



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

TENDER NOTICE

Dear Sir/s,

Sub:

Two-Part OPEN Tender Inviting Technical and Price Bid for “Entire Housekeeping and Other Maintenance Services for BHEL - Piping Centre Main Office, T. Nagar, Engineering Office Complex, Teynampet, Transit Plot Port Operations, Harbour, Residential Complex , Ashok Nagar, R&D Gateway, Taramani located in Chennai (Tamil Nadu).”

Please submit your competitive bid for the following scope of work as per the conditions given in the Tender.

01. Scope of work : “Entire Housekeeping and Other Maintenance Services for BHEL – Piping Centre Main Office, T. Nagar, Engineering Office Complex, Teynampet, Transit Plot Port Operations, Harbour, Residential Complex, Ashok Nagar, R&D Gateway, Taramani located in Chennai (Tamil Nadu).
02. Duration of Contract : **12 Months**
03. Commencement of Work : **01.02.2015.**
04. Last Date/Time for receipt of tender : **24.01.2015 at 14.00 Hrs**
05. Date/Time for opening of Technical Bid : **24.01.2015 at 14.30 Hrs**
06. **Pre-Bid Meeting** : **19.01.2015 at 14.00 Hrs**
07. Date/Time of Price Bid Opening : The Bidders who are technically qualified will be called for Price Bid Opening. The Date / Time of price bid opening will be intimated only to the Qualified Bidders separately.
08. EMD : Rs.2,00,000/- (Rupees Two Lakhs only)
EMD shall be submitted by the Bidder in the form of Demand Draft of Bank drawn in favour of BHEL – Piping Centre, Chennai payable at Chennai.

TENDER SUBMITTED WITHOUT EMD IS LIABLE FOR REJECTION.

No Interest shall be allowed on the EMD.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

09. SPECIAL INSTRUCTIONS:

- (a) This Tender is subject to meeting 1.Eligibility Criteria, 2. Scope of Contract, 3. Terms & Conditions, 4. Other Terms and Conditions.
- (b) Bidder should furnish all Details asked for in the “TECHNICAL BID”. Bids submitted with incomplete and incorrect details will be liable for rejection.
- (c) The Eligibility Criteria, Scope of Contract, Terms & Conditions, Other Terms & Conditions and all details asked for in “TECHNICAL BID” shall be duly signed under Company seal in all pages and placed in One sealed cover duly superscribing the cover “**TECHNICAL BID**” and submitted.
- (d) Bidder should furnish the RATE in the enclosed “**PRICE BID**” format and the same shall be duly signed with seal and placed in a separate sealed cover duly superscribing the cover “**PRICE BID**” and submitted.
- (e) **EMD** should be submitted in a separate sealed cover duly **superscribing the cover “EMD”**.
- (f) **Totally there will be 3 Separate sealed Covers as given below: -**
(i). **One for Technical Bid,**
(ii). **One for EMD and**
(iii). **One for Price Bid.**
- (g) All the 3 covers as stated in (f) shall be placed in a **common sealed cover and submitted** before the said due date as given above **superscribing the Tender No. & Date and Due Date.**
- (h) **Any deviation to the tender terms & conditions or schedules to this tender will lead to total disqualification of the offer submitted.**
- (i) At the time of opening of Tender, the representatives of the bidders should produce the authorization obtained from the authorized signatory of the Bidder specifying the purpose. Also the specimen signature of the representative should be attested.
DELAYED and incomplete bids will not be accepted.

Thanking You,

Deepa Balaji
Sr.Manager/HR&Admin.
BHEL - Piping Centre
No.80/93, G.N.Road
T.Nagar, Chennai - 600017
Contact No.044-28161281
Email: deepa@bhelmpc.co.in

Note:-

The bids shall be sent to the above address only (**Location: Opposite Vani Mahal, T.Nagar**).

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

I. ELIGIBILITY CRITERIA

1. The Bidder should have valid Service Tax Registration Number, PAN, PF and ESI Registration Numbers. Documentary proofs / Photo copies (self-certified) are to be enclosed.
2. The agency could be a Proprietorship / Registered Firm / Private or Public Company registered under Companies Act and a well-established reputed organization in this line of service / business - documentary proof / photo copy (self-certified) to be enclosed.
3. The Bidder should have housekeeping experience in the industry / institution for a minimum period of three years. The list of clients, present and past, should be enclosed and contract completion / performance certificate from past client(s) has to be furnished as documentary evidence.
4. Bidder's Average Annual Financial turnover during the last Three Financial Years ending 31st March 2014 should be **at least Rs.70 Lakhs (Rupees Seventy Lakhs only)**. Copies of Balance Sheets and Profits & Loss Account Statements of last three Financial Years i.e. F.Y. 2011-12, 2012-13 & 2013-14, duly certified by Chartered Accountant and Copies of Acknowledgements of IT Returns of last Three Financial Years i.e. F.Y. 2011-12, 2012-13 & 2013-14 (Assessment Years 2012-13, 2013-14 & 2014-15) shall be furnished.
5. Bidder shall have experience of having successfully completed similar works during the last Seven Years ending on 30.11.2014 in one of the following ways:-
 - 5.1 Three Similar Completed Works costing not less than the amount equal to Rs.93 Lakhs (or)
 - 5.2 Two Similar Completed Works costing not less than the amount equal to Rs.116 Lakhs (or)
 - 5.3 One Similar Completed Works costing not less than the amount equal to Rs.185 Lakhs.

Similar Works shall mean Contract executed for Housekeeping Services in Offices, Factories, Establishments, etc.

Bidder shall submit Copies of Work Orders / Contract Award Letters and Work Completion Certificate in support of proof of experience for the similar completed works executed by the bidders as per Clause 5.0 above. BHEL reserves the right to cross check the documents from the issuing Agency.
6. Bidder shall have an office in Chennai for dealing with day-to-day affairs and to comply with all Statutory Provisions of the Applicable Acts and shall submit a Self-Declaration in their official letter head that they have a full-fledged office in Chennai indicating the present address with contact details.
7. Bidder must submit a Self-Declaration that no case is pending with the Police / Court against the Proprietor / Firm / Partner / Director or the Company for any Statutory Violation or Non-Compliance of Statutory Provisions of Applicable Acts and that the Bidder has not been suspended / blacklisted by any Organization.
8. The bids of only those bidders, who are meeting all the above eligibility criteria, will be considered for further evaluation and bids of others will be summarily rejected.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

II. SCOPE OF CONTRACT:

VARIOUS LOCATIONS WHERE SERVICES ARE TO BE PROVIDED:

The various locations wherein the **Housekeeping and Other Maintenance Services** to be provided are given below:-

- BHEL – Piping Centre (PC Main Office), No. 80, G.N. Road, T.Nagar, Chennai - 600017;
- BHEL – PC – Engineering Office Complex (EOC), Shree Park, Ground Floor (Canteen Hall) 3rd Floor & 4th Floor, 578, Anna Salai, Teynampet, Chennai - 600006;
- BHEL – Transit Plot Port Operations (TPPO) (inside Chennai Harbour);
- BHEL – Residential Complex (BRC) , 8/7A, Inner Ring Road, Ashok Nagar, Chennai – 600083 and
- BHEL – R&D Gateway (BRDG), IIT Madras – Research Project, 9th Floor, Taramani, Chennai - 600113;

SCOPE OF WORK:

The scope of work covers providing Housekeeping, carryout Maintenance of the entire premises and providing Attenders & Clerical Services by the Contractor at the above addresses / locations as detailed below: -

