



**BHARAT HEAVY ELECTRICALS LIMITED**  
**ELECTRICAL MACHINES REPAIR PLANT,**  
**Plot No.D-1, Cross Road 'C', Road No.16, MIDC, Andheri (East),**  
**MUMBAI – 400 093**

**SUBJECT: TENDER FOR HOUSEKEEPING SERVICES**

Ref: BHEL/EMRP/HR/ 2014-15/ T-08

Date: 21/01/2015

**TENDER SUBMISSION:**

Bids shall be submitted in **TENDER BOX** at BHEL -EMRP, on or before due date.

**DUE DATE FOR SUBMISSION: 11-02-2015**, upto 14:00 hrs.

**TENDER OPENING:**

**Part A Bid: Techno commercial bid:** 11-02-2015, 14:30 hrs. At Conference room, ground floor, BHEL- EMRP (Techno-commercial bid)

**Part B Bid: Price Bid:** Date for opening of price bid will be confirmed after due assessment of Part A bids of all participating bidders.

For & on behalf of  
Bharat Heavy Electricals Ltd.

Sonia Dalal Dhankar  
Sr. Executive HR  
Phone no.: 022- 2835 8706

BHARAT HEAVY ELECTRICALS LIMITED, ELECTRICAL MACHINES REPAIR PLANT having its Factory and Administrative Block in Plot D-1, MIDC, Andheri (E) Mumbai, invites offers to provide Housekeeping services, at the premises mentioned below for a period of one year.

## **1. TECHNICAL TERMS AND CONDITIONS**

### **1.1 SCOPE OF WORK/SERVICE:**

Housekeeping and maintenance of cleanliness of following areas:

A. BHEL EMRP Factory & Office Building at plot No D-1, MIDC, Andheri (E).

#### **Cleaning and upkeep of following areas:**

1. Repair shop ground floor and mezzanine floor
2. Canteen Area
3. Coil Shop Block consisting of ground floor, first floor.
4. Maintenance areas
5. All Administrative block & office premises
6. All toilet blocks in the factory and office buildings
7. Other open factory premises – including compound area.
8. Cleaning of window grills, glasses and frames of all flats once in a month.
9. Cleaning of water tanks and sumps once in quarter

B. BHEL Officer Flats Building premises at D N Nagar

1. Cleaning and upkeep of building premises including garden area.

**Tenderers are requested to go through the scope of services, visit each premises etc. and get fully acquainted with the scope of services required for the premises including the existing job contract of the said premises and get their doubts clarified regarding the above job before submitting the offer.**

### **1.2 PRE-QUALIFICATION CRITERIA**

1.2.1 The bidder should have an average annual financial turnover not less than Rs. 11 Lacs during last three financial years ending on 31/03/2014.

1.2.2 Bidders having experience of successfully executed job contract of similar Jobs / services during last 7 years ending on 31.12.2014 should be either of the following :-

a. Three similar completed jobs / services, costing not less than an amount equal to Rs.15 Lakhs.

**OR**

b. Two similar completed jobs / services, costing not less than an amount equal to Rs. 19 Lakhs.

**OR**

c. One similar completed jobs / services, costing not less than an amount equal to Rs. 30 Lakhs.

**Similar jobs/services** mentioned above shall be related to "Job / services of Housekeeping / attendant / messenger services / upkeep & maintenance etc. of Office Premises / Guest Houses / Residential Townships / Hotels / Hospitals / Educational Institutions / Commercial establishments like Metro Stations, Airports, Factories etc. with any Central Govt. / State Govt. / PSUs / Public Limited Company / Private Limited Company".

### 1.3 DOCUMENTS REQUIRED

- 1.3.1 The Tenderers should submit documents in support of possessing Qualifying requirements as under, duly certified and stamped by their authorized signatory.
- 1.3.2 Audited copy of Balance Sheet and profits & loss Account statements of last three financial years i.e. **FY 2011-12, FY 2012-13 & FY 2013-14.**
- 1.3.3 Copy of acknowledgements of IT return of last three financial years **FYs 2011-12, 2012-13 & 2013-14.**
- 1.3.4 **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 31.12.2014 as a supporting document against Point no. 1.2.2 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.**
- 1.3.5 Tenderer has to submit a copy of registration certificate of PAN No., PF registration no., ESI Registration No. & Service Tax No.
- 1.3.6 Un-quoted price bid format duly signed by the tenderer shall be submitted along with technical bid.
- 1.3.7 Shop and establishment license/ registration certificate
- 1.3.8 A copy of tender enquiry duly signed on each and every page shall be submitted along with technical bid with all annexures duly filled in.
- 1.3.9 The bidder shall submit the Bank details along with a cancelled cheque for NEFT/RTGS.

