

CONTRACTUAL OBLIGATIONS

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

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

- (ii) Contractor shall pay to the contract worker, additional wages recommended by BHEL and minimum wages as fixed by State Government from time to time (Normally 02 times in a year). The Current Minimum Wage w.e.f. 01.08.2021 is given below:

क्र. सं.	कर्मकार की श्रेणी / Category of Worker	वर्तमान न्यूनतम वेतन / Current Minimum Wage प्रति दिन (State Govt.) variable during contract period (₹)	अतिरिक्त बीएचईएल वेतन / Addl. BHEL Wage प्रति दिन (fixed during contract period) ₹	कुल वर्तमान न्यूनतम वेतन / Total Current Minimum Wage प्रति दिन)variable during contract period) ₹
01	अकुशल कर्मकार / Un-Skilled	366.00	123.08	489.08
02	अर्ध कुशल कर्मकार- / Semi-Skilled	402.00	142.31	544.31
03	कुशल कर्मकार / Skilled	446.00	157.69	603.69
04	उच्च कुशल कर्मकार / Highly-Skilled	469.00	157.69	626.69

- (iii) PF/ESI and other statutory contributions will be made by the contractor taking into account both the additional wages and minimum wages fixed by the State Government.
- (iv) Contractor shall make payment to the contract worker through bank mode.
- (v) For all purpose, the minimum wages shall mean minimum wages fixed by the State Government and the additional wages recommended by BHEL.
- b. Contractor shall decide the number of employees to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to dictate such workers about the manner of carrying out the work as per the prescribed specifications and quality plan. **However, in view of ensuring a certain standard of service quality, the contractor has to mandatorily deploy minimum of 14 workers (Un-Skilled) daily. Non deployment of minimum number of workers on any day will lead to proportionate reduction (Un Skilled Grade Wages along with PF, ESI, Bonus & Leave with Wage) from the bill raised by the contractor.**
- c. **The contractor has to mandatorily deploy a supervisor (Skilled Grade) on his own cost on all working days on full time basis for deploying and assigning work to the workers according to the requirements of BHEL, supervise the working of workers, address the complaints of BHEL officials and perform all other duties as expected from the contractor/ his representative. Non availability of supervisor in the plant will lead to proportionate reduction (Skilled Grade Wage along with PF, ESI, Bonus & Leave with Wage) from the bill raised by the contractor.**
- d. Contractor shall supervise the work allotted to him and to be carried out by his employees. A supervisor will specifically be required to be provided. The contractor will intimate in writing the detail of the supervisor, in advance. In case, he has to replace the supervisor, he will intimate the same well in advance. **In any case workers will not work, in absence of designated supervisor.**
- e. Contractor to ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.

- f. Contractor to maintain appropriate records of his employees deployed to carry out the job(s).
- g. Contractor should issue appointment letters to his employees.**
- h. Contractor to provide employment card/Identity card with photograph duly verified and attested by the Contractor to his employees.** In its absence the BHEL or authorized agency can deny entry into the factory, for which the contractor shall be solely held responsible. Contractor to indicate the name of the proprietary/partnership firm/company, place of work, contract number and duration of validity of card.
- i. Contractor shall ensure Police Verification of his workers/supervisor before deployment in BHEL. Contractor will be responsible for the good conduct of his employees. In case of any misconduct/misbehavior by any employee, the contractor will replace such employee(s) immediately.
- j. Contractor will ensure that the job is executed through his employees on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- k. Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
- l. Contractor to provide safety appliances (PPE) and safety shoes to his employees. The contractor shall be responsible for enforcing all safety regulations as applicable.
- m. The contractor has to provide a distinct uniform different from BHEL employees. The Uniform should have logo of the Contractors firm / company. The uniform shall be kept in neat, tidy and wearable condition. Wherever necessary, the Cap shall be integral part of the uniform. This is to be mandatorily provided by the contractor and no demand of payment shall be made before BHEL on this account.
- n. Contractor to ensure that all precautions are taken for safety of his employees and equipment.
- o. In the event of termination of contract for any reason whatsoever, the contractor shall issue termination letter and withdraw all his employees from the establishment of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues including PF/ESI/ Bonus/Gratuity/retrenchment compensation etc.
- p. Contractor shall provide material & machine equipment's at his own cost to his employees for carrying out the job effectively. If necessary contractor may take insurance policy of his men, material, equipment and tools and tackles.**

