



**PRODUCTIVITY AND MANAGEMENT SERVICES**  
**LOGISTICS MANAGEMENT**

- The tender is uploaded in our BHEL WEB site as per CVC guide lines vide Office Order No. 10/02/04.
- Only those vendors who have already enlisted with BHEL, Ranipet through enlistment procedure is allowed to participate in this tender.
- Interested Vendors may contact with their credentials to AGM (P&MS) BHEL, BAP Ranipet – 632 406 for due enlistment for future such tenders.
- Enlistment Application forms can be obtained from office of the Additional General Manager / P&MS or can be downloaded from BHEL WEB page.

**DY.MANAGER/P&MS/LOGISTICS**



**PRODUCTIVITY & MANAGEMENT SERVICES**

**LOGISTICS MANAGEMENT**

**TENDER NO.P&MS/LM/054 Dt 07.01.2013**

**NOTICE INVITING TENDER**

01. Name of the work : Transportation and safe delivery of Consignments from sub vendor's works at Chennai, Bangalore, Coimbatore, Trichy, Hosur, Sriperumpudur and in and around Ranipet & any place to any where within Tamil Nadu 0-500Km and more than 500 Km through Light Commercial Vehicle(LCV) to BHEL,Ranipet and vice versa.
02. Approximate Trips required: As per annexure-III
03. Period of contract : One Year (from the date of LOI)
04. EMD to accompany the Tender :Rs.60,000/- (Rupees Sixty thousand only)
05. Last Date and Time for receipt of Tender : 28.01.2013 14.00Hrs
06. Date and Time of Opening the Tender : 28.01.2013 at 14.30 hrs.
07. The appx. Estimate value : Rs.23.82 lakhs

Yours faithfully,  
for and on behalf of BHEL.,

DY.MANAGER/P&MS-LOGISTICS

**Note:** - Tenderer should sign and affix seal in all the pages of this document.

## ANNEXURE-I

### TENDER NO: P&MS/LM/054 Dt 07.01.2013 TENDER CONDITIONS

01. The tender documents should be put in a sealed cover super scribing the Tender number separately on price bid.
02. The tenderer should enclose the Xerox copy of the currently valid document viz. R.C., Insurance Certificate, Road Tax receipt, Road permit and Fitness Certificate. In case of leased vehicle, the tenderer should enclose a Xerox copy of agreement entered for lease in a non-judicial stamp paper for the value of Rs.100/- covering the entire contract period (1 year) pertaining to this tender along with copy of R.C, Insurance certificate, Road tax receipt, Road permit and Fitness Certificate with Tender. The tenderer should have minimum two vehicles in his/her name. Other two vehicles may be leased. Documents to be submitted for minimum four vehicles.
03. The tenderer should fill in the details in Annexure-II and submit relevant copies of documents mentioned there of. This annexure-II forms part of tender.
04. The tenderer should have office/residence within the radius of 30KMs from BHEL, Ranipet and have own telephone and Cell phone and should post a permanent residence representative at Ranipet with the above facilities to co-ordinate the day to day affairs with BHEL/Ranipet.
05. EMD payable along with this tender is Rs: 60,000/-(Rupees Sixty thousand only). EMD amount shall be paid only by DD in the name of " Bharat Heavy Electricals Limited, Ranipet" payable at SBI/MR Puram Code No:7013 and to be kept in Price bid cover. EMD amount in any other mode will not be accepted. Tenders without EMD will be rejected.
06. EMD by the Tenderer will be forfeited if:
  - i) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
  - ii) The tenderer does not commence the work within the period as per LOI /Contract. In case the LOI / contract is silent in this regard then within 15 days after award of contract
07. Tenders duly filled in all respect will be received up to 2.00PM on 28-01-2013. The tender will be opened on 28-01-2013 at 2.30PM. in the presence of tenderers who may choose to be present at that time.
08. BHEL reserves the right to accept/reject, any/all tenders in part or full without assigning any reason, whatsoever.

09. General conditions of the contract, scope of work and special conditions are also form part of this tender.
10. L1 tenderer will be decided based on overall L1 tender value(no.of trips multiplied by offered rate) for all the schedules together. No.of carrier required through this tender is only one.
11. BHEL require appx. Four LCV per day for our operation.However this requirement will increase or decrease depends upon our load.
12. The validity of offer shall be 90 days from the date of tender opening.

