

**Name of Woks:** WORKS CONTRACT FOR MATERIAL HANDLING AT MM-BOI STORES AT BHEL, TRICHY FOR 2016-18.

**Enquiry No:** 9241600139 /17.08.2016

**BHARAT HEAVY ELECTRICALS LIMITED  
TIRUCHIRAPPALLI-620 014  
WORKS CONTRACTS MANAGEMENT**

## **NOTICE INVITING TENDER**

1.	Tender Ref No:	9241600139 /17.08.2016
2.	Name of works	WORKS CONTRACT FOR MATERIAL HANDLING AT MM-BOI STORES AT BHEL, TRICHY FOR 2016-18.
3.	Location of work	BHEL, TRICHY.
4.	Period of contract	24 months from the date of award of contract.
5.	Earnest Money Deposit	₹ 1,50,000/-
6.	Tender Document details	A] Technical Bid Part-1A (Technical Bid-Qualifying Criteria) - 02 Pages. Part-1B (Scope of Work and Technical Terms & Conditions) - 07 Pages. Part-1C (General Terms & Conditions of Contract) - 11 Pages B] Price Bid Part-2 (Price bid) - 03 Pages.
7.	Address for Sending Tender Document along with EMD.	<b>Senior Manager Works Contracts Management (WCM) Building 53,First Floor, BHEL-High Pressure Boiler Plant, Trichy - 620 014</b>
8.	Last Date for submission of Tender Document	<b>09.09.2016 / 10:00 Hrs.</b>
9.	Date of Techno Commercial Bid Opening	<b>09.09.2016 / 10:30 Hrs.</b>
10.	Date of Price Bid Opening	Will be intimated separately to Technically qualified vendors.

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**INSTRUCTIONS TO THE TENDERERS**

The offer should be addressed to SENIOR MANAGER, Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014, to reach WCM Dept. on or before **09.09.2016 at 10:00 Hrs.** or the same may be dropped in the Tender Box kept at Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014.

Tenders will be opened on **09.09.2016 at 10:30 Hrs.** (IST) at Works Contracts Management, 53 Building, BHEL, Tiruchirappalli 620 014. BHEL shall not responsible for any postal delay.

Bidder has to submit (1) Part-I (Techno-Commercial bid) (2) Part-II (Price bid) & (3) EMD draft in separate covers.

a. The first envelope shall contain DD / Pay order drawn in favor of BHEL, Trichy as EMD and super scribed as EMD Cover for NIT / Enquiry No.

Note: 1. **Offer without EMD will be rejected**

**2. Offer with EMD in any form other than DD/Pay Order/One time EMD will be rejected.**

b. The second envelope shall be sealed and super scribed as Part-I (Technical Bid for NIT/Enquiry No.)

c. The third envelope shall contain only Part-II (Price bid) for the above work as per scope and to be quoted as per the format given in price bid. Any other information in price bid will not be considered. The envelope shall be sealed and super scribed as Price Bid for NIT / Enquiry No.

All the above three envelopes shall be kept into one cover ,sealed and super scribed as Tender Document for the work as per NIT (NIT/Enquiry No).

**Note:**

1. The contract will be awarded for a period of 24 months from the date of ordering.

2. The quoted rates shall be valid up to six months from date of Tender opening.

3. The rates shall remain firm for the entire period of the contract in case WO is awarded.

4. If the Contractor back outs after opening of tender, the contractor is liable for forfeiture of the EMD paid.

**5. Evaluation of the offer shall be done on "Net Cash outflow to BHEL after taking into account applicable Taxes and Duties".**

6. BHEL reserves the right to increase or decrease the tendered quantity.

**7. BHEL does not guarantee any minimum quantity.**

8. Income Tax deduction at source as applicable in the IT Act from time to time will be made on the value of the bills in the absence of Income Tax Exemption Certificate from the concerned IT officer.

9. All the Statutory Obligations such as ESI, PF, Labor Acts, Factories Act, Service Tax, etc. will have to be taken care of by the vendor. BHEL will have no liability on them. Notwithstanding the above, if any demand notice is served by the concerned Statutory Authorities for recovery of any of their dues on BHEL, the same would be paid to the statutory authorities without notice to the vendor and recovered as a due from any pending / future bills.

10. In case contract is not executed by vendor after award and acceptance of contract, BHEL may exercise the right to forfeit EMD, Security Deposit / BG of such contractors and also suitable action will be taken by BHEL on those Contractors as deemed fit.

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**PART-I (TECHNO COMMERCIAL BID)**

**ANNEXURE-1A**

**A: Bidder Profile**

1.	Name of the Agency /Company /vendor.	
2.	Address:	
3.	Phone No.:	
4.	E-mail Address:	
5.	Name and Contact details of person for communication related to Tender :	
6.	BHEL Vendor Code ( If any )	
7.	<b>PF Registration (No. &amp; Date )</b> (Copy of PF Registration to be attached)	
8.	<b>ESI Registration (No. &amp; Date )</b> (Copy of ESI Registration to be attached)	
9.	<b>Labour License.</b> ( Copy of Labour license to be attached )	

**Note:**

- Vendors not having PF Registration /ESI Registration / Labour License (as applicable) shall immediately get registered after award of work to comply with statutory requirements.**
- If vendor fails to get PF / ESI Registration and Labour License (As applicable) within 30 days of award of work, EMD / SD shall be forfeited and penal action shall be taken as per Extant rules of BHEL.**

