

Any corrigenda, addenda, amendments, time extensions clarifications, etc. to the tender will be hosted on BHEL website (www.bhel.com) only. Bidders should regularly visit website to keep themselves updated.

BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM:: HYDERABAD – 502032

Gas Turbine Divison

TELEPHONE NO: 040 - 23182858 & 23184886

TENDER NOTICE NO. HY/GT/AGM/OT-02/2014-15 DT: 17-06-2014

ITEM NO - 01

Sealed tenders in two separate covers for technical bid and price bid, both enclosed in one sealed cover mentioning the *Tender notice number, Item number, Name of the work and due date of tender opening* are invited by the AGM / Operations-GT from the reputed contractors/firms, experienced in similar works as mentioned in Pre-qualification criteria.

- | | | |
|-----|---|--|
| 1. | Name of work | : <u>Helping & Supporting activities in GT shop floors & Offices (Unskilled Works).</u> |
| 2. | Total Estimated Value | : Rs. 40,90,161/- |
| 3. | Earnest Money Deposit | : Rs. 1,00,000/- |
| 4. | Time of Completion | : <u>12 months</u> from the date of award. |
| 5. | Maintenance period | : NIL |
| 6. | Sale of tender | : 23.06.2014 to 05.07.2014 |
| 7. | Last date of receipt of tenders | : 05.07.2014 upto 11.00 hrs. |
| 8. | Date and time of opening of tenders | : <u>05.07.2014 13.15 hrs.</u> @ Vendor complex |
| 9. | Cost of tender documents (Including ST) | : Rs. 1,000/- |
| 10. | Tender box Location | : Vendor Complex, behind admin. Bldg, BHEL RC Puram, Hyderabad. |

Name & Address:

- | | | |
|-----|---|-------------------|
| 11. | Contractor Code No
(BHEL issued No.) | : |
| 12. | EMD | : PAID / NOT PAID |
| 13. | Cost of Tender document | : PAID / NOT PAID |

SIGNATURE OF CONTRACTORS(S)

TECHNICAL CUM COMMERCIAL BID

Tender notice No. : **HY/GT/AGM/OT-02/2014-15 DT: 17-06-2014**

Name of work : **Helping & Supporting activities in GT shop floors & Offices (Unskilled Works).**

ITEM No. 01

S.No.	Description	Data and Page No. to be filled by Bidder/Contractor
1	Name of contractor/Bidder Address Contact person Vendor code Phone/Mobile No. E-mail ID <u>Agency shall be provided e-mail id for communication. BHEL will be communicated through e-mail for required data/ intimation of dates.</u>	: : : : : :
2	Details of EMD (DD or Cash receipt No.) (If vendor have produced one time EMD that copy should be renewed or attested by issuing officer otherwise bid will be liable for rejection)	Amount : Rs C.R/DD No : C.R/DD date : Bank : Branch : Valid up to date:
3	Details of tender document cost (DD or Cash receipt No.) (DD/Bankers Cheques/C.Rs has to be enclosed along with Technical bid).	Amount : Rs C.R/DD No : C.R/DD date : Bank : Branch :
4	Particulars of Experience/Credentials as per pre qualification requirements. (Work completion certificates to be enclosed) (If vendor have submitted Pvt. Company experience, the following details should be submitted along with technical bid: 1. Awardal Copy 2. Agreement Copy 3. Payment details 4. Bank Statement 5. TDS Otherwise bid will be liable for rejection)	:

5	Average annual turnover during last 3 years (30% of the estimated cost) (Audited/CA Certified) (supporting documents along with Saral and P&L Account Sheet are to be enclosed)	Financial years FY 2013-14 : FY 2012-13 : FY 2011-12 :
6	P.F. Code NO. (Copy to be enclosed) In case not available, party shall submit the PF code before commencement of the work	:
7	E.S.I. Code No. (Copy to be enclosed)	:
8	PAN No. (Copy to be enclosed)	:
9	APGST/TIN No. (Copy to be enclosed)	:
10	Labour License(State/Central) Validity up to In case not available, bidder shall submit the License before commencement of the work	: :
11	Service Tax No. (Copy of certificate/Proof of application to be enclosed). Service Tax registration must be required under manpower supply, so that BHEL can avail CENVAT credit.	:

- 1) Techno commercial bids will be scrutinised on the same day. In case the agency has not satisfied all the above conditions (1 to 5 & 7 to 9) with documentary proof while submitting tender document, the bid will be rejected and their price bid will not be opened.
- 2) Particulars of experience/credentials:
 - a). As per pre qualification requirements all details must be enclosed.
- 3) In case of a firm, all the documents pertaining to above clauses shall be in the name of the firm. However in case of sole proprietor or individuals these can be in the name of the sole proprietor or individual.
- 4) Agencies who are presently working with BHEL are also required to submit all the documentary evidences otherwise the bid will not be considered.
- 5) All the columns shall be filled with proper information.
- 6) BHEL reserves the right to reject or cancel the tender at any stage of the tender process without assigning any reasons thereof.

SIGNATURE OF CONTRACTORS(S)

PRE QUALIFICATION

I. 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.**

- 1) Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least **Rs. 12.27 Lakhs**.
- 2) Particulars of experience / credentials for all the works executed. Experience of having successfully completed / executed works, 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 / executed works related to Unskilled / Semi-skilled / Skilled operations **each** costing not less than the amount equal to **Rs. 16.36 Lakhs**, during last 7 years ending 31st May 2014.
OR
 - b) Two similar completed / executed works related to Unskilled / Semi-skilled / Skilled operations **each** costing not less than the amount equal to **Rs. 20.45 Lakhs**, during last 7 years ending 31st May 2014.
OR
 - c) One similar completed / executed work related to Unskilled / Semi-skilled / Skilled operations costing not less than the amount equal to **Rs. 32.72 Lakhs**, during last 7 years ending 31st May 2014.
- 3) **E.S.I Code NO.:** (proof of having Code No: to be enclosed):
- 4) **PAN NO:** (proof of having Code No: to be enclosed):
- 5) **APGST NO./ TIN NO:** (proof of having Code No: to be enclosed):
- 6) **Labour licence (Central/State Government) :** (proof of having Code No: to be enclosed / In case not available, bidder shall submit the License before commencement of the work):
- 7) **Service Tax Registration No:** (proof of having Code No. to be enclosed): If not available proof of application submitted for obtaining service tax with concerned department shall be enclosed). Bills will not be processed until proof of having Code No. submitted). The nature of contract is Manpower supply and vendor will raise invoice under this category with due registration under service tax by which BHEL can avail CENVAT credit.

