



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

CONTRACTS DEPARTMENT

Contact No. 04333-279554

Email: mthangam@bheltry.co.in

Tender No: PPPU: WC:15:040

Tender Notice

Dt. 30.04.2016

Sub: Two Part Open Tender Inviting Technical And Price Bid For “House – Keeping Works For The Entire Complex Covering Shop Floors, Office Buildings And Administrative Building For BHEL-PPPU, Thirumayam”.

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

Scope of work:	“House – keeping works for the entire complex covering shop floors, office buildings and administrative building for BHEL-PPPU, Thirumayam”.
Duration of contract:	18 months
Commencement of work	Within 7 days from the date of letter of intent (LOI).
Pre-bid meeting date	10.00 hrs on 11.05.2016
Last date / time for Receipt of tender:	14.00 hrs on 21.05.2016
Date / time for opening Of technical bid:	14.30 hrs on 21.05.2016
Date/time of reverse auction / price bid opening:	The bidders who are technically qualified will be called for reverse auction / price bid opening. The date / time of reverse auction / price bid opening will be intimated to the qualified bidders separately.
EMD	<p>₹ 1, 00,000 /- (one lakh only) to be submitted in the form of DD only in favour of “BHEL – Thirumayam” payable at Thirumayam.</p> <p>Note : exempt from the payment of EMD along with tender is allowed for the bidders who</p> <ul style="list-style-type: none">• Have paid one time EMD of RS 2 lakhs at BHEL-PPPU, Thirumayam• Are joint venture companies of BHEL, ,state or central PSUS / government departments / autonomous / educational / research institutions• Have produced valid NSIC or MSME certificate (attested copy). (Bidders should suitably apply for availing EMD exemption by submitting any of the above listed documents along with the request letter.)

Special instructions: this tender is subject to general terms & conditions, which is enclosed.

- This Tender is subject to meeting 1. Pre-Qualification Criteria, 2. Scope of Work, 3. Work specific terms & conditions, 4. Commercial Terms & Conditions, 5. Conditions Related To The Welfare Of Labour 6. General Terms and Conditions.
- The technical bid along with all terms & conditions shall be duly signed and stamped in all pages and placed in a cover duly superscripting as “technical bid”. Bids submitted with incomplete and incorrect technical details will be liable for rejection.
- Rate shall be furnished in the enclosed “price bid”, duly signed and sealed and placed in a separate cover duly superscripting as “price bid”.
- EMD should be submitted in a separate cover duly superscripting as “EMD”.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



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- Totally there will be 3 separate covers.

Cover title	Pages of tender document	Other required documents
Technical bid	1 to 22	Copy of pre-qualification criteria supporting documents in page 3 of tender document - all stapled together or spiral bound
Price bid	23 to 27	Nil
EMD	28	Covering letter, demand draft or copy of EMD exemption proof, signed cancelled cheque.

- All the above 3 covers shall be placed in a common sealed cover and shall be submitted before the said due date as given above superscripting the tender no. & date and due date.
- Tenderers should submit their bids before the said due date as given above in a sealed cover superscripting the tender number, tender date & due date and the tender will be opened in the presence of tenderers.
- Any deviation to the terms & conditions and schedules of this tender will lead to total rejection of the bid submitted.
- At the time of opening of tender, the representatives should produce the authorization obtained from the authorized signatory of the tenderer specifying the purpose. Also the specimen signature of the representative should be authorized.
- Belated and incomplete bids will become liable for rejection.

In case you are not in a position to submit the bid, please send mail / letter suitably specifying the reasons thereof.

Thanking you,
For Bharat Heavy Electricals Ltd.

M.THANGAM
Senior Manager/ contracts,
Power plant piping unit
BHEL -Thirumayam - 622507
Contact no. 04333-279554

Note:-

- The bids shall be sent to the above address. It may please be noted that the tender box is kept at contracts department, which is located at a walking distance of 10 minutes from PPPU entry gate no. 5. The time of submission needs to be planned accordingly.
- The offer (common sealed cover) can be sent through post/courier/person and the same has to be dropped at the tender box only.

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I. Pre-qualification criteria

1. Earnest Money Deposit (EMD) mentioned in first page
2. The bidder should have valid income tax **PAN CARD**. Documentary proofs / Xerox copies are to be enclosed.
3. The bidder should have valid service tax registration number (if applicable) otherwise has to submit a self-declaration of “non applicability of service tax” (format enclosed with this tender document) on their company’s letter head.
4. The agency could be a proprietorship/ partnership firm/LLP/one person company/private limited company/public limited company/trust/society in this line of service / business - documentary proof / Xerox copy to be enclosed.
5. Income Tax assessment order or acknowledgement of Income Tax Return for 3 financial years ending 2014 or 2015 (Proof to be Attached).
6. Average annual Turnover for the last three financial years(FY) ending 2015 or 2016 should be min. Rs.13.5Lakhs (Proof to be attached)
7. The Bidder should have experience in House-Keeping work in the industry / Institution for a period of minimum 2 (Two) years in the last 5 years (as on 31.03.2016). Work Order copy and Work Completion Certificate should be submitted.
8. The bidder should submit financial statements comprising audited balance sheet, profit and loss accounts and notes to accounts if any or certified turnover from chartered accountant for last three financial years ending 31.03.2015 or 31.03.2016.
9. On award of contract, the successful bidder shall comply with the requirements of PF and ESI / GI rules (as applicable) for their workmen deputed for this work.

NOTE:

- Only those bidders, who are meeting all the above qualifying criteria, will be considered for further evaluation and others will be summarily rejected.
- The Pre-Qualification Criteria details as per **Annexure - X** to be filled & submitted with supporting documents for BHEL reference and verification. Documents submitted with the offer shall be signed & stamped in each page by authorized representative of the bidder, without which bids will not be considered for further evaluation.