Contractor Signature

Contractor Seal

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**B: Qualifying Criteria:**

Sl. No	Qualifying Criteria	DETAILS	
A	<b>EMD( Earnest Money Deposit ) :</b> Amount: ₹ 1, 50,000 /- (Offer without EMD will be rejected.) (EMD will be waived off for SME/NSIC/SSI vendors upon verification.) ( Copy of valid Certificate to be enclosed)	AMOUNT :₹ DD NO: DD DATE: ISSUING BANK :	
B	<b>Technical Competence :</b> Experience (one year) of Executing Works / Services as per scope of work or works of similar nature such as material handling (unloading, stacking materials at BIN location and issue). (Documentary Evidence to be furnished). ( Experience certificate from private organization to be supported by TDS( Tax deduction at source) certificate issued by the organization or Form 26AS or Bank statement for transaction of payment)		
C	<b>Financial Soundness:</b> Average Annual Turnover of ₹ 20 Lakhs in any two consecutive years during last four years (2011-12, 2012-13, 2013-14, and 2014-15) or Assessment Year (2012-13, 2013-14, 2014-15, and 2015-16). ( Copy of <b>IT Return acknowledgement OR (Balance sheet and Profit &amp; Loss statement)</b> with CA membership Number to be attached as proof of Turn over )		
C.1	<b>Financial Soundness</b> ( Average Annual Turnover of ₹ 20 Lakhs in any two consecutive years)	<b>Assessment Year</b>	<b>Annual Turnover (₹)</b>
		2012-13	
		2013-14	
		2014-15	
		2015-16	
<b>Average Annual Turnover (₹)</b>			
D	<b>Income Tax Registration :</b> Income Tax registration Number (Copy of PAN to be attached)		
E	<b>Service Tax Registration.</b> Service Tax Registration Number (Copy of Service Tax Registration to be attached)		
F	<b>Acceptance to Scope of Work (Annexure-1B), General Terms &amp; Conditions of Contract (Annexure-1C) and Special Terms &amp; Conditions of Contract (Annexure-1D).</b>		
Contractor Signature			
Contractor Seal			

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**ANNEXURE-IB**

**PART-I (TECHNO COMMERCIAL BID)**

**Name of Vendor:**

**SCOPE OF WORK AND TECHNICAL TERMS & CONDITIONS**

**A. BILL OF QUANTITY**

<b>SN</b>	<b>Work Description</b>	<b>UOM</b>	<b>APPROX. QTY</b>
1	Opening receipt on " <b>NUMBER</b> " basis - assisting for verification of receipts and verification of stock like counting/measuring/facilitate for inspection/weighing etc., and stacking at required locations and maintaining System Doc activities.		
1a	Materials with weight up to 5 Grams	HN	18230
1b	Materials with weight above 5 Grams up to 100 Grams	HN	122600
1c	Materials with weight above 100 Grams up to 5 Kgs	HN	35051
1d	Materials with weight above 5 Kgs up to 100 Kgs	HN	1613
1e	Materials with weight above 100 Kgs up to 1000 Kg	HN	43
1f	Materials with weight above 1000 Kgs	HN	0.95
	Total Qty.	HN	<b>177537.95</b>
2	Issue on " <b>NUMBER</b> " basis - issue of materials including collection, weighing, measuring, offering to stock verifier/security witness as applicable and loading with the prescribed packing to <b>Vendors/Shops/Destination</b>		
2a	Materials with weight up to 5 Grams	HN	3813
2b	Materials with weight above 5 Grams up to 100 Grams	HN	16996
2c	Materials with weight above 100 Grams up to 5 Kgs	HN	3407
2d	Materials with weight above 5 Kgs up to 100 Kgs	HN	1130
2e	Materials with weight above 100 Kgs up to 1000 Kg	HN	20
2f	Materials with weight above 1000 Kgs	HN	0.66
	Total Qty.	HN	<b>25367</b>
Contractor Signature			
Contractor Seal			

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SN	Work Description	UOM	APPROX. QTY
3	Issue on " <b>NUMBER</b> " basis - issue of materials including collection, weighing, measuring, offering to stock verifier/security witness as applicable and loading with the prescribed packing to <b>Logistics Wards</b> .		
3a	Materials with weight up to 5 Grams	HN	5370
3b	Materials with weight above 5 Grams up to 100 Grams	HN	63573
3c	Materials with weight above 100 Grams up to 5 Kgs	HN	4127
3d	Materials with weight above 5 Kgs up to 100 Kgs	HN	291
3e	Materials with weight above 100 Kgs up to 1000 Kg	HN	42
3f	Materials with weight above 1000 Kgs	HN	1.12
	Total Qty.	HN	<b>73404</b>
4	Offering ATP Raw Materials/Components for <b>visual inspection</b> & NDT with-in BOI Stores.		
4a	Materials with weight 100 Grams - 2 Kgs	HN	30
4b	Materials with weight more than 2 Kgs	HN	40
5	<b><u>C&amp;I LAB ACTIVITIES:</u></b>		
5a	Identification, Collection, Loading, Transporting of C&I Components to C&I Lab for health checking	HN	2
5b	Return of C&I Components after Lab Checking and re-stacking at the respective Bin Location	HN	2
6	House Keeping, Yard Cleaning, Movement of materials in and around the Plant and other work as directed by Stores Official.	MT	1200
7	<b><u>DOCUMENTATION ACTIVITIES:-</u></b> ISTV, IUTV, RSV, PDO, GR, Discrepancy (Damage/ Shortage) Report to Vendor, Preparation of Gate Passes for movement of materials etc., as required from time to time.	MT	1200
8	<b><u>Stock Verification:-</u></b> Physical checking of materials for internal stock verification with regard to Ground Stock with System Stock	MT	600
UNIT OF MEASUREMENT (UOM) HN=HUNDRED, MT = METRIC TON			
			Contractor Signature
			Contractor Seal

