



## INVITATION TO TENDER

**Ref: OPS/OS/AMC/2015-16/20/039**

**Date : 27.02.2016**

**Sub:** AMC for Upkeep Maintenance in **Factory Premises** of BHEL- HPVP, Visakhapatnam for a period of one year i.e. from April 2016 to March 2017.

Sealed tenders are invited under **two bid system**, Techno-Commercial Bid (Part-I) and Price Bid (Part-II) from the reputed and experienced contractors with sound technical and financial capability for the subject work.

SL. NO.	NAME OF THE WORK	ESTIMATE VALUE ₹	EMD ₹	COST OF TENDER ₹	CONTRACT PERIOD	LAST DATE FOR RECEIPT OF TENDER
01	AMC for Upkeep Maintenance in <b>Factory Premises</b> of BHEL-HPVP, Visakhapatnam for a period of one year as per detailed scope of work	55.00 Lakhs	1,50,000/-	229/-	One Year	18.03.2016 up to 13.00 Hrs.

### **1.0 ELIGIBILITY CRITERIA**

- I) Average annual turnover of the contractor during the last 3 years ending 31<sup>st</sup> March 2015 should be at least 30% of the estimated value. (i.e. ₹16.50 Lakhs)

Tenderer should enclose EPF, ESI, PAN, Service Tax New registration no., Income tax returns for last three years (FY 2012-13, 2013-14 & 2014-15) and Profit & Loss account and Balance Sheet certified by the Practicing Chartered Accountant for the last 3 years.

- II) The Contractor should have experience of completing similar works during last 7 years ending 31<sup>st</sup> Jan' 2016 as given below:

- (a) Three similar completed works costing not less than the amount equal to 40% of the estimated value (i.e. ₹ 22.00 Lakhs each)

OR

- (b) Two similar completed works costing not less than the amount equal to 50% of the estimated value. (i.e. ₹ 27.50 Lakhs each)

OR

- (c) One similar completed work costing not less than the amount equal to 80% of the estimated value. (i.e. ₹ 44.00 Lakhs)

Work orders & Job Completion Certificates from the customer shall be enclosed in support of successful and satisfactory completion of the orders.

**Note : Similar work means Upkeep, Sanitation and maintenance works on regular contract basis for State / Central Govt. or Under takings or private firms.**

- III) The works executed in the own name of the tenderer will only be considered for eligibility criteria.

- IV) Latest solvency certificate (within One year) from the Banker shall be produced.

### **2.0 SCOPE OF THE WORK**

Work is to be carried out as per Scope of work (Annexure – I), Special conditions of contract (Annexure – II) and as per schedule of Quantities.

### **3.0 LOCATION OF WORK**

The subject work is to be carried out in **Factory Premises** of BHEL, Heavy Plates & Vessels Plant (HPVP), Visakhapatnam, Andhra Pradesh.

**4.0 COST OF TENDER DOCUMENTS / EARNEST MONEY DEPOSIT**

The tender shall be accompanied with a Demand Draft of ₹ 229/- (Rupees Two Hundred Twenty Nine only) towards the cost of tender documents (Non-Refundable) and another DD for ₹ 1,50,000/- (Rupees One Lakh Fifty Thousand only) towards EMD both drawn in favour of **BHARAT HEAVY ELECTRICALS LIMITED**, payable at Visakhapatnam.

EMD of unsuccessful tenderers shall be returned to after acceptance of LOI / Work Order by the successful bidder.

**Note:** Micro & Small Enterprises (MSEs) are eligible for exemption of Tender cost & EMD as per clause no. 50 annexure – II.

**5.0 CONTRACT PERIOD:**

Contract valid for a period of one year i.e. from April 2016 to March 2017.

**6.0 SECURITY DEPOSIT :**

Security Deposit shall be collected from the successful tenderer as per clause 11 of annexure - III

**7.0 INCOME TAX :**

Income tax as per statutory requirement will be deducted on each payment made to the contractor and TDS certificate will be issued to this effect.

**8.0 PAYMENT TERMS**

R.A Bill payments will be arranged within 30 days from the date of bill **or** 15 days from the date of clearance of the statutory compliance by IR Department whichever is later.

**9.0 PRICE SCHEDULE :**

- 9.1 Prices shall be quoted in the price schedule attached to the tender for the complete scope of work. The quoted prices shall be inclusive of all applicable taxes & duties as applicable as on date of tender submission except service tax. However, Service Tax as applicable shall be reimbursed on submission of proof of payment.
- 9.2 The quoted prices shall be fixed & firm without any escalation during the entire period of contract and till completion of the work.
- 9.3 Tenderer should quote the rates & amounts in figures. In case of any mismatch between the quoted rates and amounts, the quoted rates shall be considered as final. It may be noted that corrections, overwriting etc. are not allowed.
- 9.4 All rates shall be quoted in the tender format only.

**10.0 REVERSE AUCTION :**

“BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in 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.”

General terms & conditions governing RA are mentioned in the special conditions at Annexure-VI

**11.0 VALIDITY OF OFFER:**

The offer shall be valid for a period of **3 months** from the last date for tender submission.

**12.0 RISK PURCHASE:**

**In case the contractor fails to execute the work due to any reason, BHEL reserves the right to get the same completed through some other party at the risk & cost of the contractor and any additional expenditure incurred due to the same shall be charged to the contractor.**

**13.0 GENERAL :**

**13.1 Bidders shall confirm their acceptance to all the terms & conditions of the tender enquiry.**

Deviations to the tender conditions are not acceptable and BHEL-HPVP reserves the right to reject such offers which do not meet Technical / Commercial requirements without any / further correspondence.

Bids not accompanied with requisite EMD, TENDER COST, late / delayed bids, incomplete / conditional offers, bids not conforming to the terms & conditions specified in the tender documents are liable for rejection.

**13.2 BHEL reserves the right to modify or cancel or short close the tender at any stage at its discretion without assigning any reason thereof.**

13.3 The bidders shall study the Tender documents, Drawings and all other relevant documents in detail for understanding the scope of work involved in various items before submission of offers. One complete set of reference drawings and other relevant documents pertaining to subject job / Project covered in the scope of this tender are available at Civil Maintenance Dept. and the same can be referred during working hours from 9.00 AM to 4.00 PM.

For any clarifications required on this tender document, scope of work etc., the bidders shall depute their authorized representatives to HPVP, Visakhapatnam with prior intimation to get clarifications from concerned authorities.

13.4 Manager (Civil) shall be the Engineer-in-charge for herein after referred to as such in the tender.

13.5 Lowest offer need not be the rate acceptable to BHEL-HPVP. BHEL-HPVP reserves the right for negotiation with the L1 bidders or opt for Reverse Auction as per applicable guidelines.

13.6 The following documents (enclosed) shall form part of the contract including this Notice Inviting Tender.

**PART - I : TECHNO COMMERCIAL BID**

- |   |                   |
|---|-------------------|
| a) Scope of Work                                  | : Annexure – I    |
| b) Special Conditions of Contract                 | : Annexure – II   |
| c) Instructions to the tenderers                  | : Annexure – III  |
| d) Rules & Regulations for Operation              | : Annexure – IV   |
| e) Minimum Wages as per Central Labour Department | : Annexure – V    |
| f) Terms & Conditions of Reverse Auction          | : Annexure – VI   |
| g) Acceptance to the tender terms & conditions    | : Annexure – VII  |
| h) Contractor Information                         | : Annexure – VIII |
| i) Check List                                     | : Annexure – IX   |

**PART - II : PRICE BID**

- |   |                |
|---|----------------|
| j) Price Bid (Schedule of items and Bill of Quantities) | : Annexure – X |
|---|----------------|

**14.0 TENDER COLLECTION :**

Tender Documents can be obtained from 27.02.2016 to 18.03.2016 between 8.00 Hrs. to 16.30 Hrs. from the office of Sr. Manager (OS) by submitting a request letter on the tenderer's letter head along with a Demand Draft for an amount of ₹ 229/- (Rupees Two Hundred Twenty Nine) towards Tender Cost including Sales Tax @ 14.5% in favour of Bharat Heavy Electricals Limited, payable at Visakhapatnam.

