



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

Industrial Valves Plant, Goindwal - 143422

Phone: 01859 - 224687

E-mail: jss@bhelivp.in

Fax : 01859 - 222061

Website: www.bhel.com

## Main Stores

Tender No: BHE: IVP: MS: 15-16: T-02: LOADING/UNLOADING

Dt: 30.12.2015

### NOTICE INVITING TENDER (NIT) FOR

### LOADING/UNLOADING OF ALL MATERIALS, OPENING AND SHIFTING OF WOODEN PACKING BOXES IN MAIN STORES 2016-2018

Sealed Tenders are hereby invited from experienced, resourceful, job service providers for Loading/Unloading of all materials, opening and shifting of wooden packing boxes in Main Stores from 2016-2018 on Rate Contract basis for a period of two Years. The details of contractor's Job to be performed are laid down in annexure.

The bidders are advised to go through the terms & conditions and Tender schedules enclosed carefully, before submitting their quotations.

The bidders may contact Senior Manager/Stores (01859-224687), M/s Bharat Heavy Electricals Limited, Goindwal Sahib - 143422, Email: jss@bhelivp.in for any clarification required in this regard.

The Tender enquiry comprises the following documents:-

#### (1) Techno Commercial Bid

- |  |   |               |
|--|---|---------------|
| (a) Certification by CA for MSE            | - | Annexure - I  |
| (b) Special Instructions                   | - | Annexure-II   |
| (c) Specific Guidelines                    | - | Annexure-III  |
| (d) Special Conditions of the Contract     | - | Annexure-IV   |
| (e) General Terms & Conditions of Contract | - | Annexure-V    |
| (f) Safety Conditions                      | - | Annexure-VI   |
| (g) Techno Commercial Bid Format           | - | Annexure-VII  |
| (h) Declaration by bidder                  | - | Annexure-VIII |

#### (2) Price Bid

- |                      |   |            |
|----------------------|---|------------|
| (a) Price Bid Format | - | Annexure-A |
|----------------------|---|------------|

The bid shall be submitted in two parts namely (1) Techno Commercial Bid and (2) Price Bid

The bid shall be submitted duly enclosing the EMD of Rs.20,000/- (Rupees Twenty Thousand only) by way of cash (as permissible under Income Tax Act), Pay Order or Demand Draft only, in favor of Bharat Heavy Electricals Limited, Goindwal Sahib payable at Goindwal. Offer submitted without EMD will be summarily rejected.

This is only request for quotation and not a contract.



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## IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER

- (a) Should a Tenderer find discrepancies or omissions in the Tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the Tender, for Clarification well before the due date, so as to submit his Tender in time. (No extension of time shall be given for submission of the Tender on account of clarification required by tenderer)
- (b) Conditional and late Tenders, Tenders containing prima-facie absurd rates and amounts, Tenders which are incomplete or otherwise considered defective and Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original **ARE LIABLE TO BE REJECTED**
- (c) All entries in the Tender documents should be in one ink. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the Tenderers concerned.
- (d) Rates should be quoted as per the Work/Rate schedule. Rates quoted in any other form will not be accepted and will be rejected.
- (e) Unit rates should be quoted in figures as well as in words for all the items shown in the attached schedule. Wherever there is a difference in the two, **the rates in words will be taken as final.**
- (f) The Tender must be signed separately and legibly by Partner /Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly Notary public attested must accompany the Tender.
- (g) If a Tenderer deliberately gives wrong information in his Tender or creates conditions favorable for the acceptance of his Tender, BHEL will **REJECT SUCH TENDER AT ANY STAGE.**
- (h) Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- (i) Canvassing in any form in connection with Tenders is strictly prohibited and the Tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
- (j) Should a Tenderer's or a Contractor's or in the case of a firm or company of Contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the Tender, failing which the Tender may be disqualified, or if such fact subsequently comes to light, the Contract may be cancelled.
- (k) The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.
- (m) Late and Delayed Tenders will be summarily rejected and under no circumstances it will be considered and accepted.

S. Dm

*[Handwritten signature]*



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## (j) REVERSE AUCTION:

BHEL Reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after Techno-Commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in the RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

In case BHEL decides to go for RA, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the RA. Those bidders who have given their acceptance to participate in RA will have to necessarily submit 'Online sealed bid' in the RA. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

Information and general terms and conditions governing RA are given below.

### GENERAL TERMS AND CONDITIONS OF RA:

#### Terms & Conditions of Reverse Auction

Against this enquiry for the subject items/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of „online sealed bid" by the bidder for any of the eligible items for which techno- commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure IV) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.

*S. Jha*  
*J. Mahal*



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7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at "Total Cost to BHEL" like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the "Business Rules of Reverse Auction", which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

For Bharat Heavy Electricals Ltd.

Senior Manager/Stores

Bharat Heavy Electricals Limited

Industrial Valves Plant

Goindwal Sahib, Punjab-143422

S. D. M.



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## BANNED FIRMS:

The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website [www.bhel.com](http://www.bhel.com).

## MSME & MSE Certification

"MSE suppliers can avail the intended benefits only if they submit alongwith offer, attested copies of either EM II Certificate having deemed validity (Two Years from the date of issue of acknowledgement in EM-II ) or valid NSIC Certificate or EM II Certificate alongwith CA Certificate ( Format enclosed as per Annexure-I) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or Small) where the deemed validity of EM-II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such shall be shifted to Non MSE Supplier till the supplier submits these documents.

Place:

Date:

Signature of the Tenderer  
with seal

*S.D.R.*  
*Jindal*



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Annexure - I

## Certificate by Chartered Accountant on letter head

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

Further verified from the Books of Accounts that the investment of the company as on  
date..... as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost  
excluding land and building and the items specified by the Ministry of Small Scale Industries vide its  
notification No.S.O.1722(E) dated October 5, 2006 :  
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and  
furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED  
Act, 2006:  
Rs.....Lacs

The above investment of Rs.....Lacs is within permissible limit of  
Rs.....Lacs for .....Micro / Small (Strike off which is not applicable)  
Category under MSMED Act 2006.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

Place:

Date:

Signature of the tenderer  
with Seal

S.Dm  
*[Handwritten Signature]*



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## ANNEXURE-II

TENDER NO: BHE: IVP: MS: 15-16: T-02: LOADING/UNLOADING

### SPECIAL INSTRUCTIONS

The General terms & conditions of the Contract shall be applicable to the extent that the conditions therein do not supersede these special instructions given below:-

01. The Contractor shall in respect of labor employed by him either directly or through Sub-Contractors, comply with or cause to be complied with following statutory provisions and rules and in regard to all matters provided therein.

- a. The Contract Labor (Regulation & Abolition) Act 1970 and the related Rules.
- b. The minimum wages Act 1948 and the related rules
- c. The payment of wages Act 1936 and the related rules.
- d. The Factories Act 1948.
- e. The Employees' Provident Fund & Miscellaneous provisions Act 1952. f. The Employees State Insurance Act 1948.
- g. Workmen Compensation Act 1923 h. Payment of Bonus Act 1965
- i. Maternity Benefit Act, 1961
- j. Payment of Gratuity Act, 1972
- k. Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979
- l. Equal Remuneration Act, 1976
- m. Industrial Employment (Standing Order) Act, 1960 (In case of engaging 100 or more personnel)
- n. The Industrial Disputes Act 1947

And any other law or modifications to the above or to the rules made there under from time to time.

02. The Contractors who wish to participate have to **go through the Tender documents thoroughly** and plan well before quoting, to ensure that the Tender process is not aborted/vitiated, due to their reasons.
03. In case of an award of a Contract, if the Contractors fails to perform to the satisfaction of BHEL or fails to fulfill/comply with the performance evaluation criteria, the Security Deposit will not be refunded/Bank Guarantee will be encashed.
04. Please note that the price bid should not be enclosed along with the techno commercial bid and other documents in the same cover/envelope. The price bids have to be given category wise in a sealed cover and the entire lot of price bid sealed covers will have to be kept in a separate large cover, duly sealed.
05. EMD of Rs. 20,000/- (Twenty Thousand Only) shall be submitted along with the Techno-Commercial Bid.