- BHEL - Piping Centre Main Office comprising of Security Booths, Ground + 5 Floors, Staircases, Lift, Lift Machine Room, Open Area inside the Compound Walls, Parking Area, Sumps, Toilets, Pump Rooms for Drinking and other purpose water, Rainwater Harvesting, Overhead Water Tanks, EB Room, Diesel Generator Sets, Distribution Room, Canteen Hall, Recreation Club, Terrace, Control / Switch Rooms and Storage Rooms.
(Total area =26,000 sq.ft. appx.)
- BHEL – PC – Engineering Office Complex (EOC) comprising of Inner and Outer Area in 3rd Floor (one wing) and 4th Floor (two wings), Canteen Hall (Ground Floor) & Parking Area.
(Total Area=10,000 sq.ft. appx.)
- BHEL – TPPO (inside Harbour) comprising of Inner and Outer Area.
(Total Area=3,000 sq.ft. appx.)
- BHEL – Residential Complex (BRC)** comprising Security Booths, Basement Parking Area, Ground + 3 Floors consisting of all Residential Quarters with attached Toilets, Wash Basins, Floor Areas, Terrace, Staircases, Lift, Lift Machine Room, Inside Roads, Sumps, Common Toilet, Pump Rooms for Drinking and multi-purpose Water, Overhead Water Tanks, Rainwater Harvesting, EB Room, Distribution Room, Diesel Generator Set, Garden, Control/Switch Rooms and Storage Rooms.
(Approximate Total area =30,000 sq.ft.)
- BHEL – R&D Gateway (BRDG)** comprising of Office Area with Modular Partitions, Workstations, Cabins, UPS & Server Room located in the IIT- Madras Research Project.
(Approximate Total Area=6,000 sq.ft.)

The detailed activities are given in the Bill of Quantities indicated in the price bid. However, the activities mentioned are only indicative in nature and any other activities which are incidental to the above shall be carried out and no additional amount will be paid for the same.

MINIMUM CREW STRENGTH:

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. As per BHEL estimate the indicative minimum crew strength required for satisfactory performance of the contract is given hereunder:-

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

CATEGORIES	LOCATION-WISE MINIMUM CREW STRENGTH					
	PC	EOC	TPPO	BRC	BRDG	TOTAL
Housekeeping	17	5	2	6	1	31
Attender / Office Asst.	11	-	-	-	1	12
Electrical Supervisor	1	-	-	-	-	1
Electrician	3	-	-	3	-	6
Plumber	1	-	-	3	-	4
Plumbing Asst.	1	-	-	-	-	1
Carpenter	1	-	-	-	-	1
Clerical / Front Office	17	-	-	-	1	18
Supervisor	2	1	-	1	-	4
TOTAL	54	6	2	13	3	78

The bidders shall, however, survey the area and make assessment of the manpower requirement on their own. The bidder must employ experienced and skilled ADULT labour only. No Child Labour shall be engaged / deployed by the bidder. In case, employment of Child Labour is found, it will lead to immediate termination of Contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The bidder shall ensure that the entire workforce deployed wear uniform with shoes while on duty. Contractor shall provide Uniforms (3 sets per year per individual), Rain Coats, Protective Clothing, Safety / Personal Protective Equipments (PPE) etc. to their employees deputed for work at all the locations.

EQUIPMENTS TO BE PROVIDED BY THE CONTRACTOR:

The tentative list of Equipments to be provided by the Contactor is given below: -

1. Vacuum Cleaner
2. Pressure Jet Machine
3. Auto Scrubber & Dryer
4. Glass Cleaning Kits
5. Mop Trolleys
6. Sign Boards with various Caution Signs

The bidders shall, however, survey the areas of work at various locations and make assessment of the actual requirement of Equipments which are necessary for providing effective housekeeping services on their own.

LIST OF MATERIALS/CONSUMABLES AND TOOLS TO BE SUPPLIED BY THE CONTRACTOR:

1. The tentative list of materials/consumables and tools to be supplied is given hereunder for all the applicable locations. The bidder shall, however, survey all the office locations on their own and make assessment of the actual quantity and different variety of materials which are essential for the execution of all above specified works: -

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu****HR & ADMINISTRATION DEPARTMENT****Tender No: BHE:PC:ADMN:HK:2015-16****Dt. 09.01.2015**

Sl. No.	ITEMS DESCRIPTION
1	Soap Oil
2	Phenyl
3	Closet Cleaning Liquid (like Harpic, Domex)
4	Naphthalene Balls
5	Urinal Cubes
6	Utensils Cleaning Powder (like Vim, Exo, Sabena)
7	Utensils Cleaning Scrubber (like Scratch Brite)
8	Nylon Scrubber
9	Anti-septic Liquid (like Dettol, Savlon, Actal)
10	Soft Broom
11	Rough Broom
12	Table / Glass Cleaning Cloth
13	Yellow Cleaning Cloth
14	Hand-Wash Liquid (Fem/Dettol/Lifebuoy)
15	Liquid For Dishwash / Utensils Cleaning (like Vim, Pril, Exo)
16	Air Freshener Cakes for Toilets (like Odonil)
17	Room Fresheners (like Airwick, Odonil)
18	Sponge
19	Mop with Stick
20	Cleaning Liquid (like Colin)
21	Toilet Cleaning Brush (Big Size - Round Shape)
22	Hand Gloves (Acid Cleaning) (Big Size) (in pairs)
23	Hand Brush (Medium Size)
24	Wiper
25	Plunger (Big Size)
26	Anti-bacterial Soap (like Dettol, Lifebuoy)
27	Phenyl Scented
28	Cleaning Acid
29	Flask Cleaning Brush (Big Size)
30	Cob-web Cleaning Stick
31	Bleaching Powder
32	Dust Pan (Medium Size)
33	Dust Bin Covers (Big Size)
34	Dust Bin Covers (Small Size)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited**

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

ELECTRICAL TOOLS	
1	22 mm drilling Machine
2	6" Wall cutting Machine
3	Multi meter
4	Clamp Meter
5	Cutting Player
6	Screw Driver Kit
7	Hammer
8	Spanner set
9	Box Spanner Kit
10	Telephone tool -Krone
11	Axe saw frame with blade
12	Wire Cutter

PLUMBING TOOLS	
1	24" Pipe wrench
2	18" Pipe wrench
3	12" Pipe wrench
4	Grip Player
5	Tube Spanner set
6	Screw spanner
7	Rocker
8	Chisel
9	Vise
10	Die set
11	Pipe cutter
12	Long Screw driver
13	S/S Drill bit
14	Wall Drill bit 6 mm to22 mm

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

CARPENTRY TOOLS	
1	Hand Saw 1 1/2'
2	Hammer-Big size
3	Hammer-Small size
4	Chisel 2"
5	Chisel 1 1/2"
6	Chisel 3/4"
7	Square-10"
8	Grinding stone
9	Shaping machine Iron body
10	Shaping tool iron sheet
11	Needle Punch
12	Triangular File 9"
13	Measuring Tape- 5M with level tube
14	Screw driver Multiple set
15	Cutting Player
16	Driller
17	Vise

2. All the Materials to be supplied by the Contractor should be Branded and First Quality with ISI Mark (or) in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge.
3. The required list of tools for carrying out Electrical, Plumbing and Carpentry Works shall be provided as the Contractor.
4. All the above-mentioned materials, tools and equipments should be available with the Site Supervisor/s at all times. In case of shortage, the Contractor has to arrange for supply of the same immediately in co-ordination with the Site Supervisor/s.