II. Scope of contract:

Part-1 : Housekeeping Works for shop floors, office buildings attached to shop and all other buildings excluding Administrative Block area of PPPU, Thirumayam

1. Cleaning - water closet:
2. Cleaning - wash basin:
3. Cleaning - urinal:
4. Cleaning - wash troughs:
5. Cleaning - bath room:
6. Sweeping - office area:
7. Sweeping - shop floor area:
8. Cob-web removal in office area:
9. Cleaning of oily substance:
10. Sweeping - roads, platforms:
11. Erection of flag post:
12. Movement & arrangement of chairs:
13. Disposal of dead animals:

Part-2 : Housekeeping Works for Administrative Block area of PPPU, Thirumayam

1. Cleaning - water closet
2. Cleaning - wash basin
3. Cleaning - urinal
4. Cleaning - wash troughs
5. Cleaning - bath room
6. Sweeping - office
7. Cob-web removal in admin bldg
8. Sweeping - car/scooter parking

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III. Work specific terms & conditions:

1. The Scope of works includes housekeeping and sanitation activities inside Power Plant Piping Unit (PPPU), BHEL, Thirumayam.
2. Payment will be made based on the actual work done and on acknowledgement from the user departments. Quoted rate shall include cost of labour, tools plants, machineries, necessary consumables like chemicals, acids, perfumed urinal cubes, deo cubes, perfumed moth balls, toilet air fresheners, hand wash solutions, scent and other cleaning materials, etc. Water, power and storage room will be given by BHEL at free of cost.
3. There will be a pre-bid meeting as per the schedule in the tender. The tenderers are advised to visit the BHEL/PPPU, Thirumayam and get themselves acquainted with the site conditions and clarify their doubts regarding the tender before submitting the bids. BHEL/ PPPU is situated around 20 KM from Pudukottai on Pudukottai - Karaikudi High ways in Tamil Nadu.
4. QUANTITIES shown in the price bid are only approximate and are liable to variation without entitling the contractors to any variation in the Quoted rates till the total value of the Contract does not vary by more than 20% (twenty per cent).
5. As per BHEL estimate, the minimum crew strength required to perform the daily routine activities is **20 labourers and 1 supervisor** for shop floor works and allied buildings (Part - A). The vendor is required to deploy this minimum crew strength positively throughout the contract period. However the vendor shall assess the work and deploy additional manpower (in addition to the minimum crew strength) if required so that work can be completed satisfactorily.
6. As per BHEL estimate, the minimum crew strength required to perform the daily routine activities is **11 labourers and 1 supervisor** for Administrative Building (Part - B). House Keeping in Administrative Building will be carried out on need basis as and when required. The vendor is required to deploy this minimum crew strength positively when required. However the vendor shall assess the work and deploy additional manpower (in addition to the minimum crew strength) if required so that work can be completed satisfactorily.
7. Both Male and female employees / labourers shall be engaged for all activities. **Out of the total manpower deployed at least 50% male workers should be deployed.**
8. Deployment of lesser 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.
9. For all items of cleaning, required quantity of consumables such as 1)Liquid soap 2) Pine oil 3) Bleaching powder. 4) Vim / equivalent. 5)Perfumed Urinal Cubes 6) Deo Cubes 7) Perfumed moth balls 8) Liquid scent 9) Hand wash solutions 10) Toilet air freshener should be used/replenished for each and every activity & time so that it should be clean and neat always.
10. Perfumed Urinal Cubes should be provided for Urinals and deo cubes/ perfumed moth balls should be provided for Wash Basins and replenished regularly.
11. Handwash solutions of reputed brand should be placed on the wash basins of office buildings and Administrative Block and periodically replenished.
12. Toilet Air freshener of reputed brand should be provided in all toilets and periodically replenished.
13. All the office floor swabbing should be done by mixing liquid scent (preferably Galaxy or equivalent, Jasmine smell.)
14. Usually, working hours are limited to day time only. In emergency cases to carryout works during nights, it may be done so with the specific prior permission of BHEL. In such case, it is to be carried out in the presence of BHEL officials or their authorized persons.
15. The item rate offered shall provide for the complete cost towards labour, consumables, tools, plant & machinery, transport, supervision, overheads, profits & all other incidentals etc., complete. **The rate quoted shall not include service tax.**
16. Adequate number of tools like soft hair boss brooms with cane handle, cob-web remover, bamboo basket, empty gunny bags, plastic mug, plastic bucket (12 Lit. capacity), nylon scrubber, double wheel barrows, Tricycle, push carts & safety items should be provided for the effective management and disposal of wastes from office and shop floor, and will be under the scope of the contractor.
17. Necessary PPEs like safety boots, gloves, goggles, mask/ respirator etc. shall be provided to the workmen by the contractor.
18. Required tools & Plants / equipment shall be made available always at site for the works.
19. All the consumables, Tools & Plants used in the work shall be of approved quality and will be subject to periodical inspection by BHEL officials.

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20. Normally work will be carried out on all days except Sundays & public holidays. However in case of urgency, the contractor has to work on Sundays and holidays also.
21. The work shall be carried out as per Civil Engineering Department Work & Safety procedure, and as per the instructions of Engineer-in-charge. The brief description of items of work is given in the bill of quantities provided in the Price Bid. Tenderer has to quote rates both in figures and in words for all the items given in the Bill of Quantities provided in the Price Bid.
22. The workmen to be deployed by the contractor shall adhere to the safety / security rules and regulations of the Company and any person who is found to be violating the security / safety rules of the company shall be replaced immediately at the cost of the contractor.
23. Statement of completed works with detailed measurements shall be submitted by the contractor in the first week of succeeding month for processing the bill.
24. The decision of Engineer-in-charge shall be final and binding on the contractor regarding clarification of items in this tender schedule.
25. The contractor shall follow norms of BHEL security system for movement of men & materials within the complex including biometric system.
26. Contractor's materials and tools & plants shall have to be brought inside factory with proper invoice / voucher and make necessary entry in the security gate. They should maintain proper record for tools and plants, materials, etc., brought inside the factory complex.
27. The contractor should record the entry of all machineries / materials at the security gate while bringing in for work.
28. The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
29. No advance / mobilization advance will be given.
30. The contractor has to ensure that workmen are provided with uniform and identity card with an instruction to wear the uniform while on duty.
- 31. Tenderers have to quote itemised rate for all items provided in the Price bid format.**
32. The works contract to be entered into with the successful tenderer will be governed by the BHEL Revised General Conditions of Contract in force.
33. The contractor shall strictly adhere to various labour laws in force.
34. The tenderer 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.
35. If any of the workers employed by the contractor is found to indulge in acts subversive of discipline, the same will be brought to the knowledge of the contractor and he shall arrange for replacement of such personnel.
36. Contractor/Authorized representative must be present at site to supervise the activities on day-to-day basis and for giving necessary instructions regarding the work to be carried out.
37. The contractor shall maintain registers for entering the details of cleaning done in each bay / building and obtain the signature from the concerned officials daily for the work carried out.
38. The working time for specific activities like cleaning of closets, wash basins, urinals, wash troughs & bath rooms etc. at Offices and shop floors to be adhered to as per the instruction of the Engineer-in-charge.
39. The contractor has to carry-out the work in production shops without affecting the day to-day production activities.
40. To maintain and submit the daily log sheet for the work done to ensure the works are carried out as per the instructions and for BHEL's approval.
41. To maintain and submit the daily logbook for the stock and consumption details of cleaning materials.
42. To submit the detailed programme of work along with periodicity of each activity in line with the tender stipulation and implement the same throughout the contract period once the contract is awarded.
43. All the consumables should be got approved (for brand and quality) before effecting bulk supply / put into use and required quantity shall be supplied in advance.
44. BHEL reserves its right to reject any tender whose performance was not satisfactory in any other work / project of BHEL in India / Abroad.
45. BHEL reserves the right to short-close the contract if the performance of the contractor is not satisfactory during the currency of the contract.
- 46. The works executed in the own name of the tenderer only will be considered for eligibility criteria.**
47. The contractor can make use of the water, electricity and compressed air free of cost which will be made available at one point on the written request from the contractor.