Place:

Date:

Signature of the Tenderer  
with seal



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ANNEXURE-III

TENDER NO: BHE: IVP: MS: 15-16: T-02: LOADING/UNLOADING

## SPECIFIC GUIDELINES

### 01. PROCEDURE TO SUBMIT OFFERS/TENDERS

Sealed Tenders in the BHEL's proforma enclosed shall be submitted in the following manner:

1.1 The bids shall be submitted in two parts namely (i) Techno- Commercial Bid (ii) Price Bid.

1.2 Techno - Commercial Bid

1.2.1 The bidder shall submit EMD of Rs.20,000/- (Rupees Twenty Thousand only) along with the Tender .

1.2.2 Techno Commercial Bid consists of the following documents and the same shall be duly signed & stamped by the bidder in all the pages and submitted in full.

1.2.1.1	Annexure-I	:	Certification by CA for MSE
1.2.1.2	Annexure-II	:	Special Instructions
1.2.1.3	Annexure-III	:	Specific Guidelines
1.2.1.4	Annexure-IV	:	Special Conditions of the Contract
1.2.1.5	Annexure-V	:	General Terms & Conditions of Contract
1.2.1.6	Annexure-VI	:	Safety Conditions
1.2.1.7	Annexure-VII	:	Bid Format
1.2.1.7	Annexure - VIII	:	Declaration by bidder

1.2.2 The Xerox copies of all the supporting documents enclosed should be Notary public attested.

The tenderer must submit all the pages of terms & conditions after signing on all the pages and affixing seal of the organization along with technical bid as acceptance of all the terms and conditions mentioned by BHEL. Otherwise tender may be rejected. Documents submitted with the offer shall be signed and stamped in each page by authorized representative of the bidder.

1.2.3 All the required documents shall be filed in the same serial as per the format/column of the "Technical and commercial Bid". **All the pages shall be serially numbered on the right hand side top corner.**

1.2.4 Page numbers of the concerned documents also shall be filled in the "Check List" in the column provided.

1.2.5 All the above documents shall be submitted in a separate sealed cover super scribing name of the bidder and "Loading/Unloading of all materials, opening and shifting of wooden packing boxes in Main Stores from 2016-18", "Techno-Commercial Bid", Ref. Tender No. BHE: IVP: MS: 15-16: T-02: **LOADING/UNLOADING Dt: 30.12.2015**

Place:

Date:

Signature of the Tenderer  
with seal

*5/12/15*  
*J. Mohal*



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1.2.6 Offers without relevant documents are liable to be rejected.

### 1.3 Price Bid

1.3.1 The price bid shall be submitted in a separate sealed covers super scribing the cover "Loading, Unloading of materials and opening and shifting of wooden packing boxes in Main Stores 2016-18", "Price Bid", Ref. Tender No. BHE: IVP: MS: 15-16: T-02: LOADING/UNLOADING Dt:30.12.2015

### 1.4 Submission of Techno Commercial & Price bids

1.4.1 The bidder should put Techno Commercial Bid (1<sup>st</sup> Cover - as per above clause 1.2.5) in a separate envelope and Price Bid(2<sup>nd</sup> cover- as per above clause 1.3.1) in a separate envelope, both the envelopes are to be put in a **single cover**, seal it and affix seal on the cover & subscribe the Tender number, date and address the same to Senior Manager/Main Stores, M/s. Bharat Heavy Electricals Limited, Industrial Valves Plant, Goindwal Sahib, Tarn Taran, Punjab- 143422.

## 2 TENDER DUE DATE

### 2.1 Last date/time for receipt of Tender

2.1.1 The completed Tenders shall reach on or before **14:00 Hrs. on 01.02.2016**. It is in their own interest to ensure that the Tenders reach in time. BHEL is not responsible for any postal delay. Tenders not submitted in the prescribed forms or incomplete Tenders are liable to be rejected.

### 2.2 Date/time for opening of Tender

2.2.1 Sealed covers so received will be opened at Conference Hall, Admin Block, in BHEL, Goindwal on the same day i.e. on **01.02.2016 at 15:00 Hrs.** in the presence of the Bidders or their Authorised Representatives if available, who may choose to witness the same.

2.2.2 The Techno Commercial bids will be opened on 01.02.2016 at 15:00 Hrs.

2.2.3 The Price BIDS of bidders, who have Technically qualified will be open later. The date & time of price bid opening will be informed to the Technically qualified Bidders.

### 2.3 Witnessing the Tender opening

2.3.1 The representative of the Bidder may choose to witness the Tender opening have to produce the Authorization Letter, as per the **enclosed performa**, before opening of the Tender. The representatives without Authorization Letter in the prescribed format will not be allowed to participate in the Tender opening.

2.3.2 Only one representative from one bidder will be allowed to participate in the Tender opening.

## 3 QUOTING

### 3.1 Option

3.1.1 Totally there is 1 Rate Schedule.

3.1.2 The bidder needs to quote the rate schedule. Partial quoting leads to rejection of offer even after technical qualification. This means partial quoting in this Tender is not acceptable and hence will be rejected.

Place:

Date:

*S.D.*  
*Joshi*

Signature of the Tenderer  
with seal



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### 3.2 Quoting best rate and the sanctity of the L1 status.

3.2.1 Quoting the lowest best rate is requirement against this Tender. However, bidders are required to understand that the lowest rate offered by them or accepted by them, as the case may be, should be honored throughout the period of the Contract.

### 3.3 Participation

3.3.1 The Parties who have been suspended or black listed or issued with "Show Cause Notice" by BHEL Goindwal or any other BHEL Unit will not be allowed to participate in the Tender and the bidder should declare the same in the Tender. Even during the course of evaluation / finalization of Tender if it is found that some of the parties are black listed / barred from business transactions / under business hold, BHEL will not consider them for further participation in the Tender.

### 4 VALIDITY OF OFFERS:

The rates quoted shall be valid for acceptance for a minimum period of 90 days from the date of Price Bid opening. Withdrawal of Tender or increasing the rates during this validity period, BHEL will be entitled to forfeit the EMD paid.

### 5 SIGNING THE TENDER

- 5.1 The Tender shall be signed by the Authorized Signatory Only. Authorized signatory shall be the person holding 'power of attorney' on behalf of the firm/company/bidder-concerned authorized/empowered to act on behalf for the specific purpose
- 5.2 Authorized signatory should have Power of Autonomy issued by MD or Board of Directors or authorized person for this purpose for quoting Tender and all procedures connected with, till Finalization and execution of the Contract.
- 5.3 In case the Bidder is a Partnership Firm under Partnership Act, the Tender shall be signed by all the Partners of the firm or by the Managing Partner who have Signature and Seal of the Contractor authorized to do so or by a person holding the Power of Attorney on behalf of the Partnership Firm.
- 5.4 A copy of the Partnership Deed and/or a copy of the Power of Attorney Notary public attested shall accompany the Tender.
- 5.5 BHEL will not be bound by any other Power of Attorney granted or the change in the Composition of the firm made, subsequent to the execution of the Contract agreement. They may however recognize such Power of Attorney or change in status after obtaining legal advice and the cost involved in that connection shall be chargeable to the bidder concerned.

### 6 METHOD OF EVALUATION OF PRICES

#### 6.1 Priority / Ranking

- 6.1.1 The lowest basic rates i.e rate for works including all charges, incidentals etc., exclusive of Service tax will be the basis for deciding Tender priority (Deciding the L1 Bidder)
- 6.1.2 In case of tie in the L1 rates, the selection of L1 Bidder will be on the basis of the date of their offer. In case more than one Vendor submitted offer on the same date, then the time of receipt of offer, as evidenced by the official date & time seal of BHEL, Goindwal will be the basis for deriving the ranking accordingly.