**DY.MANAGER/P&MS /LOGISTICS**

**ANNEXURE II**

**TENDER NO: P&MS/LM/054 Dt 07.01.2013**

1. Name of Tenderer :
2. Address & Phone Number :
3. Company profile :
4. Vehicle's Registration Number,  
Capacity & LxBxH :
5. Whether own or leased :
6. Name of the owner /Leased :
7. Copies of documents to be enclosed
  - a) RC Book :
  - b) Insurance Certificate Valid up to :
  - c) Road tax valid upto :
  - d) Fitness Certificate valid upto :
  - e) Road Permit valid upto :
  - f) Pollution Under Control Copy :
  - g) Lease agreement if not owned &  
agreement validity :
8. Branch office address at Ranipet or Name and  
address of resident representative at Ranipet  
with Phone/Cell No., & e-maid ID :
9. EMD Details. :  
(Enclose DD)

**SIGNATURE OF THE TENDERER WITH SEAL.**

**ANNEXURE III**

**TENDER NO: P&MS/LM/054 Dt 07.01.2013**  
**SCOPE OF WORK AND RATE SCHEDULE**

Transportation and safe delivery of consignments from the sub vendor works at Chennai, Bangalore ,Coimbatore, Trichy, Hosur, Sriperumpudur and in and around Ranipet to BHEL,Ranipet . Any place to any other place 0-500Km and more than 500 Km other than point to point scheduled places and in and around BHEL Ranipet.

SL NO	WORK	Appx.No. of trips per year	Appx.Km s (Up& Down)	RATE in Rs. PER TRIP (UP&DOWN)
01	From various places in and around Bangalore to BHEL,Ranipet&Vice versa (within a radius of 40 KMs)	15	438	Rs..... Rupees.....
02	From various places in and around Chennai to BHEL,Ranipet&Vice versa (within a radius of 40 KMs)	60	240	Rs..... Rupees.....
03	From various places in and around Coimbatore to BHEL,Ranipet &Vice versa (within a radius of 40 KMs)	60	818	Rs..... Rupees.....
04	From various places in and around Trichy to BHEL,Ranipet &Vice versa (within a radius of 40 KMs)	5	604	Rs..... Rupees.....
05	From various places in and around Hosur to BHEL,Ranipet&Vice versa (within a radius of 40 KMs)	165	380	Rs..... Rupees.....
06	From various places in and around Sriperumpudur to BHEL,Ranipet &Vice versa (within a radius of 40 KMs)	40	160	Rs..... Rupees.....
07	From various places in and around Ranipet to BHEL,Ranipet &Vice versa (within a radius of 40 KMs)	520	60	Rs..... Rupees.....

SLAB RATE FOR PLACES OTHER THAN SPECIFIED ABOVE (DISTANCE=TOTAL OF UP AND DOWN)				
Sl. No		Work	Approx. KMs Per Year	RATE in Rs. PER K.M.
08		From any place to BHEL,Ranipet (KM Rate) for the distance slab 0-500 KM.	1000	Rs..... Rupees..... (per KM)
09		From any place to BHEL,Ranipet (KM Rate) the distance slab above 500 KM	1000	Rs..... Rupees..... (per KM)

**SIGNATURE OF THE TENDERER WITH SEAL**



# Bharat Heavy Electricals Limited

(A Government Of India Undertaking)  
Boiler Auxiliaries Plant  
Ranipet – 632 406

Phone Nos: 04172 – 284839

E-mail: vkn@bhelrpt.co.in

## ANNEXURE-IV

### TENDER NO: P&MS/LM/054 Dt 07.01.2013 SCOPE OF WORK AND SPECIAL CONDITIONS

01. Transportation and safe delivery of consignments from BHEL, Ranipet to Bangalore, Chennai, Coimbatore, Trichy, Hosur, Sriperumpudur, Ranipet and vice versa. From Ranipet to any place within Tamil Nadu (other than Point-to-Point Scheduled places).
02. The contract is valid for ONE year from the date of LOI
03. The contract value and no. of trips indicated are only tentative and the contractor shall have no right to claim any compensation for increase/decrease in the quantum/value mentioned herein upto 10% increase/decrease..
04. The consignments are to be transported under this contract by Light Commercial Vehicle as per the details below: -  
Consignment Size : Length X Breadth X Height = 4 X 1.5 X 1.5 Meter approximate.  
  
Vehicle capacity : 3.5 MT (Minimum)  
  
Consignment Weight : UP TO 3.5 MT  
If weight exceeds 3.5 MT, freight will be paid proportionately extra on the corresponding to 3.5MT rate as per cl.38.
05. Minimum chargeable distance is 60 Kms (up and down) in total.
06. BHEL prefer their consignments being carried in the contractor's own vehicle. If carried in a hired/leased vehicle, the contractor should ensure that the party is reputed and the vehicle is well maintained with valid permits. Should any dispute arise in their deal it would be viewed with disfavor. In any case, only the contractor will be solely responsible for the safe delivery of BHEL consignments notwithstanding BHEL's rights to proceed against anybody.
- 07) The rate agreed and mentioned in this contract shall be firm throughout the contract period. except the rate variation on account of increase/decrease in diesel price as below:-

**A variation (increase/decrease) of ONE Paise on the rate per MT/ Trip of 3.5 MT for every TEN Paise increase / decrease in the price of HSD oil prevailing at Ranipet will be allowed. This variation will be considered as and when there is an increase or decrease in diesel price at Ranipet. (No other variation clause will be accepted)**

The agreed rates are inclusive of all charges like Hamali charges, statistical charges, goods tax and collection charges etc., However Octroi charges wherever payable have to be paid initially by contractor and which shall be reimbursed on submission of documentary proof identifying BHEL consignments



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: 2:

08) A full time representative should be posted for liaison with BHEL to receive instructions, furnish delivery position and to attend to other duties relating to this contract. He shall daily report to stores, BHEL, Ranipet before 9.00 A.M.