II. Tenders must be submitted in sealed covers (techno commercial bid cover and price bid cover) on the name of AGM / GT - Operations, BHEL, Ramachandrapuram, Hyderabad 502 032 **at Vendor complex behind administrative building**. 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 system (techno commercial bid and price bid).
3. Tender documents can be had through BHEL website <http://www.bhel.com> & CPP Portal <http://www.eprocure.gov>. Cost of document shall be paid in the form of Demand Draft or Bankers cheque or Pay Order and separately enclosed to the tender bid.
4. **Submission of tender covers for each work (separately) shall be as given below:**
 - a) **Cover-A – (Page 1 to 41 of NIT documents)** Technical and Commercial Bid (sealed cover) super scribing the Tender notice No., name of work, Contractor name & address.
 - b) **Cover-B – (Page 42 of NIT documents)** Price Bid (sealed cover) super scribing the Tender notice No., name of work, Contractor name & address.
 - c) **Cover-C** - This cover shall contain sealed Cover A (Technical bid) and sealed Cover B (Price bid). The cover shall be sealed and super scribed with Tender notice No., name of Work and Contractor name & address.
5. **If any Contractor submits combined bid i.e., tech. bid and price bid in one cover, such offer shall be summarily rejected.**
6. The requisitions for tender documents shall be given in person to AGM / GT-Operations, 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.
7. BHEL reserves the right to reject or cancel the tender at any stage of the tender process without assigning any reasons thereof.
8. 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.
9. **Penalty: 0.5%** of the gross value of the work will be levied for every weeks delay by the agency, subject to a maximum of 10% value of the work. This clause will be applicable after 12 months from the date of issue of LOI.
10. Quotation should be valid for a period of **120 days**.
11. Period of completion of work is **12 months** from the date of awardal.
12. **The parties reserve the right to extend the contract for another 12 months only at the discretion of BHEL on mutually agreed terms and conditions.**

13. Tenderers not fulfilling the above conditions, the offer is liable for rejection. **The semi filled, incomplete Tender Documents will be rejected.**
14. If the Bidder deliberately gives any wrong information in his Tender to create in circumstances for the acceptance of his bid, BHEL reserves the right to reject such application.
15. **BHEL reserves the right to reduce / increase the items, quantities mentioned in the schedule.**
16. **Party shall comply all legal, statutory requirements applicable to execute the work before commencement of work.**

SIGNATURE OF CONTRACTORS(S)

TECHNOCOMMERCIAL TERMS, CONDITIONS AND SPECIAL INSTRUCTIONS

- 1 **Reverse Auction (RA):** BHEL reserve the right to go for Reverse Auction (RA) procedure i.e Online bidding on internet, instead of opening the submitted sealed price bid, which will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. In case any tenderer refuses to participate in the Reverse Auction process the tender will be rejected. The EMD will be forfeited to the bidder who did not participate in the reverse auction (The bidder should compulsorily participate in providing the Online sealed bid through internet “during the **Online initial sealed bid time**“ and in the Dynamic auction the agency can participate if they are willing to continue in the auction). RA terms and condition will be intimated separately.
- 2 Suppliers are required to **submit their best price bid in a separate sealed cover** along with techno-commercial bid. After evaluation of techno-Commercial Bids :
 - a. In case BHEL decides not to conduct RA, the envelope sealed price bids of techno-commercially qualified vendors should be opened as per the BHEL’s standard practice.
 - b. In case BHEL decides to conduct RA, business rules of RA will be sent to service provider as well as all vendors who have agreed to participate in the RA.
- 3 Only those vendors who have submitted the “on-line sealed bid” with in the scheduled time shall be eligible to participate further in RA process. **However, the HI Vendor (s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.**
Terms & Conditions and Business rules of RA are given in ‘Annexure- I &II’ for information.
- 4 **The Tenderers are required to quote their tender value in percentage (%) basis at excess or less or on par with estimated value.(The agency shall quote (+) or (-) or on par with estimated value). The quoted value in percentage (%) shall be written in Figures and words over the BHEL estimate value given in the Price bid. In case of any difference in words and figures the percentage given in words will be considered for comparison and for awarding the work. If the the agency quotes for any two variants (+ or - or on par)at a time, the lowest value will be considered for evaluation of Tender.**

In case more than one agency becomes L1 by quoting same value, further sealed quotations will be called for, from those L1 agencies only to decide final agency with further lowest value. No agency shall quote more than his original tender rates, while re-quoting.
- 5 The tenderer should quote the value inclusive of all taxes & duties (except Service Tax) levied by State and other Government organizations as well as all local authorities as applicable. **The Service tax is extra which will be paid by BHEL to the agency after submission of necessary documents.** Interest and penalties paid/payable by the Contractor will not be reimbursed by BHEL and entire implication is only to be borne by the agency. The Tenderer shall indicate the rate of applicable taxes and duties for the work executed. Tenderer shall indicate all exemptions on account of threshold limit or special notifications under any stature.
- 6 If the due date of tenders opening extended because of poor response the agencies who have already submitted tender bids earlier need not submit revised tender. The original tender only will be considered for evaluation. **If the Tender is not opened on due date due to any reasons/unavoidable circumstances/the date of opening happens to be a declared holiday at a later date, the same will be opened on next working day at the stipulated time.**

- 7 Bills /material proof of entry inside factory area shall be shown to the Engineer - incharge for the bought out items. -
- 8 The tenderer shall accept all the terms and conditions of the techno commercial bid of the tender document. In case same is not confirmed by the tenderer, the offer will be liable for rejection.
- 9 The tenderer shall not include any additional conditions / alter conditions either in the techno commercial bid or price bid.
- 10 All materials of BHEL free issue shall be lifted by the bidder from BHEL stores and transported to worksite. Also the agency shall return the leftover materials to stores. The rates shall include transportation costs also.
- 11 Rates quoted shall be firm throughout the period of the contract and **no price escalation** is payable under this contract on any account.
- 12 Sub contracting is not permitted under any circumstances without written consent of BHEL.
- 13 Contract to be closed in all respects including final measurement recording in M book and submitting the bill within two months from the completion time as mentioned in the tender or Approved date of completion whichever is later.
- 14 BHEL shall have the right to reject any tender based on past unsatisfactory performance.

