commission quoted in the offer (Sl.16 of Annexure J(b))
4. The total value of price bid that is the total of Column E of PRICE BID (Annexure J (a)) should match/tally with figure at Sl. No. 18 of the BASIS OF OFFER (Annexure J (b)) of the price bid. If these two values are different then the offer may be by-passed.
5. If any other addition is made or any condition is added by the bidder in the price bid format then the offer shall be by-passed.
6. Contractor has to comply with payment of minimum wages and other statutory levies as per provision of the respective acts.

In case of non-conformities/errors/discrepancies are observed between the quoted prices in figures and that in words, following guidelines shall be followed:

- (a) If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly. Unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected and
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above
- (d) If there is such discrepancy in an offer the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

IN CASE MORE THAN ONE CONTRACTOR QUOTED THE L1 (LOWEST AND TECHNICALLY ACCEPTED) RATES, THE WORK MAY BE AWARDED THROUGH DRAW OF LOTS.

Date:



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

P & D

### गेट पास आवेदन प्रपत्र

ANNEXURE - I (II)

(ठेकेदार के कर्मचारियों/आपूर्तिकर्ताओं/कोरियर सेवा कर्मों आदि के उपयोग हेतु)

1. ठेकेदार का नाम .....
2. कार्य का स्वरूप .....
3. कार्य आदेश सं./दिनांक .....
4. कार्य आदेश अवधि .....
5. कार्य स्थल (विभाग) .....
6. गेट का नाम जिससे प्रवेश/वर्हिगन होगा .....
7. कर्मचारी की ड्यूटी का समय .....

#### संविदा श्रमिक का व्यक्तिगत विवरण

(एक से अधिक संविदा श्रमिकों के आवेदन हेतु अलग से सूची संलग्न करें)

संविदा श्रमिक का नाम..... जन्म तिथि/आयु.....  
 पिता का नाम..... पहचान चिन्ह.....  
 स्थाई पता..... वर्तमान पता.....

संविदा श्रमिक का  
हस्ताक्षर युक्त फोटो  
(ठेकेदार द्वारा सत्यापित)

शैक्षिक योग्यता.....  
 भविष्य निधि खाता संख्या.....कर्मचारी या बी निगम खाता सं.....

(संविदा श्रमिक के हस्ताक्षर/दिनांक)

कारखाना प्रबन्धक/शॉप प्रभारी के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

ठेकेदार या उसके सुपरवाइजर के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

आवंटित गेट पास सं०..... दिनांक..... हस्ताक्षर आवंटनकर्ता.....

विभागाध्यक्ष -मा.सं./सं.श्र.प्र. प्रभारी के हस्ताक्षर  
(दिनांक एवं मोहर सहित)

#### के० औ० सु० ब० द्वारा भरने के लिए

पासों के विचाराधीन रहने तक.....से.....तक श्री.....  
 नियोजक.....को कारखाने में प्रवेश हेतु अनुमति दी जाती है।  
 पास संख्या.....जारी होने की तिथि से दिनांक.....तक ही वैध होगी तथा प्रत्येक माह/  
 तीन के पश्चात 25 तारीख को के० औ० सु० ब० बल द्वारा नवीकृत किया जायेगा।

हस्ताक्षर उप कमान्डेन्ट के० औ० सु० ब० इकाई  
बी० एच० ई० एल० झाँसी (उ० प्र०)

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### Annexure II

FORM XIV  
(See Rule 76)  
Employment card

Name and address of Contractor : -----

Nature of work and location of work : -----

Name and address of Establishment in /  
Under which contract is carried on : -----  
-----

Name and address of Principal  
Employer : -----

1. Name of the workmen :  
.....

2. Serial no. in the register of workmen Employed :  
.....

3. Nature of Employment/ designation :  
.....

4. Wage rate with particulars of unit in case of piece – work :  
.....

5. Wage period :  
.....

6. Tenure of employment :  
.....

Remarks

Signature of contractor

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

ANNEXURE - III

### FORM XIII

[ See Rule 75]

#### Register of workmen employed by contractor

Name and address of contractor : .....

Name and location of work : .....

Name and address of Establishment in/under : .....

which contract is carried on : .....

Name and address of Principal Employer : .....

Sl. No.	Name and surname of workman	Age and Sex	Father's/ Husband's name	Nature of employment/ designation	Permanent home address of workman (village and tehsil) and taluk and district	Local address	Date of commencement of employment	Signature or thumb impression of workman	Date of termination of employment	Reasons for termination	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



# Bharat Heavy Electricals Limited, JHANSI

## Central Dispatch Cell,

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

### Annexure IV

FORM XVII  
[See Rule 78(1) (a)(i)]  
*Register of Wages*

Name and Address of Contractor

.....

Nature and location of works

.....

Name and address of Establishment in / under

Which contract is carried on .....

.....

Name and address of Principal

Employer .....

.....

Wage period: Monthly .....

Sl. No.	Name of workman	Serial No. in the register of workman	Designation / nature of work done	No. of days worked	Units of works done
1	2	3	4	5	6

Daily-rate of wages/piece rate	Amount of wages earned				Total
	Basic wages	Dearness Allowances	Overtime	Other cash payments (Nature of payment to be indicated)	
7	8	9	10	11	12

Deductions, if any, (indicate nature)	Net amount paid	Signature / Thumb impression of workman	Initial of contractor or his representative
13	14	15	16

SIGNATURE & SEAL OF THE CONTRACTOR

Verified that Wages disbursed to labors mentioned in Sr. No 2 through bank on.....(date)

(Sign & Seal of Executive Incharge)

We hereby accepted above (Sign & seal of the Bidder)

Sign & Seal of BHEL contracting authority



**Bharat Heavy Electricals Limited, JHANSI**

**Central Dispatch Cell,**

TENDER ENQ NO. - CDC TE 600

TD 16-17 Rev 00

**ANNEXURE-L**

(Self-Declaration format to be made on Company's letter head)

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that our firm is not blacklisted/under hold from BHEL Jhansi or banned by any unit/region/office of BHEL.

This is to certify that we / our firm is not guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude

(Signature of Authorized Signatory)



**GENERAL TERMS AND CONDITIONS OF REVERSE AUCTION**

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

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure IV) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at "Total Cost to BHEL" like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction Procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the 'Business Rules of Reverse Auction', which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. **In case BHEL decides to go for reverse auction, the H1 bidder (s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.**