### 1.4 PROCEDURE FOR SUBMISSION OF TENDERS

- 1.4.1 The tender is to be submitted as required in two parts in separate sealed covers **prominently superscribed 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 1.2 and 1.3 above and Part-2 “Price Bid” shall contain percentage of service charges as per the Price-Bid format (**Annexure-F**). 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 super scribed with tender number / numbers and due date. **Tenders submitted without EMD are liable to be rejected.**
- 1.4.2 Envelope No. 3 containing EMD will be opened first and after due verification of EMD, 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). The unsuccessful tenderers

will be intimated through email for rejection in the technical bid. BHEL shall finalize successful tenderer by **opening of sealed price bid**. Date of opening of sealed Price Bid will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.

1.4.3 The Tenderer should accept all terms & conditions of the tender unconditionally. In case the Tenderer wants to deviate from the tender conditions, such deviations shall be clearly specified in his tender. If no deviations are given in tender submitted, it will be assumed that the Tenderer accepts all terms and conditions of the tender. **Tenders with deviations from terms and conditions are likely to be rejected.**

1.4.4 The tender(s) should reach the under mentioned on or before the due date & time i.e. 11.02.2015 by 02:00PM. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. The same shall be opened on scheduled due date and time i.e. 11.02.2015 by 02:30 PM. Tenderers may provide their e-mail ID for faster communication in respect of the above. **Any corrigendum to this tender, if issued by BHEL in future, shall be uploaded on the BHEL website (www.bhel.com). Therefore, the bidders are advised to keep visiting the websites regularly.** Any clarification, if required, should be sought from the undersigned.

Sonia Dalal Dhankar  
Sr Executive (HR)  
Bharat Heavy Electricals Limited  
MIDC, Andheri (E) - 400093.  
Phone No.: 022 - 28358706  
**E-mail: sonia@bhel-emrp.com**

For & on behalf of  
Bharat Heavy Electricals Ltd.

(Sonia Dalal Dhankar)  
Sr Executive (HR)

Enclosures: As above

## 1. GENERAL TERMS AND CONDITIONS

1. **CLEANING EQUIPMENT/ ITEMS:** Bidder shall compulsorily use cleaning equipment like Brooms for cleaning of open areas. Brushes, dust and wet mops of cotton / acrylic / micro fibre for cleaning of toilets. Wet / dry Vacuum Cleaners, Mop sticks, Mop Pads, scrubbers, Dusters etc. for cleaning of tiled floors. Dust and wet mops of micro fibre for windows and glasses. Dry vacuum cleaners and Cotton dusters for cleaning of tables, chairs and other office furniture.
2. Dry vacuum cleaning shall be done minimum once in two months and wet vacuum cleaning shall be done at least once in a quarter.
3. In general, following cleaning material shall be required for cleaning, housekeeping. Sufficient inventory of these items shall be maintained by the contractor (as estimated below) and reasons like unavailability of cleaning material for not doing work shall not be acceptable. Besides this, if any other material/ tools and tackles found suitable for carrying out the operations, same may also be brought by the contractor:

S. No.	Particulars	Estimated per month	Qty
1	Toilet cleaner – (like Harpic)	10 Ltr	
2	Glass Cleaner – (like Colin)	5 Ltr	
3	Floor Cleaner – (like Lizol)	5 Ltr	
4	Phenyl (Klinol/ clean n shine)	10 Ltr	
5	Hand wash (like Dettol, Fem)	10 Ltr	
6	Wet mop refill	6 Nos	
7	Naphthalene ball	1 Kg	
8	Air Freshener Cube (odonil etc)	14 Nos.	
9	Floor Duster	12 Nos.	
10	Table duster	12 Nos.	
11	Soft Broom	12 Nos.	
12	Hard broom	12 Nos.	
13	Cleaning powder	10 Kg	