Towards statutory liability

- a. All statutory requirements under Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act. 1923, EPF & MP Act, 1952, Payment of Gratuity Act, 1972, ESI Act, 1948, The Contract Labour (R&A) Act, 1970, Payment of Bonus Act, 1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the contractor.
- b. Contractor must have financial capability to pay wages and discharge statutory liabilities on time without depending on payment from BHEL. Delay/ Nonpayment on part of BHEL or financial difficulty being faced by the contractor due to any other reason will not be accepted as an excuse for failure in discharging statutory liability.**
- c. Statutory Bonus shall be made by the contractor.**
- d. 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.

- e. Contractor shall ensure payment of statutory prescribed minimum wages and BHEL recommended additional wages as applicable from time to time in the presence of authorized representative of BHEL and maintain proper records of their timely disbursement. Contractor has to pay the wages on or before the 7th day of the month. It shall not be delayed on the pretext of payment delay from BHEL/ financial problem/ any other reason. **Failure to disburse wages within the stipulated date may attract tough actions, including penalty from BHEL.** These records need to be preserved for a period of at least 3 years and should be made available even after the contract is over for any verification by the statutory authorities / BHEL authorities.
- f. Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act, 1952 to the RPFC. Contractor must facilitate the Transfer/ withdrawal/ loan requirement of the worker by filling correct information and processing the application on time.
- g. Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership No. /card of each employee. **Contractor to ensure that new ESI no. is not generated, if the worker already has ESI no.** In any case the worker must not have more than one ESI no. **Contractor, to ensure that their workers have ESI biometric card and must support them in getting medical/claim benefit from ESI.**
- h. Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. **Contractor to issue wage slips to his employees at least one day before the payment of wages.**
- i. Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- j. Contractor shall be solely responsible for nonpayment/ delayed payment of wages/ DA, contributions under EPF & MP Act, ESI Act etc.
- k. In case the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit/other dues/running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- l. 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.
- m. The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- n. Contractor to obtain insurance cover for his employees / equipment / tools and tackles etc. and take third party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, pilferage of his property and / or his employees.
- o. Contractor should have independent code numbers/ exemptions under EPF & MP Act, 1952 and ESI Act, 1948 and shall cover his employees under the said codes. The contractor will be required to compulsory make the contributions upto the statutory wage ceiling.
- p. Payment of bonus under the Payment of Bonus Act, Payment of gratuity under the Gratuity Act, and retrenchment compensation under Act will be the sole responsibility of the contractor. **Contractor has to pay Statutory Bonus to worker by Nov 30 and submit the copy of compliance to Labour Authorities and intimate the BHEL.**
- q. **Over and above the daily wage rate, contractor shall give leave with wage to the workers as per Factories Act 1948 & other applicable legal provisions. In order to avoid practical difficulties, the contractor shall give the leave with wages (01-day wage for every 20 working day) in the monthly wages, without considering the eligibility criteria of the no. of days worked by the employee in the previous year.**
- r. **Contractor shall observe Provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employee. Contractor has to decide the no. of employees to be deployed for providing the services to BHEL and scheduling the duty of his employees in such a manner so that all**

the labour laws are complied with. BHEL will not pay any extra amount other than the rate quoted by the contractor as mentioned in the terms and conditions of the tender. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission.