Special Instructions: -

1. All BHEL General Conditions of the Contract shall be applicable. A copy of which is available in the office of AGM / GT- Operations for perusal.
2. Any statutory increase in the labour wages during the period of execution shall be borne by the agency. The agency shall quote the firm rates considering the possible labour escalation also.
3. 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.
4. The department reserves the right to split and award the work to more than one agency.
5. The contractor should follow all the safety precautions, special conditions of safety attached while executing the work.
6. The contractor should engage labours whose age is above 18 years.
7. 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 requirement, issued by I R section of Human Resource Department.
8. The tenderer shall comply with all statutory requirement pertaining to the state or any government agencies or authorities Example, **PF, ESIC, workman's compensation & personnel accidents insurance**. The company will not be responsible for any claim made by the workers or government agencies / authorities.
9. Time is the essence of the contract. If agency fail to complete the work with in stipulated time, agency is liable to pay penalty as mentioned below.

“0.50% of the gross value of work will be levied for every weeks delay by the agency subject to a maximum of 10% value of the work. This clause will be applicable after 12 months from the date of issue of LOI”.

10. BHEL is an ISO 14001 & OHASAS 18001 certificate company and always strives for excellence in HSE management and the agency shall comply all the standards from time to time.
11. Agency will also ensure that qualified and experienced site staffs are available at all times during working hours in order to ensure proper supervision and to maintain the quality. You should take precaution regarding the safety of labour during the execution of the work. Company shall not accept responsibility for the safe keeping of your tools, tackles and materials etc., you will therefore provide and maintain at your own cost locking, watch and ward when and where necessary.
12. **Safety shoes, masks and gloves etc:**
Safety shoes, gum boots, gloves, masks, helmets/summer caps etc shall be provided by the agency for each worker.

SIGNATURE OF CONTRACTOR (S)

ACCEPTING AUTHORITY

REVERSE AUCTION

ANNEXURE - I

TERMS & CONDITIONS OF REVERSE AUCTION (RA)

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. ONLINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

- (i) For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
- (ii) BHEL will engage the services of a Service Provider who will provide all necessary training and assistance/demonstration before commencement of on line bidding on internet.
- (iii) BHEL will inform the Vendors in writing the details of Service Provider to enable them to contact for training demonstration.
- (iv) Business rules like event date, time, start price, bid decrement, extensions etc. also will be communicated through Service Provider for compliance.
- (v) Vendors have to fax the Compliance form in the prescribed format (provided by Service provider) before start of Reverse Auction. Without this, the vendor will not be eligible to participate in the event.
- (vi) BHEL will provide the calculation sheet (e.g. EXCEL sheet) which will help to arrive at “Total cost to BHEL” like schedule of items rates, inclusive of all taxes and duties except service tax which is extra as applicable for each of the vendor to enable them to fill in the price and keep it ready for keying in during the Auction.
- (vii) Reverse auction will be conducted on a scheduled date & time.
- (viii) At the end of Reverse Auction event, the lowest bid value will be known on auction portal.
- (ix) The lowest bidder has to fax/e-mail the duly signed filled-in prescribed format as provided to BHEL through Service Provider within 24 hours of Auction without fail.
- (x) 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.

- (xi) **The agencies are advised to keep a copy of the Price bid submitted along with tender for their reference for providing at the time of online sealed bid value.**
- (xii) Bidders/vendors 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.
- (xiii) 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.
- (xiv) The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
- (xv) 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.

Business Rules for Reverse Auction (Annexure-II)

BHEL will made arrangements with authorized Service Provider. Business rules like event date, time, start price, bid decrement, extensions etc. also will be communicated through Service Provider for compliance.

1. **LOG IN NAME & PASSWORD:** Each Bidder is assigned a Unique User Name & Password by **Service provider**. The Bidders are advised to change the Password and edit the information in the Registration Page after the receipt of initial Password from **Service provider** to ensure confidentially. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidders / bidders’ company.
2. **PROCEDURE OF REVERSE AUCTIONING :**
 - a) **Online Sealed bid:** The duration of online sealed bid will be 20 minutes. All bidders to submit their online sealed bids during this period.
 - b) **Online English Reverse (No Ties) Auction:** The ‘Opening price’ i.e start price for RA and ‘bid decrement’ will be declared by BHEL.
 - c) If BHEL decides the lowest online sealed bid as the starting price, then the lowest bidder in online sealed bid shall be shown as current L1 automatically by the system and no acceptance of that price is required. System shall have the provision to indicate this bid as current L1.
 - d) Bidders by offering a minimum bid decrement or the multiples thereof can displace a standing lowest bid and become “L1” and this continues as an iterative process.
 - e) After the completion of the online reverse auction, the Closing Price (CP) shall be available for further processing.

3. **BIDS PLACED BY BIDDER:** The bid of the bidder will be taken to be an offer to execute the work. Bids once made by the bidder cannot be cancelled and bidder shall be bound to execute the work at the price that they bid. Should any bidder back out and not make the supplies as per the rates quoted, BHEL and / or **Service provider** shall take action as appropriate.
4. **LOWEST BID OF A BIDDER:** In case the bidder submits more than one bid, the lowest bid at the end of Online Reverse Auction will be considered as the bidder's final offer to execute the work.
5. **BIDDING CURRENCY AND UNIT OF MEASUREMENT:** Bidding will be conducted in Indian rupees per unit only.
6. **VALIDITY OF BIDS:** Price shall be valid for 120 days from the date of reverse auction. These shall not be subjected to any change whatsoever.
7. **POST AUCTION PROCEDURE:** BHEL will proceed with the Lowest Bid in the Reverse Auction for further processing.
8. **VISIBILITY TO BIDDER:** The Bidder shall be able to view the following on his screen along with the necessary fields during English Reverse –No ties Auction:
 - a. Leading (Running lowest) Bid in the Auction.
 - b. Bid Placed by the bidder.
 - c. Start Price
 - d. Decrement Value
9. **DURATION OF AUCTION:** The duration of Auction will be for 60 Minutes. If a bidder places a bid in the last 5 minutes of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another 5 minutes, for the entire auction (i.e. for all the items in the auction), from the time that bid comes in. Please note that the auto-extension will take place only if a bid comes in those last 5 minutes and if that bid gets accepted as the lowest bid. If the bid does not get accepted as the lowest bid, the auto-extension will not take place even if that bid might have come in the last 5 minutes. In case, there is no bid in the last 5 minutes of closing of Reverse Auction, the auction shall get closed automatically without any extension. However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the auto-extension period to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc. The above process will continue till completion of Reverse Auction.