**Note: Cost of these items shall have to be adjusted while quoting the service charge in price bid. No separate billing towards these shall be admissible.**

4. **WORKING TIME:** Our present working hours are from 8.00 a.m. to 4.30 p.m. These timings are liable to alternation without any notice. Routine jobs including brooming and cleaning at BHEL EMRP to be completed before 8.00 A.M. Contractor will be required to provide the service in the normal working hours from 7.30 a.m. to 4.30 p.m. Assignment of jobs shall be coordinated by your supervisor and supervisor will be directly reporting to our Administration section. For works at D N Nagar routine jobs shall be carried out between 7. 30 A.M. to 4.30 P.M. Staff deployed at D N Nagar will also report to your supervisor.
5. **PERSONS TO BE DEPLOYED BY THE CONTRACTOR ARE SUBJECT TO:**
  - i. Security checks by our security staff.
  - ii. It shall be the responsibility of contractor to ensure issuance of electronic gate pass compatible with BHEL access control system and cost on this

account shall be borne by the contractor which at present is Rs. 125/ card. In case of loss of card, same shall have to be reported immediately and new card shall be issue on chargeable basis.

- iii. Provided with clean uniform at the contractor's cost.
  - iv. Contractor should equip his employees with all the accessories and material required for executing the jobs assigned.
  - v. Workmen will be so deployed as to cater our needs in the pattern to be suggested by us and any alteration shall be carried out only with the approval of administration.
  - vi. Contractor employees shall not loiter or wander in the office/factory area or elsewhere without work.
  - vii. Contractor will arrange a full – time supervisor suitably.
  - viii. Further requirement of additional persons as when required will be met at short notice and shall be compensated at the fixed contractual rate. In case of inability to provide suitable no. of persons at required time, company reserves its right to engage persons directly. Similarly, unavailability of persons, on day to day basis, is also subject to deduction at accepted rates of compensation on prorata basis.
6. **No of workers:** Above specified work shall be carried out by deploying not less than, **1 SUPERVISOR and 15 UNSKILLED PERSONS at EMRP premises. At D N Nagar, one unskilled worker from 15 nos. shall be sent for half day, twice a week. This frequency may vary depending upon exigencies of work.** No of persons engaged can undergo change depending upon the requirement of BHEL EMRP. If and when additional manpower shall be engaged, their terms of engagement shall remain as per the terms and conditions of the original contract only.
7. The successful bidder will make arrangement for additional manpower for meeting with exigencies as per the requirement of BHEL, and the compensation for that shall be made on prorata basis at prevailing rates from time to time.
8. **Quality of service:** It is the responsibility of the contractor to maintain the above mentioned premises neat and clean, there should be no accumulation of any kind of dirt and waste and the premises should be kept tidy. Persons engaged by contractor will have to rearrange any thing in the area at our instruction if it is moved for cleaning.
9. Issue of Leave with wages under Factories Act 1948, etc. shall be abided by the contractor for which no additional or separate compensation is payable by BHEL.
10. Any loss to the company caused by the persons of the bidder during the course of work in the factory shall be compensated by the bidder and company reserves its right to recover value through the bills payable to the contractor every month.
11. In case of short supply of manpower, the company keeps its right to employee suitable persons directly and effect proportionate deduction from the payment due to the contractor.
12. **LUNCH, Snacks AND TEA:** Company will provide the subsidized food, snacks and tea to the contractor's persons deployed at BHEL EMRP and Rs. 125/- per month per person will be deducted from the monthly bill of the contractor. Amount of expenditure on this account will be recovered from the monthly bills.