- s. In case a contractor employs women as employee he will discharge his obligation under law in respect of such women workers such prohibition of engaging them during night-hours, prohibition of employing them for more than 9 hours per day, provision of crèche facility, grant of maternity leave as per rules etc.
- t. **The age of the employee deployed by the contractor shall not be less than 18 years and not more than 60 years on the date of entry in the plant.**
- u. BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of life/permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below.
 - I. Victim: Any person who suffers permanent disablement or dies in accident as defined below.
 - II. Accident: any death or permanent disability resulting solely and directly from any unintended and unforeseen injuries occurrence caused during the manufacturing/operation and works incidental thereto at BHEL factories/offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, servicing, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works/during at BHEL Units/Offices/townships and premises/project sites.
 - III. Compensation in respect of each of the victims:
 - i. In the event of death or permanent disability resulting from loss of both limbs: Rs. 10,00,000/- (Rs. Ten Lakh)
 - ii. In the event of other permanent disability: Rs. 7,00,000/- (Rs. Seven Lakh)
 - IV. Permanent disablement: A disablement that is classified as a permanent total disablement under the proviso to Section 2 (I) of the Employee's Compensation Act, 1923.
 - V. **The age of the employee deployed by the contractor shall not be less than 18 years and not more than 60 years on the date of entry in the plant.**
- v. **Contractor to obtain license under CL (R&A) Act, 1970 whenever becoming applicable.**

BHEL SCOPE OF WORK**Measurement of Work and Payment Thereof**

- A. A Measurement Book will be maintained in the Unit by the authorized representative of BHEL who shall make entries regarding the work executed by the contractor under different heads. These entries will be counter-signed by the contractor or his duly authorized representative.
- B. Short comings, if any, in the work executed by the contractor will be pointed out by the designated employee to the Contractor or his authorized representative and the same will be rectified by him within 3 days to the satisfaction of the designated employee.
- C. Payment towards work satisfactorily executed will be made to the contractor as per Price quoted or negotiated rates as mentioned in the terms and conditions of the tender.
 - i. The bill for the work completed will be presented to the HR Department, BHEL, Rudrapur every month. Payment will be made through E-Payment mode only on submission of correct and complete bills with all the necessary documents by the contractor.
 - ii. Following documents will be required to be enclosed with the monthly bill.
 - (a) Copy of Measurement book.
 - (b) Wage register/attendance register.
 - (c) ACR & Challan for PF & ESI
 - (d) Certificate from Contractor for compliance of Statutory Dues
 - (e) NEFT Details
 - (f) Any other documents (s) that may be required during the contract period.
- iii. **During the processing of monthly bill any clarification sought by BHEL through email/letter/telephone shall be provided within 03 working days.**
- D. **Consumables like harpic, soap, phenyl etc. will be provided by BHEL. However, tools/equipment's/machine items necessary for acceptable standard of outcome of the job performed by workers, will have to be arranged and made available to workers by the contractor.**
 - a. **Contractor must have financial capability to pay wages and discharge statutory liabilities on time without depending on payment from BHEL.**
 - b. Contractor must make payment of wages and PF/ESI dues and only then should submit the bill along with documentary proof for the relevant period.
 - c. Payment towards work satisfactorily executed will be made to the contractor at the rates quoted in price bid. The bill processing will be done only after the submission of complete & correct bill along with necessary documents. Incomplete and wrong bills will not be received.
 - d. All payments will be subject to deduction of income tax at source as per Income Tax and GST as per the applicable Rules.
 - e. Contractor must submit GST compliant invoice along with documents required to verify the compliance of applicable labour laws. e. g. Minimum Wages Act, 1948, Payment of Wages Act, 1936, EPF & MP Act, 1952, ESI Act, 1948, The Contract Labour (R & A) Act, 1970 etc.
 - f. Penalty & Other terms & Conditions as per Service Level Agreement of GeM.

