

Tender Documents

**For Job / Services of Material Handling, Painting & Packing,
Workshop Assistance, Office Assistance and Horticulture & cleaning
at HERP Varanasi**

(Total 47 pages)

BHEL-HERP, Tarna, Shivpur, Varanasi

**No. HERP: Stores: Works Contract: 2015-17
Dt. 03/12/2015**

Submission of tender enquiry on **24/12/2015 by 02:30PM**
Due date for opening of bid on **24/12/2015 at 03:30PM**

Subject: Tender for Job / Services of Material Handling, Painting & Packing, Workshop Assistance, Office Assistance and Horticulture & cleaning at HERP Varanasi

Dear Sir(s),

We are pleased to invite your tenders, in sealed covers for the subject work. The terms & conditions of the tender are mentioned below:

1.00 GENERAL TERMS & CONDITIONS OF TENDER:

- 1.01 BHEL desires to have **works contract for Job / Services of Material Handling, Painting & Packing, Workshop Assistance, Office Assistance and Horticulture & cleaning at HERP Varanasi premises.**
- 1.02 Tender Enquiry No. & due date must be legibly superscripted on all the envelopes.
- 1.03 Tenders shall be received and opened on the due date and time as mentioned above in the presence of tenderers or their authorized representatives who may like to be present.
- 1.04 Tenders shall be strictly in accordance with the tender specifications. Any deviations shall be listed out separately.
- 1.05 Offers shall remain valid for 90 days period from the due date of submission of tenders.
- 1.06 BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
- 1.07 BHEL will not be responsible for the postal delay under any circumstances for non-receipt of Tenders / submission of filled in tender document by due date & time.
- 1.08 Tenders received after due date & time are liable to be rejected.
- 1.09 BHEL reserves the right to increase or decrease the no. of workforce upto **30%** at the same rates and terms and conditions of this contract during the currency of the contract.
- 1.10 Tender should be submitted along with covering letter of the tenderer and duly signed on each & every page of the tender document, technical specifications and price bid etc.

- 1.11 No overwriting / correction in the Price Bid by the bidder shall be allowed. However if correction is unavoidable, the same must be duly signed by authorized signatory.
- 1.12 In case any typing error/other clerical errors is noticed by the bidder, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail & shall be binding on the bidder.
- 1.13 Each tenderer has to deposit EMD of 2,00,000/- (Two lakhs only) for the above job/services and the same will be in the form of Pay Order or Demand Draft only in favour of BHEL, payable at Varanasi. EMD given by unsuccessful tenderer shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer. EMD shall not carry any interest. EMD submitted by tenderer will be forfeited if tenderer revokes his tender within validity period or increases his rates or does not commence the work within the period as per LOI / Contract.
- 1.14 Cost of Tender Document:** Rs.1000.00 (Inclusive of Tax / Duty as applicable) (Payable through a Separate Demand Draft in favour of "BHEL, VARANASI" along with technical bid). In case cost of tender document in the form of DD of Rs. 1000 is not submitted with technical bid, the offer liable to be rejected. Interested contractors may obtain the tender documents on DD/cash payment of Rs. 1,000 from BHEL, HERP, Varanasi on any working day from **03.12.2015 (10:00 HRS) to 24.12.2015 (12:00 HRS)** and in such case copy of receipt is to be enclosed with the Techno Commercial offer.

1.15 Micro and Small Enterprises (MSE)

Any Bidder falling under MSE category, shall furnish the following details & submit documentary evidence/ Govt. Certificate etc. in support of the same along with their techno-commercial offer

Type under MSE	SC/ST owned	Others
Micro		
Small		

Note: - If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSE category.

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM-II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM-II certificate along with attested copy of a CA certificate (format enclosed as Annexure – 4 where deemed validity of EM-II certificate of five years has expired) applicable for the relevant financial year (last audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.

MSEs shall be exempted from payment of earnest money & tender cost at the time of tender deposit. However, there is no exemption of security deposit submission.

No benefits shall be applicable for that particular enquiry if the required documents are not submitted before price bid opening.

- 1.16 Each tender shall be accompanied by separate envelope carrying EMD as mentioned above failing which the tender will be rejected.
- 1.17 Upon acceptance of tender, the successful tenderer must submit the security deposit of **4 Lakhs + 5% of the amount exceeding 50 lakhs** in any of the following forms.
- i. Pay Order, Demand Draft in favour of BHEL
 - ii. Local Cheque of scheduled bank, subject to realization
 - iii. Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
 - iv. Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - v. 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 discharged on the back.
 - vi. Security deposit can also be recovered at the rate of 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% may be recovered from the running bills.
 - vii. The security deposit shall not carry any interest.
 - viii. The validity of Security Deposit shall be initially upto the completion period as stipulated in the letter of intent/Award + three months, and the same shall be kept valid by proper renewal till the acceptance of final bill of the contractor, by BHEL and after satisfactory compliance of all statutory & legal obligations.
- 1.18 EMD of successful tenderer can be converted into security deposit if desired by the bidder and balance amount of security deposit will have to be deposited as per clause No. 1.17.

- 1.19 The percentage of monthly agency service charges as quoted in **Annexure-J** shall remain firm for the entire contract duration however the contract value of the job contract will vary depending on the following:
- a) Any changes in the monthly consolidated wages fixed by BHEL;
 - b) The periodic Wage/VDA increase, as and when notified by the State Government will be applicable in the contract and accordingly the monthly bill of the contractor will get amended;
 - c) Any changes in Bonus, PF / ESI contribution of employer's portion due to changes in Labour Law.
 - d) Payment to the contractor will be subject to TDS as per rules in force from time to time.
- 1.20 The value of contract will be worked out based on the percentage service charges as quoted by bidder. Service Charge **(Q) (in percentage)** as quoted by the bidders should be **inclusive of all taxes (excluding service tax)**.
- 1.21 Evaluation of the bidders will be done based on quote of percentage service charges mentioned in Price Bid Format (**Annexure-J**). The contract would be **awarded to the Single bidder** quoting the minimum monthly agency service charges per workforce as indicated at Annexure-J (Price bid format). In the event of more than one bidder having quoted identical lowest rates and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised rates. This process would continue till the distinct L1 rate is arrived. The L-1 bidder shall have to disburse Monthly Wages, excluding service tax, as per the details indicated in the **Annexure-F**. In addition to normal duty hours, the workforce(s) may be required to perform, on an average, over time of **50 hours in a calendar year**. (The number of OT hours is only indicative / as an additional information). However, the payment of OT hours shall be made at actual in line with **Annexure-I**.
- 1.22 The contract will be applicable for a period of two years from the date of award of the job contract.
- 1.23 **Validity of rates** : Once the contract is entered, the agreed Agency Service Charge (in percentage) shall remain firm for the entire contract duration & will not vary on any account what so ever be the reason. However, any changes in the quantum of Service Tax, if applicable, due to statutory variation, the same shall be admissible during the tenure of the Contract.
- 1.24 Tenderers are requested to go through the scope of services, **visit each area etc.** and get fully acquainted with the scope of services required for the HERP Varanasi including the existing job contract of the HERP Varanasi and get their doubts clarified regarding the above job before submitting the offer.
- 1.25 Tenderer must note that any false information / data or any suppression of facts will be disqualifying them even at a later stage also. The contractor will deploy trained and efficient workforce for the above job contract. In this connection, the contractor has to maintain a

register for their record etc. and made available to BHEL / Statutory authority as & when needed.

- 1.26 The Contractor shall confirm that he shall abide by and is willing to execute the work assignments on Job Contract basis strictly in accordance with the terms and conditions of this Agreement and the Company in turn also agrees to engage the Contractor accordingly with effect from the date of award.
- 1.27 All documents submitted by the Tenderer in his tender shall be accompanied with a covering letter giving index interlinking all the documents.
- 1.28 BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
- 1.29 After the scrutiny of technical bids all the technically qualified bidders may be required to attend a meeting for clarifications if any before the opening of price bids.
- 1.30 Penalty will be levied by BHEL as per relevant clauses of the tender on account of delay, violation of contract conditions and non-performance of the Contractor.
- 1.31 The successful tenderer will be responsible for the quality of the job and will immediately rectify the deficiency pointed out in the job performed.
- 1.32 The deficient services if any pointed out by BHEL against any of the workforce of the contractor and if the same is not rectified by the contractor within the specified time given by BHEL authority, then contractor will be levied **penalty of 250/- per case /activity /service** and same shall be deducted by the Company from the monthly bill payable to the contractor.