13. The bidder should ensure payments due to the government on account of employer / employee share of contribution towards ESIC, PF and other related contribution at prescribed rates as applicable provided under the Labour Laws are paid regularly. All such payment will be paid under the code available or specific code allotted to your agency by the relevant authorities. The company will in no way be responsible for any failure on the bidder parts in this regard. All records as necessary under any statute as applicable will also be maintained and produced as and when demanded by authorities. Disputes if any, arising in this regard shall be brought to the notice of management and decision of Head EMRP will be final and shall be complied by the bidder in all respects. Proof of payment for previous month in respect of such contribution will be submitted along with the next wage bill by the bidder.
14. BHEL shall have privity of contract with successful bidder only. **Successful Bidder shall issue proper letter of appointment (with terms and conditions including wage structure, working time, leave entitlements etc) & identity/employment cards to its employees. A copy of these shall have to be submitted to BHEL at the time of commencement of contract.** Bidder will ensure that the payment of minimum wages is as per the notification issued and as applicable to the class of Industries- Factories/engineering of the relevant zone, by the State Government from time to time. However, as and when the minimum wages are revised by the State Government, it will be the responsibility of the bidder to pay the revised wages to the person employed by the bidder for which the matching compensation will be paid by BHEL on submission of necessary bills along with Government Notification and letter requesting for such upward revision.

#### **IMPORTANT TERMS AND CONDITIONS:**

1. **Earnest Money Deposit:** The bidder has to deposit the EMD amount of Rs 1 lac by pay order/Demand draft in favour of "BHEL" with the tender. EMD submitted by tenderer will be forfeited if tenderer revokes his tender within validity period.
2. **Security Deposit(SD):** Upon acceptance of tender, the successful tenderer must submit the security deposit of 1 Lakhs + 7.5% of the contract amount exceeding Rs.10 lakhs in any of the following forms:
  - i) Pay Order, Demand Draft in favour of BHEL.
  - ii) Local cheques 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) Security deposit shall not be refunded to the contractor except in accordance with the terms of the contract.

### 3. **Payment Terms:**

- a) You will submit the bills in triplicate for the services rendered at the end of the month after completion.
- b) Salary slip with all details should be issued to the contract workers every month. A copy of the same is to be submitted to BHEL with the bills.
- c) All payment to the contract workers should be made through **cheque or electronic transfer only.**
- d) For payment purpose only 26 days in a month will be taken into account.
- e) Holidays marked in BHEL's holiday calendar shall be treated as paid holidays for housekeeping staff.
- f) Payment shall be released within thirty days of the receipt of the bills duly supported by proof of payment (bank statement of contractor showing debit of salary of workers)
- g) Payment will be made by NEFT/ECS/RTGS. For NEFT/ECS payment bidder have to provide the details like Bank Account Number, Account Type, MICR Number, Bank Name and address.

4. **TDS:** TDS as per prescribed rates will be deducted at the sources while making the payment and certificate will be issue at the end of the financial year.

5. **Service Tax:** Service tax will be paid @ statutory rates as applicable at the time of billing on claim by the contractor in their monthly bills. Bidders are required to submit copy of service tax registration certificate.

6. **Validity of offer:** Offer should be valid for the period of three months from the date of opening of Technical bid.

7. **Duration of the Contract:** The period of this rate contract will be for one year from the date mentioned in work order after finalization of contract. The rate contract can be extended for a further period of one year, at the same rates, terms and conditions at the discretion of BHEL.

8. If the services are found un-satisfactorily, BHEL reserve the right to terminate the contract at its discretion by giving one month's notice and forfeit the Security deposit.

9. Offer should be submitted strictly as per above procedure. Any deviation in above mentioned terms and condition or conditional offer shall be treated as invalid and can be rejected summarily and price bid of such bidder shall not be opened.

10. 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.

11. Tenders received after due date & time are liable to be rejected.
12. 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.
13. 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. 2 of this section.
14. **Price Variation clause:** The percentage of monthly agency service charges as quoted in price bid 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 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.
15. The value of contract will be worked out based on the percentage service charges as quoted by bidder. Service Charge (in percentage) as quoted by the bidders should be inclusive of all taxes (excluding service tax).
16. **Bid Evaluation criteria:** Evaluation of the bidders will be done based on quote of percentage service charges mentioned in Price Bid Format. The contract would be awarded to the bidder quoting the minimum monthly agency service charges as indicated in 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.
17. **Overtime:** In addition to normal duty hours, the workforce(s) may be required to perform, on an average, over time of 129 hours/ month and supervisor @ 30 Hrs/ month. (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 OT calculation chart at the then wage rates as per our contract.
18. 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.
19. The successful tenderer will be responsible for the quality of the job and will immediately rectify the deficiency pointed out in the job performed.