**B. SCOPE OF WORK**

SN	Work	Nature of Work Content	FACILITY BY BHEL	FACILITY BY CONTRACTOR
1	<b>Material Receipt, Verification , Stacking</b>	<ul style="list-style-type: none"> <li>➤ Receipt of all consignment with the appropriate documents and place the materials in receipt area.</li> <li>➤ Verification of Consignment with respect to documents.</li> <li>➤ Opening the consignment to ensure the condition of goods.</li> <li>➤ Checking the goods with respect to Purchase Order.</li> <li>➤ To raise the Damage/Shortage report (if any).</li> <li>➤ Preparation of Goods Receipt thro' SAP System.</li> <li>➤ To assist for physically offering the material for inspection by Quality Department in co-ordination with Stores Officials.</li> <li>➤ To complete Goods Receipt in SAP on acceptance of Materials by Inspection authority.</li> <li>➤ In case of rejection, assisting Stores Official for sending Rejection Report to Vendor</li> <li>➤ Placement of accepted materials with UD (Usage Decision) at their Bin Location appropriately and to update the Bin Location in SAP.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Guidelines by Stores Official.</li> <li>➤ Providing Semi Gantry/EOT Cranes with lifting tackle</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contractor to ensure Adequate Mobile Cranes, Fork Lift with fully trained Man Powers as Required</li> <li>➤ Contractor to engage adequate personnel for operating Semi Gantry/EOT cranes provided by BHEL.</li> <li>➤ Contractor shall ensure that adequate number of employees are engaged by them for carrying out the works smoothly.</li> <li>➤ Contractor to provide required PPE (Personal Protective Equipment) to their personnel.</li> </ul>
2	<b>Materials issue to Vendor &amp; Assembly Shops</b>	<p><u>Issue of Materials to Vendor:</u></p> <ul style="list-style-type: none"> <li>➤ To check the cleared MIV (Material Issue Voucher).</li> <li>➤ Preparation of LAS (Load Advice Slip).</li> <li>➤ To check the availability of the required material in usable condition at its BIN Location.</li> <li>➤ To offer the material for checking by Stock Verifier and Security Personnel.</li> <li>➤ Posting of Goods Issue to LAS in SAP.</li> <li>➤ Preparation of Material Movement Gate Pass and the</li> </ul>	<ul style="list-style-type: none"> <li>➤ Guidelines by Stores Official</li> <li>➤ Providing Semi Gantry/EOT Cranes with lifting tackle</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contractor to ensure Adequate Mobile Cranes, LCV, Fork Lift with fully trained Man Power</li> <li>➤ Contractor to engage adequate personnel for operating Semi Gantry/EOT cranes provided by BHEL.</li> <li>➤ Contractor shall ensure that adequate number of employees are engaged by them</li> </ul>

		<p>applicable documents through SAP.</p> <ul style="list-style-type: none"> <li>➤ To print the Gate Pass and get the signature of the Custodian and authorized Signatory for movement of materials.</li> <li>➤ Handing over of materials with Gate Pass and other required documents (JJ Form &amp; Test Certificate as applicable).</li> </ul> <p><u>Material issue to Assembly Shops:-</u></p> <ul style="list-style-type: none"> <li>➤ To monitor Pick Slips and Reservation Documents in SAP for issue of materials.</li> <li>➤ To check the availability of the required material in usable condition at its BIN Location.</li> </ul> <p><u>Requirement with Pick Slip:-</u></p> <ul style="list-style-type: none"> <li>➤ Preparation of LAS (Load Advice Slip) for Pick Slip.</li> <li>➤ Goods Issue to LAS and handing over the materials to the end user.</li> </ul> <p><u>Requirement with Reservation:-</u></p> <ul style="list-style-type: none"> <li>➤ Posting of Goods in SAP for issue to the end user.</li> </ul>		<p>for carrying out the works smoothly.</p> <ul style="list-style-type: none"> <li>➤ Contractor to provide required PPE (Personal Protective Equipment) to their personnel</li> </ul>
3	<b>Issue of Materials to Logistics (Shipping)</b>	<ul style="list-style-type: none"> <li>➤ To monitor Pick Slips.</li> <li>➤ Preparation of LAS (Load Advice Slip) for Pick Slip.</li> <li>➤ To check the availability of the required material in usable condition at its BIN Location.</li> <li>➤ Posting of Goods Issue.</li> <li>➤ To offer the LAS to QC for document verification clearance from Customer as applicable.</li> <li>➤ Preparation of Movement Sheet and required Tag/Label.</li> <li>➤ Packing of materials in the prescribed manner, handing over to Logistics Department (Shipping) with the Movement Sheet and getting acknowledgement from them.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Guidelines by Stores Official</li> <li>➤ Providing Semi Gantry/EOT Cranes with lifting tackle</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contractor to ensure Adequate Mobile Cranes, LCV, Fork Lift with fully trained Man Power</li> <li>➤ Contractor to engage adequate personnel for operating Semi Gantry/EOT cranes provided by BHEL.</li> <li>➤ Contractor shall ensure that adequate number of employees are engaged by them for carrying out the works smoothly.</li> <li>➤ Contractor to provide required PPE (Personal Protective</li> </ul>