Tender Documents can also be downloaded from our Websites [www.bhelviz.co.in](http://www.bhelviz.co.in) & [www.bhel.co.in](http://www.bhel.co.in). However Tender Cost shall be enclosed along with the Technical Bid without which the Price Bid will not be considered.

## 15.0 TENDER SUBMISSION :

### 15.1 The Bid shall be submitted in two parts.

**Part-I : Techno-Commercial Bid shall be placed in one cover** along with the following documents :

- (i) Earnest Money Deposit of ₹ 1,50,000/- & Tender cost of ₹ 229/- in the form of Demand Draft / Banker's Cheque drawn in favour of Bharat Heavy Electricals Limited, Visakhapatnam.
- (ii) Income tax returns for last 3 year, Profit & Loss account and Balance Sheet certified by the Practicing Chartered Accountant for the last 3 years
- (iii) Copy of P.F. Registration Certificate.
- (iv) Copy of E.S.I Registration Certificate.
- (v) Experience Certificates in line with eligibility criteria
- (vi) Copy of Service Tax Registration Certificate.
- (vii) Copy of PAN.
- (viii) Solvency Certificate
- (ix) All other applicable documents as detailed in the tender

**Part-II : Price Bid** in the prescribed format shall be placed in **another separate cover**.

The tender documents including the various supporting documents enclosed by the bidder should be **signed on all pages with seal**.

Both covers containing Part – I & Part – II bids shall be placed in **another** bigger size envelope duly superscribing the **Tender No. & Subject** on the envelope.

### 15.2 The tender completed in all respects **shall be dropped** in the **Outsourcing** tender box kept at reception counter, ADM building **latest by 13.00 Hrs. on 18.03.2016**.

Bidder may also send their offers by Post to "Outsourcing Tender Box, Admn. Building, BHEL - HPVP, Visakhapatnam – 530012".

Last date for receipt of tenders is **18.03.2016 upto 13.00 hrs**. BHEL-HPVP is not responsible for any postal or other delays in submission of offers.

Offers received in any other form will not be accepted.

### 15.3 Submission of offer by a tenderer implies that all the tender documents were read by the tenderer and the tenderer is aware of the scope and specifications of the work, site condition, local conditions and rates at which stores, tools and plant, free / chargeable materials etc., will be issued to him by BHEL - HPVP and other factors having bearing on the execution of the work.

## 16.0 OPENING OF TENDERS :

Techno-commercial Bids will be opened on **18.03.2016 at 14.00 Hrs.** at Customer Cell, Admn. Building, BHEL- HPVP. The bidders may depute their representatives at the time of opening. The price bid of the technically qualified bidders will also be opened in the presence of representatives of the bidders and the date & time of opening of price bids will be intimated later. In case of reverse auction, the date of conducting reverse auction will be intimated in advance at appropriate time.

**If bids are not accompanied by requisite tender cost & Earnest Money Deposit along with Part- I (Techno Commercial Bid), then Part-II (Price Bid) will not be considered for opening.**

Yours Faithfully,

For BHARAT HEAVY ELECTRICALS LIMITED,

  
Sr. Manager (OS)

**SCOPE OF WORK**

Sub : AMC for Upkeep Maintenance in **Factory Premises** of BHEL- HPVP, Visakhapatnam for a period of one year i.e. from April 2016 to March 2017.

SI No	Work Point	Shift	No. of Persons	Nature of Work
1	Main Gate	A	1	<p>* <b>Sweeping &amp; Mopping of offices</b> : Security office, Security Gate, Fire Station, South Gate, East Gate, Generator Shed, MRS</p> <p>* <b>Cleaning of Toilets daily twice</b> : Main Gate, Generator Shed, MRS South Gate &amp; East Gate</p> <p>* <b>Sweeping of approach roads</b> : Main gate to old east gate, main gate to south gate, main gate to ADM entrance, main gate to MRS, Main gate to generator shed through sump well-I &amp; main gate to south gate.</p>
2	T & D I	G	1	<p>* <b>Sweeping &amp; Mopping of offices</b> : Training center office, staff office, conference hall, class rooms, work shop &amp; verandahs</p> <p>* <b>Cleaning of Toilets daily twice</b> : Gents toilet, ladies toilet, staff toilet, students toilet</p> <p>* <b>Sweeping of approach roads</b> : Training center inside all roads, car shed road</p>
3	ADM Building Ground Floor, First Floor & Second Floor	A	3	<p>* <b>Sweeping &amp; Mopping of offices</b> : Ground floor all offices, reception hall &amp; Verandahs, First floor all offices &amp; halls, Old ISRO hall &amp; verandahs, Second floor all offices &amp; verandahs</p> <p>* <b>Cleaning of Toilets daily twice</b> : Wherever toilets in ground floor (ladies and Gents)</p> <p>* <b>Sweeping of approach roads</b> : ADM Entrance Roads, ADM site roads, car shed road, scooter road, ADM canteen road</p>
4	R & D Bldg. Ground Floor, First floor and Work Shop	A	2	<p>* <b>Sweeping &amp; Mopping of offices</b> : Ground floor office, verandahs, halls, works shop., First floor Library office, halls verandahs. EIL office.</p> <p>* <b>Cleaning of Toilets daily twice</b> : Wherever toilets in ground floor &amp; first floor (ladies and Gents) and EIL toilet</p> <p>* <b>Sweeping of approach roads</b> : R&amp;D entrance roads, R&amp;D to Main Pump House road, R&amp;D to EIL Office, R&amp;D to main gate road.</p>
5	Oxygen Plant, Compressor House and Full Plate Office	A	1	<p>* <b>Sweeping</b> : oxygen plant , compressor house and full plate office.</p> <p>* <b>Cleaning of Toilets daily twice</b> : Compressor house only</p> <p>* <b>Sweeping of approach roads</b> : compressor house roads, oxygen plant road</p>

SCOPE OF WORK

:: 2 ::