2.00 SPECIAL TERMS & CONDITIONS OF TENDER:

- 2.01 **Mandatory Insurance cover for all the workforce of the contractor for a sum insured of 5.00 Lakhs for each workforce** of the contractor. The contractor has to assess the premium of insurance cover for his contract period. **Bidders shall include the cost of insurance cover in their service charges.**
- 2.02 The Contractor shall ensure proper conduct and behavior of the workforce engaged by him in the work premises of the Company and shall remove with immediate effect, the engagement of such person(s) who does/do not conduct himself / themselves properly or misbehave(s) with the regular employees / personnel of the Company in any place.
- 2.03 Continuation of the contract shall be based on the performance of the contractor. The following parameters shall inter-alia be considered while evaluating performance timely rendering of services, quality of works/services, compliance with statutory requirements, Safety consciousness, Maintaining of workforce in proper uniform bearing logo of the

contractor and valid identity card with lanyards issued by the contractor.

- 2.04 The Contractor shall perform the work assignments to the best satisfaction of the Company. In case of continued unsatisfactory performance over a period of time by the Contractor, the Company shall intimate the same in writing to the Contractor; however, if the performance of the contractor does not improve even thereafter, then, the Company shall have the right to terminate the contract at the Contractor's risk and cost, by giving one month's notice. In addition, the Company shall also have the right to forfeit in full, the Security Deposit deposited by the Contractor.
- 2.05 The successful contractor will accept full and exclusive liability for the consolidated wages, PF, ESI, Bonus, two set of uniform per year (consisting of 02 shirts, 02 pants, 01 safety shoe) for the personnel deployed by the contractor and other obligation referred under the law now and thereafter imposed by the Government / Local Bodies.
- 2.06 BHEL will have no liability whatsoever concerning the workforce deployed by the contractor for the purpose. The contractor shall keep the Company indemnified against all losses or damages or liability arising out of or imposed in the course of employment of workforce by the contractor.
- 2.07 The contractor will be solely responsible for any unlawful act of their workforce while on duty. In case of theft or loss of Company's property take place due to the negligence or carelessness of workforce, the contractor will be responsible and shall make good of the same.
- 2.08 If at any time during the period of contract, it is observed by the Company or his authorized representative that the services rendered by the contractor's workforce are not up to the satisfaction of the Company or any terms of the contract are violated and contractor does not respond for improvement of the same. In such situation BHEL reserves the right to terminate the contract with a notice period of one month and may deduct the cost of the above mentioned unsatisfactory work from his bill or for recovery may forfeit the Security Deposit in part of full as the case may be.
- 2.09 In case of any dispute, the decision taken by BHEL Management will be final and binding on the successful contractor. The workforce deployed by the contractor will have no right or claim for the permanent absorption in BHEL. In this connection, the contractor has to submit an affidavit duly signed by the entire workforce deployed at BHEL on a stamp paper of 100/- duly notarized.
- 2.10 **JURISDICTION** : Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Varanasi (where this Contract has been signed on behalf of the CONTRACTOR) and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.
- 2.11 Both the Company and Contractor hereby agree that all differences / disputes/ interpretations arising out of or in connection with this Agreement shall be mutually discussed and settled failing which the same shall be referred to the arbitration of a sole Arbitrator to be appointed by the General Manager (HERP-HOU) of the Company for a Speaking Award wherein the sole Arbitrator shall give reasons for his Award. The venue of arbitration shall be in Varanasi and the Arbitrator's decision shall be final and binding on both the parties.

- 2.12 The Contractor shall duly comply with all acts, laws, or other statutory rules, regulations, bye-laws applicable or which might be applicable to the Uttar Pradesh with regard to the performance of the work assignments included herein or concerning this Agreement but not limited to Minimum Wages Act- 1948, Contract Labour (Regulation & Abolition) Act, 1970, Industrial Dispute Act, 1947, Workmen's Compensation Act 1923, Employees' State Insurance Act 1948 (to the extent as may be applicable, if any), Employees' Provident Fund and Misc. Provisions Act, 1952 and the amendments made thereafter to these Acts/ Laws and from time to time take such steps as may be deemed necessary in this regard. The Contractor shall keep the Company Indemnified against all penalties, claims and liabilities of every kind under or for any violation of such acts, laws or regulations etc. by him or his employees.
- 2.13 In case, while on duty and during the course of engagement in work premises of the Company under this Agreement, if any of the Contractor's workforce meet (s) with any injury / indisposition due to accident or other natural calamities, the Contractor shall ensure that immediate and adequate medical aid viz., first -aid and subsequent treatment facilities are provided to the person(s) concerned free of cost without fail. In addition, the Contractor shall also be liable for meeting with statutory liabilities like ESI etc.
- 2.14 The Contractor shall be fully responsible for the timely payment of wages, provident fund, bonus or any other benefits payable under the aforesaid Acts, Laws and regulations to the workforce engaged by him at the work premises of the Company. The Company shall not be responsible for these payments or any other liability on this account. The Contractor shall also indemnify and compensate the Company for any liability incurred by the Company, if any, including costs incurred thereon. In that event the nominated officer of the Company shall be entitled to recover the amount so paid, from the contractor, including forfeiture of the Security Deposit; and, if the sum so payable and / the Security Deposit is less than the Company's claim, it shall be lawful for the Company to recover the balance amount as a debt from the Contractor.
- 2.15 The Contractor shall indemnify and compensate the Company, if the Company as Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970 becomes liable to assume any liability towards the workforce engaged by the contractor. In that event, the provisions relating to recover as provided in relevant clauses of the said Act shall be applicable in Toto.
- 2.16 This Agreement shall be deemed to have become effective from the forenoon of date of award, with respect to all the work premises covered under this Agreement and will remain in force for a period of twenty four months which can be further extended on the same terms and conditions on the mutual agreement between the Company and the Contractor on satisfactory performance of the Contract as will be decided later. However, this Agreement shall be liable for termination earlier by the Company at any time by giving one month's notice to the Contractor without assigning any reason therefore and without prejudice to the rights of the Company to recover any money becoming due under this Agreement. In such a case, the Contractor shall not be entitled to any compensation thereof.
- 2.17 **WORKING TIME & NATURE OF SERVICES:** The contractor shall perform all the services mentioned in the Scope of Services as detailed in **Annexure-K** on day to day basis **on six days in a week, 9 Hrs. working with one hour lunch break.** The workforce of the contractor shall accomplish work in shift duty as per the requirement. The contractor has to enforce the shift duty working timing in such a manner that job/services shall be completed efficiently and timely. Successful contractor has to insure all the formalities in respect of Joining of their workforce in the contractor's establishment, registration of PF & ESI etc.

- 2.18 Successful Contractor has to deploy the minimum workforce as emphasized in the scope of services in the contract at any given day. Contractor has to meet the shortages of leave /absenteeism through leave reserve / buffer workforce. Any deficiencies of the scope of services, the monthly payment of the Job / services get deducted to the tune of shortages on account of leave / absenteeism after providing buffer workforce.
- 2.19 The contractor has to perform all the services as details mentioned in **Annexure-K** for BHEL HERP premises on day to day basis.
- 2.20 The contractor shall not render any extra services unless he receives specific written instructions in writing from the Head of works contract executing department.
- 2.21 The entry and exit of Contractor's workforce shall be regulated by biometric system installed at BHEL HERP Gate. Attendance Register of the Contractor's workforce shall be maintained by the concerned Supervisor of the Contractor for physical verification by the Principal Employer & Statutory Authorities. The workforce deployed by the contractor shall be hail and healthy and should not be suffering from any communicable diseases.
- 2.22 Due supervision of jobs at the work premises shall be ensured by the contractors work supervisors daily for closely monitoring services under the job contract and each work supervisor shall be equipped with cell phone facility for effective coordination with BHEL. To the extent possible the works supervisors shall be identified for each type of services such as Material Handling, Painting & Packing, Workshop Assistance, Office Assistance and Horticulture & cleaning etc under scope of work of tender document. The major responsibility of the works Supervisors at BHEL HERP premises would be as under:
- a) Obtaining instructions from the concerned BHEL Official(s) for carrying out the works pertaining to their areas.
 - b) Passing on the work instructions to his team of workforce ensuring completion of work within the stipulated time as instructed above and as per the terms & conditions of the tender document.
 - c) To ensure proper conduct and discipline by his team of workforce, while performing their duty at BHEL HERP premises.
 - d) To report / intimate any constraint, if so felt, during the execution of designated works by his team of workforce.
- 2.23 BHEL will nominate, a Representative (hereinafter called "the Company Representative") for work contract covered under this Agreement.
- 2.24 The Contractor shall visit the work premises of the Company covered under this Agreement twice a week minimum during the working hours and meet the company Representative as a matter of routine for maintaining regular contacts and ensuring effective coordination on all related issues of these Agreements.
- 2.25 The contractor will maintain an instruction book at job premises, serially numbered on each page, so that our visiting officers can issue instructions regarding progress and quality of job to the Contractor. The Contractor or the contractor representative will sign in the instruction book in token of receipt of and understanding of such instructions. Action taken on the instructions by the contractor or the contractor representative shall be intimated to Officer-

in-Charge or any other authorized representative of BHEL and their comment be recorded in the instruction book.