III. TERMS AND CONDITIONS:

1. Upkeep and maintenance should not suffer on any account including absenteeism. Any delay in providing service shall result in BHEL getting the work done by other agencies at the risk and cost of the contractor.
2. Deployment of less labour than the minimum crew strength specified above will attract penal recovery as per minimum wages act along with BHEL overheads for each labour on pro-rata basis
3. Materials required for maintenance of electrical and plumbing works shall be supplied by BHEL. However, the contractor shall supply the necessary tools to his workmen to carry out the work.
4. **The rates quoted shall remain firm/constant for the entire Tenure of the Contract from the date of commencement and no increase in the rates quoted will be entertained for any reason whatsoever including the extended term of the Contract, if any.**

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PROCEDURE FOR SUBMISSION OF TENDER:

- 1) In acceptance of the terms and conditions mentioned under this contract, each and every page (including Technical Bid, Price Bid & all other documents) of this enquiry shall be signed and sealed by person duly authorized / empowered to do so along with the offers by the tenderer in token of complete acceptance thereof. Certified copies of such authority and relevant document shall be submitted along with the tender.
- 2) The bid containing the leaflets, brochures, list of existing clients, testimonials, copy of ISO certification, if any along with the PRICE BID duly filled in shall be sealed and submitted on or before the due date specified in the Tender Document.
- 3) If the bidders have any doubt/s about the meaning of any portion of the specifications or find discrepancies or omission or shall require clarification on any of the technical aspects, scope of work, etc. he/she shall at once contact the authority inviting the tender on the specified address / contact nos. for clarification before submission of the tender.
- 4) Before submission of tender document, the tenderer/s is/are advised to inspect all the sites of work and the environment and be well acquainted with the actual working and other prevalent conditions, facilities available, etc. No claim will be entertained later, on grounds of lack of knowledge.
- 5) All entries in the tender shall be either typed or written legibly in ink. Erasures and overwriting shall not be resorted to. However, in case of unavoidable corrections / insertions, the bidder shall affix his signature against the same.
- 6) For convenience and uniformity, the "PRICE BID" Formats are enclosed. You are requested to quote your rates in the prescribed formats only. No Column/s in the Price Bid shall be left blank. The amount quoted shall be specified both in Figures and Words wherever applicable.
- 7) The bidder shall closely peruse all the clauses, specifications indicated in the tender documents before quoting.
- 8) There will be a pre-bid meeting on 19.01.2015 at 1400 hrs in the specified address (T.Nagar) as mentioned in the Tender Notice, to clarify any doubts of the prospective bidders.

DUE DATE FOR SUBMISSION OF TENDER:

1. The due date for submission of sealed bids (Technical & Price Bids) is up to 1400 Hrs on 24/01/2015 and the same should be submitted at the office of BHEL - Piping Centre.
2. Any bid received after the prescribed deadline will not be accepted and will be summarily rejected.

OPENING OF TECHNICAL & PRICE BIDS:

1. The Technical Bids will be opened at 1430 Hrs on the same day (24/01/2015) in the presence of the authorized representative of the bidders who would like to witness the opening (only one representative from each bidder is allowed to be present).
2. The Price Bids of such Firms/Organizations which meet the prescribed Techno-Commercial Criteria would be opened with due intimation.

1.0 AWARDING OF CONTRACT

The Price Bids of qualified bidders who have accepted all the Techno-Commercial Criteria will be opened by the Committee and the Organisation / Agency with the Lowest Bid (L1) shall be considered for award of Contract. The **Total Contract Value** shall be taken into consideration for arriving at L1 Status for award of the Contract.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

2.0 TOWARDS SELECTION, CONTROL AND SUPERVISION OF EMPLOYEES:

- a) 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. There shall be no interference or intervention whatsoever by BHEL.
- b) All labour, consumables, tools, equipments, transportation etc., required for the work are under the scope of the Contractor only. Sufficient labourers in the various categories are to be engaged to maintain the periodicity for each activity and to maintain clean environment.
- c) Contractor's Supervisor/s shall supervise the work allotted by BHEL and to be executed by their Employees to the satisfaction of BHEL.
- 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) The Electrical Supervisor to be deployed by the Contractor shall be a Certified "B" License Holder who shall supervise all the other Electricians and monitor all the Electrical Maintenance prescribed and incidental to the works specified under this Contract for the various Locations.
- g) Contractor to provide identity card with photograph duly verified and attested by the Contractor to his employees. Contractor to indicate the name of the proprietary / partnership firm / company, place of work, contact number and duration of validity of card.
- h) Contractor shall be solely 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 shall ensure that the job is executed through his employees on his rolls and under no circumstances, the contractor shall deploy any casual labour to carry out the job assigned nor shall sub-contract the job without prior written permission.
- j) Contractor shall keep watch on his employees and he will be liable for any pilferage / loss / damage 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 has to provide a distinct uniform different from BHEL employees. The uniform should have logo of the Contractor's firm / company. The uniform shall be kept in neat, tidy and wearable condition.
- l) Contractor to provide necessary personal protective equipments (PPE) to his employees. The contractor shall be solely responsible for enforcing all safety regulations as applicable.
- m) Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- n) Contractor shall make wage payment to all his employees on or before 7th (or) 10th of every month (either one day before or after in case of Sunday / Holidays) as applicable.
- o) While making payment, the contractor should provide salary slip to all employees giving details of PF, ESI etc. The salary should be disbursed only in the presence of an employee nominated by BHEL.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

- p) The Contractor shall carry out health performance test at his cost for all the workmen engaged in the work through a registered medical practitioner and produce certificate on demand.
- q) The Contractor shall strictly adhere to various labour laws in force and shall maintain all statutory records as stipulated by the statutory authorities from time to time.
- r) The Contractor shall ensure that preferably male labourers shall be engaged for the housekeeping activities and also shall ensure all their Employees shall wear uniform and identity card while on duty.
- s) All the tools like brooms, cob-web remover, empty gunny bags, nylon scrubber, double wheel barrows, spray tanks & safety items like boots, gloves, goggles, etc. will be under the scope of the contractor.
- t) All consumables, tools, equipments used in the work shall be of ISI & approved quality and will be under the scope of contractor. The same will be subject to periodical inspection by BHEL officials. In case the consumables, tools & equipments are not satisfactory, the same shall be replaced immediately at the Contractor's Cost.
- u) Usually, work has to be carried out in day time only. In case of emergency work, the same has to be carried out during nights and the necessary overtime wages, if any shall be paid to the employees by the contractor as per statutory provisions.
- v) The decision of In-Charge for this contract shall be final and binding on the contractor regarding clarification of items to be supplied and all terms and conditions of Tender.
- w) In all matters of disputes, the decision of the authorized representative of BHEL - Piping Centre shall be final and binding on the Contractor.
- x) The periodicity of any / all activities specified in the Contract may be increased depending upon the requirement and necessity.
- y) BHEL authorized representative/s will give day-to-day working instructions only to the Contractor or his representative/s nominated by the Contractor. BHEL will have nothing to do or be concerned with the employment of employees deputed by the Contractor for the works specified in the Tender. 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.

3.0 EARNEST MONEY DEPOSIT:

- a) Every Tenderer is required to remit a sum of **Rs.2,00,000/- (Rupees Two Lakhs only)** towards EARNEST MONEY DEPOSIT (**EMD**) by Demand Draft (DD) from Scheduled / Nationalised Banks drawn in favour of "BHARAT HEAVY ELECTRICALS LIMITED" payable at Chennai-17.
- b) The DD as specified above shall be enclosed along with the sealed Technical Bid.
- c) Tenders submitted by parties without EMD will not be considered and will be summarily rejected.
- d) EMD given by all unsuccessful tenderer/s shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
- e) EMD shall not carry any interest.
- f) BHEL reserves the right to forfeiture of EMD in case the successful tenderer:

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

- i) Fails to communicate unqualified acceptance of our Letter of Intent within 7 days from the date of Letter of intent.
- ii) Fails to start the work as indicated in the Letter of Intent (LOI).
- iii) After opening of the tender revokes / withdraws his tender within the validity period or increases his earlier quoted rates / revises his conditions.