20. 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.
21. The Contractor shall ensure proper conduct and behaviour 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.
22. 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, Maintenance of staff in proper uniform.
23. 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.
24. The successful contractor will accept full and exclusive liability for the consolidated wages, PF, ESI, Bonus including incentive, two set of uniform per year (consisting of shirt, pant, black belt, shoe and socks etc.) for the personnel deployed by the contractor and other obligation referred under the law now and thereafter imposed by the Government / Local Bodies.
25. 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.
26. 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.
27. The Contractor shall duly comply with all acts, laws, or other statutory rules, regulations, bye-laws applicable or which might be applicable to Mumbai region 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.
28. 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, Insurance etc.

29. 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.
30. 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 twelve 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.
31. 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.
32. The Attendance Register of the Contractor's workforce shall be maintained by the concerned Supervisor of the Contractor for physical verification by the Principal Employer and Statutory Authorities. The workforce deployed by the contractor shall be hail and healthy and should not be suffering from any communicable diseases.
33. The contractor has to supply sufficient cleaning item and equipment etc. to be used at job premises and ensure that sufficient stock of necessary tools is always maintained so as to meet normal requirement.
34. The successful contractor shall comply to all statutory labour law regulations applicable to this contract like timely payment of prescribed wages and other amounts (HRA as per Maharashtra HRA Act) 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.
35. **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 Company). 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. **The contractor will issue uniforms in the colors as agreed upon.**
36. **LABOUR LICENCE:** *The successful contractor shall obtain labour license as may be applicable 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.*

37. 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.
38. **PROVIDENT FUND:** The successful bidder shall possess Provident Fund Number from the concerned authorities 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 challan/receipt for the deposit of provident fund made to RPFC 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 PF deposit has been made. Contractor shall also submit the copy of detailed yearly return submitted to RPFC of PF deposit for the period of 01<sup>st</sup> March to 28/29th February in 01<sup>st</sup> week of April month.
39. **ESI:** The contractor shall strictly comply with the provision of Employees State Insurance Act. Contractor shall issue Latest digital ESI card 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 01<sup>st</sup> week of month of November & for the period of October to March in 1<sup>st</sup> week of month of May.
40. **LEAVE / HOLIDAYS:** For every workforce deployed in our premises, the contractor will give one day's weekly off (unpaid) for every six continuous working days, the Contractor's workforce shall be entitled for 1 paid leave for every 20 working days in a month.
41. **BONUS:** The contractor shall ensure payment of Bonus which will be 1/12th of monthly consolidated wages including VDA to their workforce during the validity of contract period.
42. **WAGES:** All payments to the contractor's workforce shall be as per the terms of contract and as per details enumerated in Annexure-G which shall be made through cheque or direct credit in the bank accounts of its workforce. **The issued cheque will be credited in the respective bank accounts by the 7th of each English month.** Any delay on this account shall be subjected to penalty. 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. Payslips shall have to be mandatorily provided by the contractor to the labourers on wage day.
43. **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.**
44. Please sign the duplicate copy of this enquiry as a token of acceptance of the terms and conditions.

45. Those bidders whose head offices are not in Mumbai may ensure that they have a branch/ regional office in Mumbai for prompt resolution of manpower related and other issues.
46. 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 Addl. General Manager (EMRP) of the Company for a Speaking Award. The venue of arbitration shall be in Mumbai and the Arbitrator's decision shall be final and binding on both parties.

Yours faithfully,  
For Bharat Heavy Electricals Ltd.

Sonia Dalal Dhankar  
Sr. Executive HR

**NO DEVIATION CERTIFICATE**

We hereby accept and agree to all Techno – Commercial & General terms & conditions given in the tender enquiry no. Ref: BHEL/EMRP/HR/2014-15/T-08 Date: **21-01-2015** without any deviation.

Signature and seal of the contractor

**Certificate for over writing / Erasure / Corrections**

(Please do not sign this certificate if there is no Overwriting / Erasure / Corrections)

Correction / Overwriting / Erasures in the tender enquiry No.Ref: BHEL/EMRP/HR/2014-15/T-08 Date: **21-01-2015** has been noted and the same is endorsed and signed by me.

Signature and seal of the contractor

**DECLARATION**

a.) We declare that, we do not have any employees who are related to any officer of BHEL.

b.) We have the following employee working with us who are relatives of BHEL employees.