- 2.26 The Contractor shall be held responsible for any damage / loss to the work premises / or the properties of the Company (i.e. missing or broken fittings, equipment, furniture etc. and loss of such things) caused due to the negligence of his workforce and shall have to replace the same at his own cost. The decision of the officer nominated in this regard by the Company for fact finding shall be final and binding on the Contractor.
- 2.27 The contractor shall hand over a copy of all legal and statutory documents and records to BHEL for fulfilling any future requirement with the statutory authority.
- 2.28 The successful contractor shall comply to all statutory labour law regulations applicable to this contract like timely payment of prescribed wages and other amounts as and when becomes payable, depositing of PF, ESI, taking of insurance cover etc. for workforce employed for this contract. Any obligation on account of the above will be the liability of the Contractor.
- 2.29 The successful contractor shall abide by all the rules / regulations / status imposed by the Govt. or other concerned authorities. The contractor will be responsible for workmen's compensation & other requirements of local Municipalities / Govt. or any other law regulating bodies.
- 2.30 Successful contractor shall have to execute contract agreement on a non-Judicial Stamp Paper of Rs.100/- at Varanasi.
- 2.31 **LABOUR LICENCE:** The successful contractor shall obtain labour license from appropriate Govt. by taking up the job on contractual basis under contract Labour (Regulation and Abolition Act, 1970) and submit the same to BHEL within 15 days of from the date of placement of work order.
- 2.32 **IDENTITY:** The Contractor shall ensure that the work force/supervisors engaged by him must wear & display these cards prominently on their uniform during their duty period (as the same duly endorsed by the Contractor). Each work force shall also wear his name badge (to be issued by the contractor) while on duty. All the personnel so deployed will follow strictly the security regulations of the BHEL, in vogue from time to time.
- 2.33 **CHARACTER VERIFICATION AND ATTENDANCE:** The contractor should get the character / antecedence of each and every workforce deployed by them at the job premises, verified by the Police Authorities before engaging and deploying them in our premises. In case the contractor desires to change the workforce deployed by him, due to any reason, the new incumbent should be deployed with the clearance of Officer-in-Charge of BHEL.
- 2.34 **PROVIDENT FUND:** The successful bidder shall obtain Provident Fund Number from the concerned authorities on award of work and shall strictly comply with the provision of Employees Provident Funds Act. The contractor shall deposit Employees and Employer Contributions in the designated account with the designated authority every month. The contractor shall furnish along with each running bill, the separate Challan/receipt for the

deposit of provident fund made to RPF for the preceding month(s) with detailed calculation sheet of all the work force deployed at BHEL premises only which will be used for tallying / verification that proper PF deposit has been made. Contractor shall also submit the copy of detailed yearly return submitted to RPF of PF deposit for the period of 01st March to 28/29th February in 01st week of April month. All workforce must possess with UAN (Universal Account Number) so that they can view their balance/deposit online at EPFO website and can avail other benefits too.

- 2.35 **ESI:** The contractor shall strictly comply with the provision of Employees State Insurance Act. Contractor shall issue **Latest digital ESI card (if applicable)** to all the work force immediately after taking in to their employment. No workforce shall be deployed without the issuance of ESI Card under the contract. The contractor shall deposit Employees and Employer Contributions in the designated account with the designated authority every month. The contractor shall furnish along with each running bill, the Challan/receipt for the payment towards ESI for the preceding month(s) with detailed calculation sheet of all the work force deployed at BHEL premises and other than BHEL premises which will be used only for tallying / verification that proper ESI deposit has been made. Contractor shall also submit the copy of detailed half yearly return submitted to ESI for deposit of ESI for the period of April to September in 01st week of month of November & for the period of October to March in 01st week of month of May.
- 2.36 **LEAVE / HOLIDAYS:** For every workforce deployed in BHEL premises, the contractor will give one day's weekly off for every six continuous working days, the Contractor's workforce shall be entitled for leave in each calendar year as admissible under guidelines as per Factory Act, 1948 should be observed with regard to earned leave. Contractor may incorporate the cost of such leave accrued in 12 month and reimburse to his workforce for un-availed period.
- 2.37 **BONUS:** The contractor shall ensure payment of Bonus (Minimum @ 8.33% to maximum 20% as per payment of bonus act 1965) is applicable for the wages upto Rs.10000/- (upper limit) to be computed @ Basic Pay of Rs.3500/-. The contractor shall strictly comply with the provision of Bonus Act 1965.
- 2.38 **WAGES:** All payments to the contractor's workforce shall be as per the terms of contract and as per details enumerated in **Annexure- F** which shall be made through direct credit in the bank accounts of its workforce (NEFT/RTGS/Cheque) by the 7th of each English month. Any delay on this account shall be subjected to penalty or termination of contract. Opening of Bank A/c of their workforce or making payment of wages in their existing Bank A/c is the responsibility of successful contractor itself. Joining of their workforce in the contractor's establishment, registration of PF & ESI etc. is the responsibility of successful contractor.
- 2.39 The Contractor's workforce shall wear the proper uniform along with contractor's badges, proper identity card, and security check at the office premises by the Security staff of the Company.
- 2.40 **UNIFORM / LIVERIES:**
- (i) Reimbursement for two sets of uniforms with stitching charge and a pair of shoe, per head limited to maximum ceiling of Rs. 2700 per head for contract period of one year.
- (ii) The contractor shall ensure that while on duty, his workforce put proper uniforms in distinctive colour code and in neat and clean conditions issued to them by the contractor;

(iii) The contractor will issue uniforms as agreed upon as per clause no. 2.05. In case the Contractor's work force do not report for duty in proper uniforms as above then as a special case security will permit on request of contractor and same shall not occur more than thrice in a month. In case of re-occurrence of the same contractor will be levied penalty of **500/-** per case and same shall be deducted by the Company from the monthly bill payable to the contractor.

2.41 Statutory requirement of local authority / State Govt. / Central Govt. shall be responsibility of the successful tenderer.

2.42 The Company shall have no direct responsibility / liability in respect of the workforce engaged by the Contractor on Job Contract Basis under this Agreement.

2.43 **SAFETY PRECAUTIONS:**

- (i) All safety equipment such as safety belts, helmets & other equipment (as required for this work) are to be positioned by the contractor & used as per requirement.
- (ii) Any casualty or damage caused to the property or person by any untoward incidents while executing this contract will be at the contractors risk & cost.
- (iii) Violation of applicable safety, health & environment related norms; a penalty of 500.00 per occasion shall be imposed.
- (iv) In case of fatal accidents, a penalty of 1% of the contract value (maximum of 5,00,000.00) per fatality in addition to 500.00 as mentioned above.

2.44 **HEALTH, SAFETY AND ENVIRONMENT (HSE) MANAGEMENT:** In addition to the safety practices to be followed, the contractor shall establish document and maintain an effective Health, Safety and Environment (HSE) management system. The contractor shall arrange First Aid Box at work site at a suitable location for all the time during job contract period.

2.45 **PAYMENT TERMS:** On receipt of the bill, BHEL will verify the bill and pass for payment of bill within 10 days from the date of receipt of bill. However contractor has to make the payment to their respective work force latest by 7th day of every calendar month by way of direct credit in the bank accounts of its workforce NEFT/RTGS/Cheque. Contractor has to also ensure timely deposit of PF and ESI as per the provisions of the act. At the time of submitting the next bill contractor has to submit the details of payment of wage salary to their work force, proof of payment in the accounts of its workforce, proof of deposit of PF, ESI and service tax etc. which will be for the purpose of ensuring that contractor has complied with the statutory requirement.

Payments will be made to the contractor on the basis of bills for man power deployed and Tax Invoice submitted by contractor or his authorized representative.

2.46 The bidders shall be deemed to have visited the site and studied the specifications and details of job / services to be done in the desired manner and to have acquainted themselves of the conditions prevailing as on date in the respective premises.

3.00 QUALIFYING CRITERIA FOR THE TENDERERS:

3.01 Job / Services of Material Handling, Painting and Packing, Workshop Assistance , Office Assistance and Horticulture and cleaning at HERP Varanasi

- 3.01(a) Average Annual financial turnover during the last 3 years, ending on 31st March' 2015 should be at least **Rs.195.00 Lakhs.**
- 3.01(b) Bidders having experience of successfully executed job contract of similar jobs/services during last 7 years ending on 31st March' 2015 should be either of the following: -
- I. Three similar completed jobs / services costing not less than an amount equal to **Rs.260.00 Lakhs each.**
OR
 - II. Two similar completed jobs / services costing not less than an amount equal to **Rs. 324.00 Lakhs each.**
OR
 - III. One similar completed jobs / services costing not less than an amount equal to **Rs. 519.00 Lakhs each.**

Note: 'Similar jobs/services' mentioned in Para 3.01 (b) above shall be related to "**Job / services of Material Handling OR Painting & Packing OR Workshop Assistance OR Office Assistance OR Horticulture and Cleaning of Office premises/Residential Township/Commercial Establishment like manufacturing plants etc with any Central Govt. / State Govt. / PSUs / Public Limited Company / Private Limited Company.**

- 3.02 Tenderers must have valid registration no. of **PAN No., ESI Registration No. & Service Tax No.** at the time of submission of offer.