Place:

Date:

Signature of the Tenderer  
with seal

S. D. D.

*[Handwritten Signature]*



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### 7 QUANTITY, RATE FINALIZATION & DISTRIBUTION OF LOAD

#### 7.1 Tender quantity

7.1.1 The indicative total Tender quantity is enclosed in Annexure-A. Since this is a rate Contract, this quantity may increase or decrease based on the actual requirement of BHEL. Hence there is no fixed quantity will be awarded to the Contractors.

#### 7.2 Rate Finalization

7.2.1 Lowest prices received against BHEL Tenders need not be the acceptable to BHEL and in that case BHEL would not be considered the same for award of Contract. BHEL would negotiate or re-float the Tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.

7.2.2 BHEL will finalize the rates through price bid opening/RA. Hence Tenderers are requested to give their best prices at the first instant itself.

7.2.3 In the event of the final L1 prices are not reasonable / acceptable to BHEL, BHEL also may resort to short closure of this Open Tender.

#### 7.3 Number of Contractors required

7.3.1 BHEL required only one Contractor to carry out all the works covered under this Tender. Hence BHEL will award Contract to only one successful Bidder.

### 8 EMD/SD BY THE BIDDER WILL BE FORFEITED, IF:-

#### 8.1 EMD:-

8.1.1 After opening the Tender, the Tenderer revokes his Tender within the validity period or increases his earlier quoted rates.

8.1.2 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.

#### 8.2 SECURITY DEPOSIT

8.2.1 In case of an Award of a Contract and if the Contractor fails to perform or does not comply with the Performance Evaluation Criteria, the Security Deposit will not be refunded/Bank Guarantee encashed.

8.2.2 Security deposit shall not be refunded to the Contractor except in accordance with the terms of the Contract.

Place:

Date:

Signature of the Tenderer  
with seal

*S.D.M.*  
*J. Mohan*



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## 9 GENERAL INSTRUCTION

### 9.1 Quoting & signing the Tender

- 9.1.1 While quoting their rates, the Bidders are advised to take into account the likely expenditure, taxes what so ever, etc., excluding Service Tax during the operation of the Contract for Two year from the date of commencement of work as directed by BHEL.
- 9.1.2 All entries in Tender documents shall be clearly written in one ink or typed. All the corrections/cancellations/ insertions, if any, shall be duly attested by the Bidders concerned.
- 9.1.3 Rates should be quoted as per the Price Bid. Rates quoted in any other form will not be accepted and will be rejected.
- 9.1.4 The rates shall be quoted only in the schedule attached, both in words and figures. Wherever there is a difference between the words and figures, amounts indicated in words only shall be considered as correct.
- 9.1.5 The Bidder shall fill in all the required particulars of the Tender documents and also sign on each and every page of the Tender documents (Techno- Commercial Bid, Price Bids, Terms & Conditions etc.) before submitting their Tenders.
- 9.1.6 Should a Bidder find discrepancies or omissions in the Tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the Tender, for clarification well before the due date, so as to submit his Tender in time.
- 9.1.7 Conditional and late Tenders, Tenders containing prima-facie absurd rates and amounts, Tenders which are incomplete or otherwise considered defective and Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original ARE LIABLE TO BE REJECTED
- 9.1.8 If a Bidder deliberately gives wrong information in his Tender or creates conditions favorable for the acceptance of his Tender, BHEL WILL REJECT SUCH TENDER AT ANY STAGE.
- 9.1.9 Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- 9.1.10 C a n v a s s i n g in any form, in connection with the Tender is strictly prohibited and such Tenders are bound to be rejected. All information furnished is taken to be authentic by the bidder for evaluation of Tender priorities. Should any information found to be incorrect subsequently, at any later time, the Tender/ Contract shall be rejected / terminated and the EMD / SD shall be forfeited
- 9.1.11 Should a Bidder's or a Contractor's or in the case of a firm or company of Contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the Tender, failing which the Tender may be disqualified, or if such fact subsequently comes to light, the Contract may be cancelled.
- 9.1.12 The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.

Place:

Date:

Signature of the Tenderer  
with seal

S.D.

*[Handwritten signature]*



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

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E-mail: mkg@bhelivp.in

Fax : 01859 - 222061

Website: www.bhel.com

## Main Stores

- 9.1.13 ALL THE REQUIRED DOCUMENTS SHALL BE FILLED IN THE SAME SERIAL ORDER AS PER THE FORMAT/COLUMN OF THE "TECHNO-COMMERCIAL BID". ALL THE PAGES SHALL BE SERIALY NUMBERED ON THE RIGHT HAND SIDE TOP CORNER. PAGE NUMBERS OF THE CONCERNED DOCUMENTS ALSO SHALL BE FILLED IN "TECHNO- COMMERCIAL BID" IN THE BOXES PROVIDED. ALL THE PAGES OF TENDER DOCUMENTS ARE TO BE DULY SIGNED AND STAMPED BY THE BIDDER.

## 10.0 IMPORTANT INSTRUCTIONS

- 10.1 Duration of Contract will be two year from the date of commencement of work.
- 10.2 The Contractor shall provide their employees with Personal protective Equipment such as Safety Shoes, Helmet etc. (whatever required) and shall comply all safety regulations under Factories Act. Contractor has to ensure proper use of these equipment.
- 10.3 Tenderer has to quote rates both in figures and in words for all the items given in the Bill of Quantities provided.
- 10.4 No women workers are allowed to work before 8.00 AM and after 6.00 PM.
- 10.5 The Contractor has to deploy the personnel who has completed the age of 18 years.
- 10.6 Tenderers shall sign each and every page of Tender documents and affix seal for having accepted the conditions.
- 10.7 The Contractor should bring Contract persons to BHEL premises at his/her own cost, risk and execute the work allotted to him in BHEL premises.
- 10.7.1 The Contractor should follow and comply with Minimum Wages, ESI, PF, Bonus, Group Insurance and other statutory regulations as stipulated in Factories Act and other applicable State/Central Governments' rules & regulations.
- 10.7.2 The Contractor should cover over and above the minimum wages prescribed by Government of Punjab, pay the additional wages as given below to the personnel engaged by them:
- For Unskilled Worker - Rs.2,944.38/-
- 10.8 The contractor need not to pay the PF on the additional wages paid by BHEL but there will be ESI contribution on additional wages paid by BHEL.
- 10.9 All safety equipments to the personal, safety rules & regulations are to be followed as per BHEL's Safety Rules & Regulations. Once Contractor shall read these, understand and implement accordingly during the course of work.
- 10.10 BHEL will no way be responsible for any loss of life or any injury caused to any of the Contractors or their crew while executing the above work at BHEL premises.
- 10.11 The Contractor or his/her crew should handle the work with utmost care the Contractor.
- 10.12 Contractor shall supervise the work carried out by his/her employees
- 10.13 Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such personnel should possess requisite skill, proficiency, qualification, experience etc, to suit to the work requirement of BHEL.
- 10.14 Contractor shall maintain appropriate records of his/her employee's deployed carry out the job(s).

