



BHARAT HEAVY ELECTRICALS LIMITED  
INDUSTRIAL VALVES PLANT  
GOINDWAL – 143422  
(WORKS CONTRACTS)

**TENDER NO.:** BHE:IVP:HR:WORK CONTRACT:2016-17:NONTECH:01 **TENDER DATE:** 28.04.2016

**TENDER NAME:** WORK CONTRACT FOR ASSISTING JOBS IN NON TECHNICAL AREAS

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- (1) **TENDER NO.:-** BHE:IVP:HR:WORK CONTRACT:2016-17:NON-TECH:01  
**TENDER DATE:** 28.04.2016

### 1.1 NOTICE INVITING TENDER

Sealed bids are invited for the **WORK CONTRACT FOR ASSISTING JOBS IN NON-TECHNICAL AREAS** of BHEL, IVP, Goindwal Sahib., Punjab" on Work Contract basis **for a period of ONE YEAR**

Sl. No.	Work Description	Tender Enquiry No. / Date	Approx. Value Of Contract (in lakhs)	EMD (in Rs.) *
01	WORK CONTRACT FOR ASSISTING JOBS IN NON-TECHNICAL AREAS	BHE:IVP:HR :WORK CONTRACT: 2016-17:NON-TECH:01	135.03	<b>2,00,000.00 (RS. Two Lakhs)</b>

- EMD Instructions: The EMD amount may be deposited in the form of Demand Draft favoring **BHEL** and drawn on SBI/PNB/Punjab & Sind Bank/ HDFC/ Union Bank of India/ Allahabad Bank and payable at Goindwal Sahib only. **Other form of Payment is not acceptable and without the EMD the tender will be rejected.**

#### 1. EMD amount as indicated is to be submitted by the bidders.

Duration of contract	<b>One year from the date of award of contract. Extendible for a maximum period of One year on same rates, terms and conditions.</b>
Cost of Tender documents	<b>Rs.500.00 (Rupees five hundred Only)</b>
Issue of tender documents	<b>28.04.2016 (10.00 AM onwards) from BHEL, IVP.</b>
Last date of Issue of tender doc	<b>19.05.2016 (2.00 PM)</b>
Last date for submission of tender	<b>19.05.2016 (2.30 PM)</b>
Date of opening of Tender (Part-I)	<b>19.05.2016 (3.00 PM) at Admin Building</b>

#### Note :

- All Pages of Tender and any attached Documents should be duly signed and stamped by the authorised representative of the bidder**
- A set of tender documents (Non-transferable) may be purchased on any working day (Monday to Saturday) between 10.00 AM hours and 16.30 PM from AGM(HR, Civil & MM) , BHEL-IVP, Goindwal by paying the prescribed tender fee by cash depositing at cash counter of BHEL, IVP, Goindwal or a crossed demand draft in favour of **BHEL** drawn on SBI, Goindwal/PNB Goindwal/Punjab, HDFC, United Bank of India , Punjab and



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Sind bank, Allahabad Bank Payable at Goindwal. Tender document can also be downloaded from the website [www.bhel.com](http://www.bhel.com). Same shall be submitted alongwith prescribed tender cost.

3. In case tender documents are requested by post, BHEL-IVP shall not be responsible for any delay due to any reasons (including postal delay) either in receiving the Agency's request nor receipt of tender documents by the agency.
4. Micro and Small Enterprises (MSEs) are exempted from paying of EMD and Tender document Cost provided they are registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyog Aadhaar Memorandum or any other body as specified by Ministry of MSME under Public procurement policy. MSE suppliers can avail the intended benefits only if they submit along with 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 CA certificate (Format enclosed as per form 17) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents. The
5. **The Copies of Certificates Submitted in Respect of MSE are to be duly attested by Notary. Otherwise EMD/Tender Cost exemption shall not be applicable.**
6. Contract will be governed by all statutory requirements amended by Govt. Of India/State Govt. and other requirements of BHEL from time to time & General terms & conditions of the contract of BHEL.
7. BHEL reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Decision of BHEL in this regard shall be final & binding to all parties.

**(2) Techno Commercial Bid**

- |  |   |              |
|--|---|--------------|
| (a) General Terms & Conditions of Contract | - | Annexure I   |
| (b) Special Conditions of the Contract     | - | Annexure-II  |
| (c) Specific Guidelines                    | - | Annexure-III |
| (d) Safety & Welfare Conditions            | - | Annexure-IV  |
| (e) Operational Control Procedures (OCP)   | - | Annexure-V   |
| (f) Techno Commercial Bid                  | - | Annexure-VI  |
| (g) Declaration by bidder                  | - | Annexure-VII |
| (h) Unpriced Bid                           |   |              |

**(3) Price Bid**

- |               |   |               |
|---------------|---|---------------|
| (a) Price Bid | - | Annexure-VIII |
|---------------|---|---------------|

**The bid shall be submitted in two parts namely (1) Techno Commercial Bid and (2) Price Bid**

The bid shall be submitted duly enclosing the prescribed **EMD amount**.

**This is only request for an offer and not a Contract.**

**IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER.**

- (a) Should a Tenderer find discrepancies or omissions in the Tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the Tender, for clarification well before the due date, so as to submit his Tender in time. (No extension of time shall be given for submission of the Tender on any account)



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- (b) All entries in the Tender documents should be in one ink. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the Tenderers concerned.
- (c) Rates should be quoted as per the Work / Rate schedule. Rates quoted in any other form will not be accepted and will be rejected.
- (d) The tenderer shall quote the rates of each item in figures (international numerals to be used) as well as in words (English language to be used). If on check there are found to be differences between the quotation given by the bidder in words and figures or in the amount worked out by him in the schedule of quantities and general summary, the same shall be adjusted in accordance with the following rules:
- If, in the price structure quoted for the required services & works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
  - If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
  - If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the BHEL, the bid is liable to be ignored.
- (e) The Tender must be signed separately and legibly by Partner / Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney by the the proprietor or partner, duly self-attested must be submitted.
- (f) Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- (g) Canvassing in any form in connection with Tenders is strictly prohibited and the Tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
- (h) Should a Tenderer's or a Contractor's or in the case of a firm or company of Contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the Tender, failing which the Tender may be disqualified, or if such fact subsequently comes to light, the Contract may be cancelled.
- (i) The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.
- (j) Submission of Tenders by electronic media like e-mail, Internet, fax etc. followed by hard copy, is acceptable and will be at the sole risk of the Tenderer. The Tenders thus submitted will be final and binding on the Tenderer. BHEL will not be responsible for any consequences that may arise in this regard. Submission of EMD & Tender Cost has to be ensured.
- (k) Late and Delayed Tenders will be summarily rejected and under no circumstances it will be



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considered and accepted.

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

For Bharat Heavy Electricals Ltd.

TAJINDER SINGH  
AGM  
HR, CIVIL & MM  
BHARAT HEAVY ELECTRICALS LIMITED  
INDUSTRIAL VALVES PLANT  
433, INDUSTRIAL COMPLEX  
GOINDWAL – 143422  
DISTT. TARN TARAN  
PUNJAB, INDIA  
CONTACT NO.:01859-224621, 622, 623



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ANNEXURE-I

### **GENERAL TERMS & CONDITIONS OF THE CONTRACT**

- 1 DEFINITION :-** In these General Conditions of Contract, the following terms shall have the meaning hereby assigned to them, except where the context otherwise requires:-
  - (a) The **"Contract"** means, the documents forming the Tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to Contract. All these documents as applicable taken together shall be deemed to form one Contract and shall be complementary to one another.
  - (b) The **"work"** means, the work described in the Tender documents in individual work-orders as may be issued from time to time to the Contractor by the Officer-In-charge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of Contract.
  - (c) The **"Contractor"** means, the individual Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.
  - (d) "The **Officer-in charge**" means, the Officer deputed by the **Head HR**, to supervise the work or part of the work.
  - (e) **"Approved" and "Directed"** means, the approval or direction of **HEAD HR**, or person deputed by him for the particular purposes.
  - (f) BHARAT HEAVY ELECTRICALS LIMITED" (herein after referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or other Administrative Officer of the said Company including **HEAD HR** authorized to invite Tenders and enter into Contract for works on behalf of the Company.
  - (g) The **"Contract sum"** means, the sum accepted or the sum calculated in accordance with the prices accepted in Tender and / or the Contract rates as payable to the Contractor for the execution of the work during the currency of the Contract.
  - (h) A **"week"** means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.
  - (i) A **"day"** means, the day of 24 hours (TWENTY FOUR) irrespective of the number of hours worked or not worked in that day.
  - (j) A **"working day"** means, any day other than that prescribed by the NEGOTIABLE INSTRUMENTS ACT as being a Holiday, and consists of the number of hours of labour as commonly recognized by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulations.
  - (k) **"BHEL"** means BHEL, Industrial Valves Plant, Goindwal – Sahib (A Govt. of India Undertaking)
- 2 HEADING TO THE CONTRACT CONDITIONS: -** The heading to these conditions shall not affect the interpretations thereof.
- 3 DEVIATIONS:-** The Contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of **HEAD HR**, No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.
- 4 ASSIGNMENT OF TRANSFER OF CONTRACT:-** The Contractor shall not without the prior written approval of the BHEL, assign or transfer the Contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the Contract shall be payable to any person, other than the Contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.



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**SUB-CONTRACT:-** The Contractor shall not sub-let any portion of the Contract without the prior written approval of the BHEL.

- 5 COMPLIANCE TO REGULATIONS AND BY-LAWS:-** The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-Laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

**6 INCOME TAX:-**

- 6.1 Income Tax shall be deducted at the applicable rate in respect of the service Contract.:
- 6.2 Xerox copy of PAN card shall be submitted to Account Dept. along with original for verification.
- 6.3 TDS Certificate will be issued to vendors for each quarter ending as on 30th June, 30th Sept, 31st Dec and 31st Mar during the following quarter.

**7 SERVICE TAX:-**

- 7.1 Wherever service tax is liable to be paid by the Contractor, the Contractor shall register himself under the Service Tax Rules and a copy of Certificate of Registration shall be furnished to Account Dept.
- 7.2 After registration, the payment of Service Tax shall be effected by the Contractor to the Central Government monthly/quarterly based on the invoices raised before the due date of payment. The Service Tax Return also shall be submitted to the Government before the due date.
- 7.3 The invoice/bill in original duly signed by the Contractor claiming the payment for Service Tax shall clearly indicate the following:
  - 7.1.1 Continuous Serial no. & date of the bill
  - 7.1.2 Cost of the service
  - 7.1.3 Separately showing the Service Tax amount calculated at the applicable rate
  - 7.1.4 PAN based Service Tax Registration No.
- 7.4 The Service Tax claimed in the bill will be paid to the Contractor based on the proof of payment of service tax to the Central Government for the previous month/quarter as the case may be.

- 8 ORDERS UNDER THE CONTRACT:-** All orders, notices etc. to be given under the Contract shall be in writing, type-script or printed and if sent by registered post to the address given in the Tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.