**09) Placement of Vehicle and Penalty:** Vehicles as and when demanded by BHEL/Vendor/Sub-Contractors/Site on BHEL account with due prior notice will have to be placed by the contractor. If they do not place vehicle within 24 hours for lifting of consignments, a token penalty of Rs.250/- (Rupees Two hundred and fifty only) per load per vehicle will be levied.

In addition to this, the same will be moved through any carrier without any notice and the extra freight and other expenses shall be recovered from the Contractor.

- 10) The transport contractor has to door collect/deliver the materials both at dispatching and receiving point without extra charges for such door collection/delivery.
- 11) Loading and unloading of materials at BHEL will be done by BHEL. Loading and unloading of materials at Site/Supplier/Sub-contractor will be done by them. Loading/Unloading within BHEL will be done in a reasonable time to minimise halting time.
- 12) It is the responsibility of the contractor to provide the work force with necessary safety equipments.
- 13) Lashing and securing the consignments for the transportation will be the responsibility of the contractor. All the safety precautions such as lashing, providing of red flag/light, pilot, escort as may be required during transportation is the responsibility of the contractor's and should be ensured.
- 14) GC Notes issued should bear printed Sl. Nos. Erasing or over-writing etc., in the GC Notes will not be accepted. GC Notes should be of good quality paper and incorporate Registration number of vehicle, description. GC Notes submitted to BHEL or its customers should be legible.
- 15) The GC Notes shall be got countersigned by the consignor at the time of booking of the consignment. GC Note should cover every consignment.



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: 3 :

- 16) At the time of booking of materials the contractor should ensure to collect all the documents such as Invoice, delivery challans, inspection report, Test Certificate, ED Invoice (Transporter's copy), Form-31, etc., and hand over the same without fail to the concerned authorities while delivering the material.
- 17) The company takes a very serious view of issue of GCs to the suppliers without taking physical possession of materials and if any contravention is noticed, BHEL will take appropriate action.
- 18) While accepting the consignments for transportation, the contractor should ensure that necessary documents for check post are collected so that the consignments are not detained enroute for want of these documents. Any detention on this account will be the contractors responsibility. If a consignment is detained enroute by the check post authorities due to insufficient documentation, such payment will have to be borne by the contractor and consignment got released and delivered in time.
- 19) If the MODVAT copy (Duplicate for transporter's copy) of ED Invoice received from the Consignor is not handed over to the consignee by this contractor, any loss due to the above will be recovered from the contractor. If Duplicate for transporter copy of Excise Duty Invoice is not handed over by the Consignor, then the contractor shall get endorsement on GC from the Consignor that the "Duplicate for Transporter copy of Excise Invoice is not handed over".
- 20) Wherever Form 31 is issued to the transport contractor the contractor should get an acknowledgement from the consignee on the back of G.C. itself that the "Counter Foil/Copy of Form 31 received" while getting acknowledgement for receipt of goods. Otherwise any loss on account of this will be recovered from the contractor.
- 21) The consignments entrusted to the contractor shall be handled, transported and delivered carefully. For any loss or damage to the consignment, the contractor should fully compensate BHEL promptly. Frequent cases of such nature will be viewed seriously and BHEL reserves the right to terminate the contract or take other appropriate steps.
- 22) **Transit Time and Penalty:-**
- BHEL attaches very great importance to the correct and prompt delivery of the consignment in time and hence delivery should be effected after booking the consignment without delay.
  - Transit time permitted is as below:  
Number of journey days allowed is at the rate of 300 KMs per day. One day for loading and one day for unloading is allowed.



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: 4 :

- c) Delay in delivery beyond the above period will attract penalty of 2% of the freight per week (seven days) or part thereof subject to a maximum of 75% of the total freight payable against a particular consignment. When the penalty is levied the grace time of 2 days will not be allowed.
- d) Any delay beyond the stipulated time will be viewed seriously; BHEL will monitor the performance of the carrier on this account. However, in deserving cases an official of BHEL not less than the Manager of concerned department shall have authority to waive the penalty on case-to-case basis considering the merit of the case.