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48. The contractor may avail BHEL canteen facilities for the contract workers attending the cited contract work and the appropriate cost for the same as applicable from time to time shall be debited to the contractor's account.

IV. Commercial terms & conditions:

- Sealed tenders for the work enclosed are hereby invited from contractors meeting the qualifying criteria as stated.
- Tenderers should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and sign each and every page of the tender document including corrigendum & the drawing attached if any, while submitting their bid.

01. Rate:

- a) Unit rates should be quoted in figures as well as in words with reference to the item shown in the attached schedule.
 - b) Rate for the item of the tender schedule should be quoted in rupees and paise only as per the work / rate schedule both in figures and words. In case any difference in rates quoted to figures and in words, the rate quoted in words will be taken as the tendered rate.
 - c) If, in the price structure quoted for the required goods services works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
 - d) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - e) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
 - f) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
 - g) The rates quoted should be exclusive of service tax and inclusive of any other taxes & duties levied or to be levied both by central and state government authorities. Such levies should be borne by the contractor.
 - h) All entries in the tender documents should be made in one ink. Erasure and over-writing are not permitted. All cancellations and insertions should be duly signed by the tenderer concerned.
 - i) Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other relevant conditions, position of materials and labour.
 - j) The rates quoted in the tender shall remain valid initially for a period of at least "three months" from the date of opening of technical bid. After successful award of contract, the rates shall be firm throughout the contract period.
 - k) Service tax payment will be reimbursed as per statutory provisions, subject to production of proof of payment / remittances.
- Should a tenderer find discrepancies or omissions in the drawings or any of the tender documents should be in doubts as to their meaning, he should at once address the authority inviting the tender for clarifications . Every endeavour is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall be taken upon himself to provide for the risk or any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
 - Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions herein contained and the tenders not in original are liable to be rejected.
 - Canvassing in any form w.r.t. tenders is strictly prohibited and the tenders submitted by contractors who resort to canvassing are liable for rejection.
 - In the event of tender being submitted by the firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of attorney on

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behalf of the firm concerned. In the latter case, a copy of the power of attorney duly attested by a gazetted officer must accompany the tender.

- Every tender must be accompanied by earnest money deposit in the form of pay order or demand draft in favour of BHEL, Thirumayam. EMD shall not carry any interest.
- This earnest money deposit will be refunded to the unsuccessful tenderers within 15 days on finalization of the award of work. In the case of successful tender, the earnest money deposit will be retained as part of the security deposits for satisfactory completion of the work. If the bidder withdraws his offer after submission of tender or after acceptance of tender or fails to start the work, the EMD shall be forfeited.
- All payments from BHEL in view of the execution of the contract are liable for it (TDS), service tax, pf & group insurance and all other statutory provisions as applicable. Hence, bidders shall confirm that they have suitable mechanism for effective compliance to the same.
- Service tax and all other taxes shall be shown extra in the bid. Bharat Heavy Electrical Limited, Thirumayam will not entertain any claim what so ever in this respect after opening the tenders. Also service tax registration form / self-declaration for non-applicability of service tax have to be provided as applicable.
- BHEL reserves the right to Cancel the tender at any stage and Finalize the contract through reverse auction / price bid opening. Negotiate or re-float the tender opened if l1 price is not the lowest acceptable price to BHEL inter-alia other reasons. Decide on equally distributing and awarding the work to two or more vendors if same l1 rate is quoted by many vendors.
- BHEL reserves the right to go for reverse auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders have to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
- In case BHEL decides to go for reverse auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the reverse auction. Those bidders who have given their acceptance to participate in reverse auction will have to necessarily submit „online sealed bid“ in the reverse auction. Non submission of „online sealed bid“ by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

For all information and general terms & conditions governing RA, kindly refer **Annexure – E**, below.

Annexure – E Terms & Conditions of Reverse Auction

Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to “reverse auction procedure” i.e., on line bidding (through a service provider). The philosophy followed for reverse auction shall be English reverse (no ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for reverse auction (quoted against this tender enquiry) will have to necessarily submit „online sealed bid“ in the reverse auction. Non-submission of “online sealed bid” by the bidder for any of the eligible items for which techno-commercially qualified will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of service provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. Also will be communicated through service provider for compliance.
6. Bidders have to fax the compliance form before start of reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the nit terms, BHEL will provide the calculation sheet (e.g., excel sheet) which will help to arrive at “total cost to BHEL” like packing & forwarding charges, taxes and duties, freight charges, insurance, service tax for services and loading factors (for non-compliance to BHEL standard

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commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the auction.

8. Reverse auction will be conducted on scheduled date & time.
9. At the end of reverse auction event, the lowest bidder value will be known on auction portal. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (annexure vii) as provided on case-to-case basis to service provider within two working days of auction without fail.
10. In case BHEL decides not to go for reverse auction procedure for this tender enquiry, the price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL'S standard practice.
11. Bidders shall be required to read the "terms and conditions" section of the auctions site of service provider, using the login ids and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „business rules of reverse auction“, which will be communicated before the reverse auction.
12. If the bidder or any of his representatives are found to be involved in price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
13. The bidder shall not divulge either his bids or any other exclusive details of BHEL to any other party.
14. In case BHEL decides to go for reverse auction, the h1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

02. Contract period:

- The contract is for a period of **18 months** from the date of commencement of the contract.
- If required, BHEL reserves the right to extend this subject contract for a further period under same terms and conditions subject to mutual acceptance of both parties.
- The contract may be terminated by BHEL due to violations or non-performance of the Contract conditions by giving one month's notice. In the event of contractor requiring termination, he has to provide 4 months' notice to BHEL.

03. Payment terms:

The contractor has to submit all the relevant records / Log books / Log sheets to BHEL for Verification. The monthly consolidated statements and Invoice shall be prepared by the Contractor during the first week of succeeding month and submitted to concerned dept. & after due certification from concerned dept., the bills will be forwarded to Accounts Section. The payment will be made through RTGS / EFT to the contractor immediately after the receipt of the error free bill. It is to be noted that it will take at least ten days to process the bill at **End User** and Accounts section after submission.

The contractor should remit the salary/wages of their workmen **only through Bank, directly to the salary/savings account of the employee concerned**. Wherever the number of contract workmen employed by the contractor is more than ten and the contract period is more than one month, monthly clearance will be given in respect of those contractors, only if the salary/wages to the workmen concerned has been remitted in the bank account of the workmen. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI challans every month.

04. Penalty:

Non-conformance to any of the activities as per the quality norms specified in the contract will attract penalty. Non adherence to Periodicity of Cleaning Activity / Non-performance of any of the daily activities/ allotted work will lead to recovery being made on pro rata basis + 15% BHEL administrative charges for the incomplete works from the contractor's bills as penalty.

05. Risk Purchase:

In the event of any successful tenderer, after award of LOI / contract fail to fulfil any of the tender term & conditions / contract obligations, explicitly expressed or implied, as per contract/contract agreement, BHEL will exercise their right to arrange and execute the same through alternate vendor/departmentally at the risk and cost of the service provider and excess expenditure if any incurred will be deducted from the subjected service provider's running bill / security deposit. For this purpose, the modus operandi will be as follows:-

- a) BHEL will address by mail to all technically qualified vendors, and call for a price bid alone, giving only three days' time from the date of mail. The l1 rate obtained by this way, if acceptable to BHEL, risk purchase order will be issued to l1 vendor.
- b) The additional expenditure / difference in cost, if any, including consequential cost shall be recovered from the defaulted vendor.

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- c) The decision of BHEL with regard to arriving at the total cost of recovery from the vendor shall be final.
- d) It shall be noted that both penalty clause and risk clause will be imposed on contractor if the contractor fails to provide the service.

V. CONDITIONS RELATED TO THE WELFARE OF LABOUR

- 1) **The successful contractor has to have his own PF, ESI / Group Insurance registration and comply with the relevant Acts.**
- 2) *The Contractor has to remit PF for his workers for the same amount which he paid as total wages to the employees on monthly basis. He has to remit 13.61% from his side and deduct 12% of Wages from the monthly wages of the employees and a total of 25.61% of monthly wages should be remitted as PF i.r.o. each employee.*
- 3) *The Contractor has to produce the PF Registration Code for his workers as per the Government rules while submitting the first bill. The first bill will be processed only on production of the above code. For subsequent bills, the PF remittance challan for the engaged labour has to be submitted for bill processing.*
- 4) *BHEL will not be liable for any medical attention, injury / loss of life of the persons engaged by the contractor during the work inside the factory premises as per the contract. A suitable insurance coverage (ESI / Group Insurance) for the employees shall be arranged by the Contractor at his cost from the first day of operation, towards medical treatment and compensation of any loss as per legal provisions.*
- 5) *The contractor shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.*
- 6) *In case, during the contract period if ESI scheme comes into effect, the contractor shall conform to the statutory requirements and any additional cost involved shall be borne by the contractor only.*
- 7) *The contractor shall employ such personnel who are medically fit and above the age of 18 only. The company has the right to direct the contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically found to be unfit.*
- 8) *The Minimum Wages as prescribed by the State Government from time to time should be paid to the contract Workers and the Wage and Attendance Registers should be produced to Welfare Section every month.*

The minimum wages applicable for the year 2015-16 is given below:

Sl. No.	Category	Minimum Basic Wages per day	Minimum DA per day	Total Minimum Wages per day	Minimum Basic Wages per month	Minimum DA per month	Total Minimum Wages per month
1	Unskilled Worker	Rs.123.00	Rs.176.00	Rs.299.00	Rs.3690.00	Rs.4575.00	Rs.8265.00
2	Semi-Skilled Worker	Rs.133.00	Rs.176.00	Rs.309.00	Rs.3990.00	Rs.4575.00	Rs.8565.00
3	Skilled Worker	Rs.139.00	Rs.176.00	Rs.315.00	Rs.4170.00	Rs.4575.00	Rs.8745.00
4	Supervisor				Rs.3956.00	Rs.4575.00	Rs.8531.00

Apart from the above, an additional monthly payment of ₹ 3200/- for Unskilled, ₹ 3700/- for Semi-Skilled worker and ₹ 4100/- each for Skilled worker is to be ensured.

- *If the contractor employs more than twenty employees, he has to obtain Licence to this effect from the Factory Inspectorate and renew the same periodically.*
- *The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The contractor should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident/incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.*

Place
Date

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(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

CONTRACTS DEPARTMENT

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- A list containing the name of working persons' photo, address, age, designation, nature of work is to be furnished immediately on receipt of the contract/work order. This is required for our records and issuance of Identity Card for Gate entry.
- The Contractor shall in respect of labour employed by him, comply with the following statutory provisions, rules & in regard to all matters provided therein.
- 1) The Workmen Compensation Act 1923,
 - 2) The Payment of Wages Act 1936 and the related Tamil Nadu Rules ,
 - 3) The Industrial Disputes Act 1947,
 - 4) The Factories Act 1948 and the related Tamil Nadu Rules ,
 - 5) The Minimum Wages Act 1948 and the related Tamil Nadu Rules ,
 - 6) Employee's Provident Funds & Miscellaneous Provisions Act 1952,
 - 7) The Payment of Bonus Act 1965,
 - 8) The Contract labour (Regulation & Abolition) Act 1970 and the related Tamil Nadu Rules,
 - 9) The Building and Other Construction Works (RE & CE) Act, 1996 and the related Tamil Nadu Rules,
- 9) The Contractor shall fix wage periods in respect of which wages shall be payable. No wage period shall exceed one month.
- 10) The Contractor shall ensure payment of wages to the contract labour employed by him within three days from the end of wage period in case the wage period is one week or a fortnight and in all other cases before 10th day of the following month.
- 11) All Payment of wages shall be made on working days at the work site and during the working time and on date notified in advance. In case the work is completed before the expiry of the wage period final payment shall be made within 48 hours of the last working day.
- 12) Where the employment of any worker is terminated by or on behalf of the Contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
- 13) Wages due to every worker shall be paid to him direct or to the person authorized by him in this behalf. All wages shall be paid in current coin or currency in both.
- 14) The Contractor shall ensure the disbursement of wages in the presence of such authorized representative of BHEL Management.
- 15) The above payment shall be verified by the authorized officer / representative of BHEL with the following certificate of the payment sheet "Certified that the amount shown in Column No..... has been paid to the workmen concerned in my presence onat....."
- 16) A certificate of payment shall be furnished in duplicate by the Contractor to the Engineer in charge each month in Form 'A'.
- 17) A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy to be sent to the Welfare Department by the Contractor under acknowledgement.
- 18) Notices showing the rate of wages, weekly rest days, hours of work, wage period, date of payment of wages, names and addresses of the Inspector having jurisdiction, the date of unpaid wages shall be displayed in Tamil and English in conspicuous places at the establishment and at work site by the Contractor. The Contractor shall inform the BHEL Management every month the details of contract labour engaged for contract in this following form :
- a. Serial Number, Location, Period of work
 - b. No. of contract labour engaged during the month
 - c. No. of days worked, No. of men worked, Wages paid to workers
- 19) The above statement shall be furnished to BHEL Management at the end of every month.