- 9 CONTRACTOR'S SUPERVISION:-** The Contractor shall either himself supervise the execution of the Contract or shall appoint a competent **Supervisor** acceptable to the **HEAD HR**, to act in his stead.

Orders given to the Contractor's supervisor shall be considered to have the same force as if they have been given to the Contractor himself.

The Contractor or his accredited Supervisor shall attend when required without making any claim for doing so, either the office of the **HEAD HR** or the OFFICER-INCHARGE, to



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receive instructions. Any pending issues to be sorted out by 15<sup>th</sup> of every succeeding payment cycle.

The **HEAD HR** shall have full powers and without assigning any reason, require the Contractor to immediately cease to employ in connection with this Contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.

**10 LABOUR:-** The Contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, there under from time to time.

**11 PRECAUTIONS AGAINST RISK:-** The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

**12 DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO CONTRACT EMPLOYEE :-** The Contractor shall at his own expense reinstate and make good to the satisfaction of the HEAD HR, and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the Contract and further the Contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

**13 LAWS GOVERNING THE CONTRACT:-** The Contract shall be governed by the Indian Laws for time being in force.

**14 (i)** Should a Tenderer or a Contractor has a dependent/relative or in the case of a partnership firm, any of its partners or dependents of partners employed in BHEL, the authority inviting Tenders should be informed of this fact at the time of submission of the Tender failing which Tender may be disqualified or if such fact subsequently come to light, the Contract may be cancelled.

**(ii)** No BHEL employee and their dependents are eligible to submit their offer against this Tender.

**15 CANCELLATION OF CONTRACT FOR CORRUPT PRACTICES:-** BHEL , whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel the Contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extend as provided in the case of cancellation for default.

If the Contractor shall:-

(a) Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other Contract for BHEL service,

OR

(b) Enter in to a Contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any



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such commission and the terms of payment thereof have previously been disclosed in writing to BHEL.

OR

- (c) Obtain a Contract with BHEL as a result of ring Tendering or by non-bonafide methods of competitive Tendering, without first disclosing the fact in writing to BHEL.

**16 CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT :-**

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

If the Contractor,

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

OR

being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,

OR

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

- (b) Whenever BHEL exercise the authority to cancel the Contract under this conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by HEAD HR which is final and conclusive) being less than the Contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the Contract, the Contractor shall either pay the excess amount ordered by SDGM /Logistics, or the same shall be recovered from the Contractor by other means.
- (c) In case the BHEL carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the HEAD HR, whose decision shall be final and conclusive.

**17 CANCELLATION OF CONTRACT IN PART OR FULL FOR CONTRACATOR'S DEFAULT/NON-FULFILMENT OF STATUTORY OBLIGATIONS:**

**If the Contractor:**

- (a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from HEAD HR, or his authorized representative ;
- (b) fails to comply with any of the Terms and Conditions of the Contract or after reasonable notice in writing with orders properly issued there under ;
- (c) Makes default in non fulfilment of any of the statutory obligations as per the contract





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BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL, CANCEL the Contract as whole or in part thereof or only such work order or items of work in default from the Contract. Whenever BHEL exercise the authority to cancel the Contract as whole or part under this condition BHEL may complete the work at the Contractor's risk and cost (as certified by HEAD HR, which is final and conclusive) being less than the Contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the Contractor under this Contract the Contractor shall either pay the excess amount ordered by HEAD HR or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the HEAD HR, whose decision shall be final and conclusive.

**18 TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR. :-**

Without prejudice to any of the rights or remedies under this Contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated BHEL shall have the option of terminating the Contract without compensation to the Contractor.

**19 SPECIAL POWER TO TERMINATION:-** If at any time after the award of Contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the HEAD/HR, shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

**20 RECOVERY FROM CONTRACTOR:-** Whenever under the Contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum. then due or which at any time thereafter may become due to Contractor under the Contract or under any other Contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

**21 POST TECHNICAL AUDIT OF WORK AND BILLS:-** BHEL reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc. this also includes statutory Audits made by statutory agencies like EPF, ESI and Service Tax etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding subparagraphs. However no such recovery shall be enforced after three years of passing the final bill.

**22 SIGNING OF CONTRACT:-** Contract document shall be signed by the Contractor by his usual signature or his authorized signatory at the time of signing the contract. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorized representative followed by the name and designation of the persons so signing. Contracts by a Company shall be signed with the name of the Company by a person authorized in this behalf and a power of attorney or other satisfactory proof showing that the persons capable of signing the Contract documents on behalf of the Company is duly authorized to do so, shall accompany the Contract.

**23 ARBITRATION: -** All disputes between the parties to the Contract, arising out-of or relating to the Contract, other than those for which the decision of the HEAD HR, or



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Accepting Officer or any other person is by the Contract expressed to be final and conclusive shall after written notice by either party to the Contract to the other party be referred to the sole Arbitration of General Manager/IVP or other Officers of BHEL, IVP appointed as Arbitrator, by the General Manager of BHEL, IVP in his sole discretion.

Unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the Contract.

The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final, conclusive and binding on both parties to the Contract.

**24 JURISDICTION** In case of any suit or other legal proceedings arising under or relating to this Contract, the courts at Tarn Taran, **Punjab** only shall have the Jurisdiction and is only after exhausting the, Arbitration

**25 FORCE MEJEURE CLAUSE:-** If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefor neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the Contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the HEAD HR subject to prompt notification by the Contractor.

**26 REGISTERS & RECORDS:-**The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor. The following registers shall be compulsorily maintained.

**The Contract Labour (Central) Rules, 1971**

Form XIII - Register of Persons employed (Sec.75)

Form XIV - Employment Card (Sec.76)

Form XV - Service Certificate (Sec. 77)

Form XVI - Muster Roll (Sec.78)

Form XVI - Register of wages (Sec.78)

Form XX - Register of Deductions for damage or loss (Sec.78)

Form XXI - Register of Fines (Sec.78)

Form XXII - Register of Advances (Sec.78)

Form XIX - Wage Slips ( Sec.78)

**27 PRECAUTIONS AGAINST RISK:-** The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose

**28 REMOTE TRANSACTIONS:-** The Contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all



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transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, tele service operations (whether voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done.

- 29 CHANGE IN CONSTITUTION OF FIRM:-** Changes in constitution of firm whenever it is made after submission of application or during currency of the Contract, the existing firm has to duly inform the proposed changes to Contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc.) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL has the right for suspending or terminating the Contract.
- 30** Contractor shall watch and safeguard Employer's interests during the performance of the work. The Contractor shall carefully check each consignment with the relevant Dispatch documents to ensure correctness of each dispatch and each delivery.
- 31 Employer Interests:-**  
Contractor shall watch and safeguard Employer's interests during the performance of the work. The Contractor shall carefully check each consignment with the relevant Dispatch documents to ensure correctness of each dispatch and each delivery.
- 32** Kindly note that all procurement through open tender will be done through e-procurement only in near future. Therefore all foreign and indigenous vendors participating through open tenders have to buy class-III DSC immediately issued by the certifying authorities in India.

Place:  
Date:

Signature of the Tenderer  
with seal & full address



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## ANNEXURE-II

### SPECIAL CONDITIONS OF THE CONTRACT

1. **SCOPE OF WORK:** The scope of work comprises the following:-
  - **Physical work** to be carried out, by capable manpower, as per  
**ANNEXURE A ATTACHED**  
The Quantities mentioned in the Annexure A are approximate only and may vary as per actual requirements/work load.
2. **CONTRACTOR SCOPE**
  1. The contractor has to mobilize sufficient personnel with minimum qualification and experience as per user agencies for completing the scope of work as per the Schedule and to produce necessary documents for the personnel engaging in this contract as and when BHEL requires.
  2. The Contractor shall provide approximately sufficient persons per day(for three shift operation as per requirement) to execute the above scope of work. The number of **manpower is indicative only** and contractor may have to deploy more or Less manpower depending on the work load for completion of work on time. However it is the total responsibility of the Contractor to supply the workmen without suffering of BHEL work.
  3. BHEL work should not get delayed due to any reasons on the part of Contractor. The amount of work suffered will be recovered from the contractors running bills at the rate of Unit of Measure and Unit rate corresponding to loss in Units of Measurement, certified by concerned BHEL authorities.
  4. The contractor has to deploy man power whenever BHEL requires, with prior information of 24 hours (including Sundays and holidays). No extra wages will be paid for holiday work & all payments will be made on completion of schedule work i.e. Rate/Unit only.

### 3 TENURE OF CONTRACT

#### 3.1 Tenure

- 3.1.1 **The Contract is valid for** duration of the contract from the date of award of contract.

#### 3.2 Extension of Contract

- 3.2.1 One or more extensions of the Contract may be done with mutual agreement between BHEL, GOINDWAL and the approved Contractor if excess number jobs need to be completed. Such agreements shall be based on acceptance of the lowest rates and terms & conditions of the corresponding Contract.

### 4 TAXES AND DUTIES

- 4.1 While quoting their rates, the Bidders are advised to take into account the likely expenditure, taxes whatsoever, etc., excluding Service Tax which are incidental for transit.
- 4.2 The rates agreed shall be inclusive of all charges such as Wages for crew member (Minimum wage + additional wage prescribed below and including EPF, ESI, Bonus



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etc.), overhead and insurance charges and including all Taxes etc., except Service Tax. No extra claim whatsoever shall arise on any account over and above the accepted rates during the currency of Contract will be entertained. Rates Quoted Shall remain fixed during the entire period of contract.

## **5. REGISTRATIONS AND LICENCING.**

5.1 Contractor shall register his name with the Concerned Department of BHEL GOINDWAL before taking up the work awarded to him by giving the following information and getting a code Number.

- (a) Name of the Contractor.
- (b) Nature of Work.
- (c) Period of Work.
- (d) Number of maximum labour employed by him on anyone day.
- (e) License No. & Date (Applicable in case of Contractors employing 20 or more workers).
- (f) The labour should be enrolled with EPF, ESI and enrolment No should be furnished on finalization of Contract.

5.2 The Contractor shall obtain a license from the authorities (The Deputy Chief Inspector of Factories / Assistant Commissioner of Labour as the case may be) in Form V (CLR&A 1970) before commencement of work. This license shall be amended and / or renewed wherever there is an increase in the crew members employed by him or in the event of Contract being extended or renewed. The Contractor shall inform the license number to the BHEL Management before taking up the work.

5.3 The Contractor (Licensed or unlicensed) shall promptly furnish every information and document required by BHEL Authorities.

## **6. PAYMENT OF WAGES**

6.1 The Contractor shall pay wages to the crew members employed by him at the rate, which shall not be less than the minimum wages declared by PUNJAB Government from time to time plus additional wages prescribed by BHEL.