SI No	Work Point	Shift	No. of Persons	Nature of Work
7	Engineering Building Ground Floor, First Floor & Second Floor	A	3	<ul style="list-style-type: none"> <li>* <b>Sweeping &amp; Mopping of offices</b> : Ground floor, first floor and second floor all office, halls &amp; verandahs</li> <li>* <b>Cleaning of Toilets daily twice</b> : Ground floor, first floor &amp; second floor toilets (Ladies and Gents)</li> <li>* <b>Sweeping of approach roads</b> : Engg. Bldg. entrance road, Engg. Bldg. road to SF Bldg. to executive canteen and carriage canteen.</li> </ul>
9	Special Products, External Stores & Steel Yard	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : special production shed &amp; External stores shed, steel yard office</li> <li>* <b>Cleaning of Toilets daily twice</b> : Steel yard only</li> <li>* <b>Sweeping of approach roads</b> : Special production entrance roads, external store entrance road, steel yard surrounding area.</li> </ul>
10	SF Building Ground Floor & First Floor	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping &amp; Mopping of offices</b> : Ground floor, first floor halls &amp; offices</li> <li>* <b>Cleaning of Toilets daily twice</b> : Ground floor &amp; first floor toilets (Ladies and Gents) and main canteen toilets.</li> <li>* <b>Sweeping of approach roads</b> : SF Bldg. entrance road SF bldg. down canteen road.</li> </ul>
11	Lab. & WT	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping &amp; Mopping of offices</b> : Laboratory main building ground floor &amp; first floor halls &amp; offices Laboratory annex building and welding technology work shop and office.</li> <li>* <b>Cleaning of Toilets daily twice</b> : Laboratory Main Building Ground floor &amp; First floor toilets (Ladies and Gents)</li> <li>* <b>Sweeping of approach roads</b> : Lab. ent. road, W.T. entrance. road and surrounding area.</li> </ul>
12	Plant Office Building Ground Floor & First Floor	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping &amp; Mopping of offices</b> : Ground floor &amp; first floor office and verandahs</li> <li>* <b>Cleaning of Toilets daily twice</b> : Ground floor &amp; first floor toilets (Ladies and Gents)</li> <li>* <b>Sweeping of approach roads</b> : Plant office entrance roads, surrounding roads.</li> </ul>
13	Garage, Repair Stores	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : garage office, transport office, garage shop, repair shop, re-winding shop, stationery store.</li> <li>* <b>Cleaning of Toilets daily twice</b> : Garage toilets only</li> <li>* <b>Sweeping of approach roads</b> : Garage entrance Roads, garage to LPG yard &amp; LPG to Painting store.</li> </ul>

SCOPE OF WORK

:: 3 ::

SI No	Work Point	Shift	No. of Persons	Nature of Work
14	O <sub>2</sub> Stores, Main Receiving Stores, NDT, Transportation Office	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping &amp; Mopping of offices</b> : Stores office, NDT office Transportation office</li> <li>* <b>Cleaning of Toilets daily twice</b> : Stores, NDT &amp; Transportation Toilets.</li> <li>* <b>Sweeping of approach roads</b> : Stores, NDT, Transportation and surrounding areas</li> </ul>
15	LMS Bay 1 to 4	A	2	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : LMS office, bay 1&amp; 2 shop and cabins.</li> <li>* <b>Cleaning of Toilets daily twice</b> : Bay 1&amp; 2 shop toilets and water point cleaning</li> <li>* <b>Sweeping of approach roads</b> : LMS entrance road and surrounding roads.</li> </ul>
				<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : bay 3 &amp; 4 shop and cabins.</li> <li>* <b>Cleaning of Toilets daily twice</b> : Bay 3 &amp; 4 shop toilets and water point cleaning</li> <li>* <b>Sweeping of approach roads</b> : LMS entrance road and surrounding roads.</li> </ul>
16	Main Production Shop Press shop - Bay 1 (MPS)	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : Bay 1 shop and cabins</li> <li>* <b>Cleaning of Toilets daily twice</b> : Bay 1 shop toilet and water point cleaning</li> <li>* <b>Sweeping of approach roads</b> : Entrance road and surrounding roads.</li> </ul>
17	Main Production CP - Bay 2 (MPS)	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : Bay 2 shop and cabins</li> <li>* <b>Cleaning of Toilets daily twice</b> : Bay 2 toilet and water point cleaning</li> </ul>
18	Main Production MP - Bay 3 (MPS)	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : Bay 3 shop and cabins.</li> <li>* <b>Cleaning of Toilets daily twice</b> : Bay 3 toilet and water point cleaning.</li> <li>* <b>Sweeping of approach roads</b> : Bay 3 entrance road and surrounding roads.</li> </ul>
19	Main Production Shells - Bay 4 (MPS)	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : Bay 4 shop and cabins.</li> <li>* <b>Cleaning of Toilets daily twice</b> : Bay 4 toilet and water point cleaning</li> <li>* <b>Sweeping of approach roads</b> : Bay 4 entrance Road and surrounding roads.</li> </ul>
20	Main Production HE- Bay 5 (MPS)	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : Bay 5 shop and cabins.</li> <li>* <b>Cleaning of water point daily twice</b> : Bay 5 shop</li> </ul>
21	Main Production HMS - Bay 6 (MPS)	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : Bay 6 shop and cabins.</li> <li>* <b>Cleaning of Toilets daily twice</b> : Bay 6 toilet and water point cleaning</li> <li>* <b>Sweeping of approach roads</b> : Bay 6 entrance road and surrounding roads.</li> </ul>
22	Main Production PV - Bay 7	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : Bay 7 shop, cabins &amp; Furnace</li> <li>* <b>Cleaning of Toilets daily twice</b> : Bay 7 toilet and water point cleaning</li> </ul>
23	Main Production PV - Bay 8	A	1	<ul style="list-style-type: none"> <li>* <b>Sweeping</b> : Bay 8 shop, cabins &amp; Furnace</li> <li>* <b>Cleaning of Toilets daily twice</b> : Bay 8 toilet and water point cleaning</li> <li>* <b>Sweeping of approach roads</b> : Bay 8 entrance road and surrounding roads.</li> </ul>

**SCOPE OF WORK**

:: 4 ::

24	Management House	G	1	<p>* <b>Sweeping &amp; Mopping of rooms</b> : All Rooms and verandah</p> <p><b>Cleaning of Toilets daily twice</b> : All toilets</p> <p>* <b>Sweeping of approach roads</b> : All inside roads and surrounding roads.</p>
25	Guest House	A	1	<p>* <b>Sweeping &amp; Mopping of rooms</b> : All rooms ground floor and first floor, dining hall, kitchen &amp; store rooms and verandahs</p> <p>* <b>Cleaning of Toilets daily twice</b> : Wherever toilets in ground floor and first floor and water points.</p> <p>* <b>Sweeping of approach roads</b> : Guest House entrance road and surrounding roads</p> <p>Total Up-keep &amp; Maintenance of the building &amp; its surroundings</p>
		B	1	
26	Hospital	A	2	<p>* <b>Sweeping &amp; Mopping of rooms</b> : All ground floor rooms and verandahs</p> <p>* <b>Cleaning of Toilets daily twice</b> : Wherever toilets in ground floor.</p> <p>* <b>Sweeping of approach roads</b> : All inside roads, surrounding roads, car sheds and open areas around the hospital building.</p> <p><b>Helping the duty nurses in attending the sick patients.</b></p> <p>Total Up-keep &amp; Maintenance of the building &amp; its surroundings</p> <p><b>Sweeping &amp; Mopping of floors and cleaning of toilets for 3 Nos. Management Houses in A- Shift.</b></p>
		B	2	
		C	1	
27	LMS (New Bay) North side	A	1	<p>* <b>Sweeping</b> : LMS new bays shop and cabins.</p> <p>* <b>Cleaning of Toilets daily twice</b> : New Toilets and water point cleaning</p> <p>* <b>Sweeping of approach roads</b> : LMS entrance road and surrounding roads.</p>
28	LMS (New Bay) South side	A	1	<p>* <b>Sweeping</b> : LMS new bays shop and cabins.</p> <p>* <b>Cleaning of Toilets daily twice</b> : New Toilets and water point cleaning</p> <p>* <b>Sweeping of approach roads</b> : LMS entrance road and surrounding roads.</p>
29	Works Maistry	A	1	For supervision of sanitary works & leading the work force
30	Driver for Sanitary Tractor	A	1	Lifting and shifting of garbage & refuse materials form dustbin, canteen, work shops, offices, building, removal of debris, dry leaves, turning & boring from work shops, shifting of scrap and dumping in scarp yard / dumping area etc. as instructed by Engineer-in-charge

**SCOPE OF WORK**

:: 5 ::

**Note: Daily duties in shops and buildings for Sanitary workers.**

- 1) Sweeping the work spots, gangways of the shop floor area and keeping them Neat & Clean.
- 2) Sweeping the officers, supervisors and staff cabins, offices in work shop and keeping them Neat & Clean.
- 3) Collection of waste packages, refuse materials.
- 4) Sweeping of roads and surrounding area of the shops and building.
- 5) Cleaning of all toilets regularly daily twice.
- 6) Attending to sewage line chokes as & when required.
- 7) Attending to sewage manholes cleaning as & when required.
- 8) Shifting of office furniture & office files etc as required & as instructed by sanitary in-charge.
- 9) Any other important work through not specifically mentioned but it required by BHEL, shall be done as per the instructions of Site-in-charge.
- 10) Other works as indicated in the special conditions of contract.