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Checklist for Documents to be submitted to HR/Welfare Section*

SI.No	Document type	Scheduled Date	Periodicity	Remarks
1	PF Registration code	On Award of contract/ on production of First bill	One time/as and when required by BHEL	
2	ESI/Group Insurance Code	On award of Contract	One time/as and when required by BHEL	
3	Form VI-A & VI-B under Contract Labour (R&A) Act	On commencement and Completion of the Contract	Twice (Once on commencement and once of completion of contract)	Form VI-A to be submitted to Labour authorities and a copy to submitted to Welfare section. Form VI-B (to be prepared and endorsed by User/executing Department) to be submitted to Welfare Section
4	Labour License	To be obtained immediately from Labour authorities in case of engagement of 20 or more contract workers	One time/ on renewal of License / as and when required by BHEL	
5	Bio Data form with proper ID proof	To be submitted for all employees immediately on award of contract and as and when new employees are engaged	One time / as and when required by BHEL	Required for providing ID cards to enable entry into Factory premises and for record purpose
6	Attendance Register	To be submitted on or before 5th of every month	Monthly	To be endorsed by the contractor and BHEL authorised executive/Line Executive
7	Wage Register	To be submitted on or before 5th of every month	Monthly	1. Should show PF deduction for each employee 2. to be endorsed by the contractor and BHEL authorised executive/Line Executive
8	PF remittance challan & PF - ECR	To be submitted on or before 5th of every month	Monthly	
9	Monthly Entry Format	To be submitted on or before 25th of each month	Monthly	
10	Canteen Usage Request format	To be submitted immediately on award of contract	One time / as and when there is a change in the number of contract workers	The Canteen timings as intimated by BHEL management are to be adhered to

* The checklist is indicative, the contractor is obliged to produce any other document required, in compliance with extant statutes and BHEL practice, as and when required.

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VI. General terms & conditions:

- 01. Definition:** - in these general conditions of contract, the following terms shall have the meaning hereby assigned to them, except where the context otherwise requires:
- The "**contract**" means, the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
 - The "**work**" means, the work described in the tender documents in individual work-orders as may be issued from time to time to the contractor by the officer in-charge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.
 - The "**contractor**" means, the individual firm or company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or company or the successors of the firm or company and the permitted assigns of such individual or firm or company.
 - "The **officer-in charge**" means, the officer deputed by the head of dept./executing dept., to supervise the work or part of the work.
 - "**Approved**" and "**directed**" means, the approval or direction of head of unit/pppu-Thirumayam, or person deputed by him for the particular purposes.
 - "Bharat heavy Electricals limited" (Herein after referred to as BHEL) shall mean the board of directors, chairman, executive director, general manager or other administrative officer of the said company including executive/contracts/PPPU authorized to invite tenders and enter into contract for works on behalf of the company.
 - The "**Contract Sum**" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.
 - A "**Week**" means, seven days, without regard to the number of hours worked or not worked in any day in that week.
 - A "**Day**" means, the day of 24 hours (twenty four) irrespective of the number of hours worked or not worked in that day.
 - A "**Working Day**" means, any day other than that prescribed by the negotiable instruments act as being a holiday, and consists of the number of hours of labour as commonly recognized by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulations.
- 02. Heading to the contract conditions:** - the heading to these conditions shall not affect the interpretations thereof.
- 03. Work to be carried out:-** the contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of the work. The contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the work. No extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.
- 04. Deviations:** - the contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of HOD/contracts dept. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the contract.
- 05. Assignment of transfer of contract:-** the contractor shall not without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.
- 06. Sub-contract:-** the contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL.
- 07. Compliance to regulations and by-laws:** - the contractor shall confirm to the provisions of any statute relating to the work and regulations and bye-laws of any local authority. The contractor shall be bound to give all notices required by statute regulations or by-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof
- 08. Security deposit:-**

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Security deposit should be paid by the contractor. Security deposit shall be collected from the successful tenderer as shown below:

Contract value up to ₹.10 lakhs	10% of the contract value
For contract valued above ₹.10.00 lakh upto 50.00 lakhs	1 lakh plus 7.5% on the balance of the contract value.
For contracts valued above ₹.50.00 lakhs	₹.4 lakhs + plus 5% on the balance of the contract value.

The security deposit shall be deposited before start of the work. Failure to remit the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract and the bidder shall be liable to compensate BHEL for any loss. EMD in such cases shall be forfeited.

the security deposit may be furnished in any one of the following forms:

- i. Cash (as permissible under the income tax act) – at present not applicable to BHEL /Thirumayam.
- ii. Pay order, demand draft in favour of BHEL.
- iii. Local cheques of scheduled banks, subject to realization.
- iv. Securities available from post offices such as national savings certificates, kisan vikas patras etc. (certificates should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- v. Bank guarantee from scheduled banks/ public financial institutions as defined in the companies act. The bank guarantee format should have the approval of BHEL and with minimum validity covering the contract period + 2 months & maintenance period if any.
- vi. In order to ensure the genuineness of bg's, the bg's are to be sent directly by the concerned bank through registered post to contracts dept/PPPU, BHEL Thirumayam.
- vii. Fixed deposit receipt issued by scheduled banks/ public financial institutions as defined in the companies act. The FDR should be in the name of the contractor, a/c BHEL, duly discharged on the back and with minimum validity covering the contract period & maintenance period if any.
- viii. 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 paid before commencement of work (any of the above form) and the balance 50% may be recovered from the running bills.

The security deposit shall not carry any interest. The earnest money paid at the time of tender will be adjusted as part of the security deposit and the balance amount will be collected from the contractor as mentioned above.

Security deposit shall not be refunded except in accordance with the terms of the contract or agreement.

No interest shall be allowed on security deposits. BHEL shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.

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

- 09. Refund of security deposit:** - security deposit will be refunded on completion of the work and after the expiry of the maintenance period, if any, provided always that the contractor shall first have been paid the last and final bill and have rendered a "no demand certificate". In case no maintenance period is applicable, then 100% of security deposit will be refunded after providing "no demand" certificate by the contractor as per the "refund of security deposit" format.

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- 10. Orders under the contract:** - all orders, notices etc. To be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the tender of the contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The contractor shall carry out without delay all orders given to him.
- 11. Contractor's supervision:** - the contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the hod/executing dept., to act in his stead.
- Orders given to the contractor's agent shall be considered to have the same force as if they have been given to the contractor himself.
 - The contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the executive/contracts or the officer-in-charge, to receive instructions.
 - BHEL-PPPU, Thirumayam shall have full powers and without assigning any reason, require the contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The contractor shall not be allowed any compensation on this account.
- 12. Labour:** - the contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of wages act 1936, employee's liability act. 1938, workmen's compensation act 1923 or any other act or enactment, relating thereto and rules framed, there under from time to time.
- 13. Precautions against risk:** - the contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.
- 14. Damage & loss to private property & injury to workmen :-** the contractor shall at his own expense reinstate and make good to the satisfaction of the HOD/executing dept., and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL , the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the workmen's compensation act or otherwise.
- 15. Laws governing the contract:** - the contract shall be governed by the Indian laws for time being in force.
- (i) Should a tenderer or a contractor has a dependent/relative or in the case of a partnership firm, any of its partners or dependents of partners employed in BHEL, the authority inviting tenders should be informed of this fact at the time of submission of the tender failing which tender may be disqualified or if such fact subsequently come to light, the contract may be cancelled.
- (ii) No BHEL employee and their dependents are eligible to submit their offer against this tender.
- 16. Cancellation of contract for corrupt acts:** - BHEL whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel the contract in any of the following cases and the contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extend as provided in the case of cancellation for default.
- If the contractor shall:-
- Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,
OR
 - Enter in to a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL
OR
 - Obtain a contract with BHEL as a result of ring tendering or by Non-Bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

- 17. Cancellation of contract for insolvency assignment of transfer or sub-letting of contract:-**

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

If the contractor,

- Being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any bankruptcy act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors

OR

- Being a company, shall pass a resolution or the court shall make an order for the liquidation of its affairs, or a receiver or manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the court or debenture holders to appoint a receiver or manager,

OR

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

OR

- Fails to carry out the work and unauthorized absence for more than 3 days.

Whenever BHEL exercise the authority to cancel the contract under these conditions BHEL may have the work done by any means at the contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by executive/contracts/PPPU which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to contractor under the contract, the contractor shall either pay the excess amount ordered by HOD/contracts dept. Or his authorized representative, or the same shall be recovered from the contractor by other means.

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

18. Cancellation of contract in part or full for contractor's default:

If the contractor:

- Makes default in carrying out the work as directed and continues in that state after a reasonable notice from HOD/executing dept., or his authorized representative;
- Fails to comply with any of the terms and conditions of the contract or after reasonable notice in writing with orders properly issued there under ;
- BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL cancel the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by HOD/executing dept., which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the contractor under this contract the contractor shall either pay the excess amount ordered by HOD/contracts dept. Or his authorized representative or the same shall be recovered from the contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the HOD/executing dept. & contracts dept., whose decision shall be final and conclusive.

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19. **Termination of contract on death of contractor.** : - without prejudice to any of the rights or remedies under this contract, if the contractor dies, or if the firm is dissolved or the company is liquidated, BHEL shall have the option of terminating the contract without compensation to the contractor.
20. **Special power to termination:-** if at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out, the HOD/contracts dept. Or his authorized representative, shall give notice in writing of the fact to the contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.
21. **Recovery from contractor:** - whenever under the contract, any sum of money, shall be recoverable from or payable by the contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to contractor under the contract or under any other contract with BHEL or from his security deposit or he shall pay the claim on demand.
22. **Post technical audit of work and bills:-** BHEL reserves the right to carry out the post payment audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. However no such recovery shall be enforced after three years of passing the final bill.
23. **Force majeure clause:-** if, at any time during the continuance of this contract the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, hostile acts of the public enemy civil commotion, epidemics, or acts of god (floods, storm/cyclone, hurricane, earth quake etc.) Then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefore neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the executive/contracts/PPPU subject to prompt notification by the contractor.
24. **Arbitration:** - all disputes between the parties to the contract, arising out-of or relating to the contract, other than those for which the decision of the HOD/executing dept. / contracts dept., or accepting officer of the contract expressed to be final and conclusive shall be after written notice by either parties to the contract be referred to the sole arbitration of head of unit / PPPU-BHEL, or other officers of BHEL appointed as arbitrator, by the head of unit of PPPU-BHEL in his sole discretion. Unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the contract. The venue of arbitration shall be such a place or places as may be fixed by the arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on both parties to the contract.
25. **Signing of contract:-** Each contract document shall be signed by the contractor with his usual signature. Contract by partnership of Hindu joint family firm, may be signed in the firm's name by one of the partners or the karta or manager as the case may be or by any other duly authorized representative followed by the name and designation of the persons so signing. Contracts by a company shall be signed with the name of the company by a person authorized in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the contract documents on behalf of the company is duly authorized to do so, shall accompany the contract.
26. **Statutory requirements:**
 - o All statutory requirements under income tax act, service tax act and all other applicable acts shall be complied with by the contractor.
 - o Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
 - o Contractor shall indemnify BHEL against all claims and losses under various labour laws, statutes or any civil or criminal law in connection with employees deployed by him.
 - o Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provide a copy of the same to BHEL
 - o Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL

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27. **Registers & records:** - the contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the employer from the consequences due to any inaccurate or faulty documentation on the part of the contractor.
28. **Remote transactions:-** The contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all transactions effected by or through facilities for conducting remote transactions including the internet, world wide web, electronic data interchange, call centers, teleservice Operations (Whether Voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done.
29. **Change in constitution of firm:** - changes in constitution of firm whenever it is made after submission of application or during currency of the contract, the existing firm has to duly inform the proposed changes to contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (partners etc) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL may reserve its rights for suspending or terminating the contract.
30. **Fraud prevention policy:-** the bidder along with its associate / collaborators / sub-contractors / sub-vendors / consultants / service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.
31. **Safety conditions: Tamilnadu factories rules, 1950**
- Rule 61f: methods of work: no process or work shall be carried on in any factory in such a manner as to cause risk of bodily injury.
 - Rule 61g: stacking and storing of materials etc.: no materials or equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.
 - Rule 61-n and rule 61- o: workers to be provided with personal protective equipment suitable for the hazards and should be of good quality / have certification by Indian standard institute.
 - Rule 96: notification of accidents: shall be complied with as required in the factories act (section 88 and section 88a) and Tamilnadu factories rules.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

CONTRACTS DEPARTMENT

Contact No. 04333-279554

Email: mthangam@bheltry.co.in

Tender No: PPPU: WC:15:040

Tender Notice

Dt. 30.04.2016

MSE vendors:-

The MSE status is based on acknowledgement of entrepreneur memorandum part ii (hereinafter referred as EM II certificate), the validity of such EM II certificate will be **deemed as 2 years** from the date of acknowledgement of the EM II certificate, unless it is accompanied by a ca certificate, certifying that investment in plant & machinery of the supplier is within the permissible limits as per the MSME act for relevant status (micro or small).

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM ii certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with attested copy of a ca certificate (format is provided below where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a gazetted officer.

Certificate by chartered accountant on letter head

This is to certify that m/s. _____ (hereinafter referred to as 'company') having its registered office at _____ is registered under MSMED act 2006, (entrepreneur memorandum no (part ii)) _____ dtd. _____, category : ____ (micro/small). (Copy enclosed).

Further verified from the books of accounts that the investment of the company as per the latest audited financial year _____ as per MSMED act 2006 is as follows:

- 1. For manufacturing enterprises:** investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the ministry of small scale industries vide its notification no. S.o.1722(e) dated October 5, 2006):
₹ _____ lacs
- 2. For service enterprises:** investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED act 2006):
₹ _____ lacs

(Strike off whichever is not applicable)

The above investment of ₹ _____ lacs is within permissible limit of ₹ _____ lacs for _____ micro / small (strike off which is not applicable) category under MSMED act 2006.

Or

The company has been graduated from its original category (micro/small) (strike off which is not applicable) and the date of graduation of such enterprise from its original category is (DD/MM/YYYY) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.No. no. 3322(e) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by ministry of MSME.

Date:

(Signature)

Name:

Membership number:

Seal of chartered accountant

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

CONTRACTS DEPARTMENT

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Tender No: PPPU: WC:15:040

Tender Notice

Dt. 30.04.2016

Certificate of compliance

To

HOD / contracts
Power plant piping unit,
BHEL – thirumayam-622 507.

Sir,

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

1. Technical bid
 - I. Pre-qualification criteria ,
 - II. Scope of contract,
 - III. Work specific terms & conditions,
 - IV. Commercial terms & conditions,
 - V. General terms & conditions.

2. Price bid

Total no. Of pages - 27 + 1 (RTGS/NEFT format)

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 prices shall be kept firm till the completion of contract.

Draft of..... Bank bearing no.....dated.....for an amount of ₹_____
/- (rupees _____only) or one time EMD CR ref (of PPPU, Thirumayam
only)_____ is submitted in a separate cover towards EMD.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

CONTRACTS DEPARTMENT

Contact No. 04333-279554

Email: mthangam@bheltry.co.in

Tender No: PPPU: WC:15:040

Tender Notice

Dt. 30.04.2016

Technical bid

A1. Pre-qualification criteria details:

annexure - x

S no	Pre-qualification criteria	Bidder's response	
*01	EMD: (₹ 1,00,000 /-)	DD no. _____ date _____ Drawn from _____ (bank) For Rs. _____ / (rupees _____ only) (or) One time EMD of ₹2 lakhs remitted at BHEL Thirumayam only. Cr ref: _____ (in the form of DD only).	
*02	Income tax pan no. Proprietorship - pan card on owner name For others - pan card on company/firm/business	Pan no. – _____ Proof attached / proof not attached	
*03	Service tax regn. No. (proof to be attached) #if not applicable, please furnish the details in the attached below format	Regn no : _____ Proof attached / proof not attached	
*04	Company status (proprietorship/ partnership firm/LLP/one person company/private limited company/public limited company/trust/society)	Company status : _____ Proof attached / proof not attached	
*05	Income Tax assessment order or acknowledgement of Income Tax Return for 3 financial years ending 2014 or 2015 (Proof to be Attached).	Proof attached / proof not attached	
*06	Average annual Turnover for the last three financial years(FY) ending 2015 or 2016 should be min. Rs.13.5Lakhs (Proof to be attached)	Rs. _____ Proof attached / proof not attached	
*07	The Bidder should have experience in House-Keeping work in the industry / Institution for a period of minimum 2 (Two) years in the last 5 years (as on 31.03.2016). Work Order copy and Work Completion Certificate should be submitted.	Proof attached / proof not attached	
*08	<i>The bidder should submit financial statements comprising audited balance sheet, profit and loss accounts and notes to accounts if any or certified turnover from chartered accountant for last three financial years ending 31.03.2015 or 31.03.2016</i>	Proof attached / proof not attached	
*09	On award of contract, the successful bidder shall comply with the requirements of PF and ESI / GI rules (as applicable) for their workmen deputed for this work.	Accepted	Not accepted
*10	Willingness to participate in reverse auction(RA)	Accepted	Not accepted

***These items are essential for qualifying the vendor and those qualified offers only will be considered for evaluation.**

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

CONTRACTS DEPARTMENT

Contact No. 04333-279554

Email: mthangam@bheltry.co.in

Tender No: PPPU: WC:15:040

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For vendors whose taxable services have not exceeded rs. 9 lakhs & service tax is not applicable to them.

(Format is to Be Typed on Company's Letter Head Only)

To,
HOD
Contracts / PPPU
BHEL, Thirumayam

date – ___/___/2016

Ref: tender no. **PPPU:WC:15:040** dt. 30.04.2016 “House – Keeping Works for the entire complex covering shop floors, office buildings and Administrative Buildings for BHEL-PPPU, Thirumayam”.

Declaration

I, _____, proprietor/managing partner/managing director/CMD of m/s _____ whose registered address is _____,

hereby declare that the aggregate value of the taxable services provided during the financial year 2014-15 has not exceeded Rs. 9 lakhs. Therefore, i/we have not registered with superintendent of central excise as per section 66b of finance act 1994 read with notification no 26/2005-st dated 07.06.2005.

I/we also certify that our aggregate value of taxable services provided from 01.04.2015 till date has not exceeded the above threshold limit.

I/we also certify that in future during the running period of the contract if the aggregate value of the taxable services exceeds the threshold limit as per the above mentioned notification, we will register and submit the copy of certificate of registration-st-2.

Authorized signatory with address

* person providing taxable services in excess of rupees nine lakhs per annum (but less than rupees ten lakhs) will have to register with superintendent of central excise under service tax provisions [notification no. 26/2005-st, dated 7-6-2005], though they will be eligible for exemption if turnover is less than rupees ten lakhs per annum.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu****CONTRACTS DEPARTMENT****Contact No. 04333-279554****Email: mthangam@bheltry.co.in****Tender No: PPPU: WC:15:040****Tender Notice****Dt. 30.04.2016****A2. General details:**

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 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.

Place
DateSignature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
 (A Govt. of India Undertaking)
 Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu
CONTRACTS DEPARTMENT
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Tender No: PPPU: WC:15:040

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Annexure – A
Price Bid Format

Housekeeping Works for the entire complex covering shop floors, office buildings and Administrative Building. The rates quoted should be exclusive of service tax and inclusive of any other taxes & duties levied or to be levied both by central and state government authorities. Such levies should be borne by the contractor. Quoted rate shall include cost of labour, tools plants, machineries, Heavy Duty Vacuum cleaner, 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.

Part-1: Housekeeping Works for shop floors, office buildings attached to shop and all other buildings excluding Administrative Block area of PPPU, Thirumayam

Sl.no	work	Unit of measure	QTY (A)	Rate per unit (₹) (B)	Net amount (₹) (AXB)
10	Cleaning, washing and swabbing of Water closet including the floor area dado etc. two times a day	Each (for two times a day)	28000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
20	Cleaning, washing and swabbing of Wash Basin including the floor area dado etc. two times a day.	Each (for two times a day)	22500	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
30	Cleaning, washing and swabbing of Urinal including the floor area dado etc. two times a day.	Each (for two times a day)	32500	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
40	Cleaning, washing and swabbing of Wash Troughs including the floor area dado etc. two times a day.	Each (for two times a day)	3800	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
 (A Govt. of India Undertaking)
 Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu
CONTRACTS DEPARTMENT
 Contact No. 04333-279554 Email: mthangam@bheltry.co.in

Tender No: PPPU: WC:15:040

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Dt. 30.04.2016

Sl.no	work	Unit of measure	QTY (A)	Rate per unit (₹) (B)	Net amount (₹) (AXB)
50	Cleaning, washing and swabbing of Bath Rooms including the floor area dado etc. two times a day.	Each (for two times a day)	8600	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
60	Sweeping, cleaning, washing and swabbing of office area. in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc one time a day. After sweeping, all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge.	Sqm	2300000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
70	Sweeping, cleaning the shop floors areas but excluding areas covered by machineries, furnaces, etc., one time a day. After sweeping all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge.	Sqm	15100000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
80	Cob-web removal, sweeping and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. Complete. After sweeping all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge.	Sqm	90000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
90	Scrubbing and cleaning of oily substances in the shop floors, shop buildings, offices, staircases, AC/PC rooms, conference halls, dining hall, etc. complete, as per instructions of Engineer-in-charge.	Sqm	5000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
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 Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu
CONTRACTS DEPARTMENT
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Tender No: PPPU: WC:15:040

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Dt. 30.04.2016

Sl.no	work	Unit of measure	QTY (A)	Rate per unit (₹) (B)	Net amount (₹) (AXB)
100	Sweeping roads, platforms, open spaces, surrounding areas of buildings, parks, gardens, sides & back spaces in between blocks, roof terrace of buildings and other areas as identified & instructed by Engineer in charge.	Sqm	650000	₹ _____/- Rupees _____ _____ Only.	₹ _____/- Rupees _____ _____ Only.
110	Labour charges for erection of flag post and tying the flag. 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 Stores after the programme. Necessary flag post and flag will be supplied by BHEL at Stores at free of charges. Rate does not include to and fro transportation.	Each	250	₹ _____/- Rupees _____ _____ Only.	₹ _____/- Rupees _____ _____ Only.
120	Carrying and laying 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.	Each	1000	₹ _____/- Rupees _____ _____ Only.	₹ _____/- Rupees _____ _____ Only.
130	Disposal of dead animals by shifting the carcass, digging pits and burying the animals at a location specified by Engineer Incharge. Rate includes digging of pits, carrying and placing the dead animals in the pits, burying the dead animal and cleaning the area with disinfectants where the dead animal was lying all as per the instructions of Engineer Incharge.	Each	30	₹ _____/- Rupees _____ _____ Only.	₹ _____/- Rupees _____ _____ Only.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu
CONTRACTS DEPARTMENT

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Tender No: PPPU: WC:15:040

Tender Notice

Dt. 30.04.2016

Part-2 : Housekeeping Works for Administrative Block area of PPPU, Thirumayam

Sl. no	work	Unit of measure	QTY	Rate per unit (₹) (B)	Net amount (₹) (AXB)
140	Cleaning, washing and swabbing of Water closet including the floor area dado etc. two times a day	Each (for two times a day)	14000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
150	Cleaning, washing and swabbing of Wash Basin including the floor area dado etc. two times a day.	Each (for two times a day)	20000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
160	Cleaning, washing and swabbing of Urinal including the floor area dado etc. two times a day.	Each (for two times a day)	22000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
170	Cleaning, washing and swabbing of Wash Troughs including the floor area dado etc. two times a day.	Each (for two times a day)	1400	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
180	Cleaning, washing and swabbing of Bath Rooms including the floor area dado etc. two times a day.	Each (for two times a day)	7500	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
 (A Govt. of India Undertaking)
 Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu
CONTRACTS DEPARTMENT
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190	Sweeping office area: Sweeping, cleaning, washing and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. one time a day After sweeping all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge.	Sqm	2500000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
200	Cob-web removal in office area only: Cob-web removal, sweeping and swabbing in all buildings, offices, staircases, swabbing of AC/PC rooms, conference halls, dining hall, etc. Complete. After sweeping all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge.	Sqm	150000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.
210	Sweeping Car / scooter Parking area: Sweeping, cleaning the Car / scooter parking areas one time a day . After sweeping all the waste, dust, garbage, etc. to be disposed off to the nearby dustbins / dumping site as instructed by Engineer-in-charge	Sqm	450000	₹ _____/- Rupees _____ Only.	₹ _____/- Rupees _____ Only.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu****CONTRACTS DEPARTMENT****Contact No. 04333-279554****Email: mthangam@bheltry.co.in****Tender No: PPPU: WC:15:040****Tender Notice****Dt. 30.04.2016****RTGS/NEFT FORM**To
The purchase/contract executing agency/BHEL**Acceptance for electronic fund transfer / RTGS transfer**

01	Name & address of the Supplier / sub-contractor	
02	Vendor code assigned by BHEL	
03	Beneficiary's name	
04	Account type (SB/CA/CC/OD)	
05	Bank account number	
06	Name & address of the bank	
07	Branch code	
08	Branch IFSC code	
09	Branch MICR code	
10	Name of authorised signatory	
11	Email id	
12	Pan no.	
13	Telephone/mobile no.	

Certificate

I / we hereby agree to receive the payments due from Bharat Heavy Electricals Limited by the national electronic funds transfer and / or RTGS transfer mode by credit to my / our above mentioned bank account. I / we also agree that payments made to the above mentioned account is a valid discharge of the liability of Bharat Heavy Electricals Limited. I / we also agree to bear the applicable bank charges for the above mode of transfer. **Original cheque leaf/cancelled cheque leaf of the above account is sent herewith.**

Authorized signatory with name seal

Banker's certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our branch mentioned above are correct.

Place:

(manager / officer's)

Date:

signature under bank stamp and name seal

With membership no.....

(Telephone / mobile no)

Forwarded to accounts dept.

We confirm the above details are verified with the records available with us.

Signature of contracts

finance/bank

Place
DateSignature of the Bidder
(NAME & ADDRESS WITH SEAL)