**Unskilled ----- Rs. 2944.38 per month Subject to Maximum Ceiling of Rs. 9880.00**

**Skilled ----- Rs. 2347.38 per month Subject to Maximum Ceiling of Rs. 10960.00**

6.2. The Contractor shall ensure to disburse the wages to his workers before or on the 7<sup>th</sup> day of every consecutive month in the presence of such authorized representatives of BHEL Management or through NEFT (Bank verified details to be submitted in this case).

**Penalty for delayed Payment of Wages to workers by 7<sup>th</sup> shall Rs. 2000.00 (Rs. Two thousand ) for each days delay after 7<sup>th</sup> of next month. This shall be recovered from the contractor's bill.**

6.3 A certificate of payment shall be furnished in duplicate by the Contractor to the EXECUTIVE In charge for each month.

6.4 The Contractor shall inform the BHEL Management every month the details of Contract labour engaged for each Contract in the following forms:-

- (A). Serial Number.
- (B). Location.



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- (C). Period of Work.
- (D). No. of Contract labour engaged during the month.
- (E). No. of days worked.
- (F). No. of Man – days worked.
- (G). Wages paid to his workers.

The above statement shall be furnished to BHEL Management at the end of every month.

## **7 REGISTERS AND RECORDS**

- 7.1 The Contractor shall maintain necessary documents I Formats and Registers and submit returns as required under the Contract Labour (Regulation and Abolition) Act 1970 periodically to BHEL Management and to the Licensing Authority.
- 7.2. All registers and records shall be preserved in original for a period of three years All the registers, records and notice maintained under the Act and rules shall be produced on demand by inspector or any authority under The Act.

## **8. WORKING CONDITION**

- 8.1. The Contractor shall provide all Safety Shoes and Uniform to his employees at his own cost and shall ensure that his crew members wear / use such device or equipment provided to them while doing the work and there should not be any relaxation on this.
- 8.2. The Contractor shall ensure that his employees vacate the premises after shift is over

## **9. NOTICES OF ACCIDENTS**

- 9.1 In the event of an accident the Contractor shall be required to fill injury report and submit to the EXECUTIVE In charge immediately and ensure compliance of ESI / Workmen's Compensation of accident as per the Act.
- 9.2 The Contractor shall get the workers engaged by him insured under workmen's compensation policy from any Insurance company in India before actually starting the work. The Insurance Coverage should be for the entire period of Contract. The Contractor shall comply with the provisions of the Workmen's Compensation Act 1923. (This should be read in connection with the provisions of ESI Act.)

## **10. COVERAGE UNDER THE ESI / EPF AND MISCELLANEOUS PROVISIONS ACT**

- 10.1. The Contractor shall ensure that all his personnel are covered under the Employee's Sate Insurance Act and produce to BHEL such Registration number/ Enrolment Number before executing the Contract work.
- 10.2 The Contractor shall regularly pay the amount by contribution i.e. employer's contribution as well as employee's contribution in pursuance of the above scheme as fixed from time to time.
- 10.3. The Contractor shall ensure that his contract personnel are covered the EPF & miscellaneous provisions Act 1952 and accordingly produce to the BHEL Management the Registration / Enrollment number before awarding of Contract work.
- 10.4. The Contractor shall within seven days of the close of every month submit to BHEL a statement showing the amount of contribution payable / paid for employees engaged by him or through him and shall also furnish to BHEL such information, as Principal Employer is required to furnish under the provisions of the ESI Act EPF as well as the schemes made there under to the authorities concerned.



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- 10.5. Whenever any sum of money is found to be recoverable from or payable by the Contractor, the same shall be deducted from any sum that may be due or which at any time thereafter may become due to the Contractor under this Contract or under any other Contract or from his security deposit. In case the recoveries are not sufficient to satisfy the claims, the Contractor shall pay the balance thereof on demand. In case any recoveries are made under this clause from the security deposit, the contractor shall immediately thereafter pay such further sum as may be required to replenish the shortage caused by such recoveries in the amount of security deposit.
- 10.7. In case of noncompliance of the provisions of the Acts and in case BHEL having complied with the same BHEL will be entitled to recover the same from the Contractor / sub-Contractor.
- 10.8. The Contractor shall abide by all the labour and other laws applicable to Contract labour / worker under this Contract and shall at all time keep BHEL Indemnified against all losses, claims, prosecutions under any law.
- 10.9. Non exercise of any of the powers or rights available under any law, shall not in any way operate as waiver thereof.

**11. BIOMETRIC ENTRY / EXIT SYSTEM FOR CONTRACT PERSONNEL**

- 11.1 The Entry / Exit of the Contract personnel are to be regulated only through Biometric/RFID system.
- 11.2 The Contractor initially will be issued with a temporary gang pass for his / her Contract personnel for period of ten days.
- 11.3 The Contractor should arrange photo id card for all his / her employees within the above stipulated time.
- 11.4 The Contractor has to submit Form I for all his / her Contract employees. All the particulars required in Form I are to be provided by the Contractor without fail.
- 11.5 The Contractor should educate the Contract personnel in registering the attendance through the system.
- 11.6 Whenever a Contract workman migrates or leaves service, the Contractor has to surrender the biometric card of the particular Contract workman to Contract Cell with immediate effect.
- 11.7 If a Contract workman having biometric card joins another Contractor, the Contractor who engages them, has to intimate the concerned Deptt of BHEL along with the biometric card for switching over the Contract employees from the earlier Contractor to the present Contractor.
- 11.8 On completion of the work, the Contractor has to surrender all the biometric cards immediately to the Contract cell. Otherwise, an amount of Rs. 100/- per card will be deducted from the final bill / security deposit of the Contractor.
- 11.9 If any Contract employee loses his / her card, the Contractor shall arrange a duplicate for the employee by paying an amount of Rs. 100/-.
- 11.10 The Contractor is totally responsible for the biometric/RFID cards issued to his / her Contract employee.



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11.11 The Contractor has to indemnify BHEL for all the damages and losses caused by his / her employee.

**12. COMMON TERMS AND CONDITIONS FOR WORKS CONTRACT RELEVANT TO SAFETY.**

- 12.1 All the Contract employees should be trained on Safety and certified by Safety / BHEL.
- 12.2 Use of cell phones and other mobile electronic devices (including hands-free devices) in the work spot in the BHEL premises is prohibited.
- 12.3 Contractor employees working on BHEL premises must wear appropriate personal protective equipment. Strict adherence to all required Personal Protective Equipment (Helmet, Safety Shoes and Goggles) are mandatory, specific PPE requirements will be based on job type or tasks performed.
- 12.4 Excessively loose-clothing, dhoti / Lungi are prohibited especially around rotating or moving equipment.
- 12.5 The Contractors work area should be kept clean and orderly, free of clutter and trash, so that work may proceed in a safe and orderly manner. Tools should be safely positioned during use and promptly put away when no longer required.
- 12.5 Fire-fighting, emergency shutdown devices, and life-saving equipment, should not be blocked by the Contractors and access to the path to this equipment should be maintained at all times.
- 12.6 Only approved equipment should be used in locations where flammable mixtures are present. A Hot Work Permit is required when open flames, or electric arcs are in the work area and while handling flammable materials.
- 12.7 Smoking is not allowed in work area.
- 12.8 BHEL operates under a comprehensive Emergency Response Plan. Contractor should be aware of the site Emergency Response Plan and communicate that plan to all their employees.
- 12.9 It is the responsibility of the Contractor to understand and use the appropriate Work Permits and to verify any permit requirements at the location. Contractor must make necessary arrangements with their Representative to acquire appropriate authorization to perform those operations at the site.
- 12.11 Fall protection equipment should be worn when working two meters or more above an established working surface.
- 12.12 The minimum requirements for fall protection should be a full body harness, shock absorber, double locking snap hooks, and lanyard attached to a stationary support. Other fall protection systems (Roof top walk ladder, Duct ladder and safety Net) can be used with prior approval of the Safety dept. of the BHEL facility.
- 12.10 Examples of operations that require a Permit to Work may include but are not limited to:
  - Hot Work.
  - Excavation and Trenching.
  - Confined Space Entry.
  - Electrical Work.
  - Working on Elevated Heights.
  - Pipeline work.
  - Roof Work.
  - Radiography.

**13 EARNEST MONEY DEPOSIT (EMD):**

13.1 EMD by the Tenderer will be forfeited as per Tender Documents if:

13.1.1 After opening the Tender, the Tenderer revokes his Tender within the validity period or increase his earlier quoted rates.





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13.1.2 The Tenderer does not commence the work within the period as per LOI / Contract.  
In case the LOI / Contract is silent in this regard then within 15 days after award of Contract.

13.2 EMD given by unsuccessful Tenderer shall be refunded normally within fifteen days of acceptance of award of work by the successful Tenderer

13.3 EMD shall not carry any interest.

**14 SECURITY DEPOSIT:-**

- (a) Security Deposit should be paid by the Contractor Before Commencement of Work upon award of LOI. Security Deposit shall be collected from the successful Tenderer as shown below:

Total Contract Value	Security Deposit Amount
Up to Rs. 10 lakhs	10 % of the total Value
Above Rs. 10 lakhs up to Rs. 50 lakhs	Rs 1 lakh + 7.5 % of the amount exceeding Rs. 10 lakhs
Above Rs. 50 lakhs	Rs. 4 lakhs + 5 % of the amount exceeding Rs. 50 lakhs

The Security Deposit shall be collected before start of the Work.

- (b) You may furnish the Security Deposit any one of the following forms:

- (1.) Cash (as permissible under the Income Tax Act).
- (2.) Pay Order, Demand Draft in favor of BHEL.
- (3.) Local cheques of scheduled banks, subject to realization.
- (4.) 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 favor of BHEL and discharged on the back).
- (5.) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL and with minimum 18 months validity.
- (6.) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the Contractor, A/C BHEL, duly discharged on the back and with minimum 15 months validity.
- (7.) Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected (any of the above form) and the balance 50% may be recovered from the running bills.
- (8.) EMD of Successful Tenderer can be converted and adjusted against the security deposit
- (9.) The security deposit shall not carry any interest.

**(Note:** Acceptance of Security Deposit against Sl. No. (4) and (6) above will be subject to hypothecation or endorsement on the document in favor 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).

**Security Deposit shall not be refunded to the Contractor except in accordance with the terms of the Contract.**

All compensation or other sums of money payable by the Contractor to BHEL under the terms of this Contract or under any other Contract with BHEL may be deducted from the Security Deposit or realized by the sale of the securities or from the interest arising there from or from any sums which may be due or may become due to the Contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions or



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sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

- 15 REFUND OF SECURITY DEPOSIT:-** The Security Deposit mentioned above may be refunded to the Contractor after a period of 6 months on termination or expiry of the Contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE" from the user agencies.

**EMD TO SECURITY DEPOSIT CONVERSION**

- (A). The EMD of the successful Tenderer will be converted and adjusted against the Security Deposit  
(B). Then the successful Tenderer, after issue of Letter of Intent, the Contractor is required to submit the balance security deposit by any of the mode given in 14.b

**16 RISK PURCHASE**

In the event of any successful Tenderer's failure to fulfill any of the Tender / Contract obligations as per Contract / Agreement BHEL may entrust the job to alternate source and get it completed to meet BHEL requirement and additional expenditure, if any, including consequential cost viz., demurrage etc., will be fully recovered from the Tenderer Contractor who failed to complete the job in line with Contract.