<b>Duties on Sundays and Public Holidays</b>		
Place	Shift	No. of Persons
1. Hospital	A	1
	B	1
	C	1
2. Management House	A	1
3. Guest House	A	1
4. Main Gate	A	1
5. Management Hostels & other area as required	A	2

**SIGNATURE OF TENDERER WITH SEAL**

**SPECIAL CONDITIONS OF CONTRACT**

1. The quoted rate shall be firm throughout the contract period. No cost escalation will be paid on any account.
2. The contractor shall ensure that only male labourers physically fit to perform the job in the shop floor areas etc. shall be engaged for the above activities.
3. All labour, safety requirements required for the workmen are under the scope of the contractor & shall ensure wearing of safety appliances as required such as safety shoes, Apron, Mask, ID card while on duty.
4. The item rate offered shall provide for the complete cost towards labour, supervision, overheads, profits & all other incidentals etc., complete. **The rate quoted shall not include service tax. However the service tax as applicable shall be paid by contractor and same shall be claimed along with monthly bills by submitting the payment challan as a documentary proof of having paid the service tax.**
5. The contractor is responsible for cleaning and washing as required, all glass showcases, glass doors and window panes, glass louvers, Venetian blinds in the office buildings once in a fortnight.
6. The contractor is responsible to remove animal/birds carcasses whenever required. Such carcasses should be removed within one hour and should be buried in the specified area with disinfectants.
7. The contractor is responsible to keep all office building drains, gutters, sewage pipeline etc., outside and inside the company premises free from choking.
8. The contractor has to normally work in "A" Shift i.e.6.00 to 14.30 hours. However, if department has any special works, the contractor has to detain the workmen for carrying out the jobs mentioned in schedule during "G" shift 8.00 to 16.30 hours or "B" shift 14.30 to 23.00 hours or "C" shift 23.00 to 6.00 hours on working days and also on Public Holidays and Sundays.
9. The contractor is responsible to make arrangement for daily sweeping and cleaning including wet swabbing of all the floors of the building, bathrooms, latrines and urinals in the building as mentioned in the annexure – A by 8.00 AM on every working day and cleaning of wash basins, water closets etc., in such buildings, cleaning and de-dusting including cobwebs on all inside walls and ceiling in the buildings.
10. The contractor is responsible to make daily arrangements for sweeping of areas in and around the buildings, roads, paths, drains, Building roof tops. The contractor is responsible to collect and remove steel scrap/rubbish/garbage such as dry leaves, waste paper, waste packing cases and such other cases etc., daily from and around the buildings and areas and dustbins and disposal of the same as per the directions of In-charge and as mentioned in the Annexure-A and dump the same in area (s) allotted for this purpose by the company.
11. The contractor is responsible to maintain a register on a day-to-day basis in connection with the work of sweeping, cleaning and de-dusting of all the buildings floor areas as mentioned in the annexure – A and should get the signature at place / location as proof that such place / location had been swept, swabbed, and dusted etc.
12. The contractor is responsible for general cleanliness of the entire areas and buildings. Any other incidental work for the Up-keep and Maintenance shall be carried out by the contractor as directed by the sanitation officer of the company at no extra cost.

**SPECIAL CONDITIONS OF CONTRACT**

:: 2 ::

13. Any fittings found not in order which needs maintenance situated in the toilets, should be brought to the notice of the Sanitation officer of the company for ratification.
14. It shall be the responsibility of the company to provide all the cleaning and swabbing materials, disinfectants, brooms with sticks, detergents and other tools needed for the cleaning, sweeping, swabbing and dusting work.
15. For cleaning the toilets phenyl, cleaning powder should be used. Naphthalene balls minimum 3 Nos. and one urinal cube should be used once in a week.
16. The Contractor has to maintain the departmental Tractor and Trailer in good condition and ensure that they are not badly handled and not over loaded. However, the contractor need not undertake any automobile maintenance works of the equipment supplied. If the company's garage section decide that a particular breakdown is due to the negligence of the Contactor's labour the cost of such repairs will be recovered form the contactor.
17. The department will provide tractor and trailer / tipper (5 tones). Contractor has to provide Skilled Driver.
18. The contractor has to maintain a register in which detailed trip descriptions are to be maintained and duly certified by the departmental supervisors.
19. The tractor should be made available for servicing once in a month on specified date.
20. Breakdown of tractor or tipper does not entitle the contractor for any claim for idle wages etc., but will be permitted to have more trips on the subsequent days to clear the backlog even beyond the normal working hours.
21. It is also not obligatory to the department to provide work for any minimum trips on each day.
22. Turning, borings or any other scrap if required by the department to be weighed before disposal to dumping yard, the same is to be carried out by the contractor at the weigh bridge situated in the factory premises.
23. Contractor shall be responsible for deploying the required manpower. In the event of shortfall be should make alternative arrangement. It is also the responsibility of the contractor for the good behavior of the labour engaged by him. The contractor should ensure that there are no industrial relation problems due to the labour engaged by him.
24. The contractor is required to submit his bill once in a month to the company for releasing payment for the work done in the previous month by 7<sup>th</sup> of each month. The contractor should enclose proof of payment of wages to his labour and remittance of PF & ESI in respect of his labour along with the bill. Proportionate deduction from the monthly bills will be made towards liability of the contractor for payment of terminal benefits to his labour. The amount so deducted will be refunded to the contractor subject to production of proof of payment of terminal benefits to his labour at the end of the contract period.
25. The period of contract is for one year from April 2016 to March 2017 or as determined by the department.

**SPECIAL CONDITIONS OF CONTRACT**

:: 3 ::

26. The rate quoted by the tenderer should be in figures as well as in words. In case of any discrepancy, rate in words will be taken as valid. Incomplete tenders or tenders with ambiguity / over – writing etc, will be rejected.
27. BHEL does not bind itself to accept the lowest tender or give any reasons for its decision. Also BHEL reserves the right to accept or reject any or all tenders, and to divide the tendered work among more than one tenderer.
28. The contract shall keep and store all the materials what so ever required for the execution of the contract work in a place provided by BHEL at his own risk and responsibility.
29. The contractor shall pay the wages to his employees in the presence of the authorized representative of BHEL and obtain necessary endorsement to that effect on the acquaintance register.
30. The contractor shall not employ any anti-social or undesired persons in the contract work and if any such persons are pointed out by BHEL, they shall be removed forthwith.
31. The expenses for executing the contract, purchase of non-judicial stamp paper etc., shall be borne by the contractor.
32. The contractor shall strictly adhere to various labour laws in force.
33. The works will be governed by the BHEL General Conditions of Contract in force.
34. Adequate labourers are to be deployed daily for carrying out all the works as indicated in the BOQ.
35. The contractor shall follow norms of BHEL, HPVP security system for movement of men & materials within the complex including bio-metric system.
36. 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.
37. Water and electrical energy required for the work will be provided by BHEL at free of cost at the locations wherever possible.
38. **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.**
39. 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.
40. Usually, working hours are limited to day time only. In emergency cases to carryout works on Sundays, Holidays and 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.