Place:

Date:

Signature of the Tenderer  
with seal

*S. J. Singh*  
*J. Singh*



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- 10.15 Contractor will be responsible for the good conduct of his/her employees. In case any misconduct / misbehavior by any employee, the Contractor will replace such employee(s) immediately.
- 10.16 Contractor will ensure that the job is executed through his/her employees on and under no circumstances; the Contractor will not deploy any casual employee to carry out the job nor shall sub Contract the job without prior written permission.
- 10.17 Contractor shall be solely responsible for non-payment / delayed payment of minimum contribution under EPF & MP Act, ESI Act, Bonus, etc.
- 10.18 In case, the Contractor fails to make payment of wages (including Minimum wage + Additional wage) to his/her employees or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the Contract can be utilized by BHEL to discharge the liability of the Contractor.
- 10.19 The liability for any compensation on account of injury sustained by an employee of the Contractor will be exclusively that of the Contractor.
- 10.20 Contractor shall observe provisions of the Factories Act, 1948 in respect of working hours, holidays, rest intervals, leave and overtime to his/her employee. No work shall be done on third shift, overtime, Sundays or on other declared holidays without proper permission.
- 10.21 The Contractor should maintain a 'Work Diary' containing the details of work executed by him from time to time on Shift/Daily basis and obtain the signature from official concerned nominated for this purpose for having executed the work correctly and satisfactorily.
- 10.22 The proof of execution of work should be submitted along with each bill (printed form with covering letter and proof for execution of work such as weighment slips etc.).
- 10.23 The bill should be submitted within first week of every month after execution of work during the calendar month @ one bill per month.
- 10.24 Necessary gate entry pass will be issued by BHEL Security Department for Contract employee based on your application duly forwarded by the Contract Executing Department and approved by HR on fulfillment of the Statutory Obligation by the Contractor.
- 10.25 In the event of termination of Contract for any reason whatsoever, the Contractor shall withdraw all his/her employees from the establishment of BHEL. In case, Contractor decides to terminate services of his/her employees, he should settle all terminal dues including retrenchment compensation.
- 10.26 The Quoted Rate in the Price Bid should be exclusive of Service Tax and inclusive of any other taxes levied or to be levied by State or Central Government. Such levies should be borne by the Contractor. Service Tax will be paid extra on production of documentary evidence.
- 10.27 The Service Tax has to be paid to the statutory authority by the Contractor and proof should be submitted to BHEL along with the next month bill.
- 10.28 The rate will be Firm during the currency of the Contract.
- 10.29 Quotation should be valid for a period of 90 days from the last date for submission of Tender.
- 10.30 After issue of LOI/Contract, if the Contractor fails to commence the work within 15 Days and do not complete the work in total as per the term & condition of Tender, EMD/SD deposited by the Contractor will be forfeited and Party will be barred from future all type of Tender for a period of Three Years.

Place:

Date:

Signature of the Tenderer  
with seal

S. Das Jindal



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- 10.31 The log-book for day-to-day work executed should be maintained by the Contractor and the signature should be obtained from the Authorized Executive of BHEL daily to enable payment by Accounts Department after verification. Taxes, Duties if any will be recovered from the bills at sources and as well as ESI, PF, Bonus if the same are not paid.
- 10.32 The rate should be quoted per UNIT basis taking into account the following points:
- 10.33 The engagement of Personnel will be on all Working Days and excluding Weekly off and Holidays declared by BHEL.
- 10.34 The duration of Working in a day will be 8 Hours in Main Stores i.e General Shift in a day from 09:00 am to 05:30 pm as per the direction given by BHEL. The shift timing may change as per requirement of work.
- 10.35 The contractor has to arrange Identity card for all the workers for entry inside the BHEL Premises.
- 10.36 Tender can be cancelled at any stage due to unavoidable circumstances.
- 10.37 Statutory deduction like Income Tax etc. will be deducted from Contractor payment as required by Law.
- 10.38 Under no circumstances shall BHEL be liable to compensate for any loss or damage that may be caused to the machines by accidents or complications arising out of such contingencies like fire, theft, riots, strikes and terrorism damage whether inside or outside BHEL premises while being engaged.
- 10.39 In case BHEL be held liable for any loss, damage or compensation to third parties arising from or in relation to operations done by the Contractor Personnel, such loss, damage or compensation shall be paid by the Contractor to BHEL together with the costs incurred by BHEL on any legal proceedings pertaining thereto.
- 10.40 The Contractor is directly responsible for injuries/death of Contract personnel or any person employed by him as well as to the third party occupants or other users arising due to accident. At any point of time, BHEL will not be responsible for any loss/damage either to the personnel or to the machines.
- 10.41 Any damage to BHEL materials due to rough and faulty handling by the Contractor's personnel will have to be made good by the Contractor to BHEL. Similarly if any damage caused to BHEL equipments/installation, property of third party in the course of work by the Contractor's person, the same shall be made good by the Contractor.
- 10.42 The workers engaged under this Contract should not be permitted to stay inside BHEL complex after completing their day's work. It will be the responsibility of the Contractor to take the workers out of BHEL Complex as soon as their day's work is over. No accommodation to contractor or its workers will be provided by BHEL.
- 10.43 Conditional and late Tenders, Tenders containing prima-facie absurd rates and amounts, Tenders which are incomplete or otherwise considered defective and Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original ARE LIABLE TO BE REJECTED.
- 10.44 If a Tenderer deliberately gives wrong information in his Tender or creates conditions favorable for the acceptance of his Tender, the BHEL MAY REJECT SUCH TENDER AT ANY STAGE.
- 10.45 Billing will be done only for Incoming Tonnage & Outgoing Tonnage (Such as Scrap) of Material.

Place:

Date:

Signature of the Tenderer  
with seal

*S. D. Singh*  
*J. S. Singh*



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Main Stores

## 11 CONTRACT AGREEMENT

The successful Bidder whose Tender is accepted for awarding the Contract shall enter into a Contract at his cost on a valid Non-Judicial Stamp Paper of value of Rs.100/- (Rupees One Hundred only).

PROFORMA (SAMPLE)

(ON BIDDER'S LETTER HEAD)

REF:.....

DT:.....

### AUTHORIZATION LETTER FOR PARTICIPATING TENDER OPENING

We, M/s.....  
(name of the Tenderer)

hereby authorizing ..... (name of the

representative) to participate in the Tender opening of BHEL Goindwal for **Loading, Unloading of all**

**materials ,opening and shifting of wooden packing boxes in Main Stores 2016-18**

The representative's specimen signature is appended below & attested.

(Signature of the representative)

Place:

Date:

Signature of the Tenderer  
with seal

S. Ban



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Main Stores

Tender No: BHE: IVP: MS: 15-16: T-02: LOADING/UNLOADING

ANNEXURE-IV

## SPECIAL CONDITIONS OF THE CONTRACT

### 1. SCOPE OF WORK COMPRISES OF THE FOLLOWING :-

1.	Scope of Work
a.	Unloading of all the incoming materials such as actuators, barstocks, castings, fasteners, plates etc.
b.	Segregation and stacking of all type of incoming material at assigned place
c.	Segregation, Shifting of rejected/PDO material from storage yard to rejection yard
d.	Loading of plate off-cuts/all type of scrap, PDO/rejected material for disposal
e.	Opening of all incoming wooden boxes, dismantling and shifting of wooden scrap to scrap yard

Priority of above said activities will be communicated by officer-in charge Main store from time to time and contractor shall comply the directions given by official.

### 2. THE CONTRACT PERSONNEL REQUIREMENT

- 2.1 The Contractor shall provide sufficient number of workman to complete the Scope of work on time. The indicative numbers of manpower required is 03 (Three) minimum. However contractor shall have to arrange sufficient manpower so that work doesn't suffer.
- 2.2 BHEL work should not get delayed due to any reasons on the part of Contractor. If work get delayed due to insufficient deploy of personnel, the wages for the absent personnel will be deducted from the Contractor's running bills as per the certification provided by the officer in charge and penalty will be imposed on contractor as decided by BHEL. Decision of BHEL will be final in this regard.
- 2.3 The Contractor has to deploy personnel in one shift for total period of 8 hrs and shift timings will be communicated to contractor at the start of every month and may vary also as per requirement of BHEL Goindwal.
- 2.4 Contractor has to provide required personal protective equipment and uniform to their personnel at their own cost.

### 3 TENURE OF CONTRACT

#### 3.1 Tenure

3.1.1 The Contract is valid for two year from the date of award of Contract by BHEL, Goindwal.

#### 3.2 Extension of Contract

3.2.1 The contract can be extended subjected to maximum of One Year on mutual agreement between BHEL, Goindwal and the approved Contractor. Such agreements shall be based on existing terms & conditions.