## **23) Transshipment and Penalty:**

- a) BHEL expects that the consignments are to be transported in the same vehicle without transshipment enroute. If transshipment is inevitable, the carrier should inform the loading officials in advance and obtain their prior permission. Authorization permitting transshipment shall be attached along with the freight bill for payments.
- b) If consignments are transshipped without prior permission a token penalty of 10% of the freight amount involved, will be levied, unless BHEL officials not below the rank of Manager of the concerned department authorizes for transshipment

24) In case of any outward damage is suspected/noticed to the consignment, the contractor should arrange for "Open Delivery" and the open delivery certificate should be issued.

25) No Demurrage / Wharfage / Hamali / Statistical charges / Godown rent is leviable for the BHEL consignments under any circumstances.

26) **Halting Charges:-** Halting charges shall be payable whenever the vehicle is detained for want of return load pertaining to BHEL on the day of unloading and subsequent days. Halting charge is payable to a maximum of three days only per trip. BHEL officials should certify it.

27) Freight bills should be submitted in Triplicate with clear acknowledgement and other relevant documents including original GC Notes.

28) Bills are to be submitted within one month from the date of acknowledgement of the consignment. However BHEL will not honour such claim after six months after the date of expiry/termination of the contract, unless substantiated with reasons for delayed submission of bills. Right of acceptance of such claim is with BHEL. All payments to be made to the transporter shall be by Electronic Fund Transfer (EFT) OR by Real Time Gross Settlement (RTGS) only, within a reasonable time, say one month after receipt of the bill along with consignee's acknowledgement.

29) EMD payable along with the quotation for this tender is Rs.60, 000/- (Rupees Sixty thousand ) only. Tenders without EMD will be rejected.



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: 5:

- 30) The Earnest money deposit (EMD) is payable by Demand draft drawn in favour of “Bharat Heavy Electricals Limited” / Ranipet payable at SBI / BHEL Project Mukundarayapuram (Code 7013)
- 31) Tenders duly filled in all respect will be received up to 2.00PM on 28-01-2013. The tender will be opened on 28-01-2013 at 2.30PM. in the presence of tenderers who may be present at that time.
- 32) BHEL reserves the right to accept / reject, any / all tenders without assigning any reason.
- 33) The **General conditions of the contract, Labour Laws, Safety requirement and Tender conditions of the contract** are complementary to each other and where they are in conflict, the special conditions shall form part of the contract.
- 34) **SERVICE TAX REGISTRATION:** The tenderers should register themselves with Service tax authorities of Govt. of India / Tamil Nadu as per statutory regulations. They should produce the copies of registration certificate and service tax registration numbers along with their offer.
- 35) **Service Tax:** Service tax is not applicable for contractor as transportation of goods by Goods Transporting Agency(GTA). Hence BHEL has to pay service tax @ 12.36% on 25% of the freight value as service receiver.
- 36) **Toll Gate:** Road user Fee of NHAI wherever payable have to be paid initially by contractor and which shall be reimbursed on submission of documentary proof identifying BHEL consignments.
- 37) The LCV engaged with load either onward/return only (otherway empty), 10% rate will be deducted on empty trip portion. For example If the quoted rate for One trip (both ways) is Rs.4000/- and the LCV is operated with one way load the amount payable will be RS.3800/- only (1800+2000)
- 38) Wherever the load carried more than the allowable weight (3.5 MT), the proportionate amount will be paid for the corresponding onward and /or return trip.

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## ANNEXURE -V

### GENERAL CONDITIONS OF THE CONTRACT

#### 1. DEFINITION: -

In these General Conditions of Contract, the following terms shall have the meaning hereby assigned to them, except where the context otherwise requires:-

a)The "Contract" means, the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.

b)The "work" means, the work described in the tender documents in individual work-orders as may be issued from time to time to the contractor by the Officer-Incharge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.

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c)The "contractor" means, the individual Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.

d) "The Officer-In charge" means, the Officer deputed by the DGM/STORES to supervise the work or part of the work.

e) "Approved" and "Directed" means, the approval or direction of DGM/STORES, or person deputed by him for the particular purposes.

f) "BHARAT HEAVY ELECTRICALS LIMITED" (herein after referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or other Administrative Officer of the said Company including DGM/Stores authorised to invite tenders and enter into contract for works on behalf of the Company.

g)The "Contract sum" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.

h) A "week" means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.

i) A "day" means, the day of 24 hours (TWENTY FOUR) irrespective of the number of hours worked or not worked in that day.

j) A "working day" means, any day other than that prescribed by the NEGOTIABLE INSTRUMENTS ACT as being a Holiday, and consists of the number of hours of labour as commonly recognised by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulations.