Complaints/ Grievances, if any, regarding denial of service or any related issue should be given in writing thru e-mail/ fax to M/s. {Service provider} with a copy to BHEL within 15 minutes from the initial closing time of Online Reverse Auction.
10. **BID DECREMENT:** The minimum Bid decrement shall be available on their auction screen to the Bidders at the time of the Reverse Auction. The bidder can view the same by clicking on the Item details at the start of the auction. The bidder can bid lower than the Lowest Bid in the auction by a decrement/multiples of the minimum Bid decrement. Also please note that the start price of an item in the on line reverse auction is open to all participating bidders. Any bidder can start bidding in on line reverse auction, from the start price itself. If the start price is your own on line initial sealed bid price, you still need to bid in the on line reverse auction. More over please note that the first on line

bid that comes on the system during on line reverse auction can be equal to on line auction's start price, or lesser than auction's start price by one or multiples of decrement . The second on line bid and onwards will have to be lesser than the L1 rate by one decrement value, or by multiples of the decrement value.

11. Only those bidders who have submitted the "online sealed bid" within the scheduled time shall be eligible to participate further in RA process. However, the H1 bidder (s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.
12. Any commercial/ technical loading shall be intimated to bidders prior to RA. The excel sheet provided in this regard shall cover all these aspects. Commercial/ technical loading if any, shall be added by the respective bidder in its price during online sealed bid & Online Reverse Auction. Modalities of loading & de-loading shall be separately intimated to the bidders.
13. Computerized reverse auction shall be conducted by BHEL (through M/s {Service Provider}), on pre-specified date, while the bidders shall be quoting from their own offices/ place of their choice. Internet connectivity shall have to be ensured by bidders themselves.

During the RA if a bidder is not able to bid and requests for extension of time by fax/ e-mail/ phone then time extension of additional 15 minutes will be given by the service provider provided such requests come before 5 minutes of auction closing time. However, only one such request per bidder can be entertained.

Despite this extension if bidder fails to upload his prices due to extreme case of failure of Internet connectivity, (due to any reason whatsoever may be) it is the bidder's responsibility/ decision to send fax communication immediately to M/s. {Service provider}, furnishing the price the bidder wants to bid online with a request to the service provider to upload the faxed price on line so that the service provider will up load that price online on behalf of the Bidder. It shall be noted clearly that the concerned bidder communicating this price to service provider has to solely ensure that the fax message is received by the service provider in a readable/legible form and also the Bidder should simultaneously check up with service provider about the clear receipt of the price faxed. It shall also be clearly understood that the bidder shall be at liberty to send such fax communications of prices to be up loaded by the service provider only within the closure of Bid time and under no circumstance it shall be allowed beyond the closure of Bid time /reverse auction. It shall also be noted that the service provider should be given a reasonable required time by the bidders, to upload such prices online and if such required time is not available at the disposal of the Service provider at the time of receipt of the fax message from the bidders, the service provider will not be uploading the prices and either BHEL or the service provider are not responsible for this unforeseen circumstances. In order to ward-off such contingent situation bidders are requested to make all the necessary arrangements/ alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the reverse auction successfully. Failure of power or loss of connectivity at the premises of bidders during the Reverse auction cannot be the cause for not participating in the reverse auction. On account of this, the time for the auction cannot be extended and neither BHEL nor M/s. {Service provider} is responsible for such eventualities.

14. **PROXY BIDS:** Proxy bidding feature is a pro-bidder feature to safe guard the bidder's interest of any internet failure or to avoid last minute rush. The proxy feature allows bidders to place an automated bid in the system directly in an auction and bid without having to enter a new amount each time a competing bidder submits a new offer. The bid amount that a bidder enters is the minimum that the bidder is willing to offer. Here the software bids on behalf of the bidder. This

obviates the need for the bidder participating in the bidding process until the proxy bid amount is decrementally reached by other bidders. When proxy bid amount is reached, the bidder (who has submitted the proxy bid) has an option to start participating in the bidding process.

The proxy amount is the minimum amount that the bidder is willing to offer. During the course of bidding, the bidder cannot delete or change the amount of a proxy bid.

Bids are submitted in decrements (decreasing bid amounts). The application automates proxy bidding by processing proxy bids automatically, according to the decrement that the auction originator originally established when creating the auction, submitting offers to the next bid decrement each time a competing bidder bids, regardless of the fact whether the competing bids are submitted as proxy or standard bids. However, it may please be noted that if a manual bid and proxy bid are submitted at the same instant manual bid will be recognized as the L1 at that instant.

In case of more than one proxy bid, the system shall bid till it crosses the threshold value of „each lowest proxy bid“ and thereafter allow the competition to decide the final L1 price.

Proxy bids are fed into the system directly by the respective bidders. As such this information is privy only to the respective bidder(s).

15. Bidders are advised to get fully trained and clear all their doubts such as refreshing of Screen, quantity being auctioned, tender value being auctioned etc.
16. M/s. {Service provider}, shall arrange to demonstrate/ train the bidder or bidder's nominated person(s), without any cost to bidders. M/s. {Service provider}, shall also explain the bidders, all the rules related to the Reverse Auction/ Business Rules Document to be adopted along with bid manual. Bidders are required to give their compliance on it before start of bid process.
17. Successful bidder shall be required to submit the final prices, quoted during the Online Reverse Auction in **Annexure - VII** after the completion of auction to M/s. Service provider besides BHEL, duly signed and stamped as token of acceptance without any new condition other than those already agreed to before start of auction.
18. Any variation between the final bid value and that in the confirmatory signed price breakup document will be considered as tampering the tender process and will invite action by BHEL as per extant guidelines in vogue.
19. **AUCTION WINNER:** After receipt of the system report from the Service Provider after completion of the Online Reverse Auction, BHEL will evaluate all the bids submitted and decide upon the winner. BHEL's decision on award of contract shall be final and binding on all the Bidders.
20. BHEL reserves the right to cancel the Reverse Auction process/ tender at any time, before ordering, without assigning any reason.
21. BHEL shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause. In such cases, the decision of BHEL shall be binding on the bidders.
22. Other terms and conditions shall be as per bidder's techno-commercial offers and other correspondences, if any, till date.