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				Equipment) to their personnel
4	<b>Assistance for offering ATP Raw Materials/ Components for visual inspection &amp; NDT within BOI Stores</b>	<ul style="list-style-type: none"> <li>➤ Identification of materials /components in Customer containers.</li> <li>➤ Selection of the required material/components and display for visual inspection and NDT.</li> <li>➤ Segregation of materials /components as per Melt No. or Batch No.</li> <li>➤ Verification of available materials to meet Customer requirement.</li> <li>➤ To reload the material in the same location/container as per instruction and to ensure the container and material intact.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Guidelines by Stores Official</li> <li>➤ Providing Semi Gantry /EOT Cranes with lifting tackle</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contractor to ensure Adequate Mobile Cranes, LCV, Fork Lift with fully trained Man Power</li> <li>➤ Contractor to engage adequate personnel for operating Semi Gantry/EOT cranes provided by BHEL.</li> <li>➤ Contractor shall ensure that adequate number of employees are engaged by them for carrying out the works smoothly.</li> <li>➤ Contractor to provide required PPE (Personal Protective Equipment) to their personnel</li> </ul>
5	<b>C&amp;I LAB ACTIVITIES (Visual Inspection and Health Testing at Lab)</b>	<ul style="list-style-type: none"> <li>➤ Identifying, collection of components.</li> <li>➤ Loading in LCV (LIGHT COMMERCIAL VEHICLE) and transporting to C&amp;I Lab for health checking.</li> <li>➤ Collection of health checked components from C&amp;I Lab and place them in the respective BIN Location/Stores.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Guidelines by Stores Official</li> <li>➤ Providing Semi Gantry/EOT Cranes with lifting tackle</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contractor to ensure Adequate Mobile Cranes, LCV, Fork Lift with fully trained Man Power</li> <li>➤ Contractor to engage adequate personnel for operating Semi Gantry/EOT cranes provided by BHEL.</li> <li>➤ Contractor shall ensure that adequate number of employees are engaged by them for carrying out the works smoothly.</li> <li>➤ Contractor to provide required PPE (Personal Protective Equipment) to their personnel</li> </ul>

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6	<b>STORES HOUSEKEEPING</b>	<ul style="list-style-type: none"> <li>➤ Unwanted packing materials of the inward goods to be put in the prescribed Waste Box.</li> <li>➤ Required packing materials of inward goods are to be safely placed at the identified area.</li> <li>➤ Materials are to be neatly stacked both at inside the Stores and at Outer yard at the respective bin-location or identified areas as per instruction of Stores Official.</li> <li>➤ Good housekeeping to be ensured for all the materials while on stacking, handling and after issue.</li> <li>➤ Applying rust preventive oil and paint to the components if required is a part of maintenance of materials for good housekeeping.</li> <li>➤ Numbering system and Border line paint marking on the floor and wall is a part of house-keeping.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Guidelines by Stores Official</li> <li>➤ Providing Semi Gantry/EOT Cranes with lifting tackle</li> <li>➤ Consumables like Oil, Paint &amp; Brush will be supplied by BHEL</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contractor to ensure Adequate Mobile Cranes, LCV, Fork Lift with fully trained Man Power.</li> <li>➤ Contractor to engage adequate personnel for operating BHEL owned Semi Gantry/EOT cranes.</li> <li>➤ Contractor shall ensure that adequate number of employees are engaged by them for carrying out the works smoothly.</li> <li>➤ Contractor to provide required PPE (Personal Protective Equipment) to their personnel</li> </ul>
7	<b>DOCUMENTATION ACTIVITIES (CREATION IN SAP AND MAINTENANCE OF DOCUMENTS)</b>	<ul style="list-style-type: none"> <li>➤ Creation of Documents in SAP for Goods Receipt Activities with applicable transactions.</li> <li>➤ Creation of Documents in SAP for Goods ISSUE Activities (Viz.) Preparation of Load Advise Slip, Goods Issue, Movement Sheet, Gate Pass etc., as applicable.</li> <li>➤ Documents creation in SAP (viz.) ISTV, IUTV, RSV, PDO.</li> <li>➤ Rejection/Damage Report</li> </ul>	<ul style="list-style-type: none"> <li>➤ Guidelines by Stores Official</li> <li>➤ Provision of Personal Computer and Stationery by BHEL</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contractor to engage adequate personnel with knowledge in Computer Skill and operation</li> <li>➤ Maintenance of records and offering the records for inspection as and when required.</li> </ul>
8	<b>STOCK VERIFICATION OF MATERIALS</b>	<ul style="list-style-type: none"> <li>➤ Assisting for Stock Verification of materials as and when required by physically checking with SAP stock.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Guidelines by Stores Official</li> <li>➤ Providing Semi Gantry/ EOT Cranes with lifting tackle</li> </ul>	<ul style="list-style-type: none"> <li>➤ Contractor to engage adequate and appropriate personnel for stock verification</li> </ul>

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**C. Technical Terms and conditions**