Place:

Date:

S. D. D. J. Mohal

Signature of the Tenderer  
with seal



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Main Stores

## 4 TAXES AND DUTIES

- 4.1 While quoting their rates, the Bidders are advised to take into account the likely expenditure, taxes what so ever, etc., excluding Service Tax which are incidental for transit.
- 4.2 The rates agreed shall be inclusive of all charges such as Wages for crew member (Minimum wage + additional wage prescribed below and including PF, ESI, Bonus etc.), overhead and Insurance charges and including all Taxes etc., except Service Tax. No extra claim whatsoever shall arise on any account over and above the accepted rates during the currency of Contract will be entertained.

## 5. REGISTRATIONS AND LICENCING.

- 5.1 Every Contractor shall register his name with the HR Department of BHEL Goindwal before taking up the work awarded to him by giving the following information.
- (a) Name of the Contractor
  - (b) Nature of Work
  - (c) Period of Work
  - (d) All the workers should be enrolled with PF, ESI and enrolment no. should be furnished for every worker.
- 5.2. The Contractor employing 20 or more crew members shall obtain a 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 crew members employed by him 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.
- 5.3. The Contractor (Licensed or unlicensed) shall promptly furnish every information and document required by BHEL Authorities.

## 6. WAGES

- 6.1 The Contractor shall pay wages to the crew members employed by him at the rate, which shall not be less than the minimum wages declared by Punjab Government for **Unskilled Workers** from time to time plus additional wages prescribed by BHEL. This additional component shall be given till the minimum wages applicable by Punjab Govt. is lesser than Rs. 9880/- per month and shall keep reducing proportionately, so that sum of both the minimum wage and BHEL component doesn't exceeds Rs. 9880/- per month. And once the minimum wages prescribed by Punjab govt. exceeds Rs. 9880/- per month in Unskilled category then no additional component shall be payable.
- 6.2. The Contractor shall ensure the disbursement of wages in the presence of such authorized representatives of BHEL Management.
- 6.3 A certificate of payment shall be furnished in duplicate by the Contractor to the Officer In charge Main Store for each month.

Place:

Date:

Signature of the Tenderer  
with seal

S. Don



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

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## Main Stores

### 7 REGISTERS AND RECORDS

- 7.1 The Contractor shall maintain necessary documents / Formats and Registers and submit returns as required under the Contract Labour (Regulation and Abolition) Act 1970 periodically to BHEL Management and to the Licensing Authority.
- 7.2. All 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.

### 8. WORKING CONDITION

- 8.1. The Contractor shall provide all safety devices and personal protective equipment to his employees at his own cost and shall ensure that his crew members wear / use such device or equipment provided to them while doing the work and there should not be any relaxation on this.
- 8.2. The Contractor shall ensure that his employees vacate the premises after shift is over.

### 9. NOTICES OF ACCIDENTS

- 9.1. In the event of an accident the Contractor shall be required to fill injury report and submit to the Engineer In charge immediately and ensure compliance of ESI / Workmen's Compensation of accident as per the Act.
- 9.2 The Contractor shall get the Contract workers 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.)

### 10. COVERAGE UNDER THE ESI / PF ACT MISCELLANEOUS PROVISIONS ACT

- 10.1. The Contractor shall ensure that all his personnel are covered under the Employee's Sate Insurance Act and produce to BHEL such Registration number/ Enrolment Number before executing the Contract work.
- 10.2 The Contractor shall regularly pay the amount by contribution ie. employers contribution as well as employee's contribution in pursuance of the above scheme as fixed from time to time.
- 10.3. The Contractor shall ensure that his contract personnel are covered the PF & miscellaneous provisions Act 1952 and accordingly produce to the BHEL Management the Registration / Enrollment number before awarding of Contract work.
- 10.4. 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 PF as well as the schemes made there under to the authorities concerned.

Place:

Date:

Signature of the Tenderer  
with seal

*S. D. D. S.*  
*J. Mohal*



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- 10.5. Whenever any sum of money is found to be recoverable from or payable by the Contractor, 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 sum as may be required to replenish the shortage caused by such recoveries in the amount of security deposit.
- 10.6 In case of non compliance 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.
- 10.7. The Contractor shall abide by all the labour and other laws applicable to Contract labour / worker under this Contract and shall at all time keep BHEL Indemnified against all losses, claims, prosecutions under any law.
- 10.8. Non exercise of any of the powers or rights available under any law, shall not in any way operate as waiver thereof.

## 11. COMMON TERMS AND CONDITIONS FOR WORKS CONTRACT RELEVANT TO SAFETY.

- 11.1 All the Contract employees should be trained on Safety and certified by Safety/BHEL.
- 11.2 Use of cell phones and other mobile electronic devices (including hands-free devices) in the work spot is prohibited.
- 11.3 Contractor 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.
- 11.4 Excessively loose-clothing, dhoti/Lungi is prohibited within BHEL Factory Premesis.
- 11.5 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.
- 11.7 Fire-fighting, emergency shutdown devices, and life-saving equipment, should not be blocked by the Contractors and access to the path to this equipment should be maintained at all times.
- 11.8 Smoking is not allowed in work area.
- 11.9 BHEL operates under a comprehensive Emergency Response Plan. Contractor should be aware of the site Emergency Response Plan and communicate that plan to all their employees.
- 11.10 Fall protection equipment should be worn when working 2 meters or more above an established working surface.

## 12. EARNEST MONEY DEPOSIT (EMD):

- 12.1 EMD by the Tenderer will be forfeited as per Tender Documents if :
- 12.1.1 After opening the Tender, the Tenderer revokes his Tender within the validity period or increase his earlier quoted rates.
- 12.1.2 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.

Place:

Date:

Signature of the Tenderer  
with seal

S. D. M.



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12.2 EMD given by unsuccessful Tenderer shall be refunded normally within fifteen days of acceptance of award of work by the successful Tenderer

12.3 EMD shall not carry any interest.

### 13 SECURITY DEPOSIT:-

(a) Security Deposit should be paid by the Contractor. Security Deposit shall be collected from the successful Tenderer as shown below:

Total Contract Value	Security Deposit Amount
Upto Rs.10 lakhs	10 % of the Total contract Value
Above Rs.10 lakhs upto Rs.50 lakhs	Rs.1 lakh + 7.5 % of the freight amount exceeding Rs.10 lakhs

The Security Deposit shall be collected before start of the Work.

(b) You may furnish the Security Deposit any one of the following forms:

- (1.) Cash (as permissible under the Income Tax Act)
- (2.) Pay Order, Demand Draft in favour of BHEL
- (3.) Local cheques of scheduled banks, subject to realization.
- (4.) Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- (5.) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL and should be valid for entire contract period.
- (6.) 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 and should be valid for entire contract period.
- (7.) 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 (any of the above form) and the balance 50% may be recovered from the running bills.
- (8.) EMD of the successful Tenderer can be converted and adjusted against the security deposit.
- (9.) The security deposit shall not carry any interest.

(Note: Acceptance of Security Deposit against Sl. No. (4) and (6) above will be subject to hypothecation or endorsement on the document in favor of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

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

Place:

Date:

Signature of the Tenderer

with seal

S. D. D.

*[Handwritten Signature]*



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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.

- 14 **REFUND OF SECURITY DEPOSIT:-** The Security Deposit mentioned 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" from the user agencies.

### 15.1.1 EMD TO SECURITY DEPOSIT CONVERSION

- (A). The EMD of the successful Tenderer will be converted and adjusted against the Security Deposit
- (B). Then the successful Tenderer, after issue of Letter of Intent, the Contractor is required to submit the balance security deposit by any of the mode given in 13.b

### 16 REFUND OF SECURITY DEPOSIT

- 16.1.1 The security deposit shall be refunded after successful completion of the Contract as per agreement and subject to deduction of any amount due to BHEL.
- 16.1.2 Security deposit shall not be refunded to the Contractor except in accordance with the terms of the Contract.