Annexure-3

SCOPE OF JOB OF WORK CLEANING SANITATION AND DISINFECTION SERVICE - OUTCOME BASED AT BHEL PLANT & TOWNSHIP, RUDRAPUR

Sl. No.	Work Area	Brief Description	Area	Frequency	Percentage (%) of work
CLEANING SANITATION AND DISINFECTION SERVICE AT TOWNSHIP (58 Nos. Quarters)					
A	Township	Daily sweeping of reads and BHEL side drain, covering 06 areas; the one wing of HIG (HIG-1to23), three wing of MIG; (MIG-95to81, MIG-107toMIG-97, MIG0165 to MIG-175), two wing of LIG; (LIG-327 to 285, LIG-423 to 409)	600 Mtr	Daily	7
		Daily collection of refuse so generated and dumping it at specified location (s) decided by Nagar Palika Parisad-Rudrapur	06 Areas, HIG-01 wing, MIG-03 wing, LIG-02 wing	Daily	
		Daily Collection of garbage from the Houses dumping	58 Nos.	daily	
		Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on daily basis and dumping it at specified locations decided by Nagar Palika Parishad-Rudrapur	06 Areas, HIG-01 wing, MIG-03 wing, LIG-02 wing	Daily	
		Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Nagar Palika Parishad-Rudrapur	06 Areas, HIG-01 wing, MIG-03 wing, LIG-02 wing	daily	
		Grass uprooting along the roads upto two metre, road flanks along BHEL side.	600 Mtr (@300Mtr/ fortnight)	(@300Mtr fortnight)	
		cleaning/desilting of open drains alongside one wing of HIG (HIG-1to23), three wing of MIG; (MIG-95to81, MIG-107 to MIG-97, MIG-165 to MIG-175), two wing of LIG; (LIG-327 to 285, LIG-423 to 409). The open drain include connecting pipes/underground portion as well.	600Mtr	Daily	
		sweeping, cleaning & mopping of dispensary	40 Sq.Mtr.	Daily	
CLEANING SANITATION AND DISINFECTION SERVICE AT FACTORY					
B	Complete Plant Area	Open area from main gate to main kichha road	76 Sq.Mtr.	Once a shift	43
		Factory Road-Main Gate to flag Post	176x2=352 Sq.Mtr.	Once a shift	
		Factory Road-old flag hoisting area to storage area	1480 Sq. Mtr.	Once a shift	
		Canteen area (inside & outside)	60 Sq. Mtr.	Once a shift	
		Stores Yards	960 Sq. Mtr.	Once a shift	
		Production Block (Main fabrication shop, substation, central stores, shop stores and other offices)	1349 Sq. Mtr.	Once a shift	
		Extension of Bay	648 Sq. Mtr.	Once a shift	
		New Production Block	1944 Sq. Mtr.	Once a shift	
		Stores Office	210 Sq. Mtr.	Once a shift	
		Production & Planning office (Administrative block-all offices)	460 Sq. Mtr.	Once a shift	
		Canteen-Stores, Kitchen & Pantry	304 Sq. Mtr.	Once a shift	
		Main entrance-Reception/Office	48 Sq. Mtr.	Once a shift	
		Material & Comp. Stores	432 Sq. Mtr.	Once a shift	