23. Bidders are required to submit their acceptance to the terms/ conditions/ modalities before participating in the Reverse Auction in the process compliance Form as per **Annexure-IV**.
24. BHEL can decide to extend, reschedule or cancel any Auction with prior intimation to all bidders.
25. If there is any clash between this business document and the FAQ available, if any, in the web site of M/s. {Service provider} the terms & conditions given in this business document will super cede the information contained in the FAQs. Any changes made by BHEL/ service provider (due to unforeseen contingencies) after the first posting shall be deemed to have been accepted if the bidder continues to access the portal after that time.

OTHER TERMS & CONDITIONS:

- BHEL along with **Service provider** can decide to extend, reschedule or cancel any Auction. Any changes made by BHEL and / or **Service provider** after the first posting shall be deemed to have been accepted if the Bidder continues to access the portal after that time.
- **Service provider** shall not have any liability to Bidders for any interruption or delay in access to the portal irrespective of the cause.
- **Service provider** is not responsible for any damages, including damages that result from, but are not limited to negligence.
- **Service provider** will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

NOTE:

- All the Bidders are required to submit the Process Compliance Form (**Annexure- IV**) duly signed to **Service provider** by **XXXXXXX** after the receipt of the Process Compliance Form; Log in ID & Password shall be allotted to the suppliers (bidders).
- After the completion of the Auction event, successful bidder has to submit the Prices in the **Annexure-VI** immediately to **Service provider** for further proceedings.

Note: Name of the Service provider will be intimated before conducting reverse auction by BHEL.

ANNEXURE –IV**Process Compliance Form**

(The bidders are required to print this on their company's letterhead, sign & stamp before faxing)

To,

Date :

- M/s { Service provider
- Postal address}

Sub: Agreement to the process related Terms and Conditions

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the Enquiry (Tender Enq. No. **HY/GT/AGM/OT-02/2014-15 DT: 17-06-2014, Item no: 1**) document for the work of "**Helping & Supporting activities in GT shop floors & Offices (Unskilled Works)**".

This letter is to confirm that:

- 1) The undersigned is the authorized representative of the company to participate in RA and to sign the related document.
- 2) We have studied the RA Terms & Conditions and the Business rules governing the Reverse Auction as mentioned in your letter and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We also confirm that, in case we become L1 bidder, we will email/ fax the price confirmation & break up of our quoted price (including that of line items) as per **Annexure - VII** within two working days (of BHEL) after completion of RA event, besides sending the same by registered post/courier both to M/s. BHEL and M/s. {Service provider.}

We, hereby confirm that we will honor the Bids placed by us during the auction process.

With regards

Signature with company seal

Name –

Company / Organization

Designation within Company / Organization

Address of Company / Organization

- Sign this document and Fax it to M/s {Service provider} at {...} hrs prior to start of the Event.

- Attach a signed copy of the Enquiry document along with the Agreement Form/ Process Compliance form and send to M/s. {Service provider}

Scan & email this document to Service provider after RA

ANNEXURE –VIIRA Price Confirmation and Breakup**To**

- M/s. Service provider
- Postal address

CC: M/s BHEL

{Unit-

Address- }

Sub: Final price quoted during Reverse Auction and price breakup

Dear Sir,

We confirm that we have quoted.

Rs.{_____} for item covered under tender enquiry No. **HY/GT/AGM/OT-02/2014-15 DT: 17-06-2014, Item no: 1** for the work of “**Helping & Supporting activities in GT shop floors & Offices (Unskilled Works)**”.

We confirm that we have quoted a total contract value for an amount of Rupees in words _____i.e. (cost to BHEL) as per the above cited enquiry by BHEL (exclusive of service tax), other as per NIT.

As our final landed prices as quoted during the Reverse Auction conducted today {date: } which will be valid for a period of 120 days.

The price break-up including that of line items is as given below.

		=====
Total	-	Rs
		=====

Thanking you and looking forward to the valuable order from BHEL.

Yours sincerely,

For _____

Name:

Company:

Date:

Seal:

BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM: :HYDERABAD-32
TENDER NOTICE

TENDER NOTICE NO. **HY/GT/AGM/OT-02/2014-15 DT: 17-06-2014**

ITEM NO. 01

Helping & Supporting activities in GT shop floors & Offices (Unskilled Works).

1. Sealed Tenders will be received on the name of the AGM / GT- Operations, Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad-32 at Vendor complex behind admn. Building up to **11.00 hours on 05/07/2014** for the work of "**Helping & Supporting activities in GT shop floors & Offices (Unskilled Works)**". Tenders will be opened by the AGM / GT - Operations, Bharat Heavy Electricals Limited, Ramachandrapuram, and Hyderabad-32. On the date by 13.15 hours and at the place aforementioned. 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 tenderers who may be present at the time. The tender should be in the form, obtainable from the Office of the AGM / GT- Operations. The Andhra Pradesh Detailed Standard specification and other documents relating to the contract such as additional specifications, proforma for Bank Guarantees, descriptive specifications sheets regarding materials etc., can be seen at any time between 09.00 A.M to 12.00 Noon in the office of the AGM / GT- Operations. Tender forms and other particulars regarding the proposed work can be obtained on any working day from 09.00 to 13.00 hours upto **date mentioned in first page** on payments of the prescribed sum of **Rs. 1,000** /- per set as non-refundable.

2. Tenders must be submitted in sealed covers and should be addressed The "**AGM / GT- Operations, Bharat Heavy Electricals Limited Ramachandrapuram, Hyderabad – 32**". The name of the tenderer and the name of the work being noted on the cover. 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 it's corporate existence.

3. Each tenderer must pay as Earnest Money, a sum of mentioned in the 1 st page and enclose with his tender the receipt endorsed accordingly. The earnest Money 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 Receipt from B.H.E.L., Cash Office
- b) Bankers cheque, Demand Draft.