SN	TERMS	CONDITIONS
1	Period of Contract	<b>Two Years from the date of ordering</b>
2	Quantity	The quantities mentioned are only indicative. 20% variation can be expected. Any claim on quantity variation shall not be acceptable throughout the contract period and or at any time other than the extended period.
3	Man Power	The tentative manpower requirement is as follows 1) unskilled nature-11 2) semiskilled- 2 3) Gantry Crane operator cum and rigger – 2 4) supervisor -1 The number is tentative and calculated as per our assessment. The number of personnel required to carry out the works on a day to day basis has to be decided by the Contractor depending on the quantum of work. Nevertheless, each day work assigned to the contractor to be completed on the same day. No carryover of work will be permitted.
4	Vehicle	The contractor shall be in a position to provide 1 No. LCV, 1 No. Fork Lift & 1 No. Mobile Crane as and when required and also to provide additionally required vehicles on need base depending upon the quantum of work. The required vehicles (Fork Lift, LCV, Mobile Cranes etc..) to be used for material movement inside the factory premises shall be in contractor scope. It shall be the duty of the contractor to ensure vehicles are with adequate Fuel, are in good running condition with operating crews and that it meet all the statutory requirements.
5	Safety Measures	The contractor shall use only certified tools and tackles to avoid any incidents. The contractor shall use all safety equipment and PPE such as Gloves, Boots, Helmets etc., which are required for their personnel depending on the nature of Work and such equipment will be in contractor's scope.
6	Weight	System (SAP) weight will be considered for all purpose. Wherever such System (SAP) weight is not available, the actual weight as per physical weighment done at BHEL shall be considered.
7	Damage	In case of damage to any equipment or components or any property thereof the Bharat Heavy Electricals Limited caused due to the negligence and carelessness of the contractor's Men, the responsibility shall rest with the contractor. Action shall be taken against vendor as per extant rules of BHEL The decision of Bharat Heavy Electricals Limited regarding the cost as well as the extent of damage shall be final and conclusive.
8	Criteria for Award of Work	1. The evaluation of Offer for award of work shall be on the basis of "Total Cost to BHEL". 2. Contract will be awarded to <b>single L1 vendor on Package basis.</b>
9	Custody of Materials	1. Proper accounting of Materials (Items received and issued) as per SAP shall be maintained by Contractor and shall be updated on daily basis. 2. Physical verification of materials with the records shall be done by BHEL and Contractor shall coordinate during physical verification of materials. 3. In case of discrepancy between actual Stock and records, Contractor shall be responsible for the same. Action shall be taken against contractor as per extant rules of BHEL. The decision of Bharat Heavy Electricals Limited regarding the cost as well as the extent of damage shall be final and conclusive.

Contractor Signature

Contractor Seal

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## **PART-I (TECHNO COMMERCIAL BID)**

ANNEXURE-IC

**Name of Vendor:**

### **GENERAL TERMS & CONDITIONS OF CONTRACT**

**1. Definition:**

In these General Conditions of Contract, the following terms shall have, I 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-In charge 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.
- 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 respective area **HOD** to supervise the work or part of the work.
- e) "Approved" and "Directed" means, the approval or direction of the respective area **HOD** or person deputed by him for the particular purposes.
- f) "BHARAT HEAVY ELECTRICALS LIMITED" (hereinafter referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or, other Administrative Officer of the said Company including Sr.Manager / WCM 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.

Contractor Signature

Contractor Seal

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**2. Heading to the Contract Conditions:**

The heading to these conditions shall not affect the interpretations thereof.

**3. Work To Be Carried Out:**

The Contract shall include all labour 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 carry out any Scope of work as per instructions of Executing official.

**5. 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.

**6. Sub-Contract:**

The Contractor shall not sublet any portion of the contract without the prior written approval of the BHEL.

**7. 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 statutory regulations or by-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

**8. Earnest Money Deposit (EMD) & Security Deposit (SD):**

(1) Offer without EMD will be rejected.

(2) Offer with EMD in any form other than DD/Pay Order/One time EMD will be rejected.

(3) 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 work.

iii) EMD given by all unsuccessful tenderer will be refunded normally within 15 days of acceptance of award of work by successful tenderer.

iv) EMD shall not carry any interest.

v) EMD of successful vendor will be converted and adjusted against the security deposit.

(4) Security Deposit should be paid by the contractor. The Security Deposit rate will be as follows:

a)	Up to ₹ 10 Lakhs.	10% of WO Value
b)	Above ₹ 10 Lakh & Up to ₹ 50 Lakhs.	₹ 1 Lakh + 7.5% of the amount exceeding ₹10 Lakhs
c)	Above ₹ 50 Lakhs.	₹ 4 Lakhs + 5% of the amount exceeding ₹ 50 Lakhs

The Earnest Money paid at the time of tender will be adjusted as part of the Security Deposit to a level of 50% of contract value before start of the work and the balance amount recovered by deduction from the running bills of the contractor at the rates mentioned above.

Contractor Signature

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

- i) Cash.
- ii) Cash Deposit receipt, Pay Order, Demand Draft duly pledged in favour of BHEL.
- iii) Post Office cash certificate, National Savings. Certificates, Treasury Savings Deposit Certificates, National Plan Savings Certificates, 12 Years National Defence Certificates and 10 Years Defence Deposit certificates.
- iv) Fixed Deposit Receipt issued by State Bank of India / Nationalised Banks.
- v) Bank Guarantee shall be accepted to a value of 50% of the calculated Security Deposit amount only and 50% of Security Deposit shall be in anyone of the form as mentioned above from Sl. No. (I to VI).
- vi) The Bank Guarantee shall be kept valid until the due date for refund of Security Deposit.

No interest shall be allowed on Security Deposit. BHEL shall not be responsible for any loss of securities due to liquidation for any other reasons, whatsoever or any depreciation in the value of the securities while in their charge or for any loss of interest thereon.

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 there from 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.

**(5) Successful bidder has to submit the Security deposit before commencement of work i.e. within 7 days from the date for intimation of Work. Else EMD will be forfeited and may also attract the provision of "Suspension of Business dealings with Suppliers/Contractors".**

(6) Security Deposit shall not be refunded to the Contractor except in accordance with the terms of the Contract.