Name of the employee of BHEL

Name and designation of employee with the contractor

- 1.
- 2.
- 3.
- 4.

DATE:

PLACE:

Signature and seal of the contractor

**DECLARATION – D**

The tenderer is required to state whether he is any relative of any director of BHEL or the tenderer is a firm in which any director of BHEL is a partner.

1. Name of the contractor / and his relation with the director in BHEL
2. Name of the director of BHEL who is related to the contractor firm
3. Name of the director of BHEL who is a member or a director of the firm/contractor.

DATE:  
PLACE:

Signature and seal of the contractor

**INTEGRITY PACT**

I , ----- , aged-----Yrs., S/o -----,  
residing at -----  
-----

Hereby declare as follows:

- (i) That my nationality is \_\_\_\_\_.
- (ii) That I am a major and eligible to enter into contract / my firm / my company is  
Competent to enter into an agreement.
- (iii) I shall employ only such personnel who have not been found unfit for employment in  
Organizations such as Central / state / Public undertaking by the Police Authorities.
- (iv) I shall not employ persons against whom Criminal cases are pending or under  
investigation.
- (v) I shall also not employ persons found guilty of offences involving moral turpitude for  
executing work in BHEL contracts.
- (vi) That there are no Criminal cases pending or under investigation against me or my firm or  
company.
- (vii) I have not been found guilty of offences involving moral turpitude nor any of the  
company directors / partners of my firm have been found guilty of offences involving moral  
turpitude.
- (viii) Neither myself nor my firm nor my company has been declared insolvent in the past.
- (ix) I have taken due care and efforts to furnish only information which are true in the tender  
document.
- (x) I shall employ labours who are more than 18 years of age and having sound physical  
and mental health.
- (xi) I shall keep Photograph / identity proof / residential proof of the labourers to be  
employed against this tender and arrange for police verification (if demanded by BHEL).
- (xii) I will comply with all applicable labour laws as mentioned in the tender
- (xiii) I have taken cost of compliance of applicable labour laws mentioned in the NIT and  
price bid before quoting my price bid.

Signature and seal of the bidder

**PRICE PERFORMA**

Deployment of labour - 15 unskilled workers and 1 skilled supervisor by following minimum wage structure applicable from time to time including other statutory expenses like PF/ESI / Bonus etc and expenses on cleaning material and tools and tackles as required.

Considering the above, bidder has to quote their service charge as below:

	Quoted price
<b>1.a ) Service charge in terms of % (percentage)</b> [On expenditure made per month on account of wages, VDA and other statutory payments like PF/ ESIC/ Bonus etc.]	
<b>1.b ) Service Tax on (1.a) above in % percentage</b>	

Signature and Seal of the bidder

## Annexure G

<b>STATEMENT FOR MONTHLY EXPENSES AT PREVAILING MINIMUM WAGE RATES</b>				
		<b>Basic</b>	<b>DA</b>	<b>Additional wages</b>
	Skilled supervisor wages	7800	1652.0	4100
	Unskilled	6600	1652.0	3200
	Period of contract	12	months	
	Skilled supervisor	1	person	
	Unskilled worker	15	persons	
	Total number of workers	16	persons	
<b>S. NO</b>	<b>HEAD OF EXPENSES</b>	<b>RATE</b>	<b>QUANTITY</b>	<b>AMOUNT (In Rs.)</b>
1	SKILLED SUPERVISOR WAGES	13552.0	1	13,552
2	UNSKILLED WORKERS	11452.0	15	171,780
3	SUB TOTAL - BASIC WAGES		16	<b>185,332</b>
4	ANTICIPATED ANNUAL INCREASE IN MINIMUM WAGES @7%			12,973
5	TOTAL BASIC WAGES			198,305
6	PROVIDENT FUND	13.61% OF S.No 5	16	26,989
7	ESIC	4.75% OF S.No 5		9,419
8	HRA	5% OF Basic + DA	16	6,662
9	BONUS - PER MONTH	8.33% OF S. No. 5	16	16,519
10	LABOUR WELFARE FUND CONTRIBUTIONS - PER MONTH	Rs.6 per person per month	16	96
11	AVERAGE OVERTIME CHARGES	Rs.90.88 for supervisor for 30 Hrs per month	30	2,726
12	AVERAGE OVERTIME CHARGES	Rs. 79.33 per worker for 129 Hrs per month	129	10,234
13	<b>NET MONTHLY EXPENDITURE ON ENGAGEMENT OF LABOUR</b>			<b>270,950/-</b>

