

# 2017

## BHARAT HEAVY ELECTRICALS LIMITED ELECTROPORCELAINS DIVISION, BENGALURU TENDER DOCUMENT

**Name:** NAVIT MAHAJAN  
**Designation:** Sr. ENGINEER / WEX  
**BHEL – EPD, Bengaluru: 560012**  
**Date:** 27.12.2017



**TENDER DOCUMENT**

- 1.0 BHEL/EPD (A Govt. of India Enterprise) is desirous of engaging a Contractor for **material handling & logistics services using skilled drivers, repair & maintenance services using skilled mechanics and data entry, file handling services using a skilled clerk.**
- 2.0 Sealed Bids are invited under Single stage two part bid system from the competent Agencies with sound Technical and financial capabilities, fulfilling the qualifying requirements stated in the tender documents.
- 3.0 Interested and eligible parties may study the tender document carefully and offer their bids.
- 4.0 The salient features of the tender documents are as follows :
  - a. Notice inviting Tender
  - b. Instruction to Tenderer
  - c. General terms and conditions
  - d. Duties and Responsibilities of Contractor
  - e. Contract Work description
  - f. Proforma for offering techno- commercial bid
  - g. Special terms and conditions of Contract
  - h. Price Bid Format
  - i. Declaration by Contractor
  - j. Agreement between Contractor and BHEL- EPD
  - k. Reverse auction format
  - l. General Terms and Conditions of Reverse Auction
  - m. Third party Non-Disclosure Agreement
- 5.0 A set of tender documents (non-transferable) may be purchased on any working day (Monday to Saturday) **between 09:00 hrs. to 12:00 hrs. from 28.12.2017 from WEX OFFICE, BHEL-EPD, Prof. CNR Rao Circle, Malleswaram, Bengaluru** by paying the prescribed Tender fee of Rs.200/- only in the form of cash in the Cash Counter (Finance Department) or crossed Demand Draft only in favor of “BHEL-EPD, Bengaluru”. Bidders can also download tender documents from [www.bhel.com](http://www.bhel.com) and [www.bhelceramics.com](http://www.bhelceramics.com) free of cost.
- 6.0 In case, tender documents are requested by post, BHEL-EPD 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.
- 7.0 BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders have to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decided to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit ‘online sealed bid’ in the Reverse Auction. Non-submission of ‘online sealed bid’ by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

(Signature & Designation of Official)



**CONTENTS**

<b>SL. No.</b>	<b>Description</b>	<b>Page No.</b>
1.0	Notice Inviting Tender	4
2.0	Instructions to Tenderer	5-8
3.0	General terms and conditions	9-15
3.1	Eligibility Criteria	9-10
3.2	Earnest Money Deposit	11
3.3	Security Deposit	11-12
3.4	Statutory Requirement	12-13
3.5	Manpower	13-14
3.6	Period of Contract	14
3.7	Failure to comply with Contract	14
3.8	Payment to the Contractor	14-15
3.9	Sub-Contracting	15
3.10	Laws governing the Contract	15
3.11	Legal Jurisdiction	15
4.0	Duties & Responsibilities of Contractor	15-21
5.0	Contract Work Description	22-23
6-A	Formats for offering Techno-commercial bid	24-26
6-B	Special Terms & Conditions of Contract	27
6-C	Price Bid Format	28
7.0	Declaration by Contractor	29
8.0	Agreement between Contractor & BHEL-EPD	30-31
9.0	Reverse auction terms and conditions	32-34
10.0	Third Party Non – Disclosure Agreement	35



### **1.0 NOTICE INVITING TENDER**

1. Tender No: **EP/WEX/TPT/12/2017-18** **Dated 26.12.2017**
2. Name of the Contract: **Job Contract for Transport Section**
3. Qualifying Requirement : As per NIT Terms & Conditions
4. Duration of Contract: 1<sup>st</sup> March 2018 to 28<sup>th</sup> February 2019 (1 Year)
5. Earnest Money Deposit to accompany Tender: **Rs 1,20,500**  
(Rupees One Lakh Twenty Thousand and Five Hundred only) In the form of a crossed Demand Draft/EFT favoring BHEL-EPD, Bengaluru.
7. Cost of Tender documents: Rs.200/- (Rupees Two Hundred Only)  
Free of cost if downloaded from BHEL websites
8. Issue of tender documents: From 28.12.2017 onwards
9. Last date for Issue of tender documents: 12.30 pm on 20.01.2018
10. Last date for submission of tender doc.: **Upto 13.30 hrs. On 20.01.2018**
11. Date and time of opening of Tender(Part-A): **at 14.30 hrs. On 20.01.2018**

Date: 27.12.2017

Name: (NAVIT MAHAJAN)  
Designation: Sr. Engineer (WEX)  
BHEL-EPD, Bengaluru



## 2.0 INSTRUCTIONS TO TENDERER:

- 2.1 Tender is a two part bid system. The tender documents consist of Part - A and Part - B as detailed below:

Part 'A': **Techno-commercial Bid** (To be submitted in sealed cover enabling us to open on **20.01.2017 at 14.30 hrs.**)

Part 'B': **Price Bid to be submitted in sealed cover as per Tender conditions.**

- 2.2 Part 'A' must be duly completed and sealed along with the Earnest Money Deposit (EMD) either in the form of DD or UTR Number (if paid through EFT) in a separate envelope superscribed "Tender Enquiry No. **EP/WEX/TPT/12/2017-18 dated 26.12.2017** Part 'A' Techno-commercial Bid". **The tenderer shall not indicate the price or rate in the PART-A: Techno-commercial bid.**
- 2.3 The tenderer shall expressly accept all the terms and conditions of the Tender. The tender which does not comply with the BHEL's Terms & Conditions may be rejected as Non-responsive/non-conforming and non-acceptable.
- 2.4 Part 'B' (Page No. 28) must be duly completed with reference to the tender conditions and put in a separate sealed envelope super scribed "Tender No **EP/WEX/TPT/12/2017-18 dated 26.12.2017 Part 'B' - Price Bid**".
- 2.5 The Techno commercial Bid (Part - A) and general terms and conditions shall be attached to Techno-commercial offer with **each page duly signed** by the tenderer as a token of acceptance.
- 2.6 Part 'B' – **the Price Bid should not carry any conditions. Price / Rate should be quoted in clear terms in the format given by BHEL.**
- 2.7 The techno-commercial offer will be opened on the due date. The tenders meeting our techno-commercial requirements will be considered for online initial sealed bid auction at a later date for which eligible vendors will be intimated in due course.
- 2.8 BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on [www.bhel.com](http://www.bhel.com)) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/contractors (as available on [www.bhel.com](http://www.bhel.com)).  
The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus



obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com)."

As a reminder to the bidders, system will flash following message (in RED Color) during the course of 'online sealed bid': "Bidders to submit online sealed bid less than or equal to their envelope sealed bid already submitted to BHEL"

BHEL will decide on the starting bid/price in the REVERSE AUCTION. Business rule and event of auction will be furnished by our service provider. The terms and conditions specified herein are to be strictly adhered to for all the activities. In case of option of reverse auction is not exercised by BHEL, then Part 'B' Price Bid will be opened only in respect of those tenderers who are qualified in Techno- Commercial Bid.

- 2.9 The tender forms both Part 'A' & 'B' duly filled in all respects shall be signed on each page by the tenderer. Any alteration, erasing will render the tender invalid. Corrections, over writing, cutting(s) etc. are not permitted. All entries in the tender document should be in one ink. All the columns in the tender form should be filled without leaving any column blank in any page of the tender. In case any of the relevant columns are left blank, the tender can be rejected. However, alteration neatly carried out and duly attested over with the full signature of the tenderer is permitted.
- 2.10 The tenderer should submit the tender documents intact without detaching any page or pages.
- 2.11 The Name of the tenderer should be written or the contractors seal to be put on the sealed envelope.
- 2.12 Before making the offer, the tenderers are advised to carefully go through the terms and conditions, which form part of the Agreement.
- 2.13 **The price/rate should be quoted in figures as well as words.**
- 2.14 Each and every page of tender documents should be stamped & signed by the tenderer.
- 2.15 Tender documents consisting of Part 'A' & 'B' duly sealed in separate envelopes should be sealed in another envelope superscribed as "Tender No **EP/WEX/TPT/12/2017-18** dated **26.12.2017** " and should be deposited in the EPD Tender Box kept at Reception Office so as to reach on or before **13.30 hrs. On 20.01.2017**. The tender documents may also be sent either by Registered Post / Speed Post / Courier so as to reach **Navit Mahajan, Sr. Engineer / WEX, BHEL-EPD, CNR Rao Circle, Malleswaram, Bangalore-12** on or before the said date and time. Part 'A' of tender form i.e. Techno-commercial Bid will be opened on **20.01.2017** at **14.30 hrs**. On the same day in the presence of tenderers or their representatives who are present for the tender opening. Tenderers who qualify in the Techno-commercial Bid will be intimated to attend the tender opening of part 'B' - Price bid at a date to be notified separately. Part 'B' i.e. Price Bid will be opened at the specified date in the presence of the tenderers or their representative who are notified to attend the tender opening.
- 2.16 For any further details required, **Navit Mahajan, Sr. Engineer / WEX, BHEL-EPD, Bengaluru** may be contacted in person or through Telephone Nos. **080-22182216**.



- 2.17 BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The company has no obligation to accept the lowest tender. Offer of the Tenderer if prima-facie found not comparable with the quantum of work envisaged and the bid is a desperate effort to be L1, then the offer is liable to be rejected. BHEL's decision in this regard shall be final and binding. The bidders are advised to calculate the unit rates carefully before submitting the bids. The bids below the **MINIMUM WAGES will be REJECTED.**
- 2.18 **PRICE BID** - The tenderers are required to submit their quotation for all the items listed in the Price Bid format given along with the tender documents. The price should be quoted for each activity after careful study of the actual job requirement so that, in case the contract is awarded, contractor should not express any difficulties in execution of the contract.
- 2.19 Apart from the Minimum Wages payable as per statutory provisions of the Appropriate Govt., the tenderer would be required to pay Travelling Allowance, Attendance Bonus, Washing Allowance and Additional Payments etc., as decided and communicated by BHEL.
- 2.20 The contractor should study the trend of DA increase (State Wages) of past few years-  
Any increase in DA by Appropriate Govt Notification effective for the six months/one year will be made applicable in BHEL, hence such increase should be paid over & above the rates of wages shown above under. Therefore, the tenderer shall anticipate the increase in DA and take that into account for quoting the rate.
- 2.21 The rates on which contract will be awarded will remain firm during the contract period. The tenderer is advised to quote taking into account of the change in Appropriate Govt prescribed wages due to take place during the contract period, based on past trends.
- 2.22 **VALIDITY OF RATES:** The rates quoted should be valid for 90 days initially from the date of opening of the pre-qualification bid.
- 2.23 The rates shall include the payments on account of Employee contribution to PF, PF Admin. Charges, EDLI, Employer contribution to ESI, Gratuity, Bonus as per statutory requirement, applicable taxes, as per the directives issued by BHEL from time to time.
- 2.24 The tenderer will be required to quote the rates against each item of work under each group (both in figures and words)/each skill category of workmen deployed.
- 2.25 Rates for each item of the tender schedule should be quoted in Indian Rupees and Paisa only. In case of difference in the rates quoted in figures and words, the rates in words will be taken as the tendered rate. In case of arithmetical errors between rate and amount or any summation error, rate (which shall be written in words) will be considered as the basis for computing the total offered value.
- 2.26 Wherever it is quantity based work, including main work and sub-work, the tenderer should quote his rates against each item /work (main as well as sub-work/item).



- 2.27 In case of quantity based work contracts, the tenderer should quote the rates against each item keeping in view the prevailing Minimum wages, statutory payments and Travelling Allowance, Attendance Bonus, Washing Allowance and Additional Payments etc as directed by BHEL from time to time.
- 2.28 BHEL reserves the right to reject any bid, which is technically unacceptable and unworkable. Further BHEL also reserves the right to reject any or all tenders without assigning any reasons thereof.
- 2.29 BHEL reserves the right to cancel the contract at the initial stage or during the contract period without assigning any reason to the tenderer.
- 2.30 Wherever prescribed formats are specified for the tenderers use, he shall use the same for making his Claims.
- 2.31 Tender document should be complete in all respects.
- 2.32 Successful tenderers shall enter into an Agreement on stamp paper of Rs.100/- as a token of having accepted the rates, terms and conditions of the contract as per the proforma given by BHEL.
- 2.33 The Offers should be in full conformity with the terms and conditions of this tender. No contra conditions are acceptable. Incorrect and incomplete tenders are liable to be rejected.
- 2.34 Tenders not submitted in the prescribed forms will be rejected.
- 2.35 BHEL reserves the right to accept or reject any tender in part or full at their discretion without assigning any reason.
- 2.36 Eligible tenderers will be informed of reverse auction as per procedure as stated in the document.
- 2.37 If a tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, then BHEL reserves the right to reject such tender at any stage.
- 2.38 If the tenderer indulges in any unethical practice for securing the contract, the offer of such tenderer shall be rejected.
- 2.39 Any written communication required to be sent to the contractor in writing shall be sent at the address mentioned on the tender form or to any other address subsequently intimated by contractor in writing to BHEL EPD for the contract purposes.