#### **9. Orders under the Contract:**

All orders, notices etc. to be given under the contract shall be in writing, typescript 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.

Contractor shall be deemed to have included in his tender price of all the plant, machinery and appliances required for the purpose of all operations connected with the work embraced under the contract to secure a satisfactory quality of work and rate of progress which in the opinion of the " Contract Signing Officer" will ensure the completion of the work within the time specified. BHEL is having every right to split the schedule and to award the work to single or many parties on the lowest offered rates basis. This is a time bound contract for period mentioned, and does not envisage any extension of time / period.

Contractor Signature

Contractor Seal

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**10. Contractor's Supervision:**

1. The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to BHEL Officials.
2. 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.
3. The Contractor or his accredited agent shall attend when required without making any claim for doing so to the OFFICER-INCHARGE, to receive instructions.
4. The respective area HOD shall have full powers and without assigning any reason, requires the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.

**11. Labour:**

1. The Contractor shall remain liable for the payment of all wages and other payments in connection with the employees engaged by him and with regard to the work.
2. The Contractor shall comply with the applicable provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees Liability Act. 1938, Employees' Compensation Act 1923, Payment of Bonus Act, EPF and Miscellaneous Provisions Act, 1952, Employees State Insurance Act, 1948 and other relevant Acts and rules framed, there under from time to time
3. Contractor shall be responsible for making payment of wages before expiry of 7days from the last day of wage period and shall ensure disbursement of wages in the presence of the authority's representative of contract operating division who shall record under his signature at the end of entries in the Register of wages.
4. Contractor shall have/ obtain license under CL(R&A) Act, 1970.
5. As per BHEL circular HR-Welfare circular dt 08.04.2014, the following additional wages per month has to be paid by the Contractor over and above minimum wages declared by Tamil Nadu Government to labors as:

a) Unskilled	: ₹. 3200/-
b) Semi-skilled	: ₹. 3700/-
c) Skilled	: ₹. 4100/-
6. The contractor should remit the salary/wages of their employee only through Bank, directly to the salary/savings account of the employee concerned. Wherever the number of contract workmen employed by the contractor is more than ten and the contract period is more than one month, monthly clearance will be given in respect of those contractors, only if the salary/wages to the workmen concerned has been remitted in the bank account of the workmen. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI challans every month.

**12. 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 minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

Contractor Signature

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**13. Damage & Loss to Private Property & Injury to workmen:**

The Contractor shall at his own expense reinstate and make good to the satisfaction of the respective area HOD 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 BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL, 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 Employees Compensation Act or otherwise.

**14. Laws Governing the Contract:**

The contract shall be governed by the Indian Laws for the time being in force.

**15. 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 extent as provided in the case of cancellation for default.

If the Contractor shall:

a) 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 having borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,

OR

b) enter into a contract or understanding with any person in 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

c) To 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.

**16. Cancellation of Contract for Insolvency Assignment of Transfer or Subletting 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,

Contractor Signature

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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 Court shall make an order for the liquidation of its assets, 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, Sublets or attempts to assign, transfer or sublet any portion of the work without the prior written approval of the BHEL.

d) Whenever BHEL exercises the authority to cancel the contract under these 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 the respective area **HOD**) being less than the contract cost, the advantage shall accrue to BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by the respective area **HOD** 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 BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the respective area **HOD** whose decision shall be final and conclusive.

f) Labour engaged by the contractor should be disciplined & exhibit good behaviour in dealing with employees of BHEL. Any misbehaviour or undesirable conduct of any person engaged by the contractor is reported, contractor shall change that person immediately or else it may even lead to termination of the contract & in such case security deposit will be forfeited as penalty.

**17. Cancellation of Contract In Part or 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 the respective area **HOD** or his authorized representative:

b) fails to comply with any of the terms & conditions of the contract or failure to comply orders after reasonable notice in writing with orders properly issued thereunder:

Contractor Signature

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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 exercises the authority to cancel the contract as a whole or part under this condition, BHEL may complete the work at the contractor's risk and cost (as certified by the respective area **HOD** which is final and conclusive) being less than the contract cost, the advantage shall accrue to BHEL. If the cost exceeds the money due to the Contractor under this contract, the Contractor shall either pay the excess amount ordered by the respective area **HOD** or the same shall be recovered from the Contractor by other means. In case 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 BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the respective area **HOD** whose decision shall be final and conclusive.

**18. 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.

**19. 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 respective area **HOD** 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 foreclosing of the work.

**20. Submission and Processing Of Bills:**

**Payment of Bills:**

1. Payment will be made after completion of work on pro-rata basis on acceptance and certification of bills by BHEL Engineer.
2. Payment shall be made against Certification by respective area **Engineer in charge**.

The Contractor at the end of each month shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the respective area **HOD** separately details of their claims for the work done by them up to and including the previous month which are not covered by their contract agreement in any of the following respects:

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- a) Deviation from the items provided in the contract documents.
- b) Extra items / new items of work.
- c) Items in respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done up to and including the period under report. Payment will be at the sole discretion of BHEL.

**21. Along with bills, Contractors has to furnish copy of the following documents for further processing of bills:**

- a) Documentary proof for payment of PF/ESI with respect to the employees engaged by the contractor with payment details relating to individual names to be submitted.
- b) Copy of payment challan of previous Month / Quarter as proof of deposit of Service Tax along with a certificate from the Contractor that tax collected from BHEL has been remitted to tax authorities.
- c) Any other relevant document which is required from time to time as per BHEL requirement.
- d) If the Contractor is not registered for any statutory obligation and not liable thereto, then a declaration shall be submitted along with offer that they are within the threshold limit.

**22. Recovery from Contractor:**

Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractor, 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 unless the contractor pays the claim on demand.

**23. 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.

**24. Refund of Security Deposit:**

The Security Deposit mentioned in condition 8 above may be refunded to the Contractor after a period of 6 months 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".

**25. Force Majeure 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, Earthquake 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 thereof neither of the parties shall by reason of such event be entitled

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to terminate this Contract or claim for damages against the other in respect of such non-performance or delay for such period. 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 may be granted for periods considered reasonable by the respective area **HOD** at his discretion subject to prompt notification by the contractor.

**26. 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 respective area **HOD** 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 Arbitrator, to be appointed 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.

**27. Signing Of Contract:**

Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership or Hindu Joint Family firm, may be signed in the FIRM'S name by the Managing Partner or all /one of the Partners on behalf of the firm or the Karta or Manager for HUF as the case may be. Contract by a Company shall be signed with the name of the Company from a person authorised in this behalf and a Resolution or power of attorney or other satisfactory proof, showing that the person signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

**28. LIQUIDATED DAMAGES (LD)/PENALTY:**

If the contractor fails to complete the service/work as per terms & conditions of the order within the delivery schedule,

- a) LD shall be levied @ 0.5 % of the order value per week of delay or part thereof subject to a maximum of 10% of the full order value.
- b) In case of any change to the order value, the LD shall be @ 0.5 % of the revised order value per week of delay or part thereof subject to a maximum of 10% of the revised order value.

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**29. Biometric Entry/Exit System for Contract Workmen:**

1. The Entry/Exit of the employees engaged by contractor is to be regulated only through Biometric system.
2. The Contractor initially will be issued with a temporary gang pass for his/her employees for a period of ten days.
3. The contractor should arrange photo coverage for all his/her employees within the above stipulated time.
4. The contractor has to submit FORM-I for all his/her contract employees. All the particulars required in FORM-I are to be provided by the contractor without fail.
5. Every employee of the Contractor shall be provided with Employment Card as per Form XIV (as per Rule 76 of the Contract Labour (Central) Rules, 1971 and the contractor shall instruct its employees to carry the Employment Card as well as Entry Card without fail, while entering/exiting factory.
6. The contractor should educate his employees in registering the attendance through the system.
7. Whenever a contract employee migrates or leaves service of the contractor, the contractor has to surrender the biometric card of the particular employee to Contract Cell with immediate effect, without fail.
8. On completion of the work, the contractor has to surrender all the biometric entry cards issued to its employees immediately to the contract cell. Otherwise, an amount of Rs.100/- per card will be deducted from the final bill/security deposit of the contractor.
9. If any contract employee lose his/her entry card, the contractor shall arrange a duplicate entry card for the employee by paying an amount of Rs.100/-.
10. The Contractor is totally responsible for the biometric cards issued to his/her employee.
11. The Contractor has to indemnify BHEL for all the damages and losses caused by his/her employees.

**30. Common Terms and Conditions for Works Contract relevant to Safety:**

1. All the Contract employees should be trained on Safety and certified by Safety/BHEL. New employees should undergo Safety Training before take up the work, without Safety Training no contract person is allowed to do any work.
2. Use of cell phones and other mobile electronic devices (including hands-free devices) in the work spot and during the operation of a vehicle in the BHEL premises is prohibited.
3. Contract employees working on BHEL premises must wear appropriate personal protective equipment. Strict adherence to all required Personal Protective Equipment (Helmet, Safety Shoes and Goggles) are mandatory, specific PPE requirements will be based on job type or tasks performed.
4. Excessively loose-clothing, dhoti/Lungi is prohibited especially around rotating or moving equipment.

Contractor Signature

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5. The contractors' work area should be kept clean and orderly, free of clutter and trash, so that work may proceed in a safe and orderly manner. Tools should be safely positioned during use and promptly put away when no longer required.
6. Fire-fighting, emergency shutdown devices, and life-saving equipment, should not be blocked by the contractor/employees and access to the path to this equipment should be maintained at all times.
7. Only approved equipment should be used in locations where flammable mixtures are present. A Hot Work Permit is required when open flames, or electric arcs are in the work area and while handling flammable materials.
8. Smoking is not allowed in work area.
9. BHEL operate under a comprehensive Emergency Response Plan.

Contractors should be aware of the site Emergency Response Plan and communicate that plan to all their employees.

10. It is recommended that the contractor should know & display the emergency phone numbers like Fire, Ambulance, Safety, Security etc. at their work area.
11. It is the responsibility of the contractor to understand and use the appropriate Work Permits and to verify any permit requirements at the location. Contractor must make necessary arrangements with their Representative to acquire appropriate authorization to perform those operations at the site.

### **31. FRAUD PREVENTION POLICY**

The Bidder along with its associate / collaborators / sub – vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about fraud or suspected fraud as soon as it comes to their notice”.

Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website, vendor portals of Units / Regions intranet.

### **32. SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS / CONTRACTORS:**

Penal action can be initiated on the suppliers / Contractors in line with extant ‘Guidelines for Suspension of Business Dealings with Suppliers/ Contractors. The abridged version of extant ‘Guidelines for suspension of business dealings with suppliers/ contractors’ has been uploaded on <http://www.bhel.com> on “supplier registration page”.