4.0 DOCUMENTS REQUIRED:

- 4.1 The Tenderers should submit documents in support of possessing Qualifying requirements as under, duly certified and stamped by their authorized signatory.
- 4.2 **Audited copy** of Balance Sheet and profits & loss Account statements of last three financial years i.e. FY 2012-13, FY 2013-14 & FY 2014-15 (AY 2013-14, AY 2014-15 & AY 2015-16). In case of unavailability of Balance Sheet & Profit & Loss statement for the above mentioned financial years, CA certificate for the same shall be furnished.
- 4.3 Copy of acknowledgements of IT return of last three financial years i.e. FY 2012-13, FY 2013-14 & FY 2014-15 (AY 2013-14, AY 2014-15 & AY 2015-16).
- 4.4 Copies of Work Orders / award letters along with certificates of successful completion of the similar job / services executed by the bidders during last 7 years ending on 31.03.2015 as a supporting document (such as TDS certificate, completion certificate etc.) against Point no. 3.01(b) of PQR. BHEL reserves the right to **cross check** the documents from the issuing department. The certificate of successful completion should also contain the details of work order, duration of the contract, quantum of business done and its satisfactory completion. Evaluation will be done on the basis of documents submitted along with the tender and no further communication or document will be entertain in this regard.

- 4.5 For FY 2014-15, in case of unavailability of Balance Sheet & Profit & Loss statement, CA certificate for the same shall be furnished.
- 4.6 Tenderer has to submit a copy of registration certificate of PAN No., ESI registration No., Service Tax No. Tenderer who are already having PF registration No. may submit the same also.
- 4.7 Un-priced price bid format duly signed by the tenderer shall be submitted along with technical bid by mentioning 'Q' in the column where quote is to be offered by the party.
- 4.8 A copy of tender enquiry duly signed on each and every page shall be submitted along with technical bid.
- 4.9 Tenderer has to submit the No Deviation Certificate duly signed in the format mentioned in **Annexure-A**.
- 4.10 The Bidder must submit a declaration (**Annexure-B**) that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- 4.11 Tender has to be submitted with Supplier Registration Format (SRF) duly filled and signed as placed in **Annexure-C**.
- 4.12 Bidder must submit duly filled and signed check list enclosed at (**Annexure-D**).
- 4.13 Bidder must submit the technical details in the enclosed format (**Annexure-E**).
- 4.14 The bidder shall submit the Bank details along with a cancelled cheque for NEFT/RTGS.
- 4.15 Bidder must submit signed and sealed **Annexure-F** as a token of proof that he would be liable to make payment to the workforce as per the sheet attached and abide by all statutory norms.
- 4.16 Bidder must submit signed and sealed **Annexure-I** as a token of proof that he would be liable to make overtime payment to the workforce as per the sheet attached.
- 4.17 Bidder must submit signed and sealed **Annexure-H** as a token of proof that he would be liable to deploy additional workforce to meet the shortages due to leave /absenteeism through leave reserve / buffer workforce.

5.00 PROCEDURE FOR SUBMISSION OF TENDERS:

- 5.01 The tender is to be submitted as required in two parts in separate sealed covers **prominently superscripted as Part-1 "Techno-commercial Bid"& Part-2 "Price Bid"** and also indicating on each of the covers the tender number and due date and time as mentioned in the tender enquiry. Envelope of Part-1"Techno-commercial Bid" shall contain documents required in Para 3.0 and 4.0 above and Part-2 "Price Bid" shall contain percentage of service charges as per the Price-Bid format (**Annexure-J**). A third sealed cover shall contain required amount of EMD and shall be super scribed as EMD. These three separate covers 1, 2 and 3 shall together be enclosed in fourth envelope and this sealed cover shall be superscripted with tender number / numbers and due date. Tenders submitted without EMD are liable to be rejected. Checklist (enclosed) shall be placed inside the fourth envelope. All the four envelopes will be packed in one big envelope super scribing Tender No & date of opening of tender.
- 5.02 In the Price Format, the monthly agency service charges (in percentage) quoted should be inclusive of all taxes but excluding Service Tax which shall be reimbursed as applicable on actual. Rates (in Percentage) must be quoted in figures as well as in words. However in case of any conflict/confusion between the two the higher shall be considered for evaluation and lower rate shall be considered for ordering. BHEL's decision regarding the same shall be final and binding.
- 5.03 Envelope No. 3 containing EMD will be opened first and after due verification of EMD as per clause No. 1.13, the Part - 1 of the tender will be opened next and evaluated afterwards. Tenderers who qualify in Technical Bid (Part – 1) will only be considered while opening of Price Bid (Part–2). BHEL may finalize successful tenderer by **opening of sealed price bid** or by conducting **online Reverse Auction**. Date of opening of sealed Price Bid / conducting of online Reverse Auction (procedure as per **Annexure-L**) will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.
- 5.04 Tenders should strictly be in accordance with the tender specifications & General Instructions to the Tenderer enclosed herewith.
- 5.05 The Tenderer should accept all terms & conditions of the tender unconditionally.
- 5.06 Tenders with deviations from terms and conditions are likely to be rejected. Clarifications, if any, of Technical / Commercial nature, can be obtained from the officer to whom the tender is to be submitted or from HERP Varanasi at the following address up to one week before the tender due date.

6.00 SCOPE OF SERVICES OF THE TENDER ENQUIRY:

- 6.01 The Tenderers should go through the General & Special Terms and conditions, qualifying requirements and submit the duly signed and stamped copy in support of compliance.

Description of work: As per Scope of Services/Works enclosed at **Annexure-K & price bid format placed at Annexure-J.**

The tender should reach in the **tender box** placed at the Tender Box placed at Purchase hall, Admin Building of BHEL HERP Varanasi by **02:30PM** on or before the due date. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. Late Tenders shall not be considered & such Tenders shall be returned to the bidder with suitable intimation. The same shall be opened on scheduled due date and time i.e. **24/12/2015 by 03:30PM**. Any corrigendum to this tender, if issued by BHEL in future, shall be uploaded on the BHEL website (www.bhel.com), (www.bhelherp.com) and on e-procurement portal of GOI (<http://eprocure.gov.in/cppp/>). Therefore, the bidders are advised to keep visiting the websites regularly. Any clarification, if required, should be sought from the undersigned.

Contact Details:-

Prashant Singh/Engineer (Stores)
BHEL, HERP,
Tarna, Shivpur, Varanasi-221003 (UP)
Phone no. 0542-3076-069, 07525003464,
Email. ID. prashants@bhel.in

Tender No.: HERP: Stores: Works Contract: 2015-17
Date: 03/12/2015

Annexure-A

Tender for Job / Services of Material Handling, Painting and Packing, Workshop Assistance, Office Assistance and Horticulture and cleaning at HERP Varanasi

No Deviation Certificate

(To be submitted along with Part-1 Bid)

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender in line with tender terms & condition.

Signature
With name, Designation & seal of the firm

Tender No.: HERP: Stores: Works Contract: 2015-17
Date: 03/12/2015


Annexure - B

Tender for Job / Services of Material Handling, Painting and Packing, Workshop Assistance, Office Assistance and Horticulture and cleaning at HERP Varanasi

DECLARATION CERTIFICATE

I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I / We have not been suspended / delisted / blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

Signature
With name, Designation & seal of the firm

	Annexure-C <u>Guidelines to Contractors</u> <u>filling up the Registration Form</u>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

1. Registration Form may be obtained from BHEL website www.bhel.com.
2. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit/ Power sector Region.
3. The Contractor Registration Form has three sections:


Section-I: COMPANY PROFILE AND GENERAL INFORMATION

Section-II : RESOURCES OWNED BY THE COMPANY

Section-III : WORK EXPERIENCE

For each of the Work experience format filled up, the following needs to be attached:

- i) Self attested Copy of Work Order/Award letter and allied documents containing interalia (a) Brief Description of work, (b) Value of Contract (c) Time schedule
 - ii) Completion Certificates (Any one of the following):
 - a) Self attested copies of Work Completion Certificates issued by Owner or agency who has awarded the contract. BHEL reserves the right to verify the authenticity of the document from the originator. Hence kindly see that all contractual details are available in the completion certificates to lend easy verification if required.
 - b) Self attested copies of Protocol signed by Client and Owner, indicating the completion/achievement/execution of the Milestone achieved
 - c) Self attested copies of „Final Bill“ verified by Client/Customer which indicates the Quantum of work not less than that specified in Basic QR
 - d) Documentary evidence issued by Owner/Client, indicating the progress of Work achieved not less than that specified in the Basic QR even if the total contract is not completed/closed
 - iii) Relevant documents for each „WORK EXPERIENCE“ format being filled up are to be submitted.
4. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention “Not Applicable”. The form is to be signed by the authorised signatory.
 5. A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.
 6. Any information / clarification required by BHEL during evaluation must be given expeditiously.
 7. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and list of enclosures is given as required.
 8. Incomplete forms will be rejected.
 9. Please fill up the check- list given below and send along with the Supplier Registration Forms to BHEL.
 10. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Annexure VIII (page 4 of 4).
 11. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

	Annexure-C Check List for Contractor Registration Form	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

Sl.No.	Check-Point	Yes/No
1.	Information against all points under “Organizational Information “ has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Technical requirements, specifications, drawings ,standards have been received from BHEL before filling up Technical Competence.	
4.	All the parts of the form & enclosures have been signed by Authorised Signatory.	