The Earnest Money will be refunded to the unsuccessful tenderer after the Intimation of rejection of the tender is sent. The Earnest Money 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 tenderer whose tender is under consideration, shall attend the Office of AGM / GT - Operations on the dates fixed by written information/mail to him. He shall forth with upon intimation being given to him by the AGM / GT - Operations of acceptance of his tender, complete the execution of the agreement by signing all documents connected there with, Failure to do so shall entail forfeit of the Earnest Money Deposit.

4. EMD by the Tenderer will be forfeited as per Tender Document if.

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

5. EMD shall not carry any interest

6. 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 under each class is given in Schedule – “A”. the quantities are given for uniform comparison of offers .However the quantities may vary. It shall be noted that any errors, omissions in the tender documents will be interpreted at the by the accepting authority at his discretion .

7. The AGM/GT - Operations planning reserves the right to reject any tender or part thereof or all the tenders without assigning any reasons thereof.

8a. 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.

8b. The offer shall be valid for a period of 120 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. Security Deposit should be collected from the successful tenderer. The rate of Security Deposit will be as below:

Upto Rs.10 Lakhs	- 10%
Above Rs.10 Lakhs upto Rs.50 Lakhs	- 1 Lakh + 7.5% of the amount exceeding Rs.10 Lakhs.
Above Rs.50 Lakhs	- Rs.4 LLakhs + 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 successful tenderer 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 12 Months maintenance period whichever is later.

SIGNATURE OF CONTRACTOR (S)

ACCEPTING AUTHORITY

DIRECTIONS TO PARTIES FOR TENDERING

1. Subsidiary items such as water for work, clearing and marking out site, hire of tools and plants should be separately entered. If such items are not so entered, it will be assumed that the rates quoted, in the schedule include provision for them also.
2. The tenderer shall examine closely, the Andhra Pradesh Standards specifications kept in AGM / GT- Operations Office and also the relevant clauses of the standard preliminary specification before submitting his tender unit rates which shall be for finished work in site. The contractor should purchase a book of Andhra Pradesh Standards Specifications for his references. He shall also carefully study the drawings and additional specifications and all the documents which form part of the agreement to be entered into by the accepted tenderer.
3. Each tenderer must also send a certificate of Current Income Tax Clearance from the appropriate Income Tax Authority in the form prescribed therefor. In the case of proprietary firm, it will be necessary to produce the certificate aforementioned for the proprietor or proprietors and for each of the partners as the case may be.
4. Every tenderer is expected, before quoting his rates to inspect the site of the proposed work. He should also inspect the quarries, and satisfy himself about the quality and availability of materials. The best class of materials shall be used on the work. In every case, the materials shall comply with the relevant standards specifications. Samples of materials as called for in the Standard Specifications, or in this tender notice or as required by the AGM (O) / GT having jurisdiction for the time being over the work, herein-after called AGM (O) / GT, should have the due approval before the supply to site of work is begun. Attention of the contractor is directed to standard preliminary specification regarding payment of seignior age tools etc.,.
5. Time shall be considered as the essence of the contract. The rate of progress as mutually agreed to is required to be maintained. Date of commencement of this programme will be the date on which the site (or premises) is handed to the contractor.
6. The tenderer should quote specific rates for items in the schedule in percentage (%) basis as given in the Price bid and the rates should be in rupees and paise. . 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 alterations 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.

SIGNATURE OF CONTRACTOR (S)

ACCEPTING AUTHORITY

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 Andra Pradesh Standard specification and the clauses of the preliminary specifications and 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

Signature of Contractor (S)

Address

TENDERER'S AND CONTRACTOR'S CERTIFICATE

1. I hereby declare that I have perused in detail and examined closely the Andhra Pradesh Standard Specifications and its addenda volume and also BHEL General Conditions of contract. I agree to be bound by and comply with all specifications contained in Andhra Pradesh Standard Specification and General Conditions of contract, for the various items of works specified in the Schedule "A" 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 there under with subsequent revisions if any .

Date _____

SIGNATURE OF CONTRACTOR(S)

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 enactments:
 - 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.
- 6.a .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.

7. 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.
8. The contractor shall make himself or his representative available at the work spot everyday during execution of work, for effective supervision.
9. 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.
10. Non – compliance of any provisions under the act/ rule/instructions / guidelines shall make the contractor liable for penal action including termination of contract.
11. Contractor shall furnish in a separate letter his telephone/mobile contact number, place of residence and postal address for sending all communication 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. 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.
12. The contractor must satisfy himself by personal study and examination 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 nor shall any application for compensation in terms of time and money shall be accepted by company regarding the above.
13. 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.
14. Contractor on the advice of company official shall immediately remove any person employed by him, who may in the opinion of the company official is incompetent or mis-conducts himself and such persons shall not be again employed on the works without permission of the company official.
15. 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.
16. The contractor shall give all notices required by the acts regulations , bylaws, 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,
17. 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 thereunder.

18. 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 principal 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.
19. 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 of the work. The contractor shall comply with the provisions of the Factories Act Rules framed thereunder if the same are applicable.
20. The contractor shall keep his work place clean and safe to avoid injuries to men and damage to finished products / equipments.
21. 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.
22. The contractor shall not make any claims from the company against all losses or damages sustained 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. All claims under workmen's compensation act shall be born solely by the contractor. Contractor shall conform to the provisions of the said act in regard to such accident.
23. The contractor shall ensure adherence to all statutory requirements applicable to BHARAT HEAVY ELECTRICALS LIMITED, RAMACHANDRA PURAM, HYDERABAD-502032.
24. 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.
25. The contractor shall comply with provident Fund Act either through PF code allotted to him or by the code provided by PF Department to work Centers in the GT Division of. Ramachandrapuram, Hyderabad -502032
26. 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.
27. The contractor should engage only those labourers who shall be more than 18(eighteen) years.
28. 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.
29. The contractor shall provide the required safety equipment labours engaged by him.

30. Contractor shall issue "Employment Card" as per statute to all the labour and supervisors covered under the job / work contract.
31. The contractor shall be responsible to settle any grievances of the labour deployed by him.
32. 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.
33. The quantities mentioned in the agreement schedule are worked out from estimation with the relevant drawings / site conditions in the company and may not be the actuals required for execution.
34. 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 company deems necessary.
35. 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.
36. 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.
37. The company shall have the privilege of ordering modifications, omissions, or additions at any time before completion of the work.
38. 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.
39. Sample of materials shall be furnished by the contractor at his expense to the company when called for before execution of any work.
40. The company shall have power to reject at any stage, any work which is considered to be defective in quality of materials, workmanship and shall not be debarred from rejecting wrong material by reasons of having previously passed them in an un worked 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.
41. 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.
42. 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.

43. Contracts shall be deemed to have included in his tender price of all plant, Machinery and 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.
44. 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 company may take such action as it deems if 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 contractors 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.
47. The contractor shall conform 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 discretion.
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 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 “Contract 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. **Contractor shall ensure payment of statutory prescribed by BHEL HR-IR 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.**

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 authorised officer who shall produce with the tender, satisfactory evidence of his authorisation. 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 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” [Ex. DGM (DCD)] 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 fifteen days 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 an 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 120 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 “Officer 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 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 be no claim of compensation at any point of time after submission of the tender with regard to dispute/ complaint of 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 and interpretation of terms by contract signing officer of BHEL in regard to the above is final
 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 proforma valid for the contract period for a value calculated at the rates mentioned towards security deposit or as mentioned in clause 9 b in tender notice. 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 including increase in wages during the period of the contract and this increase shall be absorbed by the contractor himself in full.

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ACCEPTING AUTHORITY

**BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM : : HYDERABAD – 32.**

(SPECIAL CONDITIONS – SAFETY)

LIST OF SAFETY PRECAUTIONS TO BE OBSERVED BY THE CONTRACTOR

The contractor shall take all necessary safety precautions and arrange for appropriate appliance as per direction of bhel to its authorized officials to prevent loss human lives, injuries to personnel engaged, and damage to property.

The contractor shall provide to its work force and ensure the use of the following Personal Protective Equipment as found necessary and as directed by the authorized BHEL officials.

- i) Safety Helmets conforming to IS2925, 1984 compulsory
- ii) Safety Belts conforming to IS 3521, 1983
- iii) Safety shoes conforming to IS 14544-1998 compulsory
- iv) Eye & Face protection devices conforming to IS 1179-1967.
- v) Hand & body Protection devices conforming to IS 2573-1975; IS 6994 – 1973 and IS 8520-1978, IS 578-1985, and IS 6694.
- vi) Driving licence as required by state law department

The contractor shall not use any hand-lamp energized by electric power with supply voltage of more than 24 volts (DC).

All portable electric tools used by the contractor shall have safe plugging system to sources of power and be appropriately earthed.

All tools, tackles, lifting appliances, scaffolds, cradles, safety nets, ladders, equipments etc. used by the contractor shall be safe design and construction. The authorized BHEL officials shall have the right to ban the use of any item, if such use is considered to be dangerous by the concerned BHEL officials.

If the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions issued by the authorized BHEL officials, BHEL shall have the right to take corrective steps at the risk and cost of the contractor.

The contractor shall take necessary fire safety precautions as per directions of the authorized BHEL officials.

In case of a fatal or disabling injury accident to any person due to lapses by the contractor BHEL shall have the right to impose appropriate financial penalty on the Sub contractor and recover the same from payments due to the contractor for suitably compensating the victim or his/her dependents. Before imposing the penalty. Appropriate enquiry shall be held by BHEL.

In case of any damage to property due to lapses by the contractor, BHEL shall have the right to recover the cost of such damages from the payments due to the contractor after holding an appropriate enquiry.

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Specific information communicated to vendors: Helping & Supporting activities in GT shop floors & Offices (Unskilled Works).

Apart from the fulfillment of general conditions, the vendors who wish to submit the bids for the above category have to know the following specific information before quoting their unit rates.

1. Rates should be quoted per unit quantity of each activity. (In the enclosed annexure of price bids).
2. Successful bidder has to offer bank guarantee towards security deposit or by any other means which are in practice at B.H.E.L.
3. Payment will be effected monthly on actual basis after certification by the executives of GT Dept. in measurement book.
4. Extra hours per each contract labour to be provided shall be around 50 days during any financial year.
5. The contractor should engage his labour on Sundays and holidays of BHEL as required by Dept. in case of exigencies.
6. Statutory minimum wages are to be paid to the contract labour which will be varying from time to time as per personnel Dept. circulars.
7. The rates should be firm throughout the contract period and enhanced wages are not liable for reimbursement.

Scope of WORK: This work involves deployment of **unskilled man power** for Miscellaneous Operations in New GT M/c Shop, Supporting Services for GT Shop floors / Offices, Material handling & Supporting activities for GT Assembly areas and Dak distribution, Housekeeping & Hospitality in GT Offices etc. Contractor has to carry-out any type of relevant works as per the instructions of the concerned officials.

Scope of BHEL: Supply of raw materials for executing of above work.

Contractor Scope: Supply of Unskilled man power for executing of above work. Contractor shall arrange necessary Personal Protective equipments (PPE) to his workmen.

ANNEXURE - C

CONTRACTOR'S OBLIGATIONS

I) CONTRACTURAL:

- 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 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/misbehavior 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. Whenever 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 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 including latest revisions 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 disbursements. These records need to be preserved for a period of at 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 hoildays 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, prohibition of employing them for more than 9 hours per day, provision of creche facility, grant of maternity leave as per rules etc.
- 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.

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ANNEXURE-D
GENERAL TERMS & CONDITIONS

- 1) BHEL shall have the privacy of the contract with the contractor only and will give instructions to the contractor or his authorized representatives. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.
- 2) The contractor shall maintain regular contact with the designated employee(s) of BHEL and will interact on matters relating to the work awarded under this contract.
- 3) In case the contractor does not carry out the Contractual / Statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/ abnormality 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 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 Court.
- 7) Notwithstanding anything contained in this Agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.
- 8) The contract will commence on _____ date and will remain valid for a period of _____ year(s) till _____ date. The parties reserves the right to extend the contract on mutually agreed terms and conditions.
- 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 _____ 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 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.

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Guidelines and statutory payments for submitting tenders for operational activities as per existing instructions.

As per BHEL HR circular the daily wage rate is Exclusive of Holidays, Leave Wage, PF & ESI, Bonus, PPE's and uniform.

BHEL Wage rates as on date

U S W: **Rs. 455.80** per day Inclusive of weekly off.

S S W: **Rs. 502.15** “ ”

S W : **Rs. 548.96** “ ”

i) Leaves and Holidays

+ 11 days paid holidays / per year

+ 18 paid leaves / per year.

ii) PF 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.