2. HEADING TO THE CONTRACT CONDITIONS: - The heading to these conditions shall not affect the interpretations thereof.

SIGNATURE OF THE TENDERER WITH SEAL

3. WORK TO BE CARRIED OUT:- The Contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of the work.

The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the work. No extra Charges consequent on any misunderstanding in these respects or otherwise will be allowed.

4. DEVIATIONS:- The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of DGM/STORES. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.

5.OCTROI AND OTHER DUTIES:- All charges on account of Octroi terminal or Sales Tax and or other Duties on materials obtained for the work shall be borne by the Contractor.

6. PLANT AND EQUIPMENT:- The Contractor shall at his own expense, supply all tools, plant and equipment (Herein after referred to as T&P) required for the execution of the contract.

7.ASSIGNMENT OF TRANSFER OF CONTRACT:- The Contractor shall not without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.

8. SUB-CONTRACT: - The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL.

9. COMPLIANCE TO REGULATIONS AND BYE-LAWS: - The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-Laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

10. SECURITY DEPOSIT:- (1) Security Deposit should be paid by the contractor before the start of the work. The Security Deposit rate will be as follows: -

a) In the case of works costing up to Rs.10. Lakhs :: 10% of the estimated cost

b) In the case of works costing above :: 1 Lakh + 7.5.% of the amount  
Rs.10.00 Lakhs up to Rs.50.00 Lakhs :: exceeding Rs.10 Lakhs.

c) In case of works costing above :: 4 Lakhs + 5% of the amount  
Rs.50 Lakhs :: exceeding Rs.50 Lakhs.

The Earnest Money paid at the time of tender will be adjusted as part of the Security Deposit and the balance amount will be recovered by deduction from the running bills of the contractor at the rates mentioned above.

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Security Deposit shall not be refunded except in accordance with the terms of Security Bond or Agreement. Security may be furnished in any one of the following terms:

- i) Cash, (as permissible under the Income Tax Act)
- ii) Pay Order, Demand Draft in favour of BHEL.
- iii) Local cheques of Scheduled Banks, subject to realization.
- iv) Securities available from Post Office 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).
- v) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- vi) Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- vii) 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 collected before start of the work and the balance 50% may be recovered from the running bills.
- viii) EMD of the successful tenderer shall be converted and adjusted against the Security Deposit.
- ix) The Security Deposit shall not carry any interest.

BHEL shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.

All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

11. ORDERS UNDER THE CONTRACT:- All orders, notices etc. to be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.

12. CONTRACTOR'S SUPERVISION :- The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the DGM/STORES to act in his stead.

Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself.

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The Contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the DGM/STORES or the OFFICER-INCHARGE, to receive instructions.

The DGM/STORES shall have full powers and without assigning any reason, require the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his irable. The Contractor shall not be allowed any compensation on this account.

13. LABOUR:- The Contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, there under from time to time.

14. PRECAUTIONS AGAINST RISK:- The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimise the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

15. DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN :-

The Contractor shall at his own expense reinstate and make good to the satisfaction of the DGM/STORES and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

16.LAWS GOVERNING THE CONTRACT:- The contract shall be governed by the Indian Laws for time being in force.

17.CANCELLATION OF CONTRACT FOR CORRUPT ACTS:- BHEL , whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extend as provided in the case of cancellation for default.

If the Contractor shall :-

(i) Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,

OR

(ii) enter in to a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL,

OR

(iii)obtain a contract with BHEL as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

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18. RISK PURCHASE CLAUSE:

If the contractor fails to carry out the specified works as per the contract scope of work within the time, as directed by DGM/Stores or his authorized officials and continues in that state after a reasonable notice from DGM/Stores or his authorized officials, BHEL reserves the right to have the work done by any means at the Contractor's risk and expenses provided always that in the event of the cost of the work so done (as certified by DGM/STORES which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by DGM/STORES or the same shall be recovered from the Contractor by other means.

19. CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT: -

BHEL, without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases:

If the Contractor,

a) being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any

Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors

OR

b) being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,

OR

c) Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL .

d) Whenever BHEL exercise the authority to cancel the contract under this conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by DGM/STORES which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by DGM/STORES or the same shall be recovered from the Contractor by other means.

e) In case BHEL carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the DGM/STORES whose decision shall be final and conclusive.

SINGNATURE OF THE TENDERER WITH SEAL

**20.CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACTOR'S DEFAULT :-**

If the Contractor :

- a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from DGM/STORES or his authorised representative
- b) fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued thereunder ;

c) BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by DGM/STORES which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by DGM/STORES or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the DGM/STORES whose decision shall be final and conclusive.

**21.TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR. :-**

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated BHEL shall have the option of terminating the contract without compensation to the Contractor.

**22.SPECIAL POWER TO TERMINATION:-** If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the DGM/STORES shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

“If any employee/labourer working in the contract is found involved in corruption activities, the contract will be terminated and the contractor will be banned for applying for any future contract for 3 years.”