Signature & seal

Date :

(Authorised Signatory)

Note: This check list is to be attached with the filled up Contractor Registration Form.

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.1 GENERAL INFORMATION

Sl No	Detail/Particulars	Remarks by BHEL, if any
1.1.1	<u>Name of Company seeking Registration:-</u>	
1.1.1a	Work description/package for which registration is sought.	Package code to be given by BHEL
1.1.2	Date of Incorporation/Establishment :- (Please attach Certificate of Incorporation)	
1.1.3	<u>Registered Office Address:-</u> <ul style="list-style-type: none"> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site : 	
1.1.4	<u>Head Office Address:-</u> <ul style="list-style-type: none"> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site : 	
1.1.5	<u>Mailing Address:-</u> <ul style="list-style-type: none"> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site : 	
1.1.6	<u>Officer to be contacted for clarification on CONTRACTOR Empanelment:-</u> Name & Address <ul style="list-style-type: none"> ➤ Tel No : ➤ Fax No : ➤ Email ID: 	

**BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM**

SECTION-I: Company Profile & Organisational Information

		Remarks by BHEL, if any
1.1.7 i	<p><u>Branches:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
iii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
1.1.8 i	<p><u>Sister Concerns if any:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.2 OWNERSHIP INFORMATION

1.2.1	TYPE OF COMPANY (please tick “√” any one applicable)	Documents to be submitted	Remarks by BHEL, if any
i	Govt of India Undertaking <input type="checkbox"/>		
ii	State Govt Undertaking <input type="checkbox"/>		
iii	Public Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
iv	Private Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
v	Co-operative Society <input type="checkbox"/>	Society Rules and Byelaws	
vi	Partnership Firm <input type="checkbox"/>	Partnership deed	
vii	Proprietorship <input type="checkbox"/>	Professional Tax Registration & Municipal Registration	
viii	Any Other (specify) <input type="checkbox"/>	Supporting docuemnts	

1.2.2	DIRECTOR/PARTNER/OWNER/PROPRIETOR INFORMATION	Position Held In Company	Remarks by BHEL, if any
i			
ii			
iii			
iv			

1.2.3 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.

NAME :
 STAFF NO. :
 DESIGNATION :
 Unit & DEPARTMENT :
 RELATIONSHIP :

1.2.4 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.

NAME :
 STAFF NO. :
 DESIGNATION :
 UNIT & DEPARTMENT :
 DATE OF LEAVING SERVICE :

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.3 REGISTRATION PARTICULARS

Sl No	Description (PLEASE INDICATE PARTICULARS IN THE SPACE PROVIDED FOR EACH)	Required for	Documents to be submitted	Remarks by BHEL, if any
a	INCOME TAX (PERMANENT AC NO):-	All categories	Copy of Certificate	
b	SERVICE TAX REGISTRATION	All Categories	Copy of Certificate	
c	Sales Tax VAT Registration Number and Date :			
	1	As applicable	Copy of Certificate	
	2.	As applicable	Copy of Certificate	
	3.	All categories	Copy of Certificate	
	4.	As applicable	Copy of Certificate	
	5.	As applicable	Copy of Certificate	
d	PF Registration	All categories	Copy of Certificate	
e	CPWD/Government Organisation	As applicable	Copy of Certificate	
f	Geological Survey Of India/Equivalent	For Geo Tech Investigationsetc	Copy of Certificate	
g	IBR	For Boiler and IBR Piping	Copy of Certificate	
h	Contractorship License for Electrical Works (from any State/Union Territory of India)	For Electrical Works	Copy of Certificate	

1.4	MANPOWER	Remarks by BHEL, if any
A	Organisation Strength (In number): (please submit Organisation Chart)	

B	List of Key Persons on rolls of the Company				Remarks by BHEL, if any
	Category	No of persons in the Company	Qualification	Total work experience	
i	Resident Managers/Resident Engineers				
ii	Site Engineers (Erection & Commissioning)				
iii	Site Engineers (Quality)				
iv	Site Safety Co-ordinators				
v	Site Supervisors				
vi	Skilled Workmen				
vii	Others				

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.5 OTHER PARTICULARS

A	Registration with BHEL and Other Firms	Registration/ Empanelment Number	Registration/ Empanelment valid upto	Document to be submitted	Remarks by BHEL, if any
i	BHEL/Northern Region			Documentary evidence	
ii	BHEL/Eastern Region			Documentary evidence	
iii	BHEL Southern Region			Documentary evidence	
iv	BHEL Western Region			Documentary evidence	
v	Electricity Boards			Documentary evidence	
vi	NTPC/other Public Sector/Private Sector			Documentary evidence	
vii	PWD/Railways			Documentary evidence	

B	BANKING DETAILS OF COMPANY		
	Information of Bank Account of Company	Document to be submitted	Remarks by BHEL, if any
	<p>The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer – EFT/RTGS) is to be submitted</p> <ol style="list-style-type: none"> 1. Name of the Company 2. Name of Bank 3. Name of Bank Branch 4. City/Place 5. Account Number 6. Account type 7. IFSC code of the Bank Branch 8. MICR Code of the Bank Branch 9. Details of other Bankers (for reference purpose only) <p>NOTE : CONTRACTORS who have already submitted the above information are requested to submit a copy of the same</p>	Information of Bank Account of the Company, duly endorsed by the Bank	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.6	QUALITY SYSTEMS	Certificate Number and Valid upto	Document to be submitted	Remarks by BHEL, if any
A	Accreditation to ISO 9001		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
B	Accreditation to ISO 14000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
C	Accreditation to OHSAS 18000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
D	In House Quality Systems		Copy of quality manual .	

1.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS

SI No	Financial Information	Financial Value in Rupees in Lakhs (Audited)		Remarks by BHEL, if any
		Year	Value in Rupees in lakhs	
i	NET WORTH (Latest) Paid up Share Capital# + Reserves			
ii	SALES/TURN OVER (Last three Financial Years)			
		Average		
iii	CASH PROFIT (PAT + Non Cash Expenditure viz Depreciation) (Last three Financial Years)			
iv	Whether CONTRACTOR has been referred to BIFR/NCLT/ any other similar Govt. Agency (If 'YES' enclose details)		YES/NO	
v	Whether CONTRACTOR is a potential sick Company (If 'YES' enclose details)		YES/NO	
vi	Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for the last three (3) years to be submitted.			
vii	Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.			

Legend:

: Share Capital OR Partnership Capital OR Proprietor Capital as the case may be

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION – III: Work Experience

(use separate sheet for each CATEGORY/CODE)

WORK EXPERIENCE (in the last 5 years period ending on the date of submission of Application)

(use additional sheets if required)

GROUP	PACKAGE	CATEGORY	CODE

Sl no	Full Postal Address of Client and Officer in Charge	Brief description of Work & Quantities	Work Order No and date	Value of Contract in Rupees in Lakhs	Time schedule (in months)	Contractual Date of Completion	Actual date of completion	Present Status (of ongoing job)	Documents attached in support of columns (i) to viii)
	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)
1									
2									
3									

Annexure-D

**CHECK-LIST (TECHNICAL BID)
SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

Sl. No.	Description of requirement	Yes / No/ NA	Page No.
1	EMD of 2.00 Lakhs in the form of Pay order or Demand Draft in favour of "Bharat Heavy Electricals Ltd." in a separate envelope.		
2	Copies of the Audited Balance sheet and Profit & Loss account statements of last three financial years i.e. FY 2012-13, FY 2013-14 & FY 14-15 (AY 2013- 14,FY 14-15 & 2015-16) duly certified by CA.		
3	Acknowledgement of I-T return of last three financial years i.e. FY 2012-13, FY 2013-14 & FY 2014-15 (AY 2013- 14,FY 14-15 & 2015-16)		
4	Details of work experience, satisfactory work performance certificates		
5	Copy of the PAN card.		
6	Copy of Service Tax registration certificate		
7	Declaration enclosed at Annexure - A		
8	No deviation certificate enclosed at Annexure-B		
9	Bidder's detail as per Annexure-C		
10	Financial details / Work Experience as per Annexure-E		
11	Signed and Stamped Un- priced bid format (The bidder has to write "Quoted" in places where he has quoted in Price Bid at Annexure-J)		
12	Sealed envelope of duly filled, signed & stamped Part 'II' – Price Bid (Annexure-J)		
13	Bidder must submit signed and stamped Annexure- G		
14	Bidder must submit signed and stamped Annexure-H		
15	Bidder must submit signed and stamped Annexure-I		
16	Tender Cost of Rs.1000/-		
17	All the pages of tender document signed & stamped. (Including the scope of services)		
18	The bidder shall submit the Bank details along with a cancelled cheque for NEFT/RTGS.		