4.0 SECURITY DEPOSIT:

- a) Upon acceptance of tender, the successful tenderer within the time specified in the Letter of Intent (LOI) must deposit the required amount of **Security Deposit** for satisfactory completion of work. The amount shall be deposited within one month from the date of Letter of Intent or early.
- b) The total amount of Security Deposit shall be calculated as follows:
 - i) Works costing upto Rs.10 lakhs - 10% of the contract value.
 - ii) Works costing Rs.10 lakhs to Rs.50 Lakhs - Rs.1.0 Lakh + 7.5% of amount exceeding Rs.10 Lakhs.
 - iii) Works costing above Rs.50 Lakhs - Rs.4.0 Lakhs + 5% of the amount exceeding Rs.50 Lakhs.
- c) The Security Deposit may be furnished in any one of the following forms:
 - i) Pay Order / Demand Draft in favour of BHEL.
 - ii) Local Cheques of Scheduled Banks, subject to realization.
 - iii) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% has to be remitted in any of the specified form of security. The Bank Guarantee format should have the approval of BHEL.
 - iv) Security Deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of the work and the balance 50% may be recovered from the running bills.
 - v) EMD of the successful tenderer shall be converted and adjusted against the security deposit.
 - vi) The security deposit shall not carry any interest.
 - vii) The security deposit shall not be refunded to the contractor except in accordance with the terms and conditions of the Contract.

5.0 RETURN OF SECURITY DEPOSIT:

The contractor would be eligible to claim for return of the Security Deposit after completion of the allotted works in all respects to the satisfaction of BHEL and returns properties belonging to BHEL, handed over / lent to him or hired for carrying out the said works. Thereafter, the Contractor shall produce a Self-Undertaking with a request for return of Security Deposit wherein he shall specifically undertake to indemnify BHEL against any claim / loss claimed by various Statutory Authorities including dues payable by the Contractor to their employees like Salary/Wages, PF, etc. Based on the above-specified request from the Contractor, the Security Deposit would be returned to the contractor after deducting applicable dues, if any payable to BHEL under this or other contracts entered into with the contractor. It may be noted that in any case, the security deposit shall not be returned / released prior to passing of final bill.

No interest shall be payable by BHEL on Earnest Money Deposit, Security Deposit or any money due to the contractor for any delay whatsoever.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

6.0 CERTIFICATION OF WORK DONE AND PAYMENT THEREOF:

- a) The authorized representative of BHEL shall certify the works executed by the Contractor under different locations on a monthly basis.
- b) Shortcomings, if any, in the work executed by the contractor will be pointed out by the designated officer of BHEL to the Contractor or his authorized representative and the same shall be rectified by him within the specified time to the satisfaction of the designated officer. If such shortcoming/deficiency in the allocated work/s is/are not rectified, appropriate deductions would be effected in the respective monthly bill. In this connection, the decision taken by the authorized representative of BHEL shall be binding and final on the Contractor.
- c) Payment towards work satisfactorily executed will be made to the contractor at the agreed rates as per the LOI.
- d) Payment will be released on a monthly basis within a fortnight from the date of receipt of bill and certification by Administration Department that the services provided during the month are satisfactory.
- e) All payments will be subject to deduction of income tax at source as per Income Tax and Service Tax rules applicable from time to time.
- f) Any revision in the existing Service Tax (or) introduction of any other tax by the Govt. of India would be duly paid by BHEL based on the written request by the Contractor with necessary documentary evidence.

7.0 DURATION OF THE CONTRACT:

1. The duration of the Contract is ONE YEAR. Initially, the work will be awarded for a period of THREE (3) Months on Trial basis and if the performance is found to be satisfactory, the Contract would be extended for the remaining period of NINE (9) Months at the discretion of BHEL.
2. In case of change in any of the Office locations within Chennai region, during the tenure of the Contract, the Contractor shall ensure providing services in the new location at the same rates as agreed under this Contract. In case there is substantial upward/downward variation in the scope of works amounting to more than 20%, the terms of the Contract will be discussed and mutually agreed upon.

8.0 EXTENSION OF THE CONTRACT:

After completion of the Contract for the original period of One Year, the same could be extended at the discretion of BHEL for a further period as mutually agreed upon on the same rate, terms and conditions of the original tenure.

9.0 RATES & VALIDITY OF OFFER:

The rates in the tender shall be kept open for acceptance for a minimum period of Ninety Days from the date of opening of Price Bid. In case BHEL calls for negotiation/s, such negotiation/s shall not amount to cancellation or withdrawals of the original offer, which shall be binding on the tenderers. Further, the rates shall be kept firm by the successful tenderer, till the end of the contract period and no revision of rates on any context is permissible during the period of the contract for any reason whatsoever including the extended period of Contract, if any.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

10.0 PAYMENT OF WAGES:

The Contractor shall ensure payment of Minimum wages as prescribed by the Govt. of Tamil Nadu from time to time. In addition to the Statutory Minimum Wages, the Contractor shall make payment of additional wages to various categories of labour as prescribed below: -

- (a) Un-Skilled Labour - Rs.3,200/- per month;
- (b) Semi-Skilled Labour - Rs.3,700/- per month; and
- (c) Skilled Labour - Rs.4,100/- per month.

All statutory deductions, contributions like PF, ESI, etc. shall be applicable on the above-mentioned additional wages also.

11.0 TOWARDS STATUTORY LIABILITY:

- a) All statutory requirements under The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Workmen Compensation Act 1923, The Employees' Provident Fund & Miscellaneous Provisions 1952, The Payment of Gratuity Act, 1972, The Employees' State Insurance Act, 1948, The Contract Labour (Regulation & Abolition) Act, 1970, The Payment of Bonus Act, 1965, The Income Tax Act, The Service Tax Act and all other applicable Acts shall be complied with by the Contractor.
- b) Contractor shall comply with all statutory requirements, rules, regulations, and notifications in relation to employment of his employees issued from time to time by the Appropriate Authorities.
- c) The Payment of Wages shall be made in the presence of authorized representative/s of BHEL and the Contractor shall maintain proper records for timely disbursement. These records need to be preserved for a minimum period of Three years and shall be made available even after the contract is over for any verification by the statutory authorities/BHEL authorities.
- d) The Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, Pension dues under EPF & MP Act, 1952, to the Regional Provident Fund Commissioner.
- e) The Contractor shall ensure payment of ESI contribution under the ESI Act, 1948 and provide ESI membership No. / Card to each employee.
- f) Contractor shall produce proof for compliance of minimum wages and additional wages as stipulated in the Tender for various Categories of Labour on a monthly basis. In addition, he shall also produce proof for various deductions as well as remittances like PF, EDLI, Pension, ESI contribution, administrative charges etc. as applicable and shall maintain proper records. The Contractor shall issue wage slips to each and every employee.
- g) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- h) Contractor shall be solely responsible for non-payment or / and delayed or / and less payment of Statutory Minimum and Additional Wages, DA, contributions under EPF & MP Act, ESI Act etc.
- i) The Bill/s prepared by the Contractor shall be verified by BHEL and passed on the basis of number of manpower deployed (adequate / shortage), payment of statutory minimum wages, additional wages as given in the Tender, statutory contributions & statutory remittances (PF, ESI, Service Tax, etc.) along with necessary documentary proof at all the specified locations of BHEL.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

- j) In case the contractor fails to make payment of wages to his employee/s or remittance of contribution to the concerned authorities, the security deposit / other dues / running bills under the contract shall 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 employee/s 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 adequate insurance coverage 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, and pilferage of his property and/or accident / disablement / death to his employee/s.
- 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.
- o) Payment of Bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under the Industrial Disputes Act will be the sole responsibility of the contractor.
- p) Over and above the daily wage rate, payment shall be made for leave with wages and any overtime work carried out, if required.
- q) Contractor shall observe Provisions of the Shops and Establishments 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 prior intimation and 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 shall be responsible for making payment of wages before the expiry of 7th day after the last day of the wage period in respect of which the wages are payable and to ensure disbursement of wages in the presence of the authorised representative of contract operating department.
- t) Contractor to obtain and maintain Labour License under the Contract Labour (R&A) Act, 1970.
- u) Any modification in Service Tax will be paid on proof of payment.

12.0 TOWARDS SUPPLY OF TOOLS, TACKLES, MATERIALS & EQUIPMENTS:

- a) Contractor shall provide to his employees all tools, tackles and equipments 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, equipments and tools and tackles.
- b) Contractor shall provide material at his cost as mentioned in the contract to his employees for carrying out the job.
- c) Contractor shall provide safety appliances / personal protective equipments (PPE) and maintain the same at his own cost, which may be required under the statute or otherwise.
- d) The maintenance and safety aspect of all the Tools, Tackles and Equipments supplied / provided by the Contractor is that of his sole responsibility and BHEL will not be responsible for any damage occurred to the same and no compensation would be paid for the same.

13.0 TOWARDS FINANCE:

Contractor shall arrange his own finance for carrying out the job including payment of wages to his employees, supply of tools, tackles and equipments to his employees, materials, etc. for carrying out the works defined in the Tender and incidental to the Contract. The Rate/s quoted shall be nett and inclusive of all the capital costs, material costs, taxes and levies which might be applicable to this type of jobs.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

14.0 RIGHTS AND OBLIGATIONS OF BHEL:

- a) 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 we will be obliged to discharge the obligations and rectify the deficiency / anomaly within specified time failing which BHEL reserves the right to impose the specified penalty in the and / or terminate the contract without assigning any reason whatsoever. In such an event, no damage will be payable for short-closure of the contract.
- b) Without prejudice to the aforesaid clause, BHEL reserves its right to terminate the contract without assigning any reason therefor by giving two months' notice in writing to the contractor. The same notice period shall be applicable if the services are found unsatisfactory in which case, BHEL reserves the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by BHEL from Security Deposit or pending bill or by raising a separate claim.
- c) The cancellation of contract may be either for whole or part of the contract at BHEL's option. In the event of termination of contract in whole or part BHEL may procure upon such terms and in such manner as deemed appropriate, supplies or services similar to those so terminated and the contractor shall be liable to BHEL for any excess costs for such similar supplies or services provided that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- d) The decision of BHEL regarding interpretation of any terms and conditions set forth in the Agreement shall be final and binding on the contractor.

15.0 ARBITRATION AND GOVERNING LAW:

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 Chennai, 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 CHENNAI Courts.

16.0 SIGNATURE OF THE PARTIES:

The contract needs to be executed on proper stamp paper to be purchased by the contractor at his cost, as per stamp fees as applicable to the state of Tamil Nadu. It should be signed with seal of the firm / company and witnessed.

IV. OTHER TERMS AND CONDITIONS:

1. If tenderer expires after the submission of his tender or after the acceptance of his tender, BHEL may at their discretion, cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at their discretion unless the firm retains its character.
2. If a tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money Deposit / Security Deposit and any other money due.
3. Canvassing in any form in connection with the tenders submitted by the contractors who resort to canvassing are liable to rejection.
4. Should a tenderer or contractor or in the case of a firm or company of contractors / one or more of its partners / shareholders / directors have a relation or relations in BHEL, the authority

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

inviting tender shall be informed of the fact along with the offer, failing this BHEL may, at its sole discretion reject the tender or cancel the contract and forfeit the Earnest Money Deposit / Security Deposit.

5. The successful tenderer should not sub-contract the part or complete work under this contract.
6. The applicable minimum wages payable including periodical revisions, in accordance with the Minimum Wages Act along with the Fixed Additional Wages should be compulsorily paid to the labour engaged by the Contractor, under this contract. All other statutory payments like ESI, PF, etc. are to be strictly adhered to.
7. Payment shall be made to the contractor on the basis of works carried out as per Bill of Quantities. However the bills will be settled on a monthly basis only.
8. The Contractor shall present the bill on a monthly basis along with the documentary proof for number of manpower deployed, wages paid to their employees, statutory remittances which shall be taken into consideration and payment will be made accordingly.
9. The services to be rendered by the contractor shall include all work assignments relating to effective and prompt housekeeping, cleanliness, janitorial / sanitary services and maintenance daily, weekly, fortnightly, monthly and occasional basis.
10. Non-availability of work force for any reason whatsoever and any failure to carry out the assigned functions or deficiencies, the company shall have the right to get the work carried out through alternative means at the risk and cost of the contractor.
11. The contractor shall ensure proper conduct and behavior of the workforce engaged by him in the work premises of the company and shall remove with immediate effect, the engagement of such person (s) who does / do not conduct himself properly.
12. Income Tax as may be due under the relevant act shall be deducted at source.
13. The contractor shall duly comply with all Acts, laws or other statutory rules, regulations, bye laws applicable or which might be applicable to the State of Tamil Nadu including Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, Industrial Disputes Act, Workmen's Compensation Act. Employees State Insurance Act, Tamil Nadu Shops and Establishment Act, Employees Provident Fund Act, Payment of Bonus Act and any other statute applicable.
14. The Contractor shall keep the company indemnified against all penalties, claims and liabilities of every kind for any violation etc. by him or his employees.
15. In case, while on duty and during the course of engagement in the work premises of the company under this contract, if any of the contractor's workmen meet(s) with any injury / indisposition due to accident or other natural calamities, the contractor shall ensure that immediate and adequate medical aid, viz. First aid and subsequent treatment to the person(s) concerned free of cost without fail. In addition, the contractor shall also be liable for meeting with statutory liabilities as already detailed above. Contractor shall insure all his workmen / employees for the total amount of compensation under the Workmen Compensation Act.
16. The contractor shall be responsible for the safe custody and careful handling of BHEL equipment, furniture, glass items, vessels etc which will be handled by his workmen in the course of executing various jobs under this contract. If any item is damaged or lost by the workmen of the contractor, the cost of the same will be recovered from the contractor's bill.
17. During the currency of the contract, BHEL can terminate the contract at any time without assigning any reason, by giving Two Months notice. Likewise, if the contractor desires to terminate the contract, he can do so by giving Two Months notice to BHEL.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

18. It should be ensured that all statutory payments to the workmen should compulsorily be paid by the contractor and BHEL will scrupulously ensure proper payment by the contractor failing which BHEL will arrange to pay the statutory payments to such workmen of the contractor and recover the same from the contractor's bill or security deposit, as the case may be.
19. For all purposes whatsoever the employees of the Contractor shall not be deemed to be in the employment of BHEL.
20. All payments will be subject to deduction of Income tax at source as per income tax and service tax rules.
21. The tenderers are advised to visit BHEL office/s and site/s of work to get themselves acquainted with the site conditions, quantum of manpower, materials requirement and nature of works before submitting the offer as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and the requisite details shall be filled in by the Bidder in the Tender Document wherever required.
22. No price/rate should be mentioned in Technical Bid; otherwise the bid shall be summarily rejected.
23. No bidder shall be allowed to use any electronic gadgets viz., mobile phones, laptops, tablets etc. inside the tender opening hall.
24. Any clarifications/additional documents sought by BHEL from the bidder/s shall be provided immediately or subject to a maximum time frame of 48 hours, failing which the bid/s shall be summarily rejected and will not be considered for further evaluation/processing.
25. BHEL reserves the right to reject any bid without assigning any reason/s thereof, in the interest of the work. No tenderer shall have any cause of action or claim against BHEL for rejection of his bid.
26. Any deviation from the clauses hidden/intentional/unintentional shall be considered as contravention of the clauses of tender document and the same shall also be grounds of rejection.