### 17 RISK PURCHASE

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

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

### 18 SUBMISSION OF BILLS BY CONTRACTOR:-

- 18.1 The bill should be submitted within first week of every month after execution of work during the calendar month @ one bill per month.

Place:  
Date:

Signature of the Tenderer  
with seal

S. Ban  
*[Signature]*



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- 18.2 After award of Contract the Contractor has to submit the Names, Age, qualification and other necessary details with Signature etc, of their employees, working under this Contract.
- 18.3 From the second bill the Contractor has to submit his employees consolidated salary statement.
- 18.3.1 The consolidated salary statement of the employees should contain the employee payment details such as their payment, ESI, PF( with employee and employer contributions) & Bonus deducted amount each in separate columns with their employees signature.
- 18.3.2 The employee salary should comprises of both Punjab minimum wage & additional wage as per clause 6.1.
- 18.4 The Contract should have to submit the ESI, PF and service Tax remitted challans every month.
- 18.5 The Contractor has to pay Bonus for his employee once in a year as per the Bonus Act .After Contract completion, the security deposit will be cleared by producing the Bonus statement of his employees with their signature.
- 18.6 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 weighment slips and all the details in tabular form.

## 19 PAYMENT OF BILLS:-

All payments to be made to the Contractor, shall be through NEFT (National Electronic Fund Transfer / RTGS (Real Time Gross Settlement) within 30-45 days , after receipt of the bill. The format of NEFT shall be filled by L1 Contractor and same to be submitted within 10 days after receipt of LOI/Work Order.

## 20 INDEMNITY:

- 20.1 The Contractor shall have to indemnify BHEL against all claims for injury or damage to any person or property caused by his negligence or negligence of his employees whilst in BHEL premises/sites.
- 20.2 The Contractor shall indemnify the company against all payments by way of compensation or otherwise which the company may be called upon to make under the provisions of the applicable Acts to any Contract employee as aforesaid, and any cost incurred by the company in connection with any claim preferred by such Contract employee and or against all actions, claims and demands whatsoever in respect thereof or in respect of any loss, injury or damages whatsoever to any third person arising out of or occasioned by the negligent, imperfect or improper performance of this Contract by the Contractor, their employee servants or agents.

Place:

Date:

Signature of the Tenderer  
with seal

*S. D. J. S. D.*



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

Industrial Valves Plant, Goindwal - 143422

Phone: 01859 - 224687

E-mail: mkg@bhelivp.in

Fax : 01859 - 222061

Website: www.bhel.com

## Main Stores

20.3 The Contractor approved and operating under the Tender, Works Contracts shall further indemnify BHEL against:-

20.3.1 Observance of Labour & Industrial Laws.

20.3.2 All claims by way of compensation and all other types of unforeseen claims, which may arise in the course of Contract.

20.3.3 Documentary compliance relating to freight billing.

20.3.4 Indemnity shall cover the entire transit right after loading to the unloading at destination.

## 21 RIGHTS

21.1 BHEL may enter into parallel Contract simultaneously with any number of Contractor as may be deemed fit at any time during the period of Contract in the Interest of the work for any or all the stations and for any or all the schedules.

21.2 In case of breach of any of the terms and conditions of the Contract, BHEL will entrust the work to any other Contractor at the risk and cost of the Contract and the Contractor shall be liable to pay the extra expenditure, damages, loss suffered on account of the cancellation of the Contract.

21.3 All amounts including the losses/damages/penalties/compensations etc., resulting from non-compliance with the terms of Contract, payable by the Contractor to BHEL under the Terms of the Contract will be recovered from the outstanding payments to Contractor either under this Contract or any other Contracts or from Security Deposit or from both. In case this amount is insufficient for such recoveries, the Contractor shall make good the balance amount by actual payment. In addition BHEL, Goindwal Sahib will recover the said amounts through its sister concerns, from the payments due to the Contractor in any of the units of BHEL located in any part of India.

21.4 The Contractor is not allowed to pass the responsibilities connected with the Contract to other agencies/Contractors. The Contractors shall not sublet or transfer the Contract or any part thereof, which tantamount to termination of the Contract and thereby attracting the penalty or forfeiture of security deposit.

21.5 In case the Contractor fails to pay the wages for his employee which includes Minimum wages and Additional wages with ESI and PF (both Employee and Employer contributions) for every month and Bonus once in a year as per the bonus Act, BHEL have the rights to recovered from the outstanding payments to Contractor either under this Contract or any other Contracts or from Security Deposit or from both. In case this amount is insufficient for such recoveries, the Contractor shall make good the balance amount by actual payment. In addition BHEL, Goindwal will recover the said amounts through its sister concerns, from the payments due to the Contractor in any of the units of BHEL located in any part of India.

21.6 The Contractor shall have no right to demand at any time during the currency of this Contract any minimum quantity of Work for this Contract.

Place:

Date:

Signature of the Tenderer

with seal

*S. Dan*  
*Indul*



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

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21.7 BHEL may verify /audit check by surprise visits at various locations of Works at their discretion and see whether the above requirements are complied with by the Contractor. In case the above requirements are not complied with, severe actions may be taken by BHEL on such Contractors, as deemed fit.

### GENERAL TERMS & 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-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 BHEL, to supervise the work or part of the work.
  - (e) "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 Executive, Main Store authorized 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 "**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 recognized 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.
- 3 **WORK TO BE CARRIED OUT**:- The Contract shall, include all personnel, 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. Hydra and fork lift if required to unload or move heavy work shall be provided by BHEL. The necessary tools need to be arranged by contractor.

Place:

Date:

Signature of the Tenderer  
with seal

*S. D. Singh*  
*J. Mohan*



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

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## Main Stores

4 **DEVIATIONS:-** The Contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of Incharge Main Store. 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 **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.

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

6 **COMPLIANCE TO REGULATIONS AND BY-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.

## 7 INCOME TAX:-

- 7.1 Income shall be deducted at the applicable rate in respect of the service Contract including supply of labour for any work as follows:
- 7.2 Xerox copy of PAN card shall be submitted to Account Dept. along with original for verification.
- 7.3 TDS Certificate will be issued to vendors for each quarter ending as on 30th June, 30th Sept, 31st Dec and 31st Mar during the following quarter.

## 8 SERVICE TAX:-

- 8.1 Wherever service tax is liable to be paid by the Contractor, the Contractor shall register himself under the Service Tax Rules and a copy of Certificate of Registration shall be furnished to Account Dept.
- 8.2 After registration, the payment of Service Tax shall be effected by the Contractor to the Central Government monthly/quarterly based on the invoices raised before the due date of payment. The Service Tax Return also shall be submitted to the Government before the due date.
- 8.3 The invoice/bill in original duly signed by the Contractor claiming the payment for Service Tax shall clearly indicate the following:
  - 8.1.1 Continuous Serial no. & date of the bill
  - 8.1.2 Cost of the service
  - 8.1.3 Separately showing the Service Tax amount calculated at the applicable rate
  - 8.1.4 PAN based Service Tax Registration No.
- 8.4 The Service Tax claimed in the bill will be paid to the Contractor based on the proof of payment of service tax to the Central Government for the previous month/quarter as the case may be.