Signature
With name, Designation & seal of the firm

Annexure-E

Financial Details

	2014-15	2013-14	2012-13
TURNOVER (F.Y.) (in Rs. Lakhs)			

	2014-15	2013-14	2012-13
INCOME TAX RETURN (F.Y.)			

EXPERIENCE	No. of Work	Value	Customer's Name

EMD DETAILS	DD / PO No.	Date	Amount (Rs.)

WORK EXPERIENCE

SIMILAR WORKS	Nature of Works	No. of works	Value	Customer's Name

Signature
With name, Designation & seal of the firm

Tender No.: HERP: Stores: Works Contract: 2015-17**Date: 03/12/2015****Annexure-F**

CONSOLIDATED WAGES & OTHER ALLOWANCES & STATUTORY PAYMENTS / CONTRIBUTIONS- PER MONTH				
Sl. No.	COMPONENTS	CATEGORY OF WORKERS		
				Amount in Rs.
		UNSKILLED (MW @2536)	SKILLED/SU P. (MW @3090)	WORKS SUPERVISOR (MW @3090)
1(a)	Govt. of UP Minimum Wage as on 01.08.2015	2,536	3,090	3,090
1(b)	Dearness Allowances w.e.f. 01.08.2015	4516.58	5505.42	5505.42
1(c)	Cash Component	3,200	4,100	4,100
1	Monthly Consolidated wages Including VDA upto Jan'2016	10,252.58	12,695.42	12,695.42
2	PF Contribution on S.No.1			
(a)	CPF @ 13.36 on Sl.No.1	1,369.74	1,696.11	1,696.11
3	ESI Contribution on Sl. No. 1			
(a)	ESI @ 4.75 as employer contribution on Sl no 1	487.00	603.03	603.03
4	Bonus (Minimum @ 8.33% to maximum 20% as per payment of bonus act 1965) is applicable for the wages upto Rs. 10000 (upper limit). To be computed @ Basic Pay of Rs. 3500/-	NA	NA	NA
5	Leave Salary 15 days Per Year	427.19	528.98	528.98
6	Per month category wise wage (Excluding Service Charge & service Tax)	12,536.51	15,523.54	15,523.54
7	Buffer (Reliever) provided against Leaves/Absences (Annexure - H)	(Actuals)	(Actuals)	(Actuals)
8	Payment of Over Time Amount (OT) (Rs.) as per (Annexure-I)	(Actuals)	(Actuals)	(Actuals)
Notes:-				
1	The monthly consolidated wages will be revised by BHEL as per sole discretion. Increase of VDA by UP Govt. Jan'2016 onwards will be incorporated in the category wise wage calculation and any further increase of VDA will become the part of monthly consolidated wages.			
2	TDS as applicable will be deducted from all the bills & TDS certificate will be issued to the Party.			
3	Gratuity amount as & when becomes payable will be reimbursed on case to case basis as per the provisions of Law.			
4	Calculation for PF, Payment of Extra Duty (OT), and Payment for buffer (Reliever) provided against Leave Availed/Absenteeism, Bonus, and Leave Salary will be based on the monthly consolidated wages inclusive of VDA.			
5	Successful Contractor has to deploy the minimum workforce as emphasized in the scope of services in the contract at any given day. Contractor has to meet the shortages of leave /absenteeism through leave reserve / buffer workforce. Any deficiencies of the scope of services, the monthly payment of the Job / services get deducted to the tune of shortages on account of leave / absenteeism after providing buffer workforce. Payment for the Buffer/Reliever (Leave Reserve) will be paid on actuals as per Annexure-H.			
6	Amount mentioned at sl. no. 1(a), 1(b), 2(a), 3(a) & 4 will be applicable as per Act.			
7	Amount mentioned at sl. no. 1(c), 5 & 6 will be applicable as mentioned above only.			
8	Calculation of ESI is based on the monthly consolidated wages inclusive of VDA+ Misc. Addl. Allowances+OT amount.			
9	Charges of Extra duty per Hour will be will be paid on actuals as per Annexure-I.			

(Signature and Seal of the Bidder)

Tender No.: HERP: Stores: Works Contract: 2015-17**Date: 03/12/2015****Annexure-G**

CONSOLIDATED WAGES & OTHER ALLOWANCES & STATUTORY PAYMENTS / CONTRIBUTIONS- PER MONTH				
Sl. No.	COMPONENTS	CATEGORY OF WORKERS		
				Amount in Rs.
		UNSKILLED (MW @2536)	SKILLED/SUP. (MW @3090)	WORKS SUPERVISOR (MW @3090)
1(a)	Govt. of UP Minimum Wage as on 01.08.2015	2,536	3,090	3,090
1(b)	Dearness Allowances w.e.f. 01.08.2015	4516.58	5505.42	5505.42
1(c)	Cash Component	3,200	4,100	4,100
1	Monthly Consolidated wages Including VDA upto Jan'2016	10,252.58	12,695.42	12,695.42
2	PF Contribution on S.No.1			
(a)	CPF @ 13.36 on Sl.No.1	1,369.74	1,696.11	1,696.11
3	ESI Contribution on Sl. No. 1			
(a)	ESI @ 4.75 as employer contribution on Sl no 1	487.00	603.03	603.03
4	Bonus (Minimum @ 8.33% to maximum 20% as per payment of bonus act 1965) is applicable for the wages upto Rs. 10000 (upper limit). To be computed @ Basic Pay of Rs. 3500/-	NA	NA	NA
5	Leave Salary 15 days Per Year	427.19	528.98	528.98
6	Per month category wise wage (Excluding Service Charge & service Tax)	12,536.51	15,523.54	15,523.54
7	Buffer (Reliever) provided against Leaves/Absences (Annexure - H)	(Actuals)	(Actuals)	(Actuals)
8	Payment of Over Time Amount (OT) (Rs.) as per (Annexure-I)	(Actuals)	(Actuals)	(Actuals)
9	Contractor's Service charges	Q	Q	Q
10	Per month wage including service charge	Q	Q	Q
	Grand Total	Q	Q	Q
11	No. of Workers	110	30	3
		143		
12	Category wise contract value per month including service charges excluding Service tax	Q	Q	Q
13	Category wise total expenditure in 24 Months including Service charges excluding Service tax	Q	Q	Q
14	Buffer (Reliever) provided against Leaves/Absences (Annexure - H)	(Actuals)	(Actuals)	(Actuals)
15	Payment of OT Amount (Rs.) in 24 months (Annexure- I)	(Actuals)	(Actuals)	(Actuals)
16	Total Expenditure in 24 Months including Service charges excluding Service tax	Q	Q	Q
17	Service Tax addl. as applicable will be reimbursed	(Actuals)	(Actuals)	(Actuals)

(Signature and Seal of the Bidder)

Annexure-H

Category wise Summary Sheet for Leave/Absenteeism Reserve (Reliever)/(Buffer Workforce)				
Sl. No.	COMPONENTS	CATEGORY OF WORKERS		
				Amount in Rs.
		UNSKILLED (MW @2536)	SKILLED/S UP. (MW @3090)	WORKS SUPERVISOR (MW @3090)
1(a)	Govt. of UP Minimum Wage as on 01.08.2015	2,536	3,090	3,090
1(b)	Dearness Allowances w.e.f. 01.08.2015	4516.58	5505.42	5505.42
1(c)	Cash Component	3,200	4,100	4,100
1	Monthly Consolidated wages Including VDA upto Jan'2016	10,252.58	12,695.42	12,695.42
2	Per Day Consolidated Wages including VDA	394.33	488.29	488.29
3	PF Contribution on S.No.1			
(a)	CPF @ 13.36 on Sl.No.1	1,369.74	1,696.11	1,696.11
4	ESI Contribution on Sl. No. 1			
(a)	ESI @ 4.75 as employer contribution on Sl no 1	487.00	603.03	603.03
5	Per month category wise wage	12,109.32	14,994.56	14,994.56
6	Per day category wise amount for buffer provided on account of Leaves/Absences	465.74	576.71	576.71
7	Contractor's Service charges	Q	Q	Q
8	Per day category wise amount (including service charge) for buffer provided on account of Leaves/Absences	Q	Q	Q

Note: - Based on the Service Charge (in percentage) as quoted by the bidder in Annexure-J, the final value of S. No. 08 will be arrived.