		Administrative Building	700 Sq. Mtr.	Once a shift	
		Finish Goods Stores	1680 Sq. Mtr.	Once a shift	
		Record Room/Library Room	35 Sq. Mtr.	Once a shift	
		Brick Road-Old Flag Post to Canteen	240 Sq. Mtr.	Once a shift	
		Parking stand & Packing shade	445 Sq. Mtr.	Once a shift	
		Roads	1620 Sq. Mtr.	Once a shift	
		Roads	612.5 Sq. Mtr.	Once a shift	
		DG Set Room	46 Sq. Mtr.	Once a shift	
		DG Set & Compressor Room	120 Sq. Mtr.	Once a shift	
		Transformer Room	120 Sq. Mtr.	Once a shift	
		Materials Stores	453 Sq. Mtr.	Once a shift	
		Water Pumping Station	35 Sq. Mtr.	Once a shift	
		Civil Stores	35 Sq. Mtr.	Once a shift	
		Cleaning of Toilets, urinals with acid/phenyl twice in a shift including cleaning of tiles and urinal separators. Placing naphthalene balls etc and cleaning of Wash Basins and area around water coolers, Pantries attached to canteen on shift basis.	08 toilets, 04 water cooler points, 02 pantry etc.	Twice a shift	
		Collection of refuse/garbage after closure of office and its disposal.	30 Points for open areas, roads, closed areas (Sr. No.1,2,3,4,5)	Once in shift	
		Mopping of floors of conference room/Head of Unit Office with disinfectant/anti-bacterial chemicals once a day in the morning before the start of office.	141.81 Sq. Mtr.	Once in shift	
		Mopping of floors of offices with disinfectant/anti-bacterial chemicals twice in a shift in the morning before the start of office.	1819 Sq. Mtr. Comprising of 06 areas viz; Reception & Main Entrance, Production & Planing Office, Annex & Store, Store Office, Canteen, Admin Blding etc.	Once in shift	
		Lobby and common areas of existing administrative block to be mopped on shift basis.	300 Sq. Mtr.	Once in shift	
		Removal of cob-web from covered areas.	areas including their annexes	Monthly	
		Collection of refuse/garbage so generated and dumping it at specified location (s), on daily basis.	30 Points for open areas, roads, closed areas	Once in shift	
		Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Municipal Corporation.	01 Points	Monthly	
		Cleaning/desilting of open drains	30 Mtrs.	Daily	
		Cleaning/desilting of existing open drains	900 Mtrs	@300Mtrs/week	
		Cleaning/desilting of additional	900 Mtrs	@300Mtrs/week	
C	Administrative Offices/Buildings	Dusting and cleaning of furniture/window panels/office equipment's/telephone instruments etc.	06 areas viz; Reception/Main Entrance, Production, Planing Office, Annex & Store, Store, Office, Canteen, Admin Blding. Etc.	Once a shift	29

		Cleaning of name plates, carpets and curtains, ceiling fans.	All Fans/etc.	fornightly	
		Sanitization work in Admin. & Other Building.	All Plant	Daily/On Requirement Basis	
		Cleaning & Maintaining of HOU/GM (CFP) Office	Cleaning Furniture/Telephone/Photo Copier Machine Sofa, Chair, Table etc & Office Pantry.	shift	
		Cleaning & Maintaining of GM/AGM Office	Cleaning Furniture/Telephone/Photo Copier Machine Sofa, Chair, Table etc & Office Pantry.	shift	
		Dusting & cleaning Occupational Health Center inside Factory.	Once per day, from approx., 03 kms. Distance	Daily	
D	Garden & Open Area	a) Transformation of area into horticulture suitable area after excavating the earth & removal of unwanted material & preparation by flooding the area after missing the manure in concerned area. (Material supplied by BHEL) b) Maintaining the existing horticulture area through proper watering, removing of unwanted grass, cutting to give the appropriate size & providing the manure to maintain the health of plant (Material supplied by BHEL) c) Plantation work on new area as per instruction of engineer/executive in charge after preparing the earth suitable for growth of plant. (Material supplied by BHEL) d) Grassing work on new area as per instruction of engineer/executive incharge after preparing the earth suitable for growth of grass. (Material supplied by BHEL) e) Plantation work after removal of dead plant as per instruction of engineer/executive incharge after preparing the earth suitable for growth of plant. (Material supplied by BHEL)	11700 Sq. Mtrs.	Daily	21
E		Total Work in Percentage (%) Daily			100.0
		Note:			
1	Company reserves the right to discontinue/cancel the services of any of the subgroups as mentioned in subgroup A, B, C & D, in above table, during the work order period. Consequently the scope & rate per payment cycle of work order will be proportionately reduced as per Column "% of Work".				
2	Consumable materials like cleaning liquid, hand wash soap, room freshener etc. will be provided by BHEL. Contractor should have all the necessary tools/equipment/machines to carry out the work according to the satisfactory standard & requirement.				
3	The contractor has to mandatorily deployed daily minimum 14 workers (Un-Skilled Grade) & 01 Supervisor (Skilled Grade).				
4	Supervisor (Skilled Grade) will be provide by contractor on his own cost on all working days on full time basis for deploying and assigning work to the workers according to the requirements of BHEL, supervise the working of workers, address the complaints of BHEL officials and perform all other duties as expected from the contractor/ his representative. Non availability of supervisor in the plant will lead to proportionate reduction (Skilled Grade Rate)				

	from the bill raised by the contractor.
5	BHEL recommends additional wages over and above the minimum wages fixed by the state government to be paid by the contractor, according to the grade of the worker (Refer Annexure 1, Point a). I have read the point and give my commitment to pay the additional wages recommended by BHEL to the contract worker, besides the minimum wages fixed by State Government, for which I will not claim any additional/ separate payment from BHEL.

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

1. Work of sweeping of roads and open areas shall include the following activities including Annexure 3 (A):

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

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

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

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

- a) The details of scope as per Annexure – 3.

- b) Cleaning of Toilets, urinals with acid/phenyl twice a shift including cleaning of tiles and urinal separators. Placing naphthalene balls etc. and cleaning of Wash Basins and area around 04 Nos. water coolers, 02 No. of Pantries attached to canteen on shift basis.
- c) Open area surrounding the buildings/parking. Sweeping the floors once a shift, before the start of shift/ office timing.
- d) Collection of garbage after closure of office and its disposal.
- e) Mopping of floors of conference room/ Head of Unit office with disinfectant /anti-bacterial chemicals once a shift before the start of office.
- f) Lobby and common areas of administrative block to be mopped on once in a shift basis.
- g) **During important occasions and VIP visits (approximate 10 numbers) activity of cleaning and mopping may be required more frequently.**
- h) Removal of cob-web of all covered areas once a month.
- i) Cleaning of carpets, sofa sets and curtains on shift basis.
- j) Collection of refuse/garbage so generated and dumping it at specified location(s), on shift basis.
- k) Removal of ash, muck, brick pieces, animal excreta, dead animals/birds, other wastes etc. on shift basis and dumping it at specified locations.
- l) **Transportation of dumped refuse/waste from the specified locations to the designated place identified by the Municipal Corporation on monthly basis.**
- m) Mud generated during cleaning to be stacked properly at specified places.
- n) All miscellaneous types of cleaning jobs related to road and road sides and open area to make the same safe and hygienic.

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

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

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

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

Cleaning Services to be provided by the contractor shall include the following, which may change during the contract period: -

- I. Dusting and cleaning of all furniture items, fittings and fixtures, electronic equipment, Venetian blinds, window panes, wall panels, waste paper baskets, library books, telephone instruments, PCs etc.
- II. Cleaning of name plates, display boards, handles and wooden partitions, cabins.
- III. Cleaning of approx. 05 nos. water coolers twice a week.
- IV. Cleaning/Maintaining of Pantry at GM & AGM Office.
- V. Cleaning of glasses, crockery and utensils etc. used for tea/snacks serving.
- VI. Dusting and cleaning of furniture and other items at dispensary/ transitory flat.
- VII. Assisting the dispensary staff as and when required.
- VIII. Maintenance of records room & library.

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

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

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

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

ANNEXURE-4

GENERAL TERMS & CONDITIONS

- a. BHEL shall have the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees

working for the contractor. The relationship between BHEL and the Contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.

- b. The contractor shall maintain regular contact with the designated employee(s) of BHEL and will interact on matters relating to the work awarded under this contract.
- c. In case the Contractor does not carry out the Contractual/Statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days' time failing which, BHEL reserves the right to terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.
- d. **On termination of Contract, Contractor will provide evidence of making all the due payments to the worker and statutory authorities. He will sign the PF withdrawal/ transfer form and submit Form 9A to PF Office. He will also give an indemnity undertaking of complying all the statutory dues and indemnify BHEL. Security Deposit will be returned only after the contractor discharges his obligations.**
- e. The decision of BHEL regarding interpretation of any of terms and conditions set forth in this agreement shall be final and binding on the Contractor.
- f. Any matter arising out of or in connection with the agreement shall be under jurisdiction of Rudrapur Court.
- g. **Notwithstanding anything contained in this Agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.**
- h. **BHEL reserves the right to terminate any one or more subgroup of activities from the four subgroups of activities mentioned in the tender at any time. Consequently, the Work Order will then continue with remaining subgroups of activities.**
- i. The contract will commence on the date of award of the work order and will remain valid for a period of 02 years from the date of commencement of work. The parties reserve the right to extend the contract on mutually agreed terms and conditions.

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

BHARAT HEAVY ELECTRICALS LIMITED, COMPONENT FABRICATION PLANT, RUDRAPUR
Phone No: 05944-257272, and 265

Pre-Qualification Requirements						
Tender No		Tender Name :		Cleaning, Sanitation & Disinfection Service- Outcome based		
SL. NO	Name and Description of the Pre-qualification Criteria					
1	Bidder should unconditionally accept and comply with BHEL's terms and conditions of the NIT including all Annexures					
2	Bidder should deposit EMD as specified in the NIT					
3	Technical					
	Bidder who wish to participate should have:					
	Experience of having successfully 'Executed' Similar Works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:					
	A	Three (03) similar works each costing not less than the basic amount equal to	Rs.	37.95	Lakh	
	or					
	B	Two (02) similar works each costing not less than the basic amount equal to	Rs.	47.45	Lakh	
or						
C	One (01) similar work costing not less than basic amount equal to	Rs.	75.92	Lakh		
4	Financial					
	A	TURNOVER: Bidders must have achieved an average annual financial turnover (Audited/CA issued) of Rs. 28.47 Lakh or more over last three Financial Years (FY) i.e. (2020-21, 2019-20, 2018-19). Bidder shall submit audited accounts (balance sheets and profit & loss account) in support of this.				
	In case audited financial statements have not been submitted for all the three years as indicated above, then the applicable audited statements submitted by the bidders against the requisite three years, will be averaged for three years i.e. total divided by three					
	B	Net worth: Net worth of the Bidder based on the latest Audited Accounts as furnished for "4A" above should be positive Net Worth = Paid up share capital + Reserves. (Net worth is required to be evaluated in case of companies). in the last three financial years defined in '4A' above based on latest Audited accounts.				
C	Profit: Bidder should have earned cash profit in any one of the three financial years as applicable Profit shall be NET profit (PAT +Non cash expenditure viz. depreciation) earned during any one of the three financial years as in '4A' above					
5	Submission of PAN, GST ,ESIC,PF registration Nos. along with copies of the same					
Definition of similar work(s):			Sanitation/Housekeeping Work.			
Explanatory Notes for QR-4						
For QR '3' above the word 'Executed 'means the bidder should have achieved the Technical Criteria, specified in the QR (as in '3' above), even if the total contract has not been completed or closed.						
If the Qualifying work is executed in the last seven years' period, as specified above, even if it has been started earlier, the same will also be considered meeting the qualifying requirements.						
BIDDER SHALL SUBMIT ABOVE PRE-QUALIFICATION CRITERIA FORMAT, DULY FILLED-IN, SPECIFYING RESPECTIVE ANNEXURE NUMBER AGAINST EACH CRITERIA AND FURNISH RELEVANT DOCUMENT INCLUSIVE OF WORK ORDER AND WORK COMPLETION CERTIFICATE ETC IN THE RESPECTIVE ANNEXURES IN THEIR OFFER.						