**SPECIAL CONDITIONS OF CONTRACT**

:: 4 ::

41. The contractor has to carry out all the works on all days except Sundays and BHEL holidays under normal circumstances. However sweeping of all shop floors has to be done in Sundays and BHEL holidays, as required.
42. 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. As the work areas are scatter, contractor should provide bi-cycle to his site supervisor for effective supervision of the day to day activities.
43. 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 the work carried out.
44. **All the tools and items safety items (like safety shoes/Rubber shoes, gloves, goggles, Safety Jacket, Helmet, Gloves, Masks&Apron etc.) will be under the scope of the contractor.**
45. The contractor has to carryout the work in production shops without affecting the day to-day production activities.
46. LD/Penalty clause for this contract is applicable as per BHEL General Conditions of Contract inforce.
47. The decision of In-charge for this contract shall be final and binding on the contract.
48. In all matters of disputes, the decision of the in-charge of works, BHEL, Visakhapatnam-12 shall be final and binding on the Contractor.
49. The Contractor to execute any other work as per the requirement /direction of in-charge.
50. "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 enclosed at **annexure-B** 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 bid at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. Documents should be notarized or attested by a Gazetted officer".
51. **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".

**SIGNATURE OF TENDERER WITH SEAL**

**INSTRUCTIONS TO THE TENDERERS**

1. Sealed tenders are invited from reputed contractor's for the following work of Up-keep maintenance Office Buildings, Hospital, Guest House, and Transportation of MS, Small Scrap, Garbage, Waste, etc. (Annexure-A) works at M/s Bharat Heavy Electricals Limited (A Government of India Undertaking), Visakhapatnam – 530 012.
2. The tenderer should inspect the areas of BHEL-HPVP Factory Office Buildings, Hospital, Guest House, Roads, Dustbins, as listed in annexure – A etc., on any working day and should satisfy him self before submitting their quotation.
3. **If the rate quoted by the tenderer is found less than the Statutory Payment of labour etc., the same shall be rejected.**
4. The rate quoted is to be mentioned both in figures and words and in case of discrepancy between the two, the rate as indicated in words only will be considered.
5. Tenders received beyond the hours fixed whatever be the cause of delay, whether on account of delay in postal communication, delay on road, rail air or any mode of communication or transport will not entitle the tenderers to request that the tender should be considered.
6. **EARNEST MONEY DEPOSIT** : The Earnest Money should accompany the tender either in the form of crossed Bank Draft or Banker's Pay Order payable to M/s Bharat Heavy Electricals Limited, Visakhapatnam – 530 012. Earnest Money Deposit in any other form will not be accepted. This will be refunded to the unsuccessful tenderers after the finalisation of the tender and awarding the work to the successful tenderer. In the case of successful tenderers this will be reckoned against Security Deposit. During the course of finalisation of tender, if any tenderer withdraws his tender or if the successful tenderer fails to take up the work, the EMD will be forfeited. **Tender will not be considered if EMD is not enclosed.**
7. **SOLVENCY CERTIFICATE** : The tenderer shall submit the solvency certificate from the competent authorities.
8. **WORK EXPERIENCE CERTIFICATE** : The tenderer should furnish proof of his previous work experience in the Up-keep and Maintenance work in any recognized Industry / Organization.
9. **LABOUR LICENCE** : The contractor shall obtain Licence from the statutory authority. The competent authority (Licensing authority) for the works relating to BHEL-HPVP is the Deputy Commissioner of Labour, Visakhapatnam.
10. **PAYMENT TERMS:** R.A Bill payments will be arranged after 30 days from the date of bill or 15 Days from the date of clearance of the statutory compliance by IR Department whichever is later.
11. **SECURITY DEPOSIT:** Security Deposit shall be collected from the successful tenderers the rate of Security Deposit will be follows.
  - (i) Upto Rs. 10 Lakhs : 10%
  - (ii) Above Rs. 10 Lakhs upto Rs. 50 Lakhs : Rs. 1 Lakh + 7.5% of the amount exceeding Rs. 10 Lakhs.
  - (iii) (Above Rs. 50 Lakhs : Rs. 4 Lakhs + 5% of the amount exceeding Rs. 50 Lakhs.

**INSTRUCTIONS TO THE TENDERERS**

:: 2 ::

The security Deposit should be deposited before start of the work by the contractor.

Security Deposit may be furnished in any one of the following forms :

- i. Cash (as permissible under the Income Tax Act)
- 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.
- vi. 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.
- vii. Security deposit can also be deposited at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be deposited before start of the work and the balance 50% may be deposited from the running bills.
- viii. EMD of the successful tenderer can be converted and adjusted against the security deposit.
- ix. The security deposit shall not carry any interest.

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

12. Security Deposit / Bank Guarantee will be released after the maintenance period of 2 months or on closure of contract whichever is later.
13. Income Tax & Work Contract Tax will be deducted as per the statutory rules from time to time. W.C.T. is 5% if TIN number is submitted. If TIN number is not available W.C.T. shall be 20.00%.
14. Tenderer have to pay Service Tax as per the latest prevailing statutory rules from time to time. Paid Service Tax amount will be reimbursed on submission of documentary evidence of payment as per prevailing rules. The present rate of service tax is 14.50% including swatch Bharat Cess.
15. Any new taxes imposed by Govt. of India / AP State Govt. after the tender submission date shall be reimbursed on submission of documentary evidence of payment.
16. The Payments shall be made through online (i.e. RTGS/NEFT) only.
17. The tenderer should satisfy all the statutory obligations required under statues of the Government from time to time.
18. If incomplete tenders in the form is furnished or where total value is not entered, such tenders will be summarily rejected. Management reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason whatsoever. No correspondence will be entertained when once the tenders are decided.

**SIGNATURE OF TENDERER WITH SEAL**

**RULES AND REGULATIONS FOR OPERATION**

1. The Contractor shall pay the minimum wages to the contract labour as notified by the Central Government from time to time. The Government Order indicating the present rate of minimum wages is enclosed at Annexure – V. **The Quoted Rate shall be firm throughout the contract period. No cost escalation will be paid on any account. The contractor has to consider the future escalation and increase of labour wages while quoting the rate.**
2. The contractor shall pay the wages for the Weekly day of rest and also on Public Holidays being observed by the company.
3. The contract should cover all his labour under ESI scheme to provide Medical facilities and also insurance to cover accidental benefits as specified in the relevant acts.
4. Contractors should have individual P.F. codes. In the absence of the individual P.F Code No. within 30 days of L.O.I, the contract will be treated as cancelled. The contractor should cover the workers under Provident Fund Act and make necessary deposits with the PF Commissioner as per statutory regulations.
5. The contractor should pay the amount towards Bonus, Retrenchment compensation and Encashment of non-availed earned leave to his workmen on completion of the contract and submit proof of such payment along with final bill.
6. The contractor should make his own arrangement for providing TEA / BREAKFAST / MEALS etc., to the labour engaged by him and BHEL, Visakhapatnam shall not issue any subsidized coupons for this purpose.
7. The contractor shall provide identity cards to the labour engaged by him, which will be produced by them on demand to officers or other staff of the company. The company's security personnel shall have the right to check the persons of contractor's employees while going out of office premises and there shall be no cause or grouse on this account either from the contractor or his employees.
8. The contractor shall be responsible for any loss or damage caused to properties belonging to the company by any of the contractor's employees or staff by theft or otherwise and the contractor shall indemnify to the company the value of such properties on demand on that behalf.
9. The contractor shall be responsible to ensure that his employees follow safety rules & regulations as per statutory regulations and also instructions of the company. The company will have the right to object to any unsafe practice and the contractor will abide by the directions of the company in this regard. The contractor shall provide all necessary safety appliances (Safety Jacket, Safety Shoe,Helmet, Gloves & Masks are must for all workers and the other appliances as per the need & requirement of the work) to his laborers and shall be solely responsible for the same.
10. The contractor shall maintain register of accidents and intimate about the occurrence of any kind of accidents and circumstances leading to the accident to the In-charge (Safety) and In-charge (Civil) of the company.
11. The contractor shall not employ Sub-Contractor without the prior approval of the company.
12. The contractor shall maintain the following registers in the prescribed manner under the statute and shall ensure availability of up-to-date records near the work place.

**RULES AND REGULATIONS FOR OPERATION**

:: 2 ::

- a. Muster Roll
  - b. Muster Roll-Cum Wage Register
  - c. Register of Over Time
  - d. Register of Fines
  - e. Register of Advances
  - f. Register of Deductions
  - g. To issue Employment Card to the Workmen
  - h. To issue Wage Slip
  - i. In case of termination of employment, the contractor shall issue service certificate
13. The agreement / contract shall remain in force for a period of 12 Months as per Work order/LOI or unless determined earlier at the option of the company or happening of any of the circumstances mentioned below.
- a. If the contractor fails or neglects to render the said services or any of them to the satisfaction of BHEL, Visakhapatnam or if the contractor commits breach of any of the rules and regulations.
  - b. If the business of the contractor is wound up or dissolved or if any receiver is appointed or attachment is levied in respect of any of his properties and assets.
14. BHEL reserves the right to terminate the contract, if contractor fails to work satisfactorily with **Two Months notice** in writing.
15. Notwithstanding any contrary provision herein contained this agreement may be renewed at the option of the company for any further period on the same terms and conditions as herein contained except the rate mutually agreed on such renewal and on the exercise of such option of the company and contractor shall immediately enter into a renewed agreement with the company in writing.
16. The right hereunder and / or this agreement cannot be assigned or otherwise transferred by the contractor to any person or persons or any corporation whatsoever without the written prior approval of the company.
17. The contractor shall take necessary license in respect of his trade / business and the contractor shall be personally liable in respect of this agreement. The contractor shall hold valid license as per the contract labour (Regulation & Abolition) act for engagement of labour.
18. The contractor shall at his own costs, if required under the statutory obligations, effect necessary insurance in respect of the said staff, materials and other personnel of persons to be employed by the contractor in connection with his rendering of the aforesaid service to the company and shall comply with the provisions of Andhra Pradesh Shops & Establishment Act, Contract Labour (regulation & abolition) Act. Payment of wages Act, Minimum Wages Act, ESI Act, Employees provident Fund (Family Pension Fund) Act. 1972, Bonus Act if applicable to them and shall keep the company indemnified from all Act or omissions, faults, breaches and / or any claims, demands, liabilities, actions, proceedings, cost, charges, loss injuries, and expenses for which the company may be put or involved as a result of the contractor's failure to fulfill any of the obligations herein and / or statutes and / or any bye-laws or rules framed there under or any of them.

**RULES AND REGULATIONS FOR OPERATION**

**:: 3 ::**

19. During the contract period, no reimbursements whatsoever will be made to the contractor over and above the rate quoted by the contractor and agreed to by the company for all the items.
20. The contractor shall intimate to the Manager (IR) / IR Department officials in writing about the payment days during a month and the wages for the workmen shall be paid in the presence of the representatives of the concerned department and obtain the signature of the department representative in the wages register.
21. The contractor shall be responsible to make payment to the workers on working days at the work site on the date notified in advance. In case of termination of employment due to completion of work, the contractor shall ensure final payment to the concerned workmen within 48 hours of the last working day.
22. No wage period shall exceed one month
23. The contractor shall exhibit a notice at his work place indicating rate of wages, hours of work, wage period, date of payment of wages, name and address of Inspector having jurisdiction. This notice is required to be exhibited in English and also in local languages.
24. The contractor shall be responsible to follow the various laws applicable to his workers such as contract labour (Regulations & Abolition) Act, Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act, Provident fund Act, Employees State Insurance Act, etc. and the rules made there under from time to time.
25. Any dispute arising out of the contract will be referred to the Unit Head whose decision is final and binding on both the parties.

**SIGNATURE OF TENDERER WITH SEAL**

**THE GENERAL CONDITIONS OF CONTRACT ARE AVAILABLE WITH THE HEAD – CIVIL DEPARTMENT. CONTRACTORS MAY REFER / VERIFY THE SAME.**

**AMENDMENT TO THE GENERAL CONDITIONS OF CONTRACT**

**CLAUSE 32 MAY BE READ AS FOLLOWS.**

**32. LIQUIDATED DAMAGES**

In the event of any delay in completion of work of part thereof as per agreed schedule due to reasons other than those specifically exempted in this contract, BHEL, Visakhapatnam, may deduct from the considerations due to the contractor as liquidated damages a sum calculated at 0.5% of the contract price for each full week of delay subject to a maximum of 10% of the contract price. It is understood and agreed that such amounts do represent the losses suffered by BHEL, Visakhapatnam because of delay in work by contractor and it shall not be necessary for BHEL, Visakhapatnam to establish the actual amount of losses suffered irrespective of whether the work or part thereof could be put to any use by BHEL, Visakhapatnam or BHEL's client.

**CLAUSE 32.1 IS DELETED**

**AMENDMENT TO THE CLAUSE 57 MAY BE READ AS FOLLOWS**

**57. ARBITRATION AND LAWS**

Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the specifications, drawings and instruction herein as to the quality of workmanship or material in the work or as to any other question, claim, right, matter or thing or any dispute whatsoever in any way arising out of or relating to this contract, shall be referred to the sole arbitration or any person who shall be appointed by Unit Head, Bharat Heavy Electricals Limited, (HPVP), Visakhapatnam at his sole discretion. It shall have no objection to any such appointment even if the arbitrator so appointed is an employee of BHEL, Visakhapatnam, its branches / offices. Such an appointment of arbitrator shall not take place unless and until a written request for appointment of arbitrator from any of the parties to the contract has been received by the Unit Head as aforesaid.

The arbitrator to whom the matter is originally referred or the arbitrator who has been appointed in place of the arbitrator originally appointed, dies or unable to act as arbitrator for any reasons whatsoever, the Unit Head as aforesaid, shall appoint at his sole discretion any another person to as arbitrator in place of the arbitrator originally appointed, as the case may be. Such person appointed as arbitrator shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

The arbitrator shall give his reasoned award. It is term of this contract that no person other than a person appointed by such Unit Head as aforesaid should act as an arbitrator and if for any reasons whatsoever that is not possible, the matter is not to be referred to arbitration at all.

Subject as aforesaid, the provisions of arbitration Laws in India or any statutory modification re-enactment thereof and the rules made there under from time to time and or the time being in force shall apply to the arbitration proceeding under this clause.

**AMENDMENT TO THE CLAUSE 59 MAY BE READ AS FOLLOWS :**

**59. DISPUTES – LEGAL JURISDICTIONS**

Notwithstanding anything contained in any document whatsoever, all cases, suits, matter, petitions and all other actions under law arising out of and relating to this contract including that may arise out of bank guarantees and arbitration under this contract, shall be tried, instituted, filed and auctioned only in the courts, tribunals and forums etc., situated within the territorial jurisdiction of Visakhapatnam even though such jurisdiction may also vest with other courts, tribunals and forums situated in other places of the country.