(Signature and Seal of the Bidder)

Annexure-I

Break up of OT Rates				
Sl. No.	Particulars	CATEGORY OF WORKERS		
		UNSKILLED (MW @2536)	SKILLED/SUP. (MW @3090)	Amount in Rs. WORKS SUPERVISOR (MW @3090)
1(a)	Govt. of UP Minimum Wage as on 01.08.2015	2,536	3,090	3,090
1(b)	Dearness Allowances w.e.f. 01.08.2015	4516.58	5505.42	5505.42
1(c)	Cash Component	3,200	4,100	4,100
1	Monthly Consolidated wages Including VDA upto OCT 2015	10,252.58	12,695.42	12,695.42
2	OT Rate per Hr. {(Monthly Consolidated wages*2)/ 208 hrs.}	98.58	122.07	122.07
3	ESI on OT @ 4.75%	4.68	5.80	5.80
4	Sub Total of OT Rate per Hr. plus ESI on OT @ 4.75%	103.26	127.87	127.87
5	OT Rate (Rs.) per Hr. excluding Service Charges & Service Taxes	103.26	127.87	127.87
6	Contractor's Service charges	Q	Q	Q
7	OT Rate including ESI & Service Charges	Q	Q	Q

Note: - Based on the Service Charge (in percentage) as quoted by the bidder in Annexure-J, the final value of S. No. 07 will be arrived.

(Signature and Seal of the Bidder)

Annexure-J

PART 'II' – PRICE BID

Monthly agency service charges (percentage of per month category wise wage per workforce as per S. No. 07 of Annexure-F (inclusive of all taxes but excluding service tax)	<hr/> (in percentage)
In words Percentage :- <hr/>	

Note : The above quoted service charge will remain firm (fixed) for the entire contract duration and it will be applicable in following Annexures:-

Annexure-G at S. No.10;
Annexure-H at S. No. 07;
Annexure-I at S. No.06;

(Signature and Seal of the Bidder)

SCOPE OF WORK

JOBS / SERVICES REQUIRED: Material Handling, Painting and Packing, Workshop Assistance, Office Assistance and Horticulture and cleaning at HERP Varanasi

Detail of workforce required for Jobs/Services as mentioned at Sl. No I, II, III & IV

Type of workforce	Qty.
Skilled	30
Unskilled	110
Supervisor	03

(I) Material Handling

Handling, movement, shifting of materials is to be carried out as per location given below:-

a. MAIN STORE AREA

1. Loading / unloading of materials.
2. I. Material handling in stores.
II. Loading/unloading of material from receipt section to custody section.
III. Loading / unloading of material from custody section to shop as & when reqd.
IV. Cleaning, placement & stacking of materials in stores & open platform.
V. Stacking of materials on open platform and open areas.
VI. Upkeep of materials in shed & covered stores.
3. Opening of packing boxes / crate gunny bags etc.
4. Counting of material.
5. Identification & marking of material.
6. Cleaning & preservation of material being stored.
7. Marking / writing / punching of SRV, Material code, Q number on all incoming Materials / stores.
8. Day to day issue of materials to user departments.
9. Handling of surplus / condemned / rejected / scrap materials.
10. Any other work assigned from time to time.

b. SHOP AREA

- i. Feeding/transfer/shifting of material from main stores/platform/open areas to shop.
- ii. Material handling from one work center to another work center.
- iii. Shifting of finished material from shop to dispatch area.
- iv. Loading / unloading of material from trucks/tempo etc.
- v. Removal of chips from machines.
- vi. Shifting of chips from shop to scrap yard.
- vii. Removal of off-cuts from shearing machine & gas cutting section.
- viii. Cleaning of shop floor, shop stores, supervisor cabin, CNC Room etc.
- ix. Loading & unloading of material on work centers.
- x. Any other work assigned from time to time.

c. MAINTENANCE AREA

- i. To assist maintenance team for handling of O & M spares / equipment's etc, for preventive/ routine maintenance of machines.
- ii. Transfer & inter bay shifting of tools/tackles, oils / grease, O & M spares, oil drums etc.
- iii. Material handling during installation of new & retrofitted machine tools/equipment's on shop floor.
- iv. Repairing of electrical wiring and attending other electrical complaints in the township, guest house and office building of the plant.
- v. Topping up the oil (hydraulic oil, lubricants etc.) In the machines and supporting the maintenance group during the machine maintenance.
- vi. Any other work assigned from time to time.

d. DESPATCH AREA

- i. Handling of all displaceable materials to customers/projects/sites.
- ii. Handling of materials during packing in boxes/crates.
- iii. Handling of materials during painting/preservation before packing.
- iv. Handling of materials during writing/identification.
- v. Handling of store issued finished/BOI items/materials for dispatch.
- vi. Loading of loose materials, packed boxes/crates on trucks/ trailers/ trolley etc.
- vii. Any other work assigned time to time.

e. SUBCONTRACTING AREA

- i. Loading & handling of subcontract materials such as castings, forgings, rounds / rods, plates, free issue materials and BOI items etc for processing / assembly at vendor/subcontractor's works.
- ii. Unloading & handling of subcontracted Jobs.
- iii. Any other work assigned from time to time.

f. CLH/VLH & INSPECTION/TESTING AREA

- i. Handling of CLH / VLH for testing.
- ii. Handling of incoming materials during inspection.
- iii. Handling of materials/ CLH / VLH during dispatch to various customer /projects /sites.
- iv. Any other work assigned from time to time.

(II) Office Assistance

- i. General assistance for handling of documents.
- ii. Receipt and dispatch of documents.
- iii. Distribution of documents in other departments.
- iv. Maintenance & keeping files, filing of paper and other miscellaneous work.
- v. Any other work assigned from time to time.
- vi. Data entry of deferent departments like finance, commercial & shipping, HR, Planning Production etc.
- vii. Photo copying of documents at photo state centers.
- viii. Any other work assigned from time to time.

(III) Workshop Assistance

Providing assistance in workshop on various work centers for following:-

- i. Assistance in Machining of jobs
- ii. Assistance in Measurement of jobs
- iii. Assistance in Inspections of jobs
- iv. Assistance in Job setting
- v. Assistance in Oiling of machines
- vi. Any other work assigned from time to time.

(IV) Painting and Packing

a. Cleaning & Primer coating on the jobs :

- a. Use kerosene oil/ thinner / cotton waste / old dhoti for cleaning & removal of oily & grease / rusted/ scaled surface.
- b. Use Wire brush / rust remover / Amery paper for rust & dust removal of jobs and equipment's/structures etc. from time to time.
- c. Primer coating to be done as per requirement of the jobs.
- d. Preservation of finished jobs to be done as per requirement of jobs shown in paint request form.

b. Anti-corrosive priming & Painting of jobs:

- a. Anti-corrosive paints to be applied after checking surface preparation of the jobs.
- b. Painting the surface by suitable sizes of brush and spray gun as per Job requirement.
- c. Anti-corrosive priming & finish paint on jobs is to be done as per instruction mentioned on paint requisition form.

c. Packing & writing on Wooden boxes / crates & loose items:

- a. Handling and packing as per documents.
- b. Threaded portion of the finished jobs to be protected by plastic sleeves / wrapping gunny bags cloths before final packing as per packing instructions.
- c. Packing cases are properly secure by nailing and hoop iron strips.
- d. Each wooden packing boxes/crates/ loose items are to be marked by paint/identification tag/stencils to indicate package no, address of consignee / consignor and other packing instruction if any before dispatch from the plant.
- e. Loose items to be wrapped in Gunny Bags/ Plastic sheets / bituminous paper before packing.
- f. All the packing boxes/crates to be properly nailed and strapped before dispatch.

(V) Horticulture and Cleaning

a. Sweeping Services

Work of sweeping of roads and open areas shall include the following activities:

Location of Roads/ Open Areas:

- (i) In front of Main Gate
- (ii) Motor Cycle Stand

- (iii) Area between Main Gate & Extension of Bays.
- (iv) Shop Floor Extension area Bay-I, Bay-II & Bay-III
- (v) Pitch Road from Main Gate Crossing to Old CLH/ VLH Test area
- (vi) From HERP Substation to D.G. Set extended to Diesel Tank Area.
- (vii) In front of Main Stores, surrounding the Canteen
- (viii) New Material Gate Area
- (ix) Modular Brick Road (Chip Yard to Canteen)
- (x) Surrounding Administrative Building and H.R. Office
- (xi) In front of Material Gate (inside & outside both)
- (xii) New Fabrication Shop & Open Gantry Area
- (xiii) All Pitch Road of Tarna Township.
- (xiv) Modular Brick Area from small gate to Project House gate.
- (xv) Security Barrack to Temple crossing.
- (xvi) Road from SAS Office to Project House area.