**SINGNATURE OF THE TENDERER WITH SEAL**

23.FREIGHT BILLS & PAYMENT :- Freight bills shall be submitted within one month immediately after delivery of the consignments with proper acknowledgements from the consignee and there should not be any delay more than one month.

24.PAYMENT OF BILLS: - All payments to be made to the Contractor, under this contract shall be by NEFT / RTGS payment within a reasonable time after the certification of bills by DGM/STORES or his authorized Officer.

25.RECOVERY FROM CONTRACTOR: - Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

26. POST TECHNICAL AUDIT OF WORK AND BILLS:- BHEL reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. However no such recovery shall be enforced after three years of passing the final bill.

27.REFUND OF SECURITY DEPOSIT:- The Security Deposit mentioned in condition 10 above may be refunded to the Contractor after a period of one month on termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE".

28.FORCE MEJEURE CLAUSE:- If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefor neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the DGM/STORES subject to prompt notification by the contractor.

29.ARBITRATION :- All disputes between the parties to the contract, arising out-of or relating to the contract, other than those for which the decision of the DGM/STORES or Accepting Officer or any other person is by the contract expressed to be final and conclusive shall after written notice by either party to the contract to the other party be referred to the sole Arbitration of GENERAL MANAGER or other Officers of BHEL appointed as Arbitrator, by the GENERAL MANAGER of BHEL in his sole discretion.

Unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the contract.

The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract.

30.SIGNING OF THE CONTRACT:- Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the persons so signing. Contracts by a Company shall be signed with the name of the Company by a person authorised in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

31.All statutory requirements under Minimum Wages Act,1948, Factories Act 1948, Workmen Compensation Act 1923,Employees Provident Fund and Miscellaneous Provisions Act, 1952,Payment of Gratuity Act 1972, Employee State Insurance Act 1948, Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the Contractor.

32.Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.

33.Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.

34.Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provides a copy of the same to BHEL.

35.Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

**ANNEXURE - VI**

**SAFETY PRECAUTIONS TO BE TAKEN BY THE CONTRACTORS**

1. The Contractor must inspect the area of work to decide the safety precautions necessary for executing this contract.
2. Whenever people work at height more than six feet, platform shall be provided or the workers shall wear safety belt to avoid fall from the height.
3. Wherever any area declared as dangerous, the workers shall not be allowed to work till a written clearance is obtained from appropriate authorities.
4. No material of any kind shall be dropped or allowed to be dropped from any height.
5. Defective ladders shall not be used at all.
6. Inflammable materials shall not be stored near places where the sparks are likely to occur.
7. The necessary safety equipments such as gloves, boots, helmets etc must be issued to the workmen and strictly to be used while carrying out the work.
8. If the contractor's workmen are found to be violating the safety precautions, punitive action will be taken by withholding a sum of Rs.500/- to Rs.1000/- from the contractor's bill for each violation.
9. The working area shall be kept clean and free from all obstructions.
10. All temporary electrical connections shall be properly earthed, insulated and periodically checked.
11. The contractor should arrange WORKMEN COMPENSATION/ INSURANCE POLICY covered for all his/her workmen. A copy of the policy has to be submitted before commencement of work.
12. All safety precautions are to be taken by the contractor at his cost.
13. These safety measures shall be deemed to form an integral part of the Work Order/ Agreement.

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## ANNEXURE - VII

### TERMS AND CONDITIONS WITH REGARD TO COMPLIANCE OF VARIOUS LABOUR LAWS BY THE CONTRACTORS FOR BHEL.

- 01 The contractor shall not employ in connection with the work any person who has not completed 18 years of age.
- 02 The contractor shall in respect of labour employed by him either directly or through sub contractors, comply with or cause to be complied with the following statutory provisions and rules and in regard to all matters provided therein.
- (a) The contract labour (Regulation and abolition Act 1970) and the related Tamilnadu Rules.
  - (b) The minimum wages Act 1948 and the related Tamilnadu Rules.
  - (c) The payment of wages act 1936 and the related Tamilnadu Rules.
  - (d) The Factories Act 1948 and the related Tamilnadu Rules.
  - (e) The Employees Provident Fund and Miscellaneous Provisions Act 1952.
  - (f) The Employees State Insurance Act 1948.
  - (g) The workmen's Compensation Act 1923.
  - (h) The Industrial Dispute Act 1947, and any other law, or modifications to the above or to the rules made thereunder from time to time.

#### 03. REGISTRATION AND LICENSING:

Every contractor shall register his/her name with the welfare section of BHEL before taking up the work awarded to him/her by giving the following information and getting a code number:

- (a) The name of the contractor.
- (b) Nature of contract work.
- (c) Period of work.
- (d) Number of maximum labour employed by him on any one day.
- (e) License No. and date (applicable in case of contractors employing 20 or more worker)
- (f) Whether enrolled for PF, ESI etc., and enrolment No. (contractor shall obtain their own PF code)

This information is called for the purpose of informing the inspector of Factories wherever they call for information regarding contracts.

- (4) The contractor employing 20 or more workmen is required to obtain license from the authorities (The Deputy Chief Inspector of Factories/Assistant Commissioner of Labour as the case may be). This license shall be amended and/or renewed wherever there is an increase in the workmen employed by him/her or in the event of contract being extended or renewed. The contractor shall inform the license number to the BHEL management before taking up the work.

- (5) The contractor (Licensed or unlicensed) shall promptly furnish every information and document required by BHEL authorities for the purpose of fulfilling their obligations as principal employer and/or occupier of the factory and shall render all necessary assistance for the same.
- (6) The contractor shall get the contract labourer engaged by him/her insured under workmen's compensation policy from General Insurance Corporation of India.
- (7) The contractor shall ensure that all his workmen are covered under the Employees State Insurance Act and produce the registration number/enrolment number to the welfare section before executing the contract.
- (8) The contractor shall also ensure that all his/her workmen are covered under Employees Provident Fund and Misc. Provisions Act 1952.

WAGES:

- (9) The contractor shall pay wages to the workmen employed by him/her at the rate, which shall not be less than the minimum wages applicable under Law from time to time.
- (10) The contractor shall fix wage periods in respect of which wages shall be payable. No wage period shall exceed one month.
- (11) The contractor shall ensure payment of wages to the contract labour employed by him/her within three days from the end of wage period incase the wage period is one week or a fortnight & in all other cases before 10<sup>th</sup> day of the following month.
- (12) All payment of wages shall be made on working days at the work site and during the working time and on dates notified in advance. In case the work is completed before the expiry of the wage period final payment shall be made within 48 hours of the last working day.
- (13) Where the employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
- (14) Wages due to every worker shall be paid to him direct or to the person authorized by him in this behalf. All wages shall be paid in current coin or currency or in both.
- (15) The contractor shall ensure the disbursement of wages in the presence of such authorized representatives of BHEL management.
- (16) The above payment shall be verified by the authorized officers/representatives of BHEL with the following certificate on the payment sheet certified that the amount shown in column No. . . . . . has been paid to the workmen concerned in my presence on . . . . . at . . . . .  
... .

- (17) A certificate of payment shall be furnished in duplicate by the contractor to the Engineer Incharge each month in a form enclosed.
- (18) A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy to be sent to the welfare department by the contractor under acknowledgement.
19. Notices showing the rates of wages, weekly rest days, hours of work, wage period, date of payment of wages, names and addresses of the inspectors having jurisdiction, the date of unpaid wages shall be displayed in Tamil and English in conspicuous places at the establishment and working by the contractor. The contractor shall inform the BHEL management every month the details of contract labour engaged for each contract in the following form:
- a. Serial Number
  - b. Location
  - c. Period of work
  - d. No. of contract labour engaged during the month
  - e. No. of days worked
  - f. No. of mandays worked
  - g. Wages paid to his/her workers

The above statement shall be furnished to BHEL management at the end of every month.

#### REGISTERS RECORDS AND COLLECTION OF STATISTICS.

- (20) The following documents/formats under Contract Labour (Regulation and Abolition) Act 1970 and Tamilnadu Rules there under shall be maintained by each contractor.
- a. Register of persons employed by the contractor.
  - b. Employment Card.
  - c. Service Certificate.
  - d. Muster Roll, Wage Register, Deduction Register, Wage slip, Over time Register, Register of fines, Register of advances etc.,
- (21) The contractor shall display the abstract of the contract labour (Regulation and application) Act and the rules there under both English and Tamil.
- (22) Half yearly return shall be sent by the contractor in duplicate to the licensing officer.
- (23) The contractor shall submit the returns required under the Contract Labour (Regulation and Abolition) Act 1970 periodically to BHEL management.
- (24) The contractor shall without fail give up to date information in writing of the attendance of the workers employed by him/her.
- (25) The contractor shall ensure that his/her workers keep and produce their employment card when coming to duty and take them back when leaving duty.

- 26) All the above registers and records shall be preserved in original for a period of three years. All the registers, records and notice maintained under the Act and Rules shall be produced on demand by Inspector or any Authority under the Act.