The decision of BHEL with regard to the actual losses / consequential expenditures incurred by BHEL shall be final and binding on the Tenderer / Contractor.

If the required workman of the contractor is not reporting for the work for more than two days in continuation, Rs. 600 /- per day will be deducted from the running bills of the Contractor.

**17 SUBMISSION OF BILLS BY CONTRACTOR:-**

- 18.1 The bill should be submitted within a week after execution of work during the calendar month @ one bill per month.  
**The quantities of work shall be duly verified from the Section incharge where the work has been carried out as per Unit of Measure of Work for that Section .** Same shall be submitted with the bill.
- 18.2 At the time of bill submission the contractor have to submit the following Documents:
- Verification of the Work Completed during the month from the Concerned Department Incharge
  - ESI, EPF and Service Tax remitted challans every month.
  - Submit salary statement of the employees should containing the employee payment details such as their payment, ESI, EPF & Bonus as per Bonus act deducted amount each in separate columns with their employees signature
  - Proof of remittance of Salaries by Bank through EFT.
  - The Contractor has to pay Bonus for his employee once in a year as per the Bonus Act. After Contract completion, the security deposit will be cleared by producing the Bonus statement of his employees with their signature.
- 18.3 The Contractor at the end of each month shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the **Executive Incharge**, separate details of his claims for the work done by him up to and including the previous month which are not covered by his Contract agreement in any of the following respects:
- Deviation from the items provided in the Contract documents.



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- b) Extra items / new items of work.
- c) Items in-respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done up to and including the period under report.

**18 PAYMENT OF BILLS:-**

All payments to be made to the Contractor, shall be through NEFT (National Electronic Fund Transfer / RTGS (Real Time Gross Settlement) within 30 days from submission of the bills complete in all respects, with user agencies' acknowledgement.

**19 INDEMNITY:**

- 19.1 The Contractor shall have to indemnify BHEL against all claims for injury or damage to any person or property caused by his negligence or negligence of his employees whilst in BHEL premises / sites.
- 20.2 The Contractor shall indemnify the company against all payments by way of compensation or otherwise which the company may be called upon to make under the provisions of the applicable Acts to any Contract employee as aforesaid, and any cost incurred by the company in connection with any claim preferred by such Contract employee and or against all actions, claims and demands whatsoever in respect thereof or in respect of any loss, injury or damages whatsoever to any third person arising out of or occasioned by the negligent, imperfect or improper performance of this Contract by the Contractor, their employee servants or agents.
- 20.3 The Contractor approved and operating under the Tender, Works Contracts shall further indemnify BHEL against:-
  - 20.3.1 Observance of Labour & Industrial Laws.
  - 20.3.2 All claims by way of compensation and all other types of unforeseen claims, which may arise in the course of Contract.
  - 20.3.3 Documentary compliance relating to freight billing.
  - 20.3.4 indemnity shall cover the entire transit right after loading to the unloading at destination.

**21 RIGHTS**

- 21.1 BHEL may enter into parallel Contract simultaneously with any number of Contractor as may be deemed fit at any time during the period of Contract in the Interest of the work for any or all the stations and for any or all the schedules.
- 21.2 In case of breach of any of the terms and conditions of the Contract, BHEL will entrust the work to any other Contractor at the risk and cost of the Contractor and the Contractor shall be liable to pay the extra expenditure, damages, loss suffered on account of the cancellation of the Contract.



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- 21.3 All amounts including the losses / damages / penalties / compensations etc., resulting from non-compliance with the terms of Contract, payable by the Contractor to BHEL under the Terms of the Contract will be recovered from the outstanding payments to Contractor either under this Contract or any other Contracts or from Security Deposit or from both. In case this amount is insufficient for such recoveries, the Contractor shall make good the balance amount by actual payment. In addition BHEL, GOINDWAL will recover the said amounts through its sister concerns, from the payments due to the Contractor in any of the units of BHEL located in any part of India.
- 21.4 The Contractor is not allowed to pass the responsibilities connected with the Contract to other agencies / Contractors, the Contractors shall not sublet or transfer the Contract or any part thereof, which tantamount to termination of the Contract and thereby attracting the penalty or forfeiture of security deposit.
- 21.5 In case the Contractor fails to pay the wages for his employee which includes Minimum wages and Additional wages with ESI and EPF (both Employee and Employer contributions) for every month and Bonus once in a year as per the bonus Act, BHEL have the rights to recovered from the outstanding payments to Contractor either under this Contract or any other Contracts or from Security Deposit or from both. In case this amount is insufficient for such recoveries, the Contractor shall make good the balance amount by actual payment. In addition BHEL, GOINDWAL will recover the said amounts through its sister concerns, from the payments due to the Contractor in any of the units of BHEL located in any part of India.
- 21.6 The Contractor shall have no right to demand at any time during the currency of this Contract any minimum quantity of Work for this Contract.

**BHEL may verify / audit check by surprise visits at various locations of Works at their discretion and see whether the above requirements are complied with by the Contractor. In case the above requirements are not complied with, severe actions may be taken by BHEL on such Contractors, as deemed fit.**

## **22. PROVISION FOR MSE**

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 acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of CA certificate (format will be provided on request to the tender issuing authority) (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 technical bid opening. Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening.

**MSME will be dealt with as per MSME guidelines issued from time to time by the Government of India.**

## **23. REVERSE AUCTION (RA):**

BHEL reserves the option to either finalize the tender by opening sealed price bids (Part-II) submitted with the offer on a specified date and time in the presence of bidders, who may like to be; or by carrying out live reverse auction on-line. In case of reverse auction, adequate infrastructure like internet connection, uninterrupted power supply, printer, fax machine etc. will have to be arranged by bidder. BHEL will engage a service provider who shall interact, educate, guide and coordinate with bidder for reserve auction. Date and time of reverse auction shall be informed through email provided by Tenderer.



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**Information and general terms and conditions governing RA are given below.**

**TERMS AND CONDITIONS OF RA:**

BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e. ON LINE BIDDING (THROUGH A SERVICE PROCEDURE). The philosophy followed for reverse auction shall be English Revers (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 bidders 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 (shall be provided) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with 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.
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 Bidder.
15. In case BHEL decides to go for reverse auction, the H1 bidders (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

Place:  
Date:

Signature of the Tenderer  
with seal & full address



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**ANNEXURE-III**

**SPECIFIC GUIDELINES**

**1. PROCEDURE TO SUBMIT OFFERS / TENDERS**

Sealed Tenders in the BHEL's proforma enclosed shall be submitted in the following manner:

**The bids shall be submitted in two parts namely (i) Techno- Commercial Bid & (ii) Price Bid.**

**1.2 EMD:-**

**1.2.1** The bidder shall submit EMD along with the Tender by way of Demand Draft drawn in favour of Bharat Heavy Electricals Limited, GOINDWAL payable at GOINDWAL.

**1.2.2** The EMD shall be submitted in a separate sealed cover super scribing name of the bidder and "**NAME OF TENDER, Head HR, BHEL -GOINDWAL for Year 2016-17**", "**EMD**", Ref. Tender No. TENDER DATE

**1.3 Techno - Commercial Bid**

**1.3.1** Techno Commercial Bid consists of the following documents and the same shall be duly signed & stamped by the bidder in all the pages and submitted in full in token of the acceptance of the same.

- a. Annexure-I : General Terms & Conditions of Contract
- b. Annexure-II : Specific Guidelines
- c. Annexure-III : Special Conditions of the Contract
- d. Annexure-IV : Safety Conditions
- e. Annexure-V : Operational Control Procedures
- f. Annexure VI: Techno Commercial Bid in the Proforma Duly Filled and all necessary documents attached
- g. Annexure VII: Declaration by the Bidder
- h. Un-Priced Bid
- i. Annexure VIII: Price Bid

**1.3.2** The Xerox copies of all the supporting documents enclosed should be self-attested.

- a. All the required documents shall be filed in the same serial as per the format/column of the "Technical and commercial Bid". **All the pages shall be serially numbered on the right hand side top corner.**
- b. Page numbers of the concerned documents also shall be filled in the "Check List" in the column provided.
- c. All the above documents shall be submitted in a separate sealed cover super scribing name of the bidder and "**TENDER NAME- BHEL -GOINDWAL for Year 2016-17**", "**TECHNO COMMERCIAL BID**", Ref. Tender No. TENDER DATE

**1.3.3** Offers without relevant documents are liable to be rejected.

**1.4 Price Bid**



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- 1.4.1 The price bids for shall be submitted in a separate sealed covers super scribing the cover “**TENDER NAME BHEL -GOINDWAL for Year 2016-17**”, “**PRICE BID**”, Ref. Tender No. : TENDER DATE

**1.5 Submission of Price bid & Techno Commercial bid**

- 1.5.1 The bidder should put EMD (1<sup>st</sup> cover- as per clause 1.1), **Techno Commercial Bid** (2<sup>nd</sup> Cover- as per above clause 1.3.1) and **Price Bid** (3rd cover- as per above clause 1.3). All Techno Commercial bid cover, EMD cover and Price Bid cover should be packed in **a single strong cover**, seal it and affix seal on the cover & subscribe the Tender subject, Tender number, date and address the same to

**TAJINDER SINGH**

**HEAD /HR**

**BHARAT HEAVY ELECTRICALS LIMITED**

**INDUSTRIAL VALVES PLANT, GOINDWAL – 143422**

**DISTT. TARN TARAN**

**PUNJAB, INDIA**

Contact Phones: 01859-224621, 622, 623

Email: [mkm@bhelivp.in](mailto:mkm@bhelivp.in), [vishal@bhelivp.in](mailto:vishal@bhelivp.in)

**Duly super scribing Tender No., due date and time of opening.**

**2 TENDER DUE DATE**

**2.1 Last date / time for receipt of Tender**

- 2.1.1 The completed Tenders shall reach on or before **15.00 Hrs** on **DUE DATE**. It is in their own interest to ensure that the Tenders reach in time. BHEL is not responsible for any postal delay. Tenders not submitted in the prescribed forms or incomplete Tenders are liable to be rejected.

**2.2 Date / time for opening of Tender**

- 2.2.1 Sealed covers so received will be opened at **ADMIN BUILDING, CONFERENCE HALL** Bharat Heavy Electricals Limited, Industrial Valves Plant, Goindwal – 143422 on the same day i.e., on **DUE DATE at 15.30 Hrs.** in the presence of the Bidders or their Authorised Representatives who may choose to witness the same.
- 2.2.2 The Techno Commercial bids only will be opened on the due Date and Time.
- 2.2.3 The Price BIDS of bidders, who are technically qualified will be opened later. The date & time of price bid opening will be informed to the technically qualified Bidders.

**2.3 Witnessing the Tender opening**

- 2.3.1 The representative of the Bidder may choose to witness the Tender opening have to produce the Authorization Letter, as per the **enclosed Proforma**, before opening of the Tender. The representatives without Authorization Letter in the prescribed format will not be allowed to participate in the Tender opening.
- 2.3.2 Only one representative from one bidder will be allowed to participate in the Tender opening.

**3 QUOTING**



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**3.1 Quoting best rate and the sanctity of the L1 status.**

**3.1.1** Quoting the lowest best rate is a must against this Tender. However, bidders are required to understand that the lowest rate offered by them or accepted by them, as the case may be, should be honoured throughout the period of the Contract.

**3.2 Participation**

**3.2.1** The Parties who have been suspended or black listed or issued with “Show Cause Notice” by BHEL GOINDWAL or any other BHEL Unit will not be allowed to participate in the Tender and the bidder should declare the same in the Tender. Even during the course of evaluation / finalization of Tender if it is found that some of the parties are black listed / barred from business transactions / under business hold, BHEL will not consider them for further participation in the Tender.

**4 VALIDITY OF OFFERS:**

The rates quoted shall be valid for acceptance for a minimum period of **120 days** from the date of Part-I opening. Withdrawal of Tender or increasing the rates during this validity period is not allowed.

**5 SIGNING THE TENDER**

- 5.1** The Tender shall be signed by the Authorized Signatory Only. Authorized signatory shall be the person holding 'power of attorney' on behalf of the firm / company / bidder-concerned authorized / empowered to act on behalf for the specific purpose
- 5.2** Authorized signatory should have Power of Autonomy issued by MD or Board of Directors or authorized person for this purpose for quoting Tender and all procedures connected with, till finalization and execution of the Contract.
- 5.3** In case the Bidder is a Partnership Firm under Partnership Act, the Tender shall be signed by all the Partners of the firm or by the Managing Partner who have Signature and Seal of the Contractor authorized to do so or by a person holding the Power of Attorney on behalf of the Partnership Firm.
- 5.4** A copy of the Partnership Deed and / or a copy of the Power of Attorney, Self-attested by the Proprietor or Partner of the Company.
- 5.5** BHEL will not be bound by any other Power of Attorney granted or the change in the composition of the firm made, subsequent to the execution of the Contract agreement. BHEL may however recognize such Power of Attorney or change in status after obtaining legal advice and the cost involved in that connection shall be chargeable to the bidder concerned.

**6 METHOD OF EVALUATION OF PRICES**

**6.1 Priority / Ranking**

**6.1.1** The sum of basic rates i.e. (Package) for works including all charges, incidentals etc., exclusive of Service tax will be the basis for deciding Tender priority (Deciding the L1 Bidder).

**7 QUANTITY, RATE FINALIZATION & DISTRIBUTION OF LOAD**





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**7.1 Tender quantity**

**7.1.1** The indicative total Tender quantity is enclosed in Annexure-IX (Price Bid). Since this is a rate Contract, this quantity may increase or decrease based on the actual requirement of BHEL. Hence there is no fixed quantity to be awarded to the Contractor.

**7.2 Rate Finalization**

**7.2.1** Lowest prices received against the Tender need not be the acceptable to BHEL and in that case BHEL would not consider the same for award of Contract. BHEL would negotiate or re-float the Tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.

**7.2.2** In the event of the final L1 prices are not reasonable / acceptable to BHEL, BHEL also may resort to short closure/Cancellation of this Open Tender.

**7.3 Number of Contractors required**

**7.3.1** The contract will be awarded to One contractor. BHEL requires one single Contractor to complete the above subject scope of work. Bidders will be ranked on overall package value i.e. the numeric sum of products of the rate quoted by Bidder for all items and their quantities in the Rate Schedules.

**7.3.2** In case of tie in the L1 rates, the selection of L1 Bidder will be on the basis of the date of their offer. In case more than one Vendor submitted offer on the same date, then the name of the firms in the alphabetical order shall be the basis for deriving the ranking accordingly.

**8 EMD / SD (SECURITY DEPOSIT) BY THE BIDDER WILL BE FORFEITED, IF:-**

**8.1 EMD:-**

**8.1.1** After opening the Tender, the Tenderer revokes his Tender within the validity period or increases his earlier quoted rates.

**8.1.2** The Tenderer does not commence the work within the period as per LOI / Contract. In case the LOI / Contract is silent in this regard then within 15 days after award of Contract.

**8.2 SECURITY DEPOSIT**

**8.2.1** In case of an Award of a Contract and if the Contractor fails to perform or does not comply with the Performance Evaluation Criteria, the Security Deposit will not be refunded / Bank Guarantee encashed.

**8.2.2** Security deposit shall not be refunded to the Contractor except in accordance with the terms of the Contract.

**9 GENERAL INSTRUCTION**

**9.1 Quoting & Signing the Tender**

**9.1.1** While quoting the rate, the Bidders are advised to take into account the likely expenditure, taxes what so ever, etc., excluding Service Tax during the operation of the



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Contract for the period of contract from the date of commencement of work as directed by BHEL.

**BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE TENDER MARKET TRENDS, STATUTORY REQUIREMENTS BEFORE QUOTING THE RATES. IN CASE OF ANY CLARIFICATIONS BIDDERS MAY VISIT ON ANY WORKING DAYS DURING WORKING HOURS TO BETTER UNDRSTAND THE TENDER REQUIREMENTS.**

- 9.1.2 All entries in Tender documents shall be clearly written in one ink or typed. All the corrections / cancellations / insertions, if any, shall be duly attested by the Bidders concerned.
- 9.1.3 Rates should be quoted as per the Price Bid. Rates quoted in any other form will not be accepted and will be rejected.
- 9.1.4 The rates shall be quoted only in the schedule attached, both in words and figures. Wherever there is a difference between the words and figures, amounts indicated in words only shall be considered as correct.
- 9.1.5 The Bidder shall fill in all the required particulars of the Tender documents and also sign on each and every page of the Tender documents (Techno- Commercial Bid, Price Bids, Terms & Conditions etc.) before submitting their Tenders
- 9.1.6 Should a Bidder find discrepancies or omissions in the Tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the Tender, for clarification well before the due date, so as to submit his Tender in time.
- 9.1.7 Conditional and late Tenders, Tenders containing prima-facie absurd rates and amounts, Tenders which are incomplete or otherwise considered defective and Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original ARE LIABLE TO BE REJECTED
- 9.1.8 If a Bidder deliberately gives wrong information in his Tender or creates conditions favourable for the acceptance of his Tender, BHEL WILL REJECT SUCH TENDER AT ANY STAGE.
- 9.1.9 Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- 9.1.10 Canvassing in any form, in connection with the Tender is strictly prohibited and such Tenders are bound to be rejected. All information furnished is taken to be authentic by the bidder for evaluation of Tender priorities. Should any information found to be incorrect subsequently, at any later time, the Tender / Contract shall be rejected / terminated and the / SD shall be forfeited
- 9.1.11 Should a Bidder's or a Contractor's or in the case of a firm or company of Contractors / any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the Tender, failing which the Tender may be disqualified, or if such fact subsequently comes to light, the Contract may be cancelled.
- 9.1.12 The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.



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- 9.1.13 ALL THE REQUIRED DOCUMENTS SHALL BE FILLED IN THE SAME SERIAL ORDER AS PER THE FORMAT / COLUMN OF THE "TECHNO-COMMERCIAL BID". ALL THE PAGES SHALL BE SERIALLY NUMBERED ON THE RIGHT HAND SIDE TOP CORNER. PAGE NUMBERS OF THE CONCERNED DOCUMENTS ALSO SHALL BE FILLED IN "TECHNO- COMMERCIAL BID" IN THE BOXES PROVIDED. ALL THE PAGES OF TENDER DOCUMENTS ARE TO BE DULY SIGNED AND STAMPED BY THE BIDDER.

## 10 IMPORTANT INSTRUCTIONS

- 10.1 The Contractor shall MANDATORILY provide the workers engaged by him with Proper UNIFORM (NAVY BLUE PANT, SKY BLUE SHIRT, NAVY BLUE JERSEY AND SAFETY SHOES (BLACK) ) before deployment (whatever required) and shall comply all safety regulations under Factories Act. Contractor has to ensure proper use of these equipment.
- Workers not in uniform shall not be allowed entry in BHEL Factory premises/work place. And equivalent amount of deduction shall be made due to work loss.
- 10.2 Tenderer has to quote rates both in figures and in words for all the items given in the Bill of Quantities provided.
- 10.3 Contractor has to ensure that Manpower Deployed possess sufficient skill and qualification to carry out the job as per the Skill requirements mentioned in **Scope of Work – Annexure A. Proof of Same shall have to be submitted before deploying the manpower.**
- 10.4 No women workers are allowed to work before 7.00 AM and after 6.00 PM.
- 10.5 The Contractor has to deploy the personnel who has completed the age of 18. No Child labor shall be deployed.
- 10.6 Tenderers shall sign each and every page of Tender documents and affix seal for having accepted the conditions.
- 10.7 The Contractor should bring their employees to BHEL premises at his / her own cost, risk and execute the work allotted to him in BHEL premises.
- 10.7.1 The Contractor should follow and comply with Minimum Wages Act 1948, Payment of Wages Act 1936, ESI 1948, EPF 1952, Group Insurance and other statutory regulations as stipulated in Factories Act and other applicable State / Central Governments' rules & regulations.
- 10.7.2 The Contractor should cover over and above the minimum wages prescribed by Government of PUNJAB, pay the additional wages (Per Month) as given below to the personnel engaged by them:

**Unskilled ----- Rs. 2944.38 per month Subject to Maximum Ceiling of Rs. 9880.00**

**Skilled ----- Rs. 2347.38 per month Subject to Maximum Ceiling of Rs. 10960.00**



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**The above additional wages will also attract ESI.** EPF shall be applicable on minimum wages of Punjab for both the categories (skilled & unskilled) only.

- 10.8** All safety equipment's to the personal, safety rules & regulations are to be followed as per BHEL's Safety Rules & Regulations. Once Contractor shall read these, understand and implement accordingly during the course of work.
- 10.9** BHEL will no way be responsible for any loss of life or any injury caused to any of the Contractors or their crew while executing the above work at BHEL premises.
- 10.10** The Contractor or his / her crew should handle the work with utmost care the Contractor.
- 10.11** Contractor shall supervise the work carried out by his / her employees by providing MINIMUM one supervisor for each shift of operation. Supervisor shall be mandatorily available during the shift operations. **Supervisor shall take instruction from area incharge and communicate to their employees. Shift timings are as**
- A Shift : 0600 – 1430 Hrs  
General Shift: 0900 – 1730 Hrs  
B Shift : 1400 – 2230 Hrs



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- 10.12** Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such personnel should possess requisite skill, proficiency, qualification, experience etc, to suit to the work requirement of BHEL.
- 10.13** Contractor shall maintain appropriate records of his / her employee's deployed carry out the job(s).
- 10.14** Contractor will be responsible for the good conduct of his / her employees. In case any misconduct / misbehavior by any employee, the Contractor will replace such employee(s) immediately.
- 10.15** Contractor will ensure that the job is executed through his / her employees only and under any circumstances the Contractor will not deploy any casual employee to carry out the job nor shall sub Contract the job without prior written permission.
- 10.16** Contractor shall be solely responsible for non-payment / delayed payment of minimum contribution under EPF & MP Act, ESI Act, etc.
- 10.17** In case, the Contractor fails to make payment of wages (including Minimum wage + Additional wage) to his / her 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.
- 10.18** The liability for any compensation on account of injury sustained by an employee of the Contractor will be exclusively that of the Contractor.
- 10.19** Contractor shall observe provisions of the Factories Act, 1948 in respect of working hours, holidays, rest intervals, leave and overtime to his / her employee. No work shall be done on second / third shift, overtime, Sundays or on other declared holidays without proper permission.
- 10.20** The Contractor should maintain a 'Work Diary' containing the details of work executed by him from time to time on Shift / Daily basis and obtain the signature from official concerned nominated for this purpose for having executed the work correctly and satisfactorily.
- 10.21** The proof of execution of work, duly verified by the Area Incharge should be submitted along with each bill (printed form with covering letter and proof for execution of work).
- 10.22** The bill should be submitted within a week after execution of work during the calendar month @ one bill per month.
- 10.23** Necessary gate entry pass will be issued by BHEL Security Department for Contractor's employee based on your application duly forwarded by the Contract Executing Department and approved by HR / Welfare / Contract Cell on fulfillment of the Statutory Obligation by the Contractor.
- 10.24** In the event of termination of Contract for any reason whatsoever, the Contractor shall withdraw all his / her employees from the establishment of BHEL. In case, Contractor decides to terminate services of his / her employees, he should settle all terminal dues including retrenchment compensation.
- 10.25** The Quoted Rate in the Price Bid should be exclusive of Service Tax and inclusive of any other taxes levied or to be levied by State or Central Government. Such levies should be borne by the Contractor. Service Tax will be paid extra on production of documentary evidence.
- 10.26** The Service Tax has to be paid to the statutory authority by the Contractor and proof should be submitted to BHEL along with the monthly bill.
- 10.27** The quoted rates will be Firm during the period of the Contract.



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**10.28** After issue of LOI / Contract, if the Contractor fails to commence the work within 15 Days EMD/SD deposited by the Contractor will be forfeited and Party will be barred from future all type of Tender for a period of Three Years

**10.29** The log-book for day-to-day work executed should be maintained by the Contractor and the signature should be obtained from the Authorized Executive of BHEL daily. The User Agency will certify the utilization of the engaged personnel as per the Contract condition to enable HR / Welfare to forward the bill for payment to Accounts Department after verification.

Taxes, Duties if any will be recovered from the bills at sources and as well as ESI, EPF, Bonus if the same are not paid.

**10.30** The rate should be quoted per UNIT basis taking into account the following points:

10.32.1 The engagement of Personnel will be on all Working Days and excluding Weekly off and Holidays

10.32.2 The duration of Working in a day will be 8 Hours as per the direction given by BHEL. The rate per hour will be arrived at by dividing the above rate per day by 8. (Tentatively from 09.00 AM to 5.30 PM with Lunch Break for General Shift and 06.00AM to 2:30PM for A & 2:00PM to 10:30 PM for B shift). The shift timing may change as per requirement.

10.32.3 Tender can be cancelled at any stage due to unavoidable circumstances.

**10.31** Statutory deduction like Income Tax (TDS) etc. will be deducted from Contractor payment as required by Law.

**10.32** Under no circumstances shall BHEL be liable to compensate for any loss or damage that may be caused to the machines by accidents or complications arising out of such contingencies like fire, theft, riots, strikes and terrorism damage whether inside or outside BHEL premises while being engaged.

**10.33** In case BHEL be held liable for any loss, damage or compensation to third parties arising from or in relation to operations done by the Contractor Personnel, such loss, damage or compensation shall be paid by the Contractor to BHEL together with the costs incurred by BHEL on any legal proceedings pertaining thereto.

**10.34** The Contractor is directly responsible for injuries / death of Contract personnel or any person employed by him as well as to the third party occupants or other users arising due to accident. At any point of time, BHEL will not be responsible for any loss/damage either to the personnel or to the machines.

**10.35** Any damage to BHEL materials due to rough and faulty handling by the Contractor's personnel will have to be made good by the Contractor to BHEL. Similarly if any damage caused to BHEL equipment's / installation, property of third party in the course of work by the Contractor's person, the same shall be made good by the Contractor.

**10.36** The personnel engaged under this Contract should not be permitted to stay inside BHEL complex after completing their day's work. It will be the responsibility of the Contractor to take the personnel out of BHEL Complex as soon as their day's work is over.

## **11 FRAUD PREVENTION POLICY:**

The Bidder along with its associate / collaborators / 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 fraud or suspected fraud as soon as it comes to their notice”.



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Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website,  
vendor portals of Units / Regions intranet.

Place:  
Date:

Signature of the Tenderer  
with seal & full address



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PROFORMA (SAMPLE)

(ON BIDDER'S LETTER HEAD)

REF:.....

DT:.....

**AUTHORIZATION LETTER FOR PARTICIPATING TENDER OPENING**

We,

M/s.....

.....

(Name of the Tenderer)

Hereby authorize

.....

(Name of the representative) to participate in the Tender opening of BHEL GOINDWAL for

**“WORK CONTRACT FOR ASSISTING JOBS IN NON-TECHNICAL AREAS at BHEL -  
GOINDWAL for Year 2016-17”**

**Ref. Tender No.**

**TENDER DATE**

The representative's specimen signature is appended below & attested.

(Signature of the representative)

Place:

Date:

Signature of the Tenderer  
with seal & full address





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**ANNEXURE-IV**

### **SAFETY & WELFARE CONDITIONS**

#### **1. The Factories Act, 1948:**

**Section 32:** Floors, stairs and means of access shall be properly maintained to ensure safety. Every place of working should have safe access. When any person has to work at a height from which he is likely to fall, provision shall be made, so far as is reasonably practicable, by fencing or otherwise, to ensure the safety of person so working.

#### **2. Punjab Factories Rules, 1950**

**Rule 55:** Hoists and Lifts & Rule 55A. Lifting machines, chains, ropes and lifting tackles: Shall be maintained in good condition, thoroughly inspected and examined by competent persons and records to be maintained.

**Rule 57:** Excessive Weights: No person shall, unaided by another person, lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the maximum limit in weight set out in the schedule (50 kg for adult male and 30 kg for adult female).

**Rule 61E:** Machinery and plant: No machinery, plant or equipment shall be constructed, situated, operated or maintained in any factory in such a manner as to cause risk of bodily injury.

**Rule 61F:** Methods of Work: No process or work shall be carried on in any factory in such a manner as to cause risk of bodily injury.

**Rule 61G:** Stacking and storing of materials etc.: No materials or equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.

**Rule 61-K.** Examination of eye sight of certain workers: No person shall be employed to operate a crane or to give signals to crane operator unless his eye sight and color vision have been examined and declared fit by a qualified ophthalmologist.

**Rule 61-N and Rule 61- O:** Workers to be provided with Personal Protective equipment suitable for the hazards and should be of good quality / have certification by Indian Standard Institute.

**Note:** For the type of work envisaged, personal protective equipment such as helmet, safety shoes and gloves are essential.

**Rule 96:** Notification of accidents: Shall be complied with as required in the Factories Act (Section 88 and Section 88A) and Punjab Factories Rules.

#### **3. CONDITIONS RELATED TO THE WELFARE OF LABOURS**

- 3.1 The Minimum Wages as prescribed by the State Government from time to time and additional payment as per BHEL circular should be paid to the Contract Workers and the Wage and Attendance Registers should be produced to Welfare Section every month.
- 3.2 If the Contractor employs more than twenty employees, he has to obtain License to this effect from the Factory Inspectorate and renew the same periodically.
- 3.3 He has to have his own EPF and ESI Codes and comply with the relevant Acts.
- 3.4 The Contractor has to remit EPF for his workers on the minimum wage amount only, and not the additional component, which he paid to his workers employees on monthly



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basis. He has to remit 13.36% from his side and deduct 12% of Wages from the monthly wages of the employees and a total of 25.36% of monthly wages should be remitted as EPF i.r.o. each employee.

- 3.5 ESI Payment should be at the rate of 6.5% of monthly wages (Minimum + Additional Component) of the employee. This comprises the contribution at 1.75% of wages from the employee and 4.75% of wages from the Contractor.  
ESIC Card should be provided to all workers and copy of the same submitted with first bill of contractor.
- 3.6 The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The Contractor should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident / incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.
- 3.7 Contractor shall provide all workers Photo ID Cards, and provide a list of same to BHEL security, without which Workers shall not be permitted entry into factory.
- 3.8 **The Contractor shall MANDATORILY provide the workers engaged by him with Proper UNIFORM (NAVY BLUE PANT, SKY BLUE SHIRT, NAVY BLUE JERSEY AND SAFETY SHOES (BLACK) ) before deployment (whatever required) and shall comply all safety regulations under Factories Act. Contractor has to ensure proper use of these equipment**
- 3.9 Contractor has to arrange accommodation / transport for his labor/supervisor as per requirement. No accommodation/transport for labor/supervisor shall be provided by BHEL.

The above percentage will vary, depending on the statutory guidelines issued from time to time by the Government of India.

Place:  
Date:

Signature of the Tenderer  
with seal & full address



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**ANNEXURE-VI**

**OPERATIONAL CONTROL PROCEDURE**

**Operational Control Procedures for Safety relevant to area of deployment shall have to be strictly complied**



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**ANNEXURE-VII**

**TECHNO-COMMERCIAL BID**

The following information's are required for communication for Tender finalization.

**GENERAL DETAILS**

SL No	Description	Details
1	Name of Company / Firm	
2	Status of the Company / Firm (Relevant documents must be enclosed)	( ) Public Limited; ( ) Private Limited ( ) Partnership Firm; ( ) Single Ownership
3	Name of Owner / Partner of Firm	
4	Address for Correspondence	
5	Tele Phones	
5.1	Landline	Office Residence
5.2	Cell Phone	Office Residence
6	Fax Number	
7	E-mail ID	
8	<b>EPF</b> Registration Documents copy.	( ) Registered and Copy Enclosed ( ) Not Registered – (To be mandatorily provided before commencement of work)
9	<b>ESI</b> Registration Documents copy.	( ) Registered and Copy Enclosed ( ) Not Registered
10	<b>Service Tax Registration</b>	( ) Registered and Copy Enclosed ( ) Not Registered

1. Self-attested copy of all the documents should be submitted along with Tender. If at any stage, the document(s) submitted by Contractor is / are found incorrect / false / fake, the necessary action will be taken by BHEL against Contractor.
2. If Company / Firm is not registered with Service Tax, EPF and ESI, they will have to get registered immediately after award of Contract to comply with the statutory requirements.
3. Contractor has to provide copy of Service Tax registration certificate. Wherever Contractor is not registered with Service Tax, a declaration from the Contractor stating that the Contractor is within the threshold limit to be provided. If Contractor has applied for Service Tax registration, a copy of registration is to be provided.

Place:  
Date:

Signature of the Tenderer  
with seal & full address



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TENDER NAME: WORK CONTRACT FOR ASSISTING JOBS IN NON TECHNICAL AREAS  
**ELIGIBILITY CRITERIA FOR TECHNICAL QUALIFICATION**

## ELIGIBILITY / SELECTION CRITERIA

### 1 EARNEST MONEY DEPOSIT (EMD)

DD Towards EMD		
Sl.No	Description	Details to be filled by the Bidder
1	DD Number & Date	
2	Name of the Bank & Branch	

### 2 FINANCIAL SOUNDNESS:

Average Annual financial turnover during the last 3 years, ending 31st March of 2015 should be at least 30% of the estimated cost. If annual financial turnover of last three years not submitted by the party, the turnover of the year(s) submitted shall be averaged over three years.

Documents to Prove Financial Soundness of the Firm (in any of the following manner given below) for last three consecutive years i.e., 2012-13, 2013-14 and 2014-15 (Assessment Year 2013-14, 2014-15 & 2015-16).

- ❖ Audited Profit & Loss account and Balance Sheet indicating CA membership number.

OR

- ❖ Copy of Income Tax Return alongwith submission acknowledgement

### 3 EXPERIENCE:

Experience of having successfully completed Similar works/service contract during last 7 Years ending 31.03.2016.

Three completed works each costing not less than the amount equal to 40% of the estimated cost.

OR

Two completed works each costing not less than the amount equal to 50% of the estimated cost.

OR

One completed work, each costing not less than the amount equal to 80% of the estimated cost

**“Similar Works/Service Contract” means the works related to scope of work (i.e. Manpower Supply for various activities) for any Central/State Government / PSU company/Private Organization.**

Copy of Work Order(s) and Experience Certificate(S) corresponding to that work order(s) to be provided.

***Experience certificate from Private organization to be supported by TDS (Tax Deduction at source) certificate issued by the organization or Form 26 AS.***



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- 4 PAN CARD : Copy of PAN Card Required**
- 5 Service Tax Registration Certificate: Mandatory before commencement of Work  
(Certificate to be attached if available)**
- 6 EPF Registration Certificate: Mandatory before commencement of Work**
- 7 ESI Registration : Mandatory (Certificate to be attached)**



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**STATEMENT FOR BID-EVALUATION ON ELIGIBILITY CRITERIA**

**(to be filled in by the Bidder)**

**Important:** All the points of the statements to be adequately substantiated invariably with documentary proof thereto. Non-compliance of this requirement shall be deemed fit to reject the Tender primarily on scrutiny on the Tender opening, facilitating freezing of eligibility for price-bid opening.

SL No	Particulars	Compliance status
1	EMD	DD No. & Date: Bank & Branch:
2	<b>Financial Soundness</b>	
2.1	Balance Sheet for Assessment Year indication CA membership number of the auditor.	<b>Year</b> Please Tick (√) in the appropriate box
		2011-12 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2012-13 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2013-14 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2014-15 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
2.2	Profit & Loss Account for Assessment Year indication CA membership number of the auditor.	<b>Year</b>
		2011-12 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2012-13 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2013-14 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2014-15 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
2.3	Copy of Income Tax Return & submission acknowledgment for Assessment Year.	<b>Year</b>
		2012-13 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2013-14 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2014-15 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
		2015-16 <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
3	Income Tax PAN No. (PAN Card copy shall be enclosed)	
4	Contract Copy for work related to scope of work (Manpower Supply, Manual Loading & unloading, Packing and stacking etc.,) issued by any Central/State Government / PSU company / Private Organization. Experience certificate from private organization to be supported by TDS (Tax Deduction at source) certificate issued by the organization OR Form 26 AS OR Bank statement for transaction of payment.	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed
5.	Service Tax Registration ( Mandatory upon Award of Work)	Self Declaration to be given or Service Tax Certificate to be enclosed

**NOTE:** Self attested copy of all the documents should be submitted along with Tender. If at any stage, the document(s) submitted by Contractor is/are found incorrect/false/fake, the necessary action will be taken by BHEL against Contractor.

The bidder shall sign on all the copies of technical bid and affix his seal



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TENDER NAME: WORK CONTRACT FOR ASSISTING JOBS IN NON TECHNICAL AREAS  
**UNDER TAKING**

Herewith, we..... (Name of the Bidder),  
certify the following:-

- (i) We have fully understood the technical requirements of the Tender and the type of personnel to be deployed for “**TENDER NAME** BHEL GOINDWAL for year 2016-17”, against the given rate schedule and have quoted accordingly.
- (ii) We Shall abide by all the Terms and Conditions Mentioned in Tender No.:BHE:IVP:HR:WORK CONTRACT:2016-17:TECH:01 DATE:28.4.2016
- (iii) We ensure that we will pay salary for the personnel engaging in this Contract as per the current minimum wages prescribed by the Government of Punjab from time to time which includes Basic and DA and also, make an additional payment every month to the Contract Personnel as given below.

**Unskilled ----- Rs. 2944.38 per month Subject to Maximum Ceiling of Rs. 9880.00**

**Skilled ----- Rs. 2347.38 per month Subject to Maximum Ceiling of Rs. 10960.00**

**The payment to the workers shall MANDATORILY be made through EFT by the contractor.**

- (iv) Also we ensure that we will comply with comply with ESI, EPF, Bonus, Group Insurance ( for both minimum wage and additional wage ) and other statutory regulations as stipulated in Factories Act and other applicable State/Central Governments' rules & regulations.
- (v) We have not been suspended or black listed or issued with Show cause Notice by any BHEL Unit or any other PSU or Govt. Agency.
- (vi) All the documents submitted by us against this Tender are genuine documents and are Self-attested copies only. At any point of time if found otherwise by BHEL, we accept all the actions viz., legal, Contractual, BHEL Policy / Procedural Actions in whatsoever manner as deemed fit by BHEL.

Place:  
Date:

Signature of the Tenderer  
with seal & full address





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**PROFORMA I**

**CHECKLIST FOR SCRUTINY ON BID OPENING**  
**(TO BE ENCLOSED TO TECHNO-COMMECIAL BID)**  
(To be filled in by the Bidder)

SL No.	Particulars	Tick ( <input type="checkbox"/> ) for confirmation of document enclosures	Page Nos. where documents are attached.
1	EMD TENDER DOCUMENT COST		
2	Proof for Status of the Company Enclosed (Memorandum of Articles of the Company, Power of Attorney, Partnership Deed, demerger document as applicable etc.)		
3	<b>EPF</b> Registration Documents copy.		
4	<b>ESI</b> Registration Documents copy.		
5	<b>Service Tax Registration</b>		
6	<b>Financial Soundness</b>		
6.1	Balance Sheet		
6.2	Profit & Loss Account		
6.3	Copy of Income Tax submission acknowledgment		
7	Copy of PAN Card		
8	Document proof for experience		

Place:  
Date:

Signature of the Tenderer  
with seal & full address



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**ANNEXURE-VII**

**(ON BIDDER'S LETTER HEAD)**

**DECLARATION**

I / We M/s. .... do hereby state as follows:-

- (1) The price bids have been put in separate sealed cover.
- (2) The Techno Commercial Bid and all the connected documents have duly been filled in, signed and stamped and put separately in another bigger cover and sealed.
- (3) All the documents & pages have been signed by the Authorized Signatory of the Service Provider, as required, with official seal.
- (4) All the documents required for technical qualification as per eligibility criteria for technical qualification have been enclosed along with techno commercial bid.
- (5) In case there is a lapse / omission or commission in fulfilling the Tender requirements as per the commitments given above from point (1) to (4), we fully understand that it would be a serious violation in complying with the Tender of this nature and that BHEL shall have the right to take a serious view of this and all the actions / decisions of BHEL in this regard will be final and binding on us.

Place:  
Date:

Signature of the Tenderer  
with seal & full address



BHARAT HEAVY ELECTRICALS LIMITED  
INDUSTRIAL VALVES PLANT  
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TENDER NAME: WORK CONTRACT FOR ASSISTING JOBS IN NON TECHNICAL AREAS

**UNPRICED BID**

**(This is to be submitted in Part I Bid i.e. Techno commercial Bid and NOT Price Bid)**

**TENDER NAME: WORK CONTRACT FOR ASSISTING JOBS IN NON-TECHNICAL AREAS**

**TENDER DATE: 28.4.2016**

Sl. No	Type of Manpower as per scope of Work Mentioned in the Tender	Unit OF MEASURE (UOM)	Approx. Quantity For One Year	RATE in Rs. / Unit of Measure (Excluding Service Tax) RATES NOT TO BE QUOTED HERE
1	Skilled	Manhours	102336	QUOTED/ NOT QUOTED
2	Unskilled	Manhours	99840	QUOTED/NOT QUOTED

APPLICABLE RATE OF SERVICE TAX: \_\_\_\_\_ %

Note:

**The Rate Quoted in Price Bid shall be fixed throughout the period of Contract or any extension of the same, Irrespective of any change in Minimum wages by the State Govt.**

I/We have understood all the Technical requirements and conditions of the contract and shall abide by the same for the entire duration of the contract. The price quoted herein shall be valid for the entire duration of the contract.

Place:  
Date:

Signature of the Tenderer  
with seal & full address



BHARAT HEAVY ELECTRICALS LIMITED  
INDUSTRIAL VALVES PLANT  
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TENDER NO.: BHE:IVP:HR:WORK CONTRACT:2016-17:NONTECH:01TENDER DATE:28.04.2016  
TENDER NAME: WORK CONTRACT FOR ASSISTING JOBS IN NON TECHNICAL AREAS  
**ANNEXURE-VIII**

**PRICE BID**

**TENDER NAME: WORK CONTRACT FOR ASSISTING JOBS IN NON-TECHNICAL AREAS**

**TENDER DATE: 28.4.2016**

Sl. No	Type of Manpower as per scope of Work Mentioned in the Tender	Unit OF MEASURE (UOM)	Approx. Quantity For One Year	RATE in Rs. / Unit of Measure (Excluding Service Tax)
1	Skilled	Manhours	102336	Rs...../-per unit (In words ) Rs..... .....only ) Per unit
2	Unskilled	Manhours	99840	Rs...../- Per unit (In Words) ..... .....only ) Per unit

Note:

**The Rate Quoted in Price Bid shall be fixed throughout the period of Contract or any extension of the same, Irrespective of any change in Minimum wages by the State Govt.**

I/We have understood all the Technical requirements and conditions of the contract and shall abide by the same for the entire duration of the contract. The price quoted herein shall be valid for the entire duration of the contract.

Place:  
Date:

Signature of the Tenderer  
with seal & full address

Ref.: Tender No.:BHE:IVP:HR:WORK CONTRACT: 16-17:NON-TECH:01,										
Sl No.	Deptt/AREA OF DEPLOYMENT	Activites to be carried out	Skill Requirement & Qualification	Manpower type - skilled/unskilled	Category of Work - NON TECHNICAL	Unit of Measure (UOM)	Tentative annual Work Load in UOM	Approximate Monthly Manhours Reqd	Approximate Skilled Manpower per month	Approximate Unskilled manpower per month
1	OP&C	Handing over of Spares Components to Shipping after putting tags.	10+2 with MS Office working knowledge	Skilled	Non-Technical	Manhours	2496	208	1	0
		Handing over of OPS documents to Shop Supervisor								
		Physical verification of inputs required for releasing Production Orders								
		Data entry in System for different reports								
		Filing & handling of office documents								
		Assisting in Rework/PDO Components identification and status								
2	Sub Contg	Assisting & Coordinating for Stock Posting	10+2 with MS Office working knowledge	Skilled	Non-Technical	Manhours	2496	208	1	0
		Assisting in material accountal at vendor works								
		Data entry in System for different reports								
		Filing & handling of office documents								
		Physical Verification and recoding details for components under Sub Contracting Rework								
3	Main Stores	• Writing inspection lot on casting	<ul style="list-style-type: none"> <li>• Experience in Stores Activities at least 03 years in manufacturing industries</li> <li>• Matric pass (10<sup>TH</sup>)</li> </ul>	SKILLED	Non-Technical	Manhours	9984	832	4	0
		• Stacking of material as per material code to specified locations and racks								
		• Material issue to Production Shop and SC Vendors								
		• Documents forwarding to MM, Finance and Quality								
		• Shifting of rejected material to proper location								
		• Counting of incoming material								
4	Component Stores	Material Stacking, material posting in SAP, house keeping, stock counting, material issue to shop and receive from vendor, etc.	Should knowledge of material size, identification, knowledge of computer. 10th class and above or have experience in Stores in Manufacturing Industries	Skilled	Non-Technical	Manhours	9984	832	4	0
5	IT	IT Hardware & Software maintenance, Telephone lines & Attendance machines, Data entry & House Keeping.	Computer knowledge, 10+2	Skilled	Non-Technical	Manhours	2496	208	1	0
6	HR	Aassisting & Coordinating for Posting of leave records & Gate pass in SAP. Invent Material bills. Files and their record maintenance, Receive incoming Tenders, letters & other files and distributing of internal documents to various departments.	Computer Knowledge, 10+2	Unskilled	Non-Technical	Manhours	7488	624	0	3
		Preparing Tea / Snacks & House Keeping.								
7	HR Canteen	Preparing Canteen Meals / Snacks & House Keeping.D138		Unskilled	Non-Technical	Manhours	49920	4160	0	20
8	Guest House	Preparing Meals / Snacks		Skilled	Non-Technical	Manhours	4992	416	2	0
				Unskilled		Manhours	2496	208	0	1
9	HR Community centre	Water Supply Operation,		Unskilled	Non-Technical	Manhours	2496	208	0	1

SI No.	Deptt/AREA OF DEPLOYMENT	Activites to be carried out	Skill Requirement & Qualification	Manpower type - skilled/unskilled	Category of Work - NON TECHNICAL	Unit of Measure (UOM)	Tentative annual Work Load in UOM	Approximate Monthly Manhours Reqd	Approximate Skilled Manpower per month	Approximate Unskilled manpower per month
10	HR Transport	Driving of Company Vehicles (School Bus, DCM Toyota, Tata Sumo & Ambulance.)	Driving Exp 3 years with valid HMV Driving license - 2 Nos LMV Driving License - 2 Nos.	Skilled	Non-Technical	Manhours	9984	832	4	0
11	QC	Assistance in LPI	12th/ ITI	Skilled	Non-Technical	Manhours	4992	416	2	0
		Locating valves for offering to TPI/Customer		Unskilled		Manhours	2496	208	0	1
		Assistance in dimension/melt no. verification for TPI/Customer								
		Stamping of valves after customer clearance								
		Assistance During incoming material inspection								
		DoB visit for collecting and handing over IBR TCs								
		Collecting and handing over of samples at CIHT Jalandhar for Testing								
		Assistance in locating/identifying rework/PDO materials in shop								
		Assistance during Hydro Testing of Valves	12th/ ITI with 3 years experience in valve or similar kind of testing.	skilled		Manhours	4992	416	2	0
		Assistance in daily hydro test for entering data in PC and noting melt nos.								
		Assistance in Pre dispatch inspection before handing over.								
		Stamping of valves after DoB Punjab Clearance								
		Assistance in dimension/melt no. verification during Hydro Testing								
		Assistance in making sketches for Porous valves.	12th/ ITI with Computer knowledge of MS Office	Skilled		Manhours	2496	208	1	0
		Scanning of MTCs and storing in soft form								
		Stamping of IBR TCs and customer TCs (Documents)								
		Assistance in data entry for MTCs								
Assistance in data entry for IBR TCs										
Assistance in data entry for finalising Offer list for customer inspection										
	Assistance in filing and locating MTCs									
12	Finance	Data Entry and Misc. work	Higher Secondary	Skilled	Non-Technical	Manhours	2496	208	1	0
13	Civil	Carrying out Labour Job of masonry works , concrete works painting works etc for providing necessary repair, alteration, dismanteling and maintenance as direction by Engineer in charge in miscellaneos Building and Roads of Factory , Township.	2 years experience in masonary work	Skilled	Non-Technical	Manhours	2496	208	1	0
				Unskilled	Non-Technical	Manhours	4992	416	0	2
		Carrying out Labour Job of Miscellaneous horticulture Activities including watering of lawns, cutting of grass, sapling of new plants , maintenance of hedges, shrubs, tress, plants and other similar works as directed by Engineer in charge in gardens, lawns of Factory and Township.	One year Experience	Skilled	Non-Technical	Manhours	4992	416	2	0
		Carrying out Labour Job of Repair and Maintenance including alteration ,dismanteling , extension, replacement works of water suppl , sanitation fixtures ,pipes, etc in factory and Township	One year Experience	Skilled	Non-Technical	Manhours	2496	208	1	0
		Carrying out Labour Job of operation and maintenance of 100 KLD Sewage Treatment Plant including cleaning of sludge drying beds, tanks, reactors etc in Factory		Skilled	Non-Technical	Manhours	2496	208	1	0

Sl No.	Deptt/AREA OF DEPLOYMENT	Activites to be carried out	Skill Requirement & Qualification	Manpower type - skilled/unskilled	Category of Work - NON TECHNICAL	Unit of Measure (UOM)	Tentative annual Work Load in UOM	Approximate Monthly Manhours Reqd	Approximate Skilled Manpower per month	Approximate Unskilled manpower per month
		Carrying out Labour Job for General and special Housekeeping viz Sweeping, Cleaning, Dusting , Disinfecting , Mobbing, chemical spraying, Jungle clearance or similar works including picking of stones, Kankars , Leaf, cleaning of excrete, dung, collecting of rubbish and garbage laying in these areas and Disposing the same in to the dustbins in Scrap Yards etc as Directed by Engineer in charge in various areas viz roads, parks, open yards, office and store buildings (interior of rooms and terrace both) , industrial shop floors, crane ways, roof gutters, sewage or rain water manholes and factory toilets etc in Miscellaneous buildings and stores of Factory and Guest House.		Unskilled	Non-Technical	Manhours	29952	2496	0	12
14	Commercial	INVOICE, PACKING SLIP PRINT OBTAINING SIGNATURE SEGREGATION OF COPIES ATTACHING LWB TAKING PHOTO COPIES of INVOICES, PACKING AND LWB COVERING LETTER DISTRIBUTION OF INVOICE TO FINANCE AND FOR TRICHY IBR TC SCAN IBR ANNEXURE PRINT IBR BACKSIDE PRINT IBR FRONT PAGE PHOTOCOPY MOVEMENT OF TC FOR SIGNATURE COMPILATION OF ANNEXURE WITH TCS COVERING LETTER DISTRIBUTION TO COURIER MDCC PHOTO COPY BILL SCAN ENTER FREIGHT FILES MAINTAINANCE WATER SUPPLY SCAN VM TC COLLECTION OF COURIER DETAIL SCAN OLD INVOICES, MDCC FOR SUBSEQUENT QUERIES COLLECTION OF OLD FILES FOR REFERENCE STATIONARY COLLECTION AND MAINTAINANCE GATE PASS MOVEMENTS	COMPETENCE ENOUGH TO DO/HELP BHEL OFFICIALS- ABLE TO READ, WRITE AND UNDERSTAND AND DO THE WORK. BASIC KNOWLEDGE OF COMPUTER REQUIRED.	skilled	Non-Technical	Manhours	2496	208	1	0
		Packing of Valves, Components and other products in Wooden Box, Metallic Boxes and Loose and Loading these items onto Vehicle. Helping in Loading and Unloading activities at various locations. Depackaging of consignments. Stacking of material in Finished Goods Stores and other identified locations Packaging of material for Courier/Speed Post purpose Stock verification activity				Manhours	24960	2080	10	0

Sl No.	Deptt/AREA OF DEPLOYMENT	Activites to be carried out	Skill Requirement & Qualification	Manpower type - skilled/unskilled	Category of Work - NON TECHNICAL	Unit of Measure (UOM)	Tentative annual Work Load in UOM	Approximate Monthly Manhours Req'd	Approximate Skilled Manpower per month	Approximate Unskilled manpower per month
15	Commercial - Shipping	Housekeeping activity Movement of empty boxes for packaging Drawing packing and packaging material from FGS store Shifting of valves and other product for packaging from FGS store to packaging with the help of EOT crane/Fork Lifter Shifting of Wooden Boxes/packing material from storage yard to packaging area with help of Fork Lifter Sorting and grouping of materials as per issued packaging plan Cleaning of valves for dirt, oil and grease with help of Cloth Wooden boxes to be cleaned and repaired for damages if required  Marking of the valve description and serial nos. and quantity on the box Assisting in Fumigation of wooden Boxes, in case of special requirement Construction of special Wooden Boxes as per requirement and direction of BHEL	COMPETENCE ENOUGH TO DO/HELP BHEL OFFICIALS- ABLE TO READ, WRITE AND UNDERSTAND AND DO THE WORK.	Skilled	Non-Technical					
16	MM	Scanning and photocopying of Invoice, Pos, indents & other documents Handover of Invoices, MTC's RT reports, RT film to concerned departments and their record maintenance MM Registers (PO, enquiry & indent register ) Maintenance Movement of tender & other files to other department Files and their record Maintenance Data Entry & house keeping	Knowledge of scanning software, 10+2	Skilled	Non-Technical	Manhours	4992	416	2	0
						202176		16848	41	40
TENTATIVE MANHOURS REQUIRED PER YEAR						I,.E.		41 MANDAYS (PER MONTH)		
								40 MANDAYS (PER MONTH)		