While invoking writ jurisdiction, the parties shall prefer such petitions and try the same only in the High Court of Andhra Pradesh, Hyderabad.

**SIGNATURE OF THE TENDERER**

Ref: OPS/OS/AMC/2015-16/20/039

Date : 27.02.2016

**MINIMUM WAGES AS PER CENTRAL LABOUR DEPARTMENT  
w.e.f 01.10.2015**

All values are in ₹

<b>SL. No</b>	<b>DESCRIPTION</b>	<b>Unskilled</b>	<b>Semi Skilled</b>	<b>Skilled</b>
1	Minimum Wage	<b>294.00</b>	<b>333.00</b>	<b>390.00</b>
2	PF @ 13.6%	39.98	45.28	53.04
3	ESI @ 4.75%	13.96	15.81	18.52
4	Bonus @ 8.33%	24.49	27.73	32.48
5	Leave Wages (18 days / Year)	16.96	19.21	22.50
6	Terminal Benefit for (15 days / year)	14.13	16.00	18.75
7	Holidays for 10 days	9.42	10.67	12.50
	<b>TOTAL</b>	<b>412.94</b>	<b>467.70</b>	<b>547.79</b>

SIGNATURE OF THE BIDDER WITH STAMP

**AREAS AND BUILDINGS IN THE FACTORY PREMISES AND ADMINISTRATION BUILDING AREA FOR UP-KEEP AND MAINTENANCE.**

<b>SL. No.</b>	<b>Name of the Place</b>	<b>Remarks</b>
1	Administration Building (Ground floor, 1 <sup>st</sup> and 2 <sup>nd</sup> Floors), Administration Car shed, Cycle Shed, Administration Canteen Area, Administration approach roads, Bus stop area, Scooter Shed (A,B,C shifts), Cycle shed (plant area) car shed near (T&DI), waiting shelter for employees, security east and south gates. All roads form Township south gate, lying outside the Factory gate etc.	
2	T&DI Building & Work-shop area etc.	
3	Security Main Gate, fire Service Station, MRS Pump House, Security Posts (4) Towers, Lunch Gate, Generator shed, Electrical Sub Station, Main Canteen backyard area etc.	
4	Main Canteen, new Dinning Hall & approach roads.	
5	SF Building (Ground Floor and 1 <sup>st</sup> floor)	
6	R&D Building (Ground floor, 1 <sup>st</sup> and 2 <sup>nd</sup> floors)	
7	R&D workshop, pump house, oxygen plant, accumulator station etc.	
8	Engineering Building (Ground floor, 1 <sup>st</sup> floor and 2 <sup>nd</sup> floor)	
9	Special products, external service stores, steel yard etc.	
10	Laboratory Building & extension building (Ground floor, 1 <sup>st</sup> floor and chemical section).	
11	Welding Technology, stores complex (ground floor and 1 <sup>st</sup> floor)	
12	Plant office (Ground and 1 <sup>st</sup> floor)	
13	NDT Laboratory (Ground floor and 1 <sup>st</sup> floor)	
14	Compressor, Transportation, (Load/Unload area) Tube Fining Machine area, wood cut machine area, Railway siding office etc.	
15	New Transportation Building	
16	Cleaning of All Buildings Roof tops (i.e. Terrace area) & Cob-web removal in Buildings and shops are to be carried out twice in a month.	
17	Stores (Issue & receipt), Electrical Repair Stores, Stationery stores, off cut area etc.	
18	Off cut Building	
19	Garage	
20	All roads, inside Factory area & leading to administration Building etc.	
21	Sewage Line Blocks removal inside Factory area.	
22	Guest House (Krishna Guest House, Godavari Guest House, Pinakini Guest House), Management Trainees Hostel.	

**ANNEXURE – A**

<b>SL. No.</b>	<b>Name of the Place</b>	<b>Remarks</b>
23	Managements Houses and other area as per Instruction of Engineer-in-charge.	
24	Hospital Building (A,B,C shifts) (i) Operation Theatre Cleaning work in (A&B shifts) (ii) Inpatient, Out patient wards, Casualty Block, Pharmacy Clinical lab, Dressing room, Injection Room, X-ray Unit, Doctors Consultations rooms, all toilets, (A,B,C shifts) (iii) Total Hospital Buildings and out side compound including roads and sheds, and continuously on the job of cleaning and removing wastes at the dressing rooms and in patient ward (A,B shifts)	
25	Upkeep and Maintenance, Sanitary work points in Production shop areas : (1) LMS – I, II, III, IV, and 2 Nos. of LMS Cross bays (2) Press Shop (Bay -1), (3) CP (Bay-2), (4) MP (Bay-3), (5) Shells (Bay-4), (6) HE (Bay-5), (7) HMS (Bay-6) (8) PV Assly. (Bay-7), (9) PV Assly. (Bay-8)	
26	Apart from the above the contractor should take up additional upkeep and maintenance work as required form time to time at no extra cost.	
27	Swabbing Air conditioned / PC Rooms and Conference Halls, Stair cases etc.	
28	Loading, Unloading, collection and disposal of “ GARBAGE “ ETC., FROM INSIDE BINS AND OUTSIDE BINS OF Factory buildings and workshops at the dumping yards shown from time to time within the Factory premises. Turning and Borings, M.S. Small Scrap, Timber Packings, Timber Scrap, Waste Oil Drums or Waste Oil Containers, Cutting of Plantation, Hedges and other Horticulture produce, Rejected/Condemned fabricated items declared as scrap, Asbestos Cement Sheets and Other Scrap Removed from buildings, Shifting of office Stationery/Furniture from one office to another or stores offices and positioning them as directed, Garbage collection in surrounding area of Public Buildings & Canteen	

**Note:** In addition to the above other Upkeep and Maintenance works as mentioned in the Special Condition of Contract and as assigned by the Engineer-in-charge time to time shall be carried out with the same manpower.

**SIGNATURE OF THE TENDERER WITH SEAL**

**GENERAL TERMS AND CONDITIONS OF RA (REVERSE AUCTION)**

BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in 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.”

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 (annexure IV) 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 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.

**GENERAL TERMS AND CONDITIONS OF RA (REVERSE AUCTION)**

**:: 2 ::**

10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „Business Rules of Reverse Auction“, which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

**\* \* \***

**Ref: OPS/OS/AMC/2015-16/20/039**

**Date : 27.02.2016**

Sub : AMC for Upkeep Maintenance **in Factory Premises** of BHEL- HPVP, Visakhapatnam for a period of one year i.e. from April 2016 to March 2017.

**ACCEPTANCE TO TENDER TERMS & CONDITIONS**

I / We hereby confirm that the Tender documents, all annexures etc. have been studied in detail and we have fully understood the scope of work.

I / We accept to all the Terms and Conditions of the Tender Enquiry and the prices quoted are in accordance with the same.

I / We accept to offer valid for a period of **3 months** from the last date for tender submission.

I / We give our acceptance to participate in Reverse Auction in case BHEL decides to go for reverse auction for this tender.