Activities to be performed as given under:-

- (i) Daily sweeping of roads along with pavements.
- (ii) Sweeping of open areas in the township weekly.
- (iii) Collection of refuse so generated and dumping it at specified location(s).
- (iv) Collection of garbage from the offices (no. of houses to be specified by the unit) on daily basis and dumping it at specified location(s) (wherever applicable).
- (v) Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on daily basis and dumping it at specified locations.
- (vi) Transportation of dumped refuse/waste from the specified locations to the designated place.
- (vii) Grass uprooting all along the roads, road flanks, Modular Brick laid passages so as to keep the roads and area safe and clean.
- (viii) Cleaning, leveling and dressing the road side area by removing water logging on the road with proper gradient to make it safe for road users.
- (ix) Cleaning all the road side weep holes provided on the roads to drain out rain waters from the roads as and when required.
- (x) All miscellaneous types of cleaning jobs related to road and road sides and open area to make the same safe and hygienic.
- (xi) Cleaning/ de-silting of open drains of any cross section including disinfecting the drains after cleaning with bleaching powder and dumping the silt/ muck/ waste material at specified locations as per below.
 - a.** From HERP sub-station to Compressor room.
 - b.** From Administrative Building to Main Stores.
 - c.** From Temple to other last end to open land area.
 - d.** Behind Type-C quarters to other last end to open land area.
- (xii) Cleaning/de-silting of surface drains after removing the cover plates/concrete slabs once in a month including disinfecting the drains and dumping the silt/muck/waste material at specified locations. Job to be carried out portion-wise and cover to be re-fixed properly after cleaning of one portion. Likewise other portions to be taken up. All the connecting pipes/ underground portion up to 3 mtrs. pits/ manholes up to depth of 1.5 mtrs. will be considered as surface drain.
- (xiii) Cleaning/de-silting of manholes of any cross section or depth more than 1.5 mts.
- (xiv) Spraying of Anti-mosquito breeding pesticides in areas within plant & township.

b. House Keeping Services

- (i) Housekeeping services shall be provided by the Contractor at following locations:
- i. Administrative building (02 Floors).
 - ii. Annexe Building (02 Floors).
 - iii. H.R. Office.
 - iv. Q.C. Office
 - v. Main Stores
 - vi. Supervisor Cabin
 - vii. Maint. Office
 - viii. Main Gate Office
 - ix. Material Gate Office
 - x. CLH/ VLH Test Cabin (NFS)
 - xi. CLH/ VLH Test Cabin (old)
 - xii. Canteen Dining Halls & Cooking Area

Activities to be performed as given under:-

- i.** All Office furniture items, furnishings, fittings and fixtures, lights, fans, electronic equipment's, cabins in the aforesaid buildings.
- ii.** Toilets, Urinals, Wash Basins and area around coolers.
- iii.** Open area surrounding the buildings/parking.
- iv.** Sweeping the floors twice a day once in the morning before the start of office and second time during the evening /after lunch hours.
- v.** Collection of garbage and its disposal.
- vi.** Removal of cob-web.
- vii.** Mopping of floors with disinfectant /anti-bacterial chemicals once a day in the morning before the start of office.
- viii.** Cleaning of floors with soap 02 times a week.
- ix.** Cleaning and polishing /buffing of floors 01 times a month.
- x.** Lobby and common areas to be mopped 01 times a day.
- xi.** Cleaning of toilets and urinals pots with acid 02 times per day.
- xii.** Cleaning and polishing of tiles and urinal separators as per requirement.
- xiii.** Cleaning all common Toilets, Urinals, wash basins, water cooler areas etc. before opening of office, immediately after lunch hour and after closure of office thoroughly using disinfectants, keeping Toilet rolls, filling soap dispensers in the morning, and after lunch hour and keeping fresheners/naphthalene balls at appropriate places.
- xiv.** Cleaning all attached Toilets before opening of office and after closure of office thoroughly using disinfectants, keeping toilet rolls, filling soap dispensers in the morning and keeping fresheners./naphthalene balls at appropriate places.

c. Horticulture Services

Maintenance of Lawns, Hedges & Borders:

Location of Lawns:

- i. In front of H.R. Office
- ii. In front of Gate of Extension of Production shop Bay-I
- iii. Behind the Q.C. Office (in between Bay-II and Bay-III)
- iv. Behind the Bay-III
- v. Adjacent to H.R. office (in front of Main Stores Platform)
- vi. In front of Canteen
- vii. Behind the Canteen
- viii. New Material Gate Area
- ix. Subhash Park
- x. Vivekanand Park
- xi. Project House
- xii. ET Hostel
- xiii. Township Temple compound
- xiv. Cricket/ Football Playground of Township
- xv. Guest House

Maintenance of Lawns, Hedges & Borders its maintenance which shall include the following activities:-

1. Watering two times in summer and once in the winter & raining seasons.
2. Mowing of lawns, cutting of hedges and borders so as to maintain the height of the grass/ hedge/ border.
3. Weeding of lawns, hedges and borders as and when necessary but not less than minimum 02 times in a month.
4. Application of manures, fertilizers, insecticides, weedicides and pesticides as and when required.
5. Propagation of lawn grasses, replanting of hedges/borders whenever required, so as to ensure that the lawns, hedges, borders look green and well nourished.
6. Growing of Flowers in flower beds and their maintenance at following locations :

Locations:

- a) In front of Main Gate (Between Main Gate and Road)
- b) Inside Main Gate (In front of Doctors Chamber)
- c) Adjacent to Water Fountain
- d) In front of Gate outside of Extension area
- e) Canteen Area
- f) In front of Material Gate
- g) Project House
- h) Guest House
- i) In front of Temple of Tarna Colony.

Growing of flowers its maintenance which shall include the following activities:-

1. Preparation of Flower Beds by digging
2. Planting of seasonal plants
3. Application of I.S. standard fertilizers and manures and marking as and when required
4. Re-filling, levelling and marking as and when required.
5. Mulching weeding and removal of dead flowers as and when required.
6. Spraying of pesticides, insecticides and weedicides as and when required.
7. Watering
8. Propagation of adequate number of seasonal plants in nursery.
9. Planting of Trees/ Shrubs & their Maintenance.
10. Planting of 200 nos trees/shrubs
11. Maintenance of trees/shrubs
12. Watering of trees/shrubs to ensure their proper growth.
13. Application of fertilizers, manures, pesticides and insecticides whenever required
14. Re-digging and gap filling whenever and wherever necessary.
15. Pruning of trees/shrubs as and when required.
16. Propagation of adequate number of trees and shrubs at nursery.
17. Propagation and Maintenance of potted plants. The work includes Watering (two times in summer and once in the winter & raining seasons).
18. Mulching and weeding the soil including top dressing, and turning the pots.
19. Pruning and shaping of plants as and when required
20. Application of manures and fertilizers and spraying of pesticides, weedicides, insecticides whenever required.
21. Repotting including removing from pot, repotting the plant by trimming the roots, filling the new soil and planting.
22. Repotting and replacing the broken pots as and when required.
23. Colouring of pots as and when required.
24. Placing of decorative pots in different buildings and shifting and arrangement of pots on important occasions
25. Mixing of potting soils, propagation of plants of different species/ varieties in nursery.
26. Cleaning of lawns, nurseries, garden/park and removal of leaves/waste material including stacking as a heap in an identified place for disposal
27. Disposal of garden garbage including loading and unloading at least 500 Mtrs lead.
28. Transportation of potted plants from nurseries to required places including loading and unloading of potted plants & other items from offices viz Sofa, Podium etc. & returning back after completion of program during VIP visits, celebration of Independence Day, Republic Day & Other Functions putting lime on both side of Road in plant etc.

NOTE: Water will be supplied by BHEL free of cost up to the last existing point. Thereafter, the contractor will make his own arrangements to distribute water wherever required.

ANNEXURE - L

GENERAL TERMS AND 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., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit "online sealed bid" in the Reverse Auction. Non submission of "online sealed bid" by the bidder for any of the eligible items for which techno commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at "Total Cost to BHEL" like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry,

the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.

12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „Business Rules of Reverse Auction“, which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1(s) bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

Authorization of representative who will participate in the on line Reverse Auction Process;

1	NAME & DESIGNATION OF OFFICIAL	
2	POSTAL ADDRESS (COMPLETE)	
3	TELEPHONE NOS. (LAND LINE & MOBILE BOTH)	
4	FAX NO.	
5	E-MAIL ADDRESS	
6	NAME OF PLACE/ STATE/ COUNTRY, WHEREFROM S/HE WILL PARTICIPATE IN THE REVERSE AUCTION	

Certificate by Chartered Accountant on letter head

This is to Certify that M/S ,
(hereinafter referred to as 'company') having its registered office at
..... is registered under MSMED Act 2006, (Entrepreneur
Memorandum No (Part—II) dtd: ,
Category: (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as
per the latest audited financial year..... as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost
excluding land and building and the items specified by the Ministry of Small Scale Industries vide its
notification No. S.O.1722(E) dated October 5, 2006:
Rs.....Lacs

2. For Service Enterprises: Investment in equipment (original cost excluding land and building
and furniture, fittings and other items not directly related to the service rendered or as may be notified under
the **MSMED** Act, 2006:
Rs.....Lacs

(Strike off which is not applicable)

The above investment of Rs.....Lacs is within permissible limit of
Rs..... Lacs for Micro / Small **(Strike off which is not applicable)**

Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/Small) (Strike off which is
not applicable) and the date of graduation of such enterprise from its original category is
..... (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of
such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013
published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant