



**BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR
(HUMAN RESOURCE MANAGEMENT DEPARTMENT)**

No: BHE: RU: HR: SHHDS: 2015-17:

Dated 26.10.2015

M/s _____

Open Tender Notice No BHE: RU: HR: Sanitation, Housekeeping, Horticulture & Dispensary Services
/2015-17

Sealed tenders are invited from specialized agencies / experienced parties having PF and ESI registration for providing following services at BHEL CFP Rudrapur for a period of two year from the date of commencement of the work:

1. Sanitation services at BHEL, CFP, Rudrapur.
2. Sanitation services at BHEL Township, Avas Vikas, Rudrapur.
3. Housekeeping services at BHEL, CFP, Rudrapur (including mailing services, internal dak distribution etc.)
4. Horticulture services at BHEL, CFP, Plant & Township Rudrapur.
5. Dispensary Service at BHEL Dispensary, Avas Vikas, Rudrapur

The detailed scope of work and terms and conditions for the above work has been specified in tender-(Annexure-A to Annexure-D).

The parties will provide their details in Technical-cum-commercial details (Annexure-I) and quoted rates are to be provided on Price Bid (Annexure-II) separately (**Two Bid Tender**). Price bid of only those parties will be opened who are declared techno commercially successful.

Tender document should be submitted along with the **Earnest Money Deposit Rs. 1,50,000/-** in the form of Cash Receipt/ Demand Draft of any nationalized bank in favour of BHEL Rudrapur. **The Security Deposit will be Rs. 4 Lakh + 5 % of amount (work order value) exceeding Rs. 50 lakh.**

The start of shifts shall be as per notified timings and parties are advised to deploy the resources (including manpower) accordingly.

The work will be awarded to single party on the basis of L-1 monthly charges payable on overall L-1 basis as per scope of work. However, BHEL reserves the right to accept or reject any bid without assigning any reason. The parties are advised to visit site for actual assessment of work before submitting tender.

The sealed tender in two separate sealed envelopes super scribing "Technical cum commercial bid "and second super scribing "Price Bid"; both contained in a common sealed envelope super scribing "**Tender for sanitation, housekeeping, Horticulture & Dispensary Services due on 20.11.2015, 3.00 PM**" should be submitted by **20.11.2015, 2.00 PM** at "**Sr. Executive (HR), BHEL- CFP, Rudrapur, Kichha Bypass Road (Near FCI godown), Rudrapur, U. S. Nagar, U.K.-263153**".

For any clarification feel free to contact us, contact no. 05944-257265, 272 & e-mail himanshum@bhel.in, bcmishra@bhel.in. Tenders received after 20.11.2015, 02.00 PM shall not be entertained. The tenders not submitted in two part bid system will be summarily rejected.

Sr. Executive (HR)

FORMAT FOR TECHNICAL CUM COMMERCIAL BID

Sl. No.	Documents/Description		Remarks/Page No.
1	Name & Address of Party	:	
2	EPF Registration No. (Enclose a Copy)	:	
3	ESI Registration No. (Enclose a Copy)	:	
4	Pan Card No. (Enclose a Copy)	:	
5	Service Tax Registration No. (Enclose a Copy)	:	
6	Acceptance to provide Contractor Labour License	:	Yes. I shall apply within two days of receiving of work order.
7	Bank Account Details	:	
	IFSC Code No.	:	
	Account No	:	
	Bank Name	:	
	Branch Name	:	
8	Acceptance for E-Payment	:	Yes
9	Acceptance to provide trained/qualified staff	:	Yes
10	Earnest Money Deposit Details (EMD)	:	
11	Audited Balance Sheet, Profit & Loss Account for the last 03 financial years (Party should have minimum average turnover of Rs. 35 Lakh) enclose the documents.	:	
12	Acceptance of all terms & conditions of contract by signing & stamping of all technical documents of tender.		
13	Note: The party should submit all the documents mentioned in Sl. No. 02, 03, 04, 05, 07 & 11 and Acceptance/details for Sl. No. 06, 08, 09, 10 & 12. These are mandatory qualifying criteria & non fulfilment of any one or more criteria shall make the party technically rejected.		

Authorized sign. With seal

Name of the Party:**Address:****Contact Details:****E-Mail Address:**

FORMAT FOR PRICE BID (FOR THE SCOPE OF WORK AT ANNEXURE-A)**FOR THE WORKS OF SWEEPING OF ROADS & OPEN AREAS AND MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS, CLEARING OF SEWAGE LINES IN THE BHEL AVAS VIKAS TOWNSHIP RUDRAPUR, TO BE CARRIED OUT BY THE CONTRACTOR.**

Sl. No.	Brief Description	Qty.	Rate	Frequency	Cost/Day
i)	Daily sweeping of roads and BHEL side drain, covering 06 areas; the one wing of HIG; (HIG- 1to 23), three wing of MIG; (MIG- 95 to MIG- 81, MIG- 107 to MIG- 97, MIG-165 to MIG-175), two wings of LIG; (LIG- 327 to 285, LIG- 423 to 409)	600 Mtr	Rs. /100 Mtr	Daily	
ii)	Daily Collection of refuse so generated and dumping it at specified location(s) decided by Nagar Palika Parishad Rudrapur	06 Areas HIG-01 Wing MIG-03 Wing LIG-02 Wing	Rs. / per area	Daily	
iii)	Daily Collection of garbage from the Houses and dumping	58 Nos	Rs. /house/day	Daily	
iv)	Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on daily basis and dumping it at specified locations decided by Nagar Palika Parishad Rudrapur.	06 areas 06 Areas HIG-01 Wing MIG-03 Wing LIG-02 Wing	Rs. /area/day.	Daily	
v)	Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Nagar Palika Parishad Rudrapur.	06 areas 06 Areas HIG- 01 Wing MIG-03 Wing LIG-02 Wing	Rs. /area/day.	Daily	
vi)	Grass uprooting along the roads upto two metre, road flanks along BHEL side.	600 Mtr (@300Mtr/ fortnight)	Rs. / 100 mtr)	(@300 Mtr/fortnight)	
vii)	Cleaning/desilting of open drains, alongside one wing of HIG 1to 23, three wing of MIG; MIG- 95 to MIG- 81, MIG-107 to MIG- 97, MIG-165 to MIG- 175, two wings of LIG; LIG- 327 to 285, LIG- 423 to 409) The open drain include connecting pipes/underground portion as well.	600Mtr	Rs. /100 mtr.	Daily	
viii)	Cleaning/desilting of soak-pit of BHEL houses as & when required & related civil work for covering with concrete slab.	58 houses	Rs. /soak pit & chamber	As per reqmt. (Avg. 03 per month)	
ix)	Sweeping, Cleaning & mopping of dispensary	40 Sq. Mtr	Rs. / sq. mtr	Daily	

FOR THE WORKS OF SWEEPING OF ROADS & OPEN AREAS AND MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS, CLEARING OF SEWAGE LINES IN THE FACTORY PREMISES OF BHEL CFP RUDRAPUR, TO BE CARRIED OUT BY THE CONTRACTOR.**1. Sweeping of open areas on shift basis (Shift timings 06.00 AM – 2.00 PM.):**

Sl. No.	Area	Qty.	Rate	Frequency	Cost/Day
1.	Open area from main gate to main Kichcha road	76 sq. mtr.	Rs. / sq. mtr	Once a shift	

2.	Factory Road- main gate to flag post	176 x 2= 352 sq. mtr.	Rs. / sq. mtr	Once a shift	
3.	Open area- old flag hoisting area	189 sq. mtr.	Rs. / sq. mtr	Once a shift	
4.	Factory road- old flag hoisting area to storage area	1480 sq. mtr.	Rs. / sq. mtr	Once a shift	
5.	Canteen open area	60 sq.mtr	Rs. / sq. mtr	Once a shift	
6.	Stores Yards	960 sq. mtr	Rs. / sq. mtr	Once a shift	

2. Sweeping of covered areas on shift basis. Shift timings (06.00 AM – 2.00 PM, 2.00 PM – 10.00 PM):

Sl. No.	Area	Qty	Rate	Frequency	Cost/Day
1.	Production shop				
a.1	Production Block (Main fabrication shop, substation, central stores, shop stores and other offices)	1349 sq.mtr	Rs. / sq. mtr	Once a shift	
a.2	Extension of Bay	648 sq. mtr	Rs. / sq. mtr	Once a shift	
a.3	New Production Block	1944 sq. mtr	Rs. / sq. mtr	Once a shift	
b.	Stores Office	210 sq.mtr	Rs. / sq. mtr	Once a shift	
2.	Production & Planning Office (Administrative block- all offices)	460 sq.mtr.	Rs. / sq. mtr	Once a shift	
3.	Canteen- stores, kitchen & pantry	304 sq.mtr	Rs. / sq. mtr	Once a shift	
4.	Main entrance – Reception/ Office	48 sq. mtr	Rs. / sq. mtr	Once a shift	
5.	Material & Comp. Stores	432 sq. mtr.	Rs. / sq. mtr	Once a shift	
6.	Administrative Building	700 sq. mtr	Rs. / sq. mtr	Once a shift	
7.	Finish Goods Stores	1680 sq. mtr	Rs. / sq. mtr	Once a shift	
8.	Record room/ library room	35 sq.mtr	Rs. / sq. mtr	Once a shift	

3. Sweeping of roads and other areas on shift basis (shift 6.00AM – 2.00 PM):

Sl. No.	Area	Qty.	Rate	Frequency	Cost/Day
1.	Brick Road –Old Flag post to canteen	240 sq. mtr	Rs. / sq. mtr	Once a shift	
2.	Parking stand & packing shade	445 sq.mtr	Rs. / sq. mtr	Once a shift	
3.	Roads	1620 sq. mtr	Rs. / sq. mtr	Once a shift	
4.	Roads	612.5 sq. mtr	Rs. / sq. mtr	Once a shift	

4. Sweeping of covered areas on shift basis (shift 2.00PM – 10.00 PM):

Sl. No.	Area	Qty.	Rate	Frequency	Cost/Day
1.	DG set room	46 sq. mtr	Rs. / sq. mtr	Once a shift	
a.	DG Set & Compressor Room	120 sq. mtr	Rs. / sq. mtr	Once a shift	
b.	Transformer room	120 sq. mtr	Rs. / sq. mtr	Once a shift	
2.	Materials stores	453 sq.mtr	Rs. / sq. mtr	Once a shift	

5. Sweeping of areas on shift basis (shift 2.00 PM – 10.00 PM):

Sl. No.	Area	Qty.	Rate	Frequency	Cost/Day
1.	Water pumping station	35 sq.mtr	Rs. / sq. mtr	Once a shift	
2.	Civil stores	35 sq. mtr.	Rs. / sq. mtr	Once a shift	

6. Other activities for sweeping, cleaning, mopping, washing on shift basis (Shift 6.00 AM – 2.00 PM, 2.00 PM – 10.00 PM):

Sl.No.	Work	Qty	Rate	Frequency	
i)	Cleaning of Toilets, urinals with acid/phenyl twice in a shift including cleaning of tiles and urinal separators. Placing naphthalene balls etc. and cleaning of Wash Basins and area around water coolers, Pantries attached to canteen on shift basis.	08 toilets 04 water cooler points, 02 pantry etc.)	Rs. / each time	Twice a shift	

i) a	Additional Toilets cleaning	Per toilet	Rs. / each time	Twice a shift	
i) b	Additional Water cooler area cleaning	Per water cooler area	Rs. / each time	Twice a shift	
i) c	Additional Wash Basin areas cleaning	Per wash basin	Rs. / each time	Twice a shift	
i) d	Additional pantry areas cleaning	Per pantry	Rs. / each time	Twice a shift	
ii)	Collection of refuse/garbage after closure of office and its disposal.	30 points for open areas, roads, closed areas (Sr. No. 1, 2, 3, 4,5)	Rs. / point/ shift	Once in shift	
iii)	Mopping of floors of conference room/ Head of Unit office with disinfectant /anti-bacterial chemicals once a day in the morning before the start of office.	141.81 sq. mtr	Rs. / sq.mtr	Once in shift	
iii)a	Mopping of floors of offices with disinfectant /anti-bacterial chemicals twice in a shift in the morning before the start of office.	1819 sq. mtr comprising of 06 areas viz: 1. Reception & Main entrance, 2. Prodn & plng. Office 3. Annex & store 4. Store office 5. canteen 6. Admn bldg	Rs. / sq.mtr	Once a shift	
iv)	Lobby and common areas of existing administrative block to be mopped on shift basis.	300 sq.mtr	Rs. / sq. mtr	Once in shift	
v)	Removal of cob-web from covered areas as specified at Sr.1, 2, 3 4 & 5.	30 areas including their annexes	Rs. / area	Monthly	
vi)	Vacuum cleaning of carpets, sofa sets and curtains on shift basis	01 area, HOU area	Rs. / per area/ shift	Once in shift	
vii)	Collection of refuse/garbage so generated and dumping it at specified location(s), on daily basis.	30 points for open areas, roads, closed areas	Rs. / point/ shift	Once in shift	
viii)	Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Municipal Corporation.	01 points	Rs. / point	Monthly	
ix)	Cleaning/desilting of open drains,	30 Mtrs	Rs. / Mtr	Daily	
x)	Cleaning/desilting of existing open drains,	900 Mtrs	Rs. / Mtr	@300 mtrs / week	
x) a	Cleaning/desilting of additional	900 Mtrs	Rs. / Mtr	@300 mtrs / week	

FOR THE WORK OF HORTICULTURE SERVICES TO BE CARRIED OUT BY THE CONTRACTOR ON JOB CONTRACT BASIS AT INSIDE FACTORY PREMISES & TOWNSHIP.

SI No	Description of work	Quantity /unit	Rate	Frequency	Cost/day
	Horticulture work				
1	a) Transformation of area into horticulture suitable area after excavating the earth & removal of unwanted material & preparation by flooding the area after mixing the manure in concerned area.(Material supplied by BHEL) b) Maintaining the existing horticulture area	11700sqm	Rs. /sqm	Daily	

	<p>through proper watering, removing of unwanted grass, cutting to give the appropriate size & providing the manure to maintain the health of plant.(Material supplied by BHEL)</p> <p>c) Plantation work on new area as per instruction of engineer in charge after preparing the earth suitable for growth of plant.(Material supplied by BHEL)</p> <p>d) Grassing work on new area as per instruction of engineer in charge after preparing the earth suitable for growth of grass.(Material supplied by BHEL)</p> <p>e) Plantation work after removal of dead plant as per instruction of engineer in charge after preparing the earth suitable for growth of plant.(Material supplied by BHEL)</p>				
2	Cutting of long grass, Jungle from root level inside the BHEL Factory premises & township along with disposal of same as per direction of engineer in-charge.	8000 sqm	Rs. /per Sqm		

FOR THE WORK OF HOUSE KEEPING SERVICES TO BE CARRIED OUT BY THE CONTRACTOR ON JOB CONTRACT BASIS AT ADMINISTRATIVE BUILDINGS, DISPENSARY AT BHEL CFP RUDRAPUR (SHIFT TIMINGS 06.00 AM – 2.00 PM, 2.00 PM – 10.00 PM):

Sl. No.	Brief Description	Qty.	Rate	Frequency	Cost/Day
i)	Dusting and cleaning of furniture/ window panels/ office equipments. / telephone instruments etc.	06 areas viz: 1. Reception & Main entrance, 2. Prodn & plng. Office 3. Annex & store 4. Store office 5. canteen 6. Admn bldg	Rs. / shift	Once in shift	
ii)	Cleaning of name plates Vacuum cleaning of carpets and curtains, ceiling fans	All fans / etc.	Rs. / per fortnight	fortnightly	
iii)	Attending to telephone calls, fax etc. (HOU Office)	01 fax machine/ 01 telephone	Rs. / shift	Shift	
iii) a	Attending to telephone calls, fax etc.(One more office)	01 fax machine/ 01 telephone	Rs. / shift	Shift	
iv)	Providing internal dak distribution	As per reqmt in work groups: 1. Prodn, 2. GM/ AGM Office 3. SDGM Office 4.DGM Office 5. Engg 6. Commercial 7. Finance 8. HR 9. MM 10. Qly 11. Stores 12. Dispatch 13. Maintenance	Rs. / shift.	Shift	
vii)	Assistance in mailing service including dak-despatch through post office	Once a day	Rs. / day	Daily	

ix)	Dusting & cleaning & bringing medicines from specified place to dispensary	Once per day From approx. 3 kms distance	Rs. / day	Daily	
FOR DISPENSARY WORK TO BE CARRIED OUT BY THE CONTRACTOR ON JOB CONTRACT BASIS AT BHEL-DISPENSARY AVAS-VIKAS-RUDRAPUR (SHIFT TIMINGS 09.00 AM - 1.00 PM, 4.00 PM - 6.00 PM)					
i)	Pharmacist's Job: Dispensing the medicines etc. & dressing/administering injections etc. as per prescription of BHEL authorized medical professionals in BHEL dispensary (at township) on and Occupational Health Centre (at Plant)	At BHEL Dispensary & Occupation Health Center-Rudrapur	Rs. / day	Daily	
ii)	Assistant's Job: Assisting the Pharmacist in the above activities. Up keep of the dispensary.	At BHEL Dispensary & Occupation Health Center-Rudrapur	Rs. / day	Daily	
Total Cost per day (Rs.)					
Total Cost per Month (Rs.) assuming 26 days per month					
Total Cost for one year (Rs.)					

Service Tax Extra as applicable.

Important Note:

1. Consumable materials like cleaning liquid, hand wash soap, room freshener etc. will be provided by BHEL. Contractor should have all the necessary tools/equipment/machines to carry out the work according to the satisfactory standard & requirement.
2. BHEL recommends additional wages over and above the minimum wages fixed by the state government to be paid by the contractor, according to the grade of the worker (Refer Annexure C, Point a). I have read the point and give my commitment to pay the additional wages recommended by BHEL to the contract worker, besides the minimum wages fixed by State Government, for which I will not claim any additional/ separate payment from BHEL.

Authorized sign. with seal:

Name of the party:

Address:

Contact details:

E-Mail Address:

DETAILS OF WORKS OF SWEEPING OF ROADS & OPEN AREAS AND MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS, CLEARING OF SEWAGE LINES IN THE BHEL AVAS VIKAS TOWNSHIP RUDRAPUR, TO BE CARRIED OUT BY THE CONTRACTOR.

1. Work of sweeping of roads and open areas shall include the following activities including Annexure A (1):

- a) Daily sweeping of roads including areas both side of the road measuring 600 Mtrs. covering the one wing of HIG; (HIG- 1to 23), three wing of MIG; (MIG- 95 to MIG- 81, MIG-107 to MIG- 97, MIG-165 to MIG-175), two wings of LIG; (LIG- 327 to 285, LIG- 423 to 409).
- b) Collection of refuse so generated and dumping it at specified location(s) decided by Nagar Palika Parishad, Rudrapur, on daily basis.
- c) Collection of garbage from the **58 nos. (08 HIG, 20 MIG, 30 LIG** houses on daily basis and dumping it at specified location(s) **decided by Nagar Palika Parishad** Rudrapur.
- d) Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on daily basis and dumping it at specified locations decided by Nagar Palika Parishad Rudrapur.
- e) Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Nagar Palika Parishad Rudrapur.
- f) **Grass uprooting all along the roads, road flanks so as to keep the roads and area safe and clean.**
- g) Mud generated during cleaning to be stacked properly at specified places.
- h) All miscellaneous types of cleaning jobs related to road and road sides and open area to make the same safe and hygienic.

2. MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS SHALL INCLUDE FOLLOWING ACTIVITIES:

- a) Cleaning/desilting of open drains (quantity 600 running meter, alongside one wing of HIG 1to 23, three wing of MIG; MIG- 95 to MIG- 81, MIG-107 to MIG- 97, MIG-165 to MIG-175, two wings of LIG; LIG- 327 to 285, LIG- 423 to 409) of any cross section and depth and after removing the cover plates/concrete slabs if required, on daily basis and dumping the silt/muck/waste material at specified locations. The open drain includes connecting pipes/underground portion as well.
- b) Contractor to ensure safe execution of work with adequate safety arrangement for men/women, machine and materials engaged during execution of work. He also should ensure safety of surroundings. Contractor to also ensure use of sufficiently strong scaffolding with strong hand railings during execution of jobs. For any civil engineering job, the contractor will provide adequate support before casting any super structure and provide approach, scaffolding etc. in such a manner that it is safe and easy for movement of men/women and materials. Contractor to make his own arrangements for area lighting/spot lighting at the working spot. Contractor to ensure barrication of unsafe areas (trench, pit, foundation, opening etc.) which can lead to accident to any person.
- c) Cleaning, De-silting of soak pits of company qtrs (58 Nos.) as and when required, related civil work and dumping the waste at designated place.

- d) Liaison with civil authorities.

DETAILS OF WORKS OF SWEEPING OF ROADS & OPEN AREAS AND MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS, CLEARING OF SEWAGE LINES IN THE FACTORY PREMISES OF BHEL CFP RUDRAPUR, TO BE CARRIED OUT BY THE CONTRACTOR.

- a) The details of scope as per Annexure – A (1).
- b) Cleaning of Toilets, urinals with acid/phenyl twice a shift including cleaning of tiles and urinal separators. Placing naphthalene balls etc. and cleaning of Wash Basins and area around 04 Nos. water coolers, 02 No. of Pantries attached to canteen on shift basis.
- c) Open area surrounding the buildings/parking. Sweeping the floors once a shift, before the start of shift/ office timing.
- d) Collection of garbage after closure of office and its disposal.
- e) Mopping of floors of conference room/ Head of Unit office with disinfectant /anti-bacterial chemicals once a shift before the start of office.
- f) Lobby and common areas of administrative block to be mopped on once in a shift basis.
- g) **During important occasions and VIP visits (approximate 10 numbers) activity of cleaning and mopping may be required more frequently.**
- h) Removal of cob-web of all covered areas once a month.
- i) Vacuum cleaning of carpets, sofa sets and curtains on shift basis.
- j) Collection of refuse/garbage so generated and dumping it at specified location(s), on shift basis.
- k) Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on shift basis and dumping it at specified locations.
- l) **Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Municipal Corporation on monthly basis.**
- m) Mud generated during cleaning to be stacked properly at specified places.
- n) All miscellaneous types of cleaning jobs related to road and road sides and open area to make the same safe and hygienic.
2. **MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS SHALL INCLUDE FOLLOWING ACTIVITIES:**
- a) Cleaning/desilting of drains (total quantity 930 running meter) of any cross section and depth @ 30 mtrs on daily basis and @300 mtrs on monthly basis and dumping the silt/muck/waste material at specified locations. Job to be carried out portion-wise and cover to be re-fixed properly after cleaning of one portion. Likewise other portions to be taken up. All the connecting pipes/underground portion will be considered as drain only. Cleaning/desilting of proposed drains (total quantity 900 running meter) of any cross section and depth @300 mtrs on monthly basis and dumping the silt/muck/waste material at specified locations.

- b) Contractor to ensure safe execution of work with adequate safety arrangement for men/women, machine and materials engaged during execution of work. He also should ensure safety of surroundings. Contractor to also ensure use of sufficiently strong scaffolding with strong hand railings during execution of jobs. For any civil engineering job, the contractor will provide adequate support before casting any super structure and provide approach, scaffolding etc. in such a manner that it is safe and easy for movement of men/women and materials. Contractor to make his own arrangements for area lighting/spot lighting at the working spot. Contractor to ensure barrication of unsafe areas (trench, pit, foundation, opening etc.) which can lead to accident to any person.

Liaison with civil authorities.

DETAILS OF HOUSE KEEPING SERVICES TO BE CARRIED OUT BY THE CONTRACTOR ON JOB CONTRACT BASIS AT ADMINISTRATIVE BUILDINGS/ DISPENSARY AT BHEL RUDRAPUR, MAILING SERVICES AT BHEL RUDRAPUR:

1. Housekeeping services shall be provided by the Contractor at offices: 1. Prodn, 2.AGM Office 3.SDGM Office 4.DGM Office 5.Engg 6. Commercial 7.Finance 8.HR 9.MM 10.Qly 11.Stores 12.Despatch 13.Maintenance including administrative building and OHS center, computer and server rooms, cash rooms, dispensaries, documentation room /archives, canteen/dining hall, library, corridors, lobbies, telephone exchange/ junction, conference hall, visitors room, etc. and having 650 sq. mtr of super built up area. & proposed construction areas as per plan attached at Annexure A (1).
2. All Office furniture items, furnishings, fittings and fixtures, lights, fans, electronic equipment, cabins in the aforesaid buildings.
3. Stores, cabinets
4. Open area surrounding the buildings/parking.
5. 55 Nos. of telephone instruments, approx. 65 computers/printers, Duplicators etc

Housekeeping services to be provided by the contractor shall include the following:-

- a) Dusting and cleaning of all furniture items, fittings and fixtures, electronic equipment, Venetian blinds, window panes, wall panels, waste paper baskets, library books, telephone instruments, PCs etc. Cleaning of name plates, display boards, handles and wooden partitions, cabins.
- b) Cleaning of 05 nos. water coolers twice a week.
- c) Distribution of office -dak/ papers as per requirement.
- d) Distribution of drinking water, tea/ snacks to employees, visitors, sr. executives, during meeting and as and when required.
- e) Attending to telephone calls, providing fax service, etc. as and when required.
- f) Assistance in mailing services from post office to unit and vice versa.
- g) Cleaning of glasses, crockery and utensils etc. used for tea/snacks serving.
- h) Dusting and cleaning of furniture and other items at dispensary/ transit flat.
- i) Bringing medicines from designated sources of supply of medicines to dispensary.
- j) Assisting the dispensary staff as and when required.
- k) Maintenance of records room & library.

2. **MAINTENANCE OF EXTERNAL SEWAGE SYSTEM, OPEN DRAINS SHALL INCLUDE FOLLOWING ACTIVITIES:**

- a) Cleaning/desalting of drains (total quantity 930 running meter) of any cross section and depth @ 30 mtrs on daily basis and @300 mtrs on monthly basis and dumping the silt/muck/waste material at specified locations. Job to be carried out portion-wise and cover to be re-fixed properly after cleaning of one portion. Likewise other portions to be taken up. All the connecting pipes/underground portion will be considered as drain only. Cleaning/desalting of proposed drains (total quantity 900 running meter) of any cross section and depth @300 mtrs on monthly basis and dumping the silt/muck/waste material at specified locations.
- b) Contractor to ensure safe execution of work with adequate safety arrangement for men/women, machine and materials engaged during execution of work. He also should ensure safety of surroundings. Contractor to also ensure use of sufficiently strong scaffolding with strong hand railings during execution of jobs. For any civil engineering job, the contractor will provide adequate support before casting any super structure and provide approach, scaffolding etc. in such a manner that it is safe and easy for movement of men/women and materials. Contractor to make his own arrangements for area lighting/spot lighting at the working spot. Contractor to ensure barrication of unsafe areas (trench, pit, foundation, opening etc.) which can lead to accident to any person.

Liaison with civil authorities.

DETAILS OF WORKS OF HORTICULTURE SERVICES IN THE FACTORY PREMISES OF BHEL CFP RUDRAPUR, & TOWNSHIP BHEL COLONY, AVAS VIKAS, RUDRAPUR TO BE CARRIED OUT BY THE CONTRACTOR.

- a) Contractor is required to provide experienced manpower for maintaining the gardens located inside the factory on daily basis.
- b) In case there is requirement to develop new garden, the contractor shall provide required manpower for the same.
- c) Contractor has to provide manpower for cutting grasses, clearing Jungle inside the factory premises & township on requirement basis. BHEL representative will give direction to the supervisor about the requirement.
- d) Liaison with civil authorities.

DETAILS OF WORKS OF DISPENSARY WORK IN THE DISPENSARY SERVICES AT BHEL-DISPENSARY, AVAS VIKAS, RUDRAPUR TO BE CARRIED OUT BY THE CONTRACTOR.

1. Timing of the dispensary will be from 9.00 AM to 1.00 PM & 4.00 PM to 6.00 PM daily at BHEL Dispensary Avas Vikas Rudrapur, Dispensary shall be closed for Sundays & all holidays as per BHEL's holiday calendar or instructions.
2. Timing of the Occupational Health Centre at BHEL Factory will be from 9.30 AM to 12.30 PM on every Friday. The work will be done at the Occupational Health Centre instead of Dispensary during this period.
3. Dispensing of medicines and dressing work & other medical work will have to be performed by the qualified para-medical staff only.
4. Day-to-day instruction for performing the jobs will be provided by BHEL authorized medical professional posted in dispensary.
5. **Separate trained & qualified para-medical personnel will be deployed by contractor for pharmaceutical work & assistance work.**
6. The stock will be maintained on day-to-day basis. Expiry and disposable medicines / items will be accounted for and forwarded to Convener of the declaration committee constituted by BHEL.

7. The health check-ups of employees will be carried out as per plan provided by BHEL authorized personnel. The para-medical staff shall work with authorized doctor to carry out the health checkups.
8. The health check-up camps will be organized for company as per plan provided by BHEL authorized personnel.
9. The medical reimbursement bills of employees will be scrutinized as per BHEL medical policy and forwarded to Finance Department after due clearance from Authorized Medical Professional of BHEL.
10. The supplier's bills will be processed as per instruction of authorized medical professional of BHEL.

ANNEXURE - B

MEASUREMENT OF WORK AND PAYMENT THEREOF

1. A Measurement Book will be maintained in the Unit by the authorized representative of BHEL who shall make entries regarding the work executed by the contractor under different heads. These entries will be counter-signed by the contractor or his duly authorized representative.
2. Short comings, if any, in the work executed by the contractor will be pointed out by the designated employee to the Contractor or his authorized representative and the same will be rectified by him within 3 days to the satisfaction of the designated employee.
 - I. Payments will be made to the contractor on achieving milestone /on the basis of work carried out by him.
 - II. Consumption of material will be verified through challan for entering of material at Factory gate.
 - III. All payments will be subject to deduction of income tax at source as per Income Tax and Service Tax as per the applicable Rules.
 - IV. Contractor must have financial capability to pay wages and discharge statutory liabilities on time without depending on payment from BHEL.
 - V. Contractor must make payment of wages and PF/ESI dues and only then should submit the bill along with documentary proof for the relevant period.
 - VI. Contractor should take the initiative to switch to bank payment mode instead of traditional cash payment mode for wage payment.
3. Payment towards work satisfactorily executed will be made to the contractor at the rates quoted in price bid. The payment will be made within 45 days of the submission of complete and correct bill along with necessary documents.

CONTRACTOR'S OBLIGATIONS CONTRACTUAL

- a. (i) BHEL recommends following additional payment to be made to the contract worker. This will be in addition to the minimum wages fixed by the state government from time to time.

Sl. No.	Category	Additional BHEL Wages/Day (Rs.)	Additional BHEL Wages/Month (Rs.)
01	Un-Skilled	123.08/-	3200.00/-
02	Semi-Skilled	142.31/-	3700.00/-
03	Skilled	157.69/-	4100.00/-
04	High- Skilled	157.69/-	4100.00/-

(ii) Contractor shall pay to the contract worker, additional wages recommended by BHEL and minimum wages as fixed by State Government from time to time.

(iii) PF/ESI and other statutory contributions will be made by the contractor taking into account both the additional wages and minimum wages fixed by the State Government.

(iv) Contractor shall make payment to the contract worker through bank mode.

(v) For all purpose, the minimum wages shall mean minimum wages fixed by the State Government and the additional wages recommended by BHEL.

- b. Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to dictate such workers about the manner of carrying out the work as per the prescribed specifications and quality plan. **However, in view of ensuring a certain standard of service quality, the contractor has to mandatorily deploy minimum of 17 workers (Un-Skilled) for sanitation, housekeeping and horticulture, 01 Pharmacist (High-Skilled) and assistant (Semi-Skilled). A supervisor (Skilled) is to be deputed by the contractor on his own cost on all working days on full time basis for deploying the workers according to the requirements of BHEL, supervise the working of operators, address the complaints of BHEL officials and perform all other duties as expected from the contractor/ his representative. Non availability of supervisor in the plant will lead to proportionate reduction from the bill raised by the contractor.**
- c. Contractor shall supervise the work allotted to him and to be carried out by his employees. A supervisor will specifically be required to be provided. The contractor will intimate in writing the detail of the supervisor, in advance. In case, he has to replace the supervisor, he will intimate the same well in advance. **In any case workers will not work, in absence of designated supervisor.**
- d. Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.
- e. Contractor to maintain appropriate records of his employees deployed to carry out the job(s).
- f. **Contractor should issue appointment letters to his employees.**
- g. **Contractor to provide employment card/Identity card with photograph duly verified and attested by the Contractor to his employees.** In its absence the BHEL or authorized agency can deny entry into the factory, for which the contractor shall be solely held responsible. Contractor to indicate the name of the proprietary/partnership firm/company, place of work, contract number and duration of validity of card.

- h. Contractor will be responsible for the good conduct of his employees. In case of any misconduct/misbehavior by any employee, the contractor will replace such employee(s) immediately.
- i. Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- j. Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- k. Contractor to provide safety appliances and safety shoes to his employees. The contractor shall be responsible for enforcing all safety regulations as applicable.
- l. The contractor has to provide a distinct uniform different from BHEL employees. The Uniform should have logo of the Contractors firm / company. The uniform shall be kept in neat, tidy and wearable condition. Wherever necessary, the Cap shall be integral part of the uniform. This is to be mandatorily provided by the contractor and no demand of payment shall be made before BHEL on this account.
- m. Contractor to ensure that all precautions are taken for safety of his employees and equipment.
- n. In the event of termination of contract for any reason whatsoever, the contractor shall issue termination letter and withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues including PF/ESI/Bonus/Gratuity/retrenchment compensation etc.
- o. Contractor shall provide to his employees all tools, tackles and equipment and maintain the same to carry out the job under the contract at his cost and if necessary contractor may take insurance policy of his men, material, equipment and tools and tackles.
- p. Contractor shall provide safety appliances and maintain the same at his own cost which may be required under the statute or otherwise.
- q. Contractor shall provide material at his cost as mentioned in the contract to his employees for carrying out the job.