Place:  
Date:

Signature of the Tenderer  
with seal

S. D. M. 



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- 9 VALUE ADDED TAX (VAT):-** Wherever the service includes the supply of materials and claim is made for the payment of VAT, the original invoice duly signed by the Contractor clearly indicating the cost of materials, rate of VAT, VAT amount, TIN no. is to be submitted for payment and availing the VAT credit.
- 10 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.
- 11 CONTRACTOR'S SUPERVISION:-** The Contractor shall either himself supervise the execution of the Contract or shall appoint a competent agent acceptable to the Incharge Main Store, 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.
- The Incharge Main Store 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 opinion undesirable. The Contractor shall not be allowed any compensation on this account.
- 12 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.
- 13 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.
- 14 DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO CONTRACT EMPLOYEE :-** The Contractor shall at his own expense reinstate and make good to the satisfaction of the Incharge Main Store 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.
- 15 LAWS GOVERNING THE CONTRACT:-** The Contract shall be governed by the Indian Laws for time being in force.

Place:

Date:

Signature of the Tenderer  
with seal

*S. M. Singh*  
*J. K. Singh*



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

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Main Stores

16 (i) Should a Tenderer or a Contractor has a dependent/relative or in the case of a partnership firm, any of its partners or dependents of partners employed in BHEL, the authority inviting Tenders should be informed of this fact at the time of submission of the Tender failing which Tender may be disqualified or if such fact subsequently come to light, the Contract may be cancelled.

(ii) No BHEL employee and their dependents are eligible to submit their offer against this Tender.

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:-

(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 borne to do any act, in relation to the obtaining or execution of this or any other Contract for BHEL service,

OR

(b) 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

(c) 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.

18 **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

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.

Place:

Date:

Signature of the Tenderer  
with seal

S.D.M. *J. Mohan*



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## Main Stores

OR

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.

- (b) 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 Incharge Main Store 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 Incharge Main Store, or the same shall be recovered from the Contractor by other means.
- (c) In case the 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 workers provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the Incharge Main Store, whose decision shall be final and conclusive.

### 19 CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACATOR'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 Incharge, Main Store., or his authorized 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 there under ;
- (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 Incharge, Main Store, 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 Incharge, Main Store 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 workers provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the Incharge, Main Store, whose decision shall be final and conclusive.

### 20 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.

Place:  
Date:

*Sidhar*  
*Arvind*

Signature of the Tenderer  
with seal



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

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## Main Stores

- 21 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 Incharge, main Store, shall give One month 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.
- 22 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.
- 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 SIGNING OF 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 authorized 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 authorized 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 authorized to do so, shall accompany the Contract.
- 25 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 Incharge, Main Store, 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 Executive Director or other Officers of BHEL appointed as Arbitrator, by the Executive Director 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.

- 26 JURISDICTION** In case of any suit or other legal proceedings arising under or relating to this Contract, the courts at Tarn Taran, Punjab only shall have the Jurisdiction and is only after exhausting the, Arbitration.

Place:

Date:

Signature of the Tenderer  
with seal

S. D. M.



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Main Stores

**27 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 Incharge, Main Store subject to prompt notification by the Contractor.

## 28 STATUTORY REQUIREMENTS:

- 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.
- 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.
- 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.
- Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provide a copy of the same to BHEL.
- Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

**29 REGISTERS & RECORDS:-** The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor.

**30 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

Place:

Date:

Signature of the Tenderer  
with seal

*S. D. M.* *J. S. Chahal*



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## Main Stores

- 31 REMOTE TRANSACTIONS:-** The Contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, teleservice operations (whether voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done.
- 32 CHANGE IN CONSTITUTION OF FIRM:-** Changes in constitution of firm whenever it is made after submission of application or during currency of the Contract, the existing firm has to duly inform the proposed changes to Contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc.) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL has the right for suspending or terminating the Contract.
- 33 Employer Interests:-** Contractor shall watch and safeguard Employer's interests during the performance of the work. The Contractor shall carefully check each consignment with the relevant Dispatch documents to ensure correctness of each dispatch and each delivery.

Place:

Date:

Signature of the Tenderer  
with seal

S. Dm



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## 1. The Factories Act, 1948:

**Section 32:** Floors, stairs and means of access shall be properly maintained to ensure safety. Every place of working should have safe access. When any person has to work at a height from which he is likely to fall, provision shall be made, so far as is reasonably practicable, by fencing or otherwise, to ensure the safety of person so working.

## 2. CONDITIONS RELATED TO THE WELFARE OF LABOURS

- 2.1 The Minimum Wages as prescribed by the State Government from time to time and additional payment as per BHEL circular should be paid to the Contract Workers and the Wage and Attendance Registers should be produced to Welfare Section every month.
- 2.2 If the Contractor employs more than twenty employees, he has to obtain License to this effect from the Factory Inspectorate and renew the same periodically.
- 2.3 He has to enroll his Employees to PF and ESI Codes and comply with the relevant Acts.
- 2.4 The Contractor has to remit PF for his workers for the same amount which he paid as total wages to the employees on monthly basis. He has to remit 13.61% from his side and deduct 12% of Wages from the monthly wages of the employees and a total of 25.61% of monthly wages should be remitted as PF in respect of each employee.
- 2.5 ESI Payment should be at the rate of 6.5% of monthly wages of the employee. This comprises the contribution at 1.75% of wages from the employee and 4.75% of wages from the Contractor (as per ESI Act).
- 2.6 The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The Contractor should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident/incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.

Place:

Date:

Signature of the Tenderer  
with seal

S. Dm  
*[Handwritten Signature]*



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Main Stores

## ANNEXURE-VII

Tender No: BHE: IVP: MS: 15-16: T-02: LOADING/UNLOADING

### TECHNO-COMMERCIAL BID

The following information's are required for communication for Tender finalization.

#### GENERAL DETAILS

SL No	Description	Details
1	Name of Company/Firm	
2	Status of the Company/Firm (Relevant documents must be enclosed)	( ) Public Limited; ( ) Private Limited ( ) Partnership Firm; ( ) Single Ownership
3	Name of Owner/Partner of Firm	
4	Address for Correspondence	
5	Tele Phones	
5.1	Landline	Office Residence
5.2	Cell Phone	Office Residence
6	Fax Number	
7	E-mail ID	
8	PF Registration Documents copy.	( ) Registered and Copy Enclosed ( ) Not Registered
9	ESI Registration Documents copy.	( ) Registered and Copy Enclosed ( ) Not Registered
10	Service Tax Registration	( ) Registered and Copy Enclosed ( ) Not Registered

1. Notary public attested copy of all the documents should be submitted along with Tender. If at any stage, the document(s) submitted by Contractor is/are found incorrect/false/fake, the necessary action will be taken by BHEL against Contractor.
2. If Company / Firm is not registered with Service Tax, PF and ESI, they will have to get registered immediately after award of Contract to comply with the statutory requirements.
3. Contractor has to provide copy of Service Tax registration certificate. Wherever Contractor is not registered with Service Tax, a declaration from the Contractor stating that the Contractor is within the threshold limit to be provided. If Contractor has applied for Service Tax registration, a copy of registration is to be provided.

Place:

Date:

*E-Dan*  
*Amrind*

Signature of the Tenderer  
with seal



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

Industrial Valves Plant, Goindwal - 143422

Phone: 01859 - 224687

E-mail: mkg@bhelivp.in

Fax : 01859 - 222061

Website: www.bhel.com

Main Stores

## ELIGIBILITY CRITERIA FOR TECHNICAL QUALIFICATION

### ELIGIBILITY / SELECTION CRITERIA

#### 1 EARNEST MONEY DEPOSIT (EMD)

DD Towards EMD of Rs.20,000/- (Rupees Twenty Thousand Only)		
Sl.No	Description	Details to be filled by the Bidder
1	Mode of Payment	
2	Instrument No: Date	
3	Name of the Bank & Branch	

1.1 For method of EMD, please see first page of this tender document.

#### 2. EXPERIENCE

The Tenderer shall submit documentary proof for having experience in the field of manpower Supply issued by any Central/State Govt. / PSU company/Private Organization during the last three years. Experience certificate from private organisation to be supported with a copy of TDS (Tax deduction at source) certificate issued by the private organisation OR should be supported with Form 26 AS.