The General Conditions of the Contract of BHEL specified above forms an integral part of this Contract.

Any clarification/s on the Tender Documents including Annexures, Terms and Conditions of Contract could be obtained from: -

- 1) Smt. Deepa Balaji, SM/HR&Admn., Phone No.044-28161281/28161203, 9445893757/9442503061

NOTE: The above pages will form part an integral part of technical specifications and shall be enclosed with the seal and signature of the Authorised Signatory.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

CERTIFICATE OF COMPLIANCE

To

Senior Manager / HR & ADMIN
BHEL – Piping Centre
Chennai - 600017

Sir/Madam,

I/We have carefully read the tender specifications connected with the above tender and have understood the technical requirements and conditions to the above tender which consists of Eligibility Criteria, Scope of Contract, Terms & Conditions, Other Terms and Conditions, all other details, Technical Bid and PRICE BID – Work/Rate Schedule.

I/We agree to carry out the contract tendered at the rates as offered by us in the Price Bid (Rate Schedules) submitted by us and in accordance to the terms and conditions of the subject tender.

If the contract is awarded to us, the rates quoted shall be kept firm till the completion of contract.

Draft of..... Bank bearing No.....dated.....for an amount of Rs.2,00,000/- (Rupees Two Lakhs only) is submitted in a separate cover towards EMD.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited**

(A Govt. of India Undertaking)

Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu

HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

TECHNICAL BID**ELIGIBILITY CRITERIA DETAILS:**

S NO	ELIGIBILITY CRITERIA	BIDDER'S RESPONSE		
01	EMD	DD No. _____ Date _____ Drawn from _____ (Bank) for Rs. _____ / (Rupees _____ only)		
02	Service Tax Regn. No. Proof to be Attached)			
03	Permanent Account Number (PAN) (Proof to be Attached)			
04	PF Registration No. ESI Registration No. (Proof to be Attached)			
05	Company Status (Private / Public / Proprietor / Registered) (Proof to be attached)			
05	Housekeeping experience in the industry/ institution for a period of minimum three years. (Refer Clause 5 of Eligibility Criteria)	Attached	Not Attached	
06	Average annual Financial Turnover in for the last three financial years should be minimum Rs.70.00 Lakhs (Proof to be attached)	2011-12	2012-13	2013-14
07	Profit & Loss Account Statements and Balance Sheets for the last three Financial Years. (Proof to be attached duly certified)	2011-12	2012-13	2013-14
08	Acknowledgement of Income Tax Return for last three financial years (Proof to be Attached)	2011-12	2012-13	2013-14

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu****HR & ADMINISTRATION DEPARTMENT****Tender No: BHE:PC:ADMN:HK:2015-16****Dt. 09.01.2015****DETAILS OF COMPANY / FIRM:**

01	Name and full address of the Company / Firm	
02	Name of contact Person with Designation	
03	Contact Details:	
	Landline No.	
	Mobile No.	
	Email ID:	
04	Local Office Address in Chennai with Contact person, Phone No., Mobile No., email ID, Fax No. (If any)	

Declaration:

- (i) I/We (including all partners) certify that I/We have read the Terms and conditions and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We am/are liable to be debarred.
- (iii) I/We certify that I/We will not get myself / ourselves registered as contractor(s) in BHEL under more than one name.
- (iv) I/We certify that no case is pending with the Police / Court against me/us/Firm/Company for any statutory violation or non-compliance of Statutory provisions of Applicable Acts and has/have not been suspended / blacklisted by any Organisation.

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 01 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measurement	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
01	Cleaning, washing and swabbing the following in different Office locations (PC, EOC, TPPO & BRDG) including the floor area dado etc. twice daily in all toilets, wash basins, etc. Payment will be made based on the actual work done and on acknowledgement from the Officer-in-charge. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.				
a.	Water Closet	Nos.	14360	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
b.	Wash Basin	Nos.	15600	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 02 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
c.	Urinal	Nos.	18720	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
d.	Wash Trough	Nos.	6240	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
e.	Rest Room (inside toilet block)	Nos.	11860	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 03 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
02	Sweeping, Cleaning the Office areas but excluding areas covered by almarah , cupboard etc, once daily. After sweeping all the waste , dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by Officer In - Charge . Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor incharge. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	1157520	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
03	Wiping of all office Tables , Chair, Telephone, Computer Peripherals , Glass partitions , Doors, Windows, venetion blinds in total Office area once daily. Payment will be made based on the total floor area in which the furnitures are placed. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals, sprayers and other cleaning materials , Cloth, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	1157520	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 04 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
04	Mopping, Cleaning the Office areas but excluding areas covered by almarah , cupboard etc, once daily. After sweeping all the waste , dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by Officer-in -Charge . Payment will be made based on the actual quantum of work done and on acknowledgement from Officer-incharge. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of power and storage room will be given by BHEL at free of cost.	Sq.m	1157520	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
05	Sweeping the open spaces (outside building) , surrounding areas of building, gardens, basement car parking area , roof terrace of building and other areas once daily as identified & instructed by Officer -in -Charge. Rate includes labour, tools, brooms, malard, baskets etc. Sweeping , hand picking of debris, collecting & dumping the debris in the near by dust bin/ earmarked ares etc. complete. Sweeping has to be done only as and when necessary. Payment will be made only for the areas where sweeping was done.	Sq.m	658320	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

	Bharat Heavy Electricals Limited (A Govt. of India Undertaking) Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu HR & ADMINISTRATION DEPARTMENT
--	--

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 05 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measurement	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
06	Sweeping, Mopping, Cleaning the Canteen hall area, twice daily. After sweeping all the waste , dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by Officer-in -Charge . Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor incharge. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	159120	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