WORKING CONDITIONS:

- (27) No workers shall be required or allowed to work on Sunday unless he has or will have a Holiday or any one of the three days before or after the said day.
- (28) The contractor shall inform BHEL Management in the prescribed form details or the contract workers scheduled to work on Sunday, the day of rest and also indicate the substituted holiday in lieu thereof. This shall be intimated two days in advance before his/her workmen are booked for work on Sunday.
- (29) The contract labour working for more than nine hours in any day or for more than 48 hours in any week shall be paid wages at the rate of twice the ordinary rates of wages in accordance with the provisions of section 59 of the Factories Act 1948 and any amendment thereof.
- (30) The contractor shall provide all safety devices and personal protective equipment to his workmen at his/her own cost and shall ensure that his workmen wear/use such devices or equipment provided to them while doing the work and there should not be any relaxation on this.
- (31) The contractor shall give four paid national holidays to his workers, viz 26<sup>th</sup> January, 1<sup>st</sup> May, 15<sup>th</sup> August and 2<sup>nd</sup> October.
- (32) The contractor shall ensure that his/her workmen vacate the premises after the shift is over.
- (33) The contractor shall give leave with wages to his/her workmen who have worked for a period of 240 days or more in the factory premises during a calendar year. This leave shall be allowed during the subsequent calendar year at the rate of one day for every 20 days or work performed by the worker during the previous calendar year. The worker whose service commences on a day other than the first of January shall be entitled to leave with wages at the above rate (one day for every 20 days or work) only if he had worked for a minimum of 2/3 of the total number of days in the remainder of the calendar year. This leave will be admissible only during the subsequent calendar year.
- (34) No women worker shall be required or allowed to work in the factory except between the hours of 6.00 A.M. and 7.00 P.M.
- (35) The contractor shall comply with the provisions relating to welfare and health facilities as provided to the Contract Labour (Regulation and Abolition) Act 1970 read with the Tamilnadu contract labour Rules .

NOTICE OF ACCIDENT:

- (36) Notwithstanding anything contrary to this, in the event of accident the contractor shall be required to fill injury report and submit the Engineer Incharge immediately and ensure the compliance of ESI/Workmen's Compensation Act, Factories Act and Rules made there under. He shall also maintain a register of accident as per the Act.
- (37) The contractor shall get the contract labour engaged by him insured under Workmen's Compensation Policy from General Insurance Corporation of India before actually starting the work of contract. The insurance coverage should be for the entire period of contract. The contractor shall comply with the provisions of the Workmen's Compensation Act 1923 (This should be read in connection with the provisions of ESI Act).
- (38) The contractor shall ensure that all his workmen are covered under the Employees State Insurance Act and produce to BHEL such Registration number/Enrolment number before executing the contract work.
- (39) The contractor shall regularly pay the amount of contribution i.e., employer's contribution as well as employees' contribution in pursuance of the above scheme as fixed from time to time. The contribution payable presently is 2-1/4% of wages to be recovered from his/her workmen and 5% of wages to be contributed by the contractor. Contribution recovered from employee and contribution made by the contractor may be rounded to the next higher multiples of five paise.
- (40) The contractor shall take note of any amendment that may be brought forth in the above contribution rate and act accordingly.
- (41) The contractor shall ensure that his/her workmen are covered under the EPF and miscellaneous Provisions Act 1952 and accordingly produce to the BHEL Management the registration/enrolment number before award of contract work.  
As per the existing provisions every worker who has completed three months continuous service or has actually worked for not less than 60 days within a period of 3 months or less shall be entitled and required to become a member of the fund. The employee's contribution payable at present is 8-1/3% of wages will be recovered by the contractor from the wage of his contract labours. The contractor is also liable to pay any administrative charges in this behalf that may be decided from time to time. It will be the responsibility of the contractor to ensure such contribution payable in respect of workmen employed through sub-contractors also.
- (42) The contractor shall take note of any amendment in the rate of contribution payable under the scheme from time to time.
- (43) The contractor shall within seven days of the close of every month submit to BHEL a statement showing the amount of contribution payable/paid for employees engaged by him or through him and shall also furnish to BHEL such information, as principal employer is required to furnish under the provisions of the ESI Act and PF as well as the scheme made there under to the authorities concerned.

- (44) Whenever any sum of money is found to be recoverable from or payable by the contractor under the above acts, the same shall be deducted from any sum that may be due or which at any time thereafter may become due to the contractor under this contract or under any other contract or from his security deposit. In case the recoveries are not sufficient to satisfy the claims the contractor shall pay the balance thereof on demand. In case any recoveries are made under this clause from the security deposit the contractor shall immediately thereafter pay such further sums as may be required to recoup the shortage caused by such recoveries in the amount of security deposit.
- (45) The contractor shall abide by all the labour and other laws applicable to contract labour/worker under this contract and shall at all times keep BHEL, indemnified against all losses, claims, prosecution under any law.
- (46) In case of non compliance of any of the provisions of the acts and in case BHEL having complied with the same, BHEL will be entitled to recover the same from the contractor/sub-contractor.
- (47) Non exercise of any of the powers or rights available to BHEL hereunder or under any law, shall not in any way operate as waiver thereof.

**General:** Contractor should follow all the provisions of labour legislation and statutory obligations. Provisions as and when amended will also apply.