### **33. RISK PURCHASE:**

a) In the event of any successful Tenderer's failure to fulfil any of the tender / Contract obligations as per Contract / Agreement, BHEL may entrust the job to alternate vendor and get it completed to meet the BHEL requirement and additional expenditure, if any, including consequential cost viz., demurrage etc., will be fully recovered from the Contractor who failed to complete the job in line with the Contract.

b) The decision of BHEL with regard to the actual losses / consequential expenditure incurred by BHEL shall be final and binding on the Contractor.

Contractor Signature

Contractor Seal

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**Name of Vendor:**

**PART-II (PRICE BID)**

**ANNEXURE-II**

1	Opening receipt on " <b>NUMBER</b> " basis - assisting for verification of receipts and verification of stock like counting/measuring/facilitate for inspection/weighing etc., and stacking at required locations and maintaining System Doc activities.				
SN	Description	UOM	APPROX. QTY	Rate (₹/ UOM)	Amount (₹)
1a	Materials with weight up to 5 Grams	HN	18230		
1b	Materials with weight above 5 Grams up to 100 Grams	HN	122600		
1c	Materials with weight above 100 Grams up to 5 Kgs	HN	35051		
1d	Materials with weight above 5 Kgs up to 100 Kgs	HN	1613		
1e	Materials with weight above 100 Kgs up to 1000 Kg	HN	43		
1f	Materials with weight above 1000 Kgs	HN	0.95		
<b>Sub Total (a)(₹)</b>					
2	Issue on " <b>NUMBER</b> " basis - issue of materials including collection, weighing, measuring, offering to stock verifier/security witness as applicable and loading with the prescribed packing to <b>Vendors/Shops/Destination</b>				
SN	Description	UOM	APPROX. QTY	Rate (₹/ UOM)	Amount (₹)
2a	Materials with weight up to 5 Grams	HN	3813		
2b	Materials with weight above 5 Grams up to 100 Grams	HN	16996		
2c	Materials with weight above 100 Grams up to 5 Kgs	HN	3407		
2d	Materials with weight above 5 Kgs up to 100 Kgs	HN	1130		
2e	Materials with weight above 100 Kgs up to 1000 Kg	HN	20		
2f	Materials with weight above 1000 Kgs	HN	0.66		
<b>Sub Total (b)(₹)</b>					
Contractor Signature					
Contractor Seal					

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3	Issue on " <b>NUMBER</b> " basis - issue of materials including collection, weighing, measuring, offering to stock verifier/security witness as applicable and loading with the prescribed packing to <b>Logistics Wards</b> .				
SN	Description	UOM	APPROX. QTY	Rate (₹/ UOM)	Amount (₹)
3a	Materials with weight up to 5 Grams	HN	5370		
3b	Materials with weight above 5 Grams up to 100 Grams	HN	63573		
3c	Materials with weight above 100 Grams up to 5 Kgs	HN	4127		
3d	Materials with weight above 5 Kgs up to 100 Kgs	HN	291		
3e	Materials with weight above 100 Kgs up to 1000 Kg	HN	42		
3f	Materials with weight above 1000 Kgs	HN	1.12		
<b>Sub Total (c)(₹)</b>					
4	<b>Offering ATP Raw Materials/Components for visual inspection &amp; NDT with-in BOI Stores.</b>				
SN	Description	UOM	APPROX. QTY	Rate (₹/ UOM)	Amount (₹)
4a	Materials with weight 100 Grams - 2 Kgs	HN	30		
4b	Materials with weight more than 2 Kgs	HN	40		
<b>Sub Total (d)(₹)</b>					
5	<b><u>C&amp;I Lab Activities :</u></b>				
SN	Description	UOM	APPROX. QTY	Rate (₹/ UOM)	Amount (₹)
5a	Identification, Collection, Loading, Transporting of C&I Components to C&I Lab for health checking	HN	2		
5b	Return of C&I Components after Lab Checking and re-stacking at the respective Bin Location	HN	2		
<b>Sub Total (e)(₹)</b>					
Contractor Signature					
Contractor Seal					

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<b>6.Housekeeping ,Documentation and Stock verification</b>					
<b>SN</b>	<b>Description</b>	<b>UOM</b>	<b>APPROX. QTY</b>	<b>Rate (₹/ UOM)</b>	<b>Amount (₹)</b>
<b>6a</b>	<b><u>Housekeeping Activities: -</u></b> House Keeping, Yard Cleaning, Movement of materials in and around the Plant and other work as directed by Stores Official.	MT	1200		
<b>6b</b>	<b><u>Documentation Activities :-</u></b> ISTV, IUTV, RSV, PDO, GR, Discrepancy (Damage/ Shortage) Report to Vendor, Preparation of Gate Passes for movement of materials etc., as required from time to time.	MT	1200		
<b>6c</b>	<b><u>Stock Verification:-</u></b> Physical checking of materials for internal stock verification with regard to Ground Stock with System Stock.	MT	600		
<b>Sub Total (f)(₹)</b>					
<b>Total Package value excluding Service Tax ( a+b+c+d+e+f )(₹)</b>					
<b>Service Tax(₹)</b>					
<b>Total Package value including Service Tax ( a+b+c+d+e+f )(₹)</b>					
<b>UNIT OF MEASUREMENT (UOM) HN=HUNDRED, MT = METRIC TON</b>					

**NOTES**

1. Rates should be quoted in figures and words and are to be identical, if not the prices in the words will be considered as correct and the same shall be valid and binding.
2. The rate quoted shall remain firm and valid for a period of two years and no extra payment will be reimbursed to the contractor by BHEL. Any increase of DA/ wages to the contract labor shall be absorbed by the contractor themselves during the period of contract.

Contractor Signature

Contractor Seal