Signature and Seal of the bidder

**BIDDER's DETAILS**

<b>Sl. No.</b>		<b>Details</b>
1	<b>Name of the Party</b>	
2	<b>Address of the party</b>	
3	<b>Contact Person's Name</b>	
4	<b>Cell No. of Contact Person</b>	
5	<b>Land Line No.</b>	
6	<b>FAX No.</b>	
7	<b>E-mail ID of the Party</b>	
8	<b>PAN No.</b>	
9	<b>ESI Registration No.</b>	
10	<b>Service TAX No.</b>	

(Signature & seal of the contractor)

**CHECK-LIST (TECHNICAL BID)**

<b>Sl. No.</b>	<b>Description of requirement</b>	<b>Indicate Yes / No/ NA</b>	<b>Pg No</b>
1	EMD of Rs. 1 lac in the form of Pay order or Demand Draft in favour of "BHEL" in a separate envelope.		
2	Copies of the Audited Balance sheet and Profit & Loss account statements of last three financial years i.e. FY, 2011-12, 2012-13 & 2013-14 duly certified by CA or self-certified as applicable		
3	Acknowledgement of I-T return of last three financial years i.e FY 2011-12, 2012-13 & 2013-14		
4	Details of work experience, satisfactory work performance certificates		
5	Copy of the PAN card.		
6	Copy of Service Tax registration certificate		
7	Copy of establishment registration		
8	Copy of PF and ESI registration		
7	'No deviation certificate' at <b>Annexure - A</b>		
8	'No overwriting/ erasure certificate' enclosed at <b>Annexure-B</b>		
9	Declaration at <b>Annexure C</b>		
10	Declaration at <b>Annexure D</b>		
11	Bidder's detail as per <b>Annexure-H</b>		
12	Financial details / Work Experience as per <b>Annexure-J</b>		
13	Bidder must submit signed and stamped Integrity Pact as placed in <b>Annexure-E</b> .		
14	Signed and Stamped Un- quoted bid format (The bidder has to write "Quoted" in places where he has quoted in Price Bid at <b>Annexure-F</b> ) & to be submitted with Part A Bid		
15	Sealed envelope of duly filled, signed & stamped Part 'II' – Price Bid ( <b>Annexure-F</b> )		
16	Bidder must submit signed and stamped <b>Annexure-G</b>		
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.		
19	Bidder must submit signed and stamped <b>Annexure-K</b>		

(Signature &amp; seal of the contractor)

## FINANCIAL DETAILS

<b>TURNOVER (F.Y.) ( in Rs. Lakhs )</b>	<b>2013-14</b>	<b>2012-13</b>	<b>2011-12</b>	
<b>INCOME TAX RETURN (F.Y.)</b>	<b>2013-14</b>	<b>2012-13</b>	<b>2011-12</b>	
<b>EXPERIENCE</b>	<b>No. of Work</b>	<b>Value</b>	<b>Customer's Name</b>	
<b>EMD DETAILS</b>	<b>DD / PO No.</b>	<b>Date</b>	<b>Amount (Rs.)</b>	
<b>WORK EXPERIENCE SIMILAR WORKS</b>	<b>Nature of Works</b>	<b>No. of works</b>	<b>Value</b>	<b>Customer's Name</b>

(Signature &amp; seal of the contractor)

**Annexure K**

<b>Break up for OT Rates at prevailing minimum wage rates</b>			
<b>Amount in Rs.</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>UN SKILLED</b>	<b>SKILLED</b>
<b>1</b>	Monthly Consolidated Wages	6600	7800
<b>2</b>	Current VDA	1652.0	1652.0
<b>3</b>	Monthly Consolidated wages Including VDA	8252.00	9452
<b>4</b>	OT Rate per Hr. {(Monthly Consolidated wages*2)/208 hrs.}	79.34	90.88

(Signature & seal of the contractor)