PRICE BID – WORK / RATE SCHEDULE

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
07	Arranging the dining table & chair in a systematic way daily in Canteen Hall at Lunch / Breakfast time , placing the clean plates, cups & Tumbler, water jugs with drinking water as and when required. Also Taking the used plates, cups& Tumbler from table and cleaning all the items including table for next person use. Cleaning Process to be followed for used plates , cups & Tumblers. (First clean with clear water next with soap water next with hot water and again with clear water.) After completion of proper cleaning all the items to be placed in respective place. After completion of dining activites all the dining tables & Chairs to be moved to corner of the hall and stacked. Payment will be made based on the actual quantum of work done and as per Instruction of Officer In Charge. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals ,powder and other cleaning materials, incidentals, etc. complete. Required quantity of utencils, water, power and storage room will be given by BHEL at free of cost. Approx 330 plates daily	Each Day	312	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
08	Collection of bulk quantities of Coffee/Tea from the collection centre using flask/cans and Distribute the same in Cup & Saucer to every official. Daily 700 cups approx. Also remove the used cup&Saucer and washing the same with water & cleaning powder/liquid and also wipe off with clean clothes and made ready for next use.	Each no.	218400	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 07 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
09	Collection of Refreshment- snacks (idli/ dosa/ idiyappam/Lunch Etc) boxes or parcel including side dishes from the identified shop (with in 1-2 Kms distance) and carrying the same to office premises and distribute the same to officials in each floor according to the requirement. Normally the requirement of Boxes/ parcel is in the range of 20 to 35 Nos. daily. Payment will be made based on the supervisor's report . Quoted rate shall includes cost of labour, carrying bags etc. For transportation of the above items, Bi-Cycle will be provided by BHEL free of cost.	Each Box	9360	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
10	Collection & segregation of garbage / waste / paper and other waste items from the main collection point in the evening hours i.e specifically after office hours once daily and dispose off the same in the near by area (200m approx) with the instruction of Officer-In - Charge. Payment will be made based on the supervisor's report . Quoted rate shall includes cost of labour, disposal bags, etc.	Each No.	1250	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
 (A Govt. of India Undertaking)
 Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu
 HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 08 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
11	Collection of water container of 20 Litre Capacity (Bubble top) from the centralized place with in the complex and carry the same to the required floor and place the same in the water dispenser machine as and when required. The empty container to be replaced in the centralized area and dispose the lid in a dust bin. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, equipment etc.	Each Container	11550	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
12	Cleaning of water dispenser including stand using cleaning material on daily basis also as per the instruction of Officer-In -Charge. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, cleaning items required for the same. Quoted rate shall include cost of labour, tools, plants, necessary cleaning materials, incidentals,etc. complete. Required quantity of water, power & storage room will be given by BHEL at free of cost.	Each No.	3750	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
13	Effective pest control operation shall be carried out in the entire premises by using spray & other methods incl. rodent control by providing traps in sufficient number. The control system shall be carried out on a fortnightly basis & as per the instruction of Officer-In-Charge. Payment will be made based on the actual/effective control of the pest. Quoted rate shall include cost of labour, tools, plants, machineries/eqpts, necessary chemicals, incidentals incl. disposal of the dead pest etc. complete.	Sq.m	94680	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 09 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
14	Cob-Web removal (fortnightly), sweeping and swabbing in all office buildings, staircases, swabbing of AC/PC rooms, Conference halls, dining halls, etc. Complete. After sweeping all the waste, dust, garbage, etc to be disposed off to the nearby dust bins/ dumping site as instructed by Officer-In-Charge. Payment will be made based on the actual quantum of work done and on acknowledgement from the floor incharge. Quoted rate shall include cost of labour, tools, plants, machineries , necessary chemicals, acids and other cleaning materials, incidentals, etc. Complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	94680	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
15	Scrubbing and cleaning of oily substances (fortnightly) in offices, staircases , AC/PC Rooms, Conference halls, dining hall etc. Complete as per instructions of Officer-In - Charge . Rate includes cost of labour, hire and running charges for tools and plants , machineries etc., necessary chemicals , acids and other cleaning materials , incidentals etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	94680	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
 (A Govt. of India Undertaking)
 Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu
 HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 10 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
16	Labour Charges for erection of flag post and tying the flag. Decorating the place with Tying color papers . Arranging stage dias for conducting functions, Rate includes digging hole erection of post and removing the same after the function is over including refilling the hole and handing over the flag post , flag etc to office after completion of programme. Necessary flag post and flag will be supplied by BHEL at free of cost. Rate does not include to and fro transportation.	Per Function	5	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
17	Carrying and placing PVC moulded chairs at site of work and returning the same after the function is over. Rate does not include to and fro transportation etc. but includes labour, loading -unloading.	Nos.	2000	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
18	Collection of sweet / Karam boxes or Parcel from the identified shop (with in 1-2 Kms distance) and carrying the same to office premises and distribute the same to officials in each floor according to the requirement. The requirement of sweet/ karam Boxes/ parcel is in the range of 200 to 250 Nos .Payment will be made based on the supervisor's report . Quoted rate shall includes cost of labour, carrying bags etc. For transportation of the above items, Bi-Cycle will be provided by BHEL free of cost.	Each Box	12900	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

PRICE BID – WORK / RATE SCHEDULE

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
19	Making all arrangement for event function, such as placing table, chair, decoration of hall/ Place , curtain , supply of items to participant like water bottle, biscuit, ,snacks , Coffee/ Tea, etc. Item includes disposal of the waste then and there, cleaning all the items used and after completion of program all the items to be replaced in a respective place as per the instruction of Officer-in-Charge . Payment will be made based on the report by the Officer-inCharge. Quoted rate shall include cost of labour, tools, necessary chemicals and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost. Number of participant are in the range as follows.				
a.	Number of participants from 10 - 30 approx.	Each Program	1250	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
b.	Number of participants from 31 - 60 approx.	Each Program	3160	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 12 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
20	ATTENDER DUTIES - Attending all unskilled nature of works as required including messenger activities, to collect and distribute the tapals at the address and other allied activities, file movement, Paper Movement, File Retrieval, External Jobs, Official's Coffee / Lunch, Upkeep of Official's workplace, Despatch, receiving and sending the Superiors at porch in orderly manner, etc. complete to the satisfaction of the department.	Month	144	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
21	CLERICAL DUTIES - Attending all office related works viz., Document Filing, Document Retrieval, Document Maintenance, Data entry, Office Support to identified department/s, Assistance to Section posted, File Maintenance etc.	Month	216	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
22	SUPERVISOR DUTIES - Monitoring and ensuring completion of all the activities mentioned in the contract.	Month	36	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 13 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
23	<p>PLUMBER DUTIES - Attending to the day to day Water Supply ,Plumbing and Sewer line maintence works to liquidate all type of maintenance complaints posted/ registered in the office area including over head water tank, sump, sewage collection sump etc . The scope of contract also includes carrying out preventive maintenance works, routine works like operation of pumps, valves etc. as directed by department and as specified here under. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor. The quoted rate shall include wages, bonus, statutory payments etc., but excludes applicable service tax. Service tax will be paid against the submission of documentary evidence for having paid the same.</p>	Month	12	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

PRICE BID – WORK / RATE SCHEDULE

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
24	ELECTRICIAN DUTIES (Round the clock shifts) - Attending to the day to day work in electrical related maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including DG sets and main incoming power. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of DG set, filling Diesel , attending light points, changing lights , fans , cable routing and other electrical related works. Attend problem in Data centre, EPABX, telephohe points , battery back up, computer points, Fixing additional lights in the ceiling, building lighting, audio system etc. The necessary electrical wiring to be carried out for conduting any program/ meeting and removing same after completion of the same. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor.	Month	36	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
25	ELECTRICAL SUPERVISOR DUTIES - Supervision of all Electricians and activities mentioned at Sl.No.24 above	Month	12	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 15 of 15)

PART – 1 - House Keeping and Other Maintenance Services for PC Main Office, EOC, TPPO & BRDG

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
26	PLUMBING/ELECTRICAL ASSISTANT DUTIES - Assisting in all activities mentioned at sl. Nos. 23 & 24 above	Month	12	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
27	CARPENTER DUTIES - Attending to the day to day work in carpentary related maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area.. The scope of contract also includes carrying out preventive maintenance works, routine works like attending complaints in door closer, door locks, table & Chair repair , cub boards, racks, partitions, false ceiling, gap filling, nailing, dismantling and refixing of table , fixing doors, windows, ventian blinds, tender box, podium and other carpentary related works. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor.	Month	12	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 01 of 08)