#### 3. PAN CARD:

Copy of PAN Card shall be submitted

Place:

Date:

Signature of the Tenderer  
with seal

S.Dm *Jindal*



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## STATEMENT FOR BID-EVALUATION ON ELIGIBILITY CRITERIA (to be filled in by the Bidder)

**Important:** All the points of the statements to be adequately substantiated invariably with documentary proof thereto. Non-compliance of this requirement shall be deemed fit to reject the Tender primarily on scrutiny on the Tender opening, facilitating freezing of eligibility for price-bid opening.

SL .No	Particulars	Compliance status
1	EMD/Pay Order	No. & Date: Bank & Branch:
3	<b>Financial Soundness</b>	
4	Income Tax PAN No. (PAN Card copy shall be enclosed)	
5	The Tenderer shall submit documentary proof for having experience in the field of material handling job issued by any Central/State Govt. / PSU company/Private Organization during the last three years. Experience certificate from private organisation to be supported with a copy of TDS (Tax deduction at source) certificate issued by the private organisation OR should be supported with Form 26 AS.	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed

**NOTE:** Notary public attested copy of all the documents should be submitted along with Tender. If at any stage, the document(s) submitted by Contractor is/are found incorrect/false/fake, the necessary action will be taken by BHEL against Contractor.

The bidder shall sign on all the copies of technical bid and affix his Seal

Place:

Date:

Signature of the Tenderer  
with seal

S. DM



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## UNDER TAKING

Herewith, we..... (Name of the Bidder), certify the following:-

- (i) We have fully understood the technical requirements of the Tender and the type of personnel to be deployed for "Loading, Unloading of all materials, opening and shifting of wooden packing 2016-18", against the various rate schedules and have quoted accordingly
- (ii) We shall abide by the terms and conditions of Tender Notice Ref. No. BHE: IVP: MS: 15-16: T-02: LOADING/UNLOADING Dt. 30.12.2015
- (iii) We have not been suspended or black listed or issued with Show cause Notice by any BHEL Unit
- (iv) All the documents submitted by us against this Tender are genuine documents and are Notarized copies only. At any point of time if found otherwise by BHEL, we accept all the actions viz., legal, Contractual, BHEL Policy / Procedural Actions in Whatsoever manner as deemed fit by BHEL.

Place:

Date:

Signature of the Tenderer  
with seal

S. D. D. M.

*[Handwritten Signature]*



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PROFORMA I

**CHECKLIST FOR SCRUTINY ON BID OPENING (TO BE  
ENCLOSED TO TECHNO-COMMECIAL BID) (to be filled  
in by the Bidder)**

SL No.	Particulars	Tick (☑) for confirmation of document enclosures	Page Nos. where documents are attached.
1	EMD		
2	Proof for Status of the Company Enclosed (Memorandum of Articles of the Company , Power of Attorney, Partnership Deed, demerger document as applicable etc .,)		
3	PF Registration Documents copy.		
4	ESI Registration Documents copy.		
5	Service Tax Registration		
6	Copy of PAN Card		
7	Document proof for experience		

Place:

Date:

Signature of the Tenderer  
with seal

*S.D.M.* *Jindal*



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ANNEXURE-VIII

Declaration By Bidder  
(ON BIDDER'S LETTER HEAD)

TENDER NO: BHE: IVP: MS: 15-16: T-02: LOADING/UNLOADING

DECLARATION

I / We M/s. .... do hereby state as follows:-

- (1) The price bids have been put in separate sealed cover.
- (2) The Techno Commercial Bid and all the connected documents have duly been filled in, signed and stamped and put separately in another bigger cover and sealed.
- (3) All the documents & pages have been signed by the Authorized Signatory of the Service Provider, as required, with official seal.
- (4) All the documents required for technical qualification as per eligibility criteria for technical qualification have been enclosed along with techno commercial bid.
- (5) In case there is a lapse / omission or commission in fulfilling the Tender requirements as per the commitments given above from point (1) to (4), we fully understand that it would be a serious violation in complying with the Tender of this nature and that BHEL shall have the right to take a serious view of this and all the actions / decisions of BHEL in this regard will be final and binding on us.

Place:

Date:

Signature of the Tenderer  
with seal

*S. D. M. Jindal*



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TENDER NO: BHE: IVP: MS: 15-16: T-02: LOADING/UNLOADING

## PRICE BID SPECIAL INSTRUCTIONS

01. The Rates quoted shall be firm throughout the currency of the Contract without any price variation Clause.
02. The Rates shall be quoted excluding Service Tax and inclusive of any taxes and duties levied or to be levied both by Central and State Government authorities from time to time. Service Tax will be paid extra on production of documentary evidence.
03. The Rates quoted should be inclusive of cost for salary (Minimum wage + additional wage prescribed below and including PF, ESI, Bonus etc.,) of the personnel engaged i.e. Unskilled workers to execute the above subject scope of work.
04. As per BHEL Circular, Contractor will have to make an additional payment to the Contract Personnel as given below, over and above the minimum wages prescribed by the Government of Punjab Government from time to time. Any amendment to the government notification, from time to time will be applicable and become part and parcel of these conditions.  
Unskilled ----- Rs.2,944.38/-
05. The Contractor will have to cover their employees under PF, ESI, Bonus Act etc. based on the above payment rate (Minimum Wage + Additional Wage). The contractor need not to pay PF, ESI on the additional amount.
06. Quotation should be valid for a period of four months from the last date for submission of Tender.
07. The rate should be quoted as unit rate basis taking into account the following points:
  - (a) The engagement of crewmembers on all Working Days in a month and excluding Weekly off and Holidays declared by BHEL.
  - (b) The duration of Working in a day will be 8 Hours in Main Stores i.e General Shift in a day from 09:00 am to 05:30 pm as per the direction given by BHEL. The shift timing may change as per requirement of work
08. New vendors responding against BHEL web site/ NIC/CPPP / press advertisement, may visit the area of work, if they want, to get to know the scope / work details and also area of work, prior to quoting.
09. Charges for engaging the personnel on Weekly off and Holidays declared by BHEL will be paid based on the above finalized rate.
10. The above Contract is non- core activity Contract.
11. All the above works are interrelated. Hence Contract will be awarded to overall L1 Bidder based on total value of work put together for all areas.
12. After award of Contract the Contractor has to submit the full details of Employees such as name qualification age etc., with their Signature working under this Contract. Any change in personnel etc., should be done with the prior approval.

Place:

Date:

Signature of the Tenderer  
with seal

S.D.M.



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13. From the second bill the Contractor has to submit his employees consolidated salary statement.
14. The consolidated salary statement of the employees should contain the employee payment details such as their payment, ESI, PF which includes ( Employer and Employee contribution with separate columns) & Bonus as per Bonus act deducted amount each in separate columns with their employees signature.
15. The Contract should have to submit the ESI, PF and service Tax remitted challans every month.
16. The Contractor has to pay Bonus for his employee once in a year as per the Bonus Act. After Contract completion, the security deposit will be cleared by producing the Bonus statement of his employees with their signature for each year.
17. After award of Contract, the Contractor has to submit the copy of qualification certificates, photo identification proof, pass photo Copy, Age proof and necessary details of the employees working under this Contract duly certified by Notary.

**Important Note :-**

- All the above indicated activities are non-core activities.
- All the above works are interrelated. Hence Contract will be awarded to overall L1 Vender based on total value of work put together for all Rate schedules.

Place:

Date:

Signature of the Tenderer  
with seal

S. B. S. *S. B. S.*

बी एच ई एल



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## RICE BID

SL. No	Description of Work	Quantity	Unit	RATE In Rs/MT (Excluding Service Tax)
1	Loading/Unloading (including stacking) of material.	8,500	MT	Rs. (In figures) ..... Per MT  Rs. (In words) .....

Place:

Date:

Signature of the Tenderer  
with seal

*S. D. Singh*  
*J. Mohan*