III) Bonus @ 20% of 3500/- per month

IV) PPE's @3%

V) Two pairs Uniform per year and stitching charges & one summer cap.

VI) One Supervisor for every thirty workers

VII) In case, the work force is engaged on over time by the contractor, they have to be paid double the wage as per provision of factories act.1948

SIGNATURE OF CONTRACTORS(S)

ACCEPTING AUTHORITY

New Bidders / Contractors has to submit the Authorisation for National Electronic Fund Transfer (NEFT) . Contractors who have already submitted the Form are need not to submit it again.

[Vendors to furnish this mandate on their Letter Head]

Ref No :

Date:

To,
Dy.Manager/Finance –CM,
Bharat Heavy Electricals Limited,
Ramachandrapuram,
Hyderabad 502 032.

Dear Sir,

Sub: Details for National Electronic Fund Transfer

We request and authorize you to effect payment through NEFT to our Bank account, subject to RBI Guidelines, as per the details given below.

A. Sup code (As per PO/SCO)if available : _____
 B. Beneficiary (Name as per PO/SCO) : _____
 C. PAN of Beneficiary : _____
 D. TIN of Beneficiary : _____
 E. e-mail address of Beneficiary : _____
 F. City (of Beneficiary) : _____
 G. Bank Name : _____
 H. Branch (of Bank) : _____
 I. A/c Number : _____
 J. A/c type (Savings or Current) : _____
 K. MICR Code of the branch (9 digit) : _____
 L. IFSC for NEFT (11 char) : _____
 M. IFSC for RTGS (If different from L) : _____

Thanking you,

Signature (with Seal)

Name :

Address :

Certified that the particulars furnished above are correct as per our records

Date:

(Signature of authorized official of bank)

Bank Stamp

CONDITIONS (To quote the Sealed Price bid):

1. **Penalty:** 0.50 % of the gross value of work will be levied for every week's delay by the agency subject to a maximum of 10 % value of the work for the above works. This clause will be applicable after 12 months from the date of issue of LOI.
2. If the contractor has not quoted in terms of % on par/excess/less over the estimation clearly, it is considered as incomplete offer and offer will be rejected.
3. All BHEL general conditions of contract are applicable to this work.
4. In case
 - There is any difference in the quoted % in figures and words,
 - a) higher value against % less,
 - b) Lower value against % excess and
 - c) Zero or less % against on par will be taken

and this shall be binding on the contractor.
 - In case more than one agency becomes L1 by quoting same value, further sealed quotations will be called for, from those L1 agencies only to decide final agency with further lowest value. No agency shall quote more than his original tender rates, while re-quoting.
5. **The department reserves the right to cancel the work without assigning any reason there for after awardal if the contractor is unable to meet emergency requirement i.e. completion schedule to meet target of the department .**
6. The quantities required by department shall be executed by contractor during contract period.
7. Service tax as applicable will be paid by department.
8. The contractor shall ensure deployment of adequate machines and man power as required for the work and suggested by Engineer-in-charge.
9. The contractor has to ensure No. of simultaneous operations are fulfilled shift wise failing which deduction will be enforced proportionately.
10. **Payment to the workers by Contractor to be made on or before 7th day of every calendar month without fail, otherwise suitable action shall be taken at his (Contractor) risks and cost.**

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Note:

1. The quantities shown in Price bid 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 for finished items of work including all lifting, shifting from below and above ground and other incidental charges mentioned in the General Conditions of the Contract, unless otherwise specified.
6. The department reserves the right to split and award the work to more than one agency.
7. The contractor should follow all the safety precautions while executing the work.
8. The contractor or his authorized representative shall be always present at the work site.
9. The contractor shall submit the daily progress report of the works carried to the Engineer-in-charge.
10. The contractor should deploy his men who should not be less than 18 years age.
11. 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.
12. All the materials brought inside are to be entered at CISF gates and supplied to site by contractor for using in works.

SIGNATURE OF CONTRACTORS(S)**ACCEPTING AUTHORITY.**

SPECIAL CONDITIONS

1. Time is the essence of contract and the specified time of completion is upto 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 all lifting, shifting from below and above ground and other incidental charges and those in general conditions.
4. Before quoting his rates of the work, the tenderer shall inspect the site of work and the quarries from which various materials are to be brought and should satisfy himself about the nature and scope of work to be executed and quality of materials procurable from the quarries. In every case the materials shall conform to the relevant APSS and shall be got approved by the Engineer-in-charge before they are used on the work. The Bharat Heavy Electricals Limited will not, however after acceptance of a contract rate, pay extra charges for any other reason like 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-A For the sake of uniformity in comparison of tenders, the tenders should not add any conditions of their own. Tenders not complying with these conditions are liable to be rejected.
6. The Andhra Pradesh Standard Specification/ I.S. Specifications, those in Schedule-A shall be for all items of works. Wherever there is difference between the A.P.S.S. and I. S. Specifications, the later shall prevail.
7. The AGM/GT- Operations 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.
8. In case of any difference between agreement wording and detailed drawings, the interpretation of the AGM / GT- Operations shall be final and binding on the contractor.

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**PRICE BID
SCHEDULE 'A'**

TENDER NOTICE NO. HY/GT/AGM/OT-02/2014-15 DT: 17-06-2014.

ITEM NO. 01

Name of Work : Helping & Supporting activities in GT shop floors & Offices (Unskilled Works).

Sl.No	Description	Unit	Total Nos of Operations	Rate / Operation	Amount Estimated (Rs.)
1	Helping and Supporting activities in GT Shop floors & Offices (This job requires minimum of <u>19 Unskilled operations daily for 302 days</u>).	Operation	5738	712.82	40,90,161.00
Total Estimated Amount inclusive of all taxes except service tax (Rs.Ps)					40,90,161.00

Notes :

- | |
|--|
| 1) 1 Operation = 1 Man day |
| 2) Service Tax will be paid extra as applicable. |

Note:- The Tenderers are required to quote their tender value in Percentage (%) basis at excess or less or on par with estimation value i.e. Rs. 40,90,161/-.

Tender percentage (%)	In words	Figures
Less		
Estimated rates only (On par)		
Excess		

- The **Service tax** as applicable is **extra** which will be paid by BHEL to the agency after submission of necessary valid documents by the agency.
- The above **offered % age** by tenderer is proportionately applicable for **Rate / Operation**.

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