**Tender documents duly signed on all the pages by the Owner / authorized representative of the bidder are attached herewith.**

**SIGNATURE OF THE BIDDER WITH STAMP**

**CONTRACTOR INFORMATION**

Sl.No.	Particulars	To be Filled by Bidder
01.	Name of the Contractor	
02.	Nature of Firm / Concern (Proprietor/Partnership/Pvt. Limited/Public Ltd.) Note: In case of partnership concern, please enclose photo copies of the partnership deed	
03.	Full address	
04.	Name of the Proprietor/Partner	
05.	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL	
06.	Telephone No. of the firm	
07.	Fax No.	
08.	Mobile No.	
09.	E-mail ID	
09.	Organizational structure with name and designation	

**CHECK LIST**

Sl. No.	Particulars	Document Enclosed (Yes / No)	Document No
01.	Name of the Contractor		
02.	Tender Document Signed & Stamped		
03.	Tender Cost @ ₹ 229/-		
04.	Earnest Money Deposit (EMD) @ ₹ 1,50,000/-		
05.	PF Registration Certificate		
06.	ESI Registration Certificate		
07.	Service Tax Registration Certificate		
08.	PAN Number		
09.	Income Tax Returns for last 3 years (FY 2012-13, 2013-14 & 2014-15)		
10.	Profit & Loss account and Balance Sheet certified by the Practicing Chartered Accountant for the last 3 years		
11.	Work orders & Job Completion Certificates in similar works as mentioned in eligibility criteria.		
12.	Latest solvency certificate (within One year) from the Banker		
13.	MSE Registration Documents, if applicable EM II certificate having deemed validity (5 years from date of issue of acknowledgement in EM II) <b>or</b> valid NSIC certificate <b>or</b> EM II certificate along with attested copy of a CA certificate (Format enclosed at <b>annexure-A</b> where deemed validity of EM II certificate of five years has expired)		

### 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) .....dated  
 ....., 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:  
 ₹.....Lakhs
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:  
 ₹.....Lakhs

**(Strike off whichever is not applicable)**

The above investment of ₹.....Lakhs is within permissible limit of ₹.....Lakhs 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 year from the date of graduation of such enterprise from its original category as notified vide S.O. 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 Charatered Accountant

**(Required only if it was not submitted earlier)**  
**ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS / NEFT TRANSFER**

01	NAME & ADDRESS OF THE SUPPLIER / SUBCONTRACTOR	
02	VENDOR CODE ASSIGNED BY BHEL,HPVP LTD	

**DETAILS OF BANK ACCOUNT**

03	NAME & ADDRESS OF THE BANK	
04	NAME OF THE BRANCH	
05	BRANCH CODE	
06	MICR CODE	
07	ACCOUNT NUMBER	
08	TYPE OF ACCOUNT	
09	BENEFICIARY'S NAME	
10	IFSC CODE OF THE BRANCH	
11	EMAIL ID	
12	TELEPHONE / MOBILE NUMBER	

**CERTIFICATE**

I / We here by agree to receive the payments due from M/s Bharat Heavy Electricals Ltd., by the National Electronic Fund Transfer / 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 are a valid discharge of the liability of M/s Bharat Heavy Electricals Ltd. I / We also agree to bear the applicable Bank charges for the above mode of transfer. A copy of the cheque leaf/ cancelled cheque leaf of the above account is sent herewith.

(Authorized Signatories 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 authorized signatory and the MICR and IFSC codes of our branch mentioned above are correct.

Place:

Bank Manager / Officer

Date:

Signature with Bank stamp  
and name seal

**FORWARDED TO ACCOUNTS DEPARTMENT / CASH SECTION**

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

Signature of BHEL Official with name & seal  
Operating the contract / Services

# **PART – II**

**( PRICE BID )**

**BHARAT HEAVY ELECTRICALS LIMITED**  
**HEAVY PLATES & VESSELS PLANT**  
**VISAKHAPATNAM – 530 012**

**NAME OF WORK:** AMC for Upkeep Maintenance in **Factory Premises** of BHEL- HPVP, Visakhapatnam for a period of one year i.e. from April 2016 to March 2017.

**Tender Enquiry No :** OPS/OS/AMC/2015-16/20/039, **Date :** 27.02.2016

**NOTE:**

- 1) **Tenderers are requested to visit the site before submitting their tenders and go through the site conditions, nature and quantum of the job to be done and in general shall themselves obtain all necessary information as to risks, safety precautions, contingencies and other circumstances. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not, no claim shall be allowed.**
- 2) Contractor shall pay the minimum wages to the contract labour as notified by Central Government from time to time. The Minimum wages should be as follows as per the Central Government G.O. enclosed for your reference in Technical bid Annexure-V. However contractor has to pay as per recent G.O. in force from time to time and no extra claim can be entertained on this score.  
  
In addition to the above the contractor has to comply with all the statutory requirement such as PF, ESI, Bonus, Leave wages, Retrenchment compensation etc.
- 3) **The quoted rate shall be firm throughout the contract period. No cost escalation will be paid on any account throughout the contract period for any item. The contractor shall take into consideration for the labour rate increase during contract period and same to be considered while quoting the rate for each item.**
- 4) 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. However the service tax as applicable for this contract work shall be reimbursed on submission of documentary evidence.**
- 5) Once in a month, bill shall be prepared for the actual quantum of work done and submitted to the Civil Department for further process for arranging payment.
- 6) **L1 shall be evaluated based on quoted total price.**
- 7) The quantity indicated below is approximate and may vary on both sides subjected to the requirement. However payment shall be made for the actual quantity only.

**SIGNATURE OF THE TENDERER WITH SEAL**

**Schedule of Quantities & Rates (SOQR)**

ITEM NO.	DESCRIPTION	UNIT	QTY	Unit Rate in ₹	Amount in ₹	Amount in Words
1	Sweeping & Mopping in buildings, offices, work shops, Cleaning of Toilets, Wash basins, Urinal basins, WC etc. Sweeping of approach roads, total up-keep & maintenance of guest house, hospital etc as per the scope of work at Annexure - I (It is assessed that <b>37 Nos. of USW + 1 No. Maistry (SSW)</b> will be required for the up-keep & maintenance work as per the scope enclosed, per day per operation). <b>Note : Payment shall be made for the work done on working days only.</b>	Per Operation	303			
2	Sweeping & Mopping in buildings, offices, Cleaning of Toilets Wash basins, Urinal basins, WC etc. Sweeping of approach roads, total up-keep & maintenance of guest house, hospital etc as per the scope of work at Annexure - I on <b>Sundays &amp; Holidays</b> . (It is assessed that <b>8 Nos. of USW</b> will be required for the up-keep & maintenance work as per the scope enclosed, per day per operation). <b>(A - Shift = 6 Nos., B - Shift = 1 No. and C - Shift = 1 No.)</b>	Per Operation	62			
3	Lifting & Shifting of garbage, debris, turnings & borings generated in the shop floor, shifting of water tanks and any other work by tractor trailer as instructed by Engineer-in-charge. <b>Tractor Trailer will be supplied by BHEL and operator to be deployed by the agency.</b> (It is assessed that <b>1 No. of SW</b> (driver having valid heavy licence) will be required for completing the lifting & shifting work as required per day per operation) <b>Note : Payment shall be made for the work done on working days only.</b>	Per Operation	303			

ITEM NO.	DESCRIPTION	UNIT	QTY	Unit Rate in ₹	Amount in ₹	Amount in Words
4	<p>Extra payment for SSW work in place of USW of item No. 1 for cleaning &amp; lifting of silt, polythene papers waste cloth, garbage &amp; debris etc inside the manholes in the factory premises or any other work as directed by Engineer in-charge.</p> <p><b>Quote for extra payment only for 5 Nos. SSW over &amp; above USW payment per operation.</b></p> <p>(It is assessed that <b>5 Nos. of SSW</b> will be required for the manhole cleaning as per requirement per day per operation).</p> <p><b>Note : Payment shall be made for the work done on working days only.</b></p>	Per Operation	60			
	<b>Total</b>					

**Total Amount in Words :**

**SIGNATURE OF THE TENDERER WITH SEAL**