Towards statutory liability

- a. All statutory requirements under Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act. 1923, EPF & MP Act, 1952, Payment of Gratuity Act, 1972, ESI Act, 1948, The 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.
- b. **Statutory Bonus shall be made by the contractor.**
- c. 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.
- d. Contractor shall ensure payment of statutory prescribed minimum wages and BHEL recommended additional wages as applicable from time to time in the presence of authorized representative of BHEL and maintain proper records of their timely disbursement. Contractor has to pay the wages on or

before the 7th day of the month. It shall not be delayed on the pretext of payment delay from BHEL/ financial problem/ any other reason. **Failure to disburse wages within the stipulated date may attract tough actions, including penalty from BHEL.** These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities / BHEL authorities.

- e. Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act, 1952 to the RPF. Contractor must facilitate the Transfer/ withdrawal/ loan requirement of the worker by filling correct information and processing the application on time.
- f. Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership No. /card of each employee. **Contractor to ensure that new ESI no. is not generated, if the worker already has ESI no.** In any case the worker must not have more than one ESI no. **Contractor, to ensure that their workers have ESI biometric card and must support them in getting medical/claim benefit from ESI.**
- g. Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. **Contractor to issue wage slips to his employees at least one day before the payment of wages.**
- h. Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- i. Contractor shall be solely responsible for nonpayment/ delayed payment of wages/ DA, contributions under EPF & MP Act, ESI Act etc.
- j. In case the contractor fails to make payment of wages to his 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.
- k. 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.
- l. The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- m. Contractor to obtain insurance cover for his employees / equipment / tools and tackles etc. and take third party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, pilferage of his property and / or his employees.
- n. Contractor should have independent code numbers/ exemptions under EPF & MP Act, 1952 and ESI Act, 1948 and shall cover his employees under the said codes. The contractor will be required to compulsorily make the contributions upto the statutory wage ceiling.
- o. Payment of bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under Act will be the sole responsibility of the contractor. **Contractor has to pay Statutory Bonus to worker by Nov 30 and submit the copy of compliance to Labour Authorities and intimate the BHEL.**
- p. **Over and above the daily wage rate, payment shall be made for leave with wages.**

- q. Contractor shall observe Provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employee. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission.
- r. In case a contractor employs women as employee he will discharge his obligation under law in respect of such women workers such prohibition of engaging them during night-hours, prohibition of employing them for more than 9 hours per day, provision of crèche facility, grant of maternity leave as per rules etc.
- s. **Contractor to obtain license under CL (R&A) Act, 1970 as soon as he receives the Work Order.**

ANNEXURE-D

GENERAL TERMS & CONDITIONS

- a. BHEL shall have the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.
- b. The contractor shall maintain regular contact with the designated employee(s) of BHEL and will interact on matters relating to the work awarded under this contract.
- c. In case the Contractor does not carry out the Contractual/Statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days' time failing which, BHEL reserves the right to terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.
- d. The contractor shall deposit the amount of **Security Deposit** will be **Rs. 4 Lakh + 5 % of amount exceeding Rs. 50 lakh** as security with BHEL in the form of pay order /bank guarantee / FDR in the name of contractor A/c – BHEL duly discharged on the back. Alternatively, the amount of security deposit can be adjusted partly from EMD and balance amount from subsequent bills. However 50% of the SD will be deposited in cash/ in the form of Demand Draft / bank guarantee and balance 50% can be recovered @10% from running bills. This security deposit shall be liable to be returned to the contractor after termination of the contract or at the end of it, subject to deduction on account of company dues, non-deposit of statutory dues etc. **No interest shall be payable on the security deposit. On termination of Contract, Contractor will provide evidence of making all the due payments to the worker and statutory authorities. He will sign the PF withdrawal/ transfer form and submit Form 9A to PF Office. He will also give an indemnity undertaking of complying all the statutory dues and indemnify BHEL. Security Deposit will be returned only after the contractor discharges his obligations.**
- e. The decision of BHEL regarding interpretation of any of terms and conditions set forth in this agreement shall be final and binding on the Contractor.

- f. Any matter arising out of or in connection with the agreement shall be under jurisdiction of Rudrapur Court.
- g. Notwithstanding anything contained in this Agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.**
- h. The contract will commence on the date of award of the work order and will remain valid for a period of 02 years from the date of commencement of work. The parties reserve the right to extend the contract on mutually agreed terms and conditions.

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Rudrapur in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Rudrapur Courts.

BHARAT HEAVY ELECTRICALS LIMITED, COMPONENT FABRICATION PLANT, RUDRAPUR
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