PART – 2 :: House Keeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
01	Cleaning, washing and swabbing the Urinal in BHEL Residential Complex including the floor area dado etc. once daily in all toilets, wash basins, etc. Payment will be made based on the actual work done and on acknowledgement from the respective floor incharge. Quoted rate shall include cost of labour, tools & plants, machineries, necessary chemicals, acids and other cleaning materials, etc. Required quantity of water, power and storage room will be given by BHEL at free of cost.	No.	320	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
02	Sweeping, Cleaning the Residential areas once daily . After sweeping all the waste , dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by Officer-in -Charge . Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor incharge. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	205920	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 02 of 08)

PART – 2 :: House Keeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
03	Mopping, Cleaning the Residential areas once daily. After sweeping all the waste , dust, paper, garbage, etc, to be disposed off to the nearby dustbins/ dumping site as instructed by Officer-in -Charge . Payment will be made based on the actual quantum of work done and on acknowledgement from respective floor incharge. Quoted rate shall include cost of labour, tools, plants , machineries , necessary chemicals and acids and other cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	205920	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
04	Sweeping the open spaces (outside of building but including basement car parking), surrounding areas of building, gardens, basement car parking area , roof terrace of building and other areas as identified & instructed by Officer -in -Charge. Rate includes labour, tools, brooms, malard, baskets etc. Sweeping , hand picking of debris, collecting & dumping the debris in the nearby dust bin/ earmarked areas etc. complete. Sweeping has to be done only as and when necessary. Payment will be made only for the areas where sweeping was done.	Sq.m	867630	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 03 of 08)

PART – 2 :: House Keeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
05	Collection of Coffee/Tea 20 nos. (approx.) from the identified place (within 1 km) daily using flask and Distribute the same in cups. Also washing the flasks, cups with water & vim power also wipe off with clean clothes and made ready for next use.	Nos.	12480	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
06	Collection of garbage / waste / paper and other waste items from the main collection point in the evening hours i.e specifically after office hours on daily basis and dispose off the same in the nearby area (200m approx) with the instruction of Officer-InCharge. Payment will be made based on the supervisor's report. Quoted rate shall include cost of labour, tools, plants, vehicle , carrying bags etc.	Each No.	320	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
07	Collection of water container of 20 Lit Capacity (Bubble top) from the centralised place within the complex and carry the same to the required floor and place the same in the water dispenser. The empty container to be replaced in the centralised area and dispose off the lid in a dust bin. Payment will be made based on the supervisor's report . Quoted rate shall include cost of labour, equipment etc.	Each Container	630	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
 (A Govt. of India Undertaking)
 Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu
 HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 04 of 08)

PART – 2 :: House Keeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measurement	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
08	Cleaning of water dispenser including stand using cleaning material on daily basis also as per the instruction of Officer-In -Charge. Payment will be made based on the supervisor's report . Quoted rate shall include cost of labour, cleaning powder, and other cleaning items required for the same. Quoted rate shall include cost of labour, tools, plants , necessary cleaning materials, incidentals, etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Each No.	320	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
09	Effective pest control operation shall be carried out in the entire premises by using spray & other methods including rodent control by providing traps in sufficient number .The control system shall be carried out on a fortnightly basis and as per the instruction of Officer-InCharge. Payment will be made based on the actual/ effective control of the pest. Quoted rate shall include cost of labour, tools, plants , machineries/ equipments , necessary chemicals, incidentals including disposal of the dead pest etc. complete .	Sq.m	66720	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

(Page 05 of 08)

PART – 2 :: House Keeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
10	Cob-Web removal (fortnightly), sweeping and swabbing in all office buildings, staircases, swabbing of AC/PC rooms, Conference halls, dining halls, etc. Complete. After sweeping all the waste, dust, garbage, etc to be disposed off to the nearby dust bins/ dumping site as instructed by Officer-InCharge. Payment will be made based on the actual quantum of work done and on acknowledgement from the floor incharge. Quoted rate shall include cost of labour, tools, plants, machineries , necessary chemicals, acids and other cleaning materials , incidentals, etc. Complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	39840	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
11	Scrubbing and cleaning of oily substances (fortnightly) in offices, staircases , AC/PC Rooms, Conference halls, dining hall etc. Complete as per instructions of Officer-InCharge . Rate includes cost of labour, hire and running charges for tools and plants , machineries etc., necessary chemicals , acids and other cleaning materials , incidentals etc. complete. Required quantity of water, power and storage room will be given by BHEL at free of cost.	Sq.m	15840	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Piping Centre, No.80/93, G N Road, T.Nagar, Chennai – 600017, Tamil Nadu
HR & ADMINISTRATION DEPARTMENT

Tender No: BHE:PC:ADMN:HK:2015-16

Dt. 09.01.2015

PRICE BID – WORK / RATE SCHEDULE

PART – 2 :: House Keeping and Other Maintenance Services for BRC

(Page 06 of 08)

SL. No.	Nature of Work Proposed	Unit of measurement	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
12	Collection of Refreshment- snacks(idli/ dosa/ idiyappam/Lunch Etc) boxes or parcel including side dishes from the identified shop (with in 1-2 Kms distance) and carrying the same to office premises and distribute the same to officials in each floor according to the requirement. Normally the requirement of Boxes/ parcel is in the range of 20 to 25 Nos. daity. Payment will be made based on the supervisor's report . Quoted rate shall includes cost of labour, carrying bags etc. For transportation of the above items, Bi-Cycle will be provided by BHEL free of cost.	Each Box.	6240	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)
13	SUPERVISOR - Monitoring and ensuring all the activities mentioned in the contract	Month	12	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

PRICE BID – WORK / RATE SCHEDULE

PART – 2 :: House Keeping and Other Maintenance Services for BRC

SL. No.	Nature of Work Proposed	Unit of measurement	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
14	<p>PLUMBER - Attending to the day to day Water Supply ,Plumbing and Sewer line maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including overhead water tank, sump, sewage collection sump etc. The scope of contract also includes carrying out preventive maintenance works, routine works like operation of pumps, valves etc. as directed by department and as specified here under. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor.</p>	Month	36	<p>₹ _____ /-</p> <p>(Rupees _____</p> <p>_____ only)</p>	<p>₹ _____ /-</p> <p>(Rupees _____</p> <p>_____ only)</p>

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)

PRICE BID – WORK / RATE SCHEDULE

PART – 2 :: House Keeping and Other Maintenance Services for BRC

(Page 08 of 08)

SL. No.	Nature of Work Proposed	Unit of measure -ment	Quantities for 1 year (A)	Unit Rate (Exclusive of Service Tax) (B)	Amount (C) C = A x B
15	<p>ELECTRICIAN - Attending to the day to day work in electrical related maintenance works to liquidate all type of maintenance complaints posted/ registered in the office area including DG sets and main incoming power . The scope of contract also includes carrying out preventive maintenance works, routine works like operation of DG set, filling Diesel , attending light points, changing lights , fans , cable routing and other electrical related works. Attend problem in Data centre, EPABX, telephone points , battery back up, computer points, Fixing additional lights in the ceiling, building lighting, audio system etc. The necessary electrical wiring to be carried out for conducting any program/ meeting and removing same after completion of the same. Required materials and consumables will be supplied by BHEL free of cost. However the required tools and plant shall be under the scope of maintenance contractor.</p>	Month	36	₹ _____ /- (Rupees _____ _____ only)	₹ _____ /- (Rupees _____ _____ only)

IMPORTANT NOTE:

- **L1 will be decided on total contract value (A x B) of PART – 1 & PART – 2 for all serial Nos. of Price Bid on a Single vendor for all the activities.**
- ***Rates should be quoted in figures and words and are to be identical. There should not be any corrections/over writing in price bid, wherever there is a difference in the two, the rates in words will be taken as final.***

Place

Signature of the Bidder

Date

(NAME & ADDRESS WITH SEAL)