### **3.0 GENERAL TERMS AND CONDITIONS**

#### **3.1 Eligibility Criteria**

- 3.1.1 The Firm of contractor/independent contractor (Proprietor) should be registered and having at least three years existence in business consecutively for the past three financial years.
- 3.1.2 Tenderer should have the essential license under Contract Labour (Regulation & Abolition) Act 1970 and the tenderer should produce the license before commencement of work.
- 3.1.3 A copy of the license issued by the Labour Dept. under Contract Labour (Regulation & Abolition) Act 1970 to be produced to establish that tenderer is a valid licensee to carry out the work. Successful tenderer has to get the endorsement in the license for the areas and nature of work which they will be performing as part of the contract.
- 3.1.4 Tenderer should have independent ESI Employer code under ESI Act 1948.
- 3.1.5 Tenderer should have independent PF code under Employee Provident Fund and Miscellaneous Provisions Act 1952.
- 3.1.6 Photocopy of letter from ESI Corp. and PF Commissioner's Office to establish that tenderer is independently registered as an employer under ESI and PF to be produced.
- 3.1.7 A Solvency Certificate from a Scheduled Bank should be produced regarding the tenderer's financial position.
- 3.1.8 The tenderer shall also mention the PAN Number issued by Income Tax Department, copy of the PAN card or PAN number allotment letter shall be submitted along with the tender documents.
- 3.1.9 There should be no litigation or charge under investigation / enquiry / trial against the Tenderer, or conviction in a court of law or suspension or blacklisting by any organization on any ground. Tenderer shall confirm this in the Declaration (Ref 6A). During the course of work, if any such information comes to light, the contract may be terminated.
- 3.1.10 The opinion / decision of BHEL regarding the bid shall be final and conclusive. BHEL reserves the right to reject any or all the bids at any time without assigning any reason.
- 3.1.11 In case the tenderer has a relative employed in BHEL, the authority inviting tender shall be informed of this fact in writing at the time of submission of tender, failing which the tender may be disqualified, or if such fact comes to light subsequently, the contract may be terminated.
- 3.1.12 If the tenderer gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, BHEL reserves the right to reject such tender at any stage.
- 3.1.13 For the works which are continuous in nature, and which require regular interaction and monitoring, the contractor shall have an Office/Establishment in Bengaluru. Absence of such an arrangement may lead to disqualification of the Tenderer.
- 3.1.14. The Contractor shall have appropriate financial resources to handle the contracts. For this purpose, the eligibility of the contractor will be decided based on the Bankers Solvency Certificate provided by the Tenderer at the time of submission of Tender. The Solvency Certificate value shall be more than 10% of the estimated contract value.(please mention Actual value)



- 3.1.15. Also further, (i) Average Annual Financial turnover during the last 3 years ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost.(Please mention actual cost) AND
- (ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
- a. Three similar completed works costing not less than the amount equal to 40 % of the estimated cost, (Actual to be mentioned as per the Contract value)
- Or
- b. Two similar works costing not less than the amount equal to 50% of the estimated cost (Actual to be mentioned as per the Contract value)
- Or
- c. One similar completed work costing not less than the amount equal to 80% of the estimated cost. (Actual to be mentioned as per the Contract value)
- (iii) Contractors are required to have above experience in similar works such as Security Services, the Contractor will be rejected if he/she does not have experience in similar work. (*Definition of "Similar work" should be clearly mentioned in Tender document*)
- 3.1.16. In the event of any Contractor falling short of the Solvency Limit as fixed by BHEL-EPD under 3.1.14 and 3.1.15 above, while participating in Tender(s) floated in EPD, it would be deemed that the Contractor does not have the requisite financial resources to execute further contracts. As such, the Price Bid(s) of such Contractor(s) falling short of the limit indicated in para 3.1.14 & 3.1.15 above, will not be opened and further participation in the tender would be treated as null and void. In all such cases of rejection of Price Bids, the EMD amount would be refunded by BHEL within 15 days of acceptance of award of work by the successful tenderer.
- 3.1.17 NON DISCLOSURE AGREEMENT: The contractor shall sign a Non-Disclosure Agreement (NDA) as per BHEL format (Copy enclosed) in compliance to Information Security Management System.
- 3.1.18. CONFIDENTIALITY: The contractor and his representatives shall, at all times, undertake to maintain and ensure complete confidentiality and integrity of all data, information, software, drawings & documents, etc. belonging to BHEL and also of the systems, procedures, reports, input documents, results and any other company documents discussed and/or finalized during the course of execution of the order/contract.
- 3.1.19. Micro & Small Enterprises (MSE) can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency is observed in the above required documents or all required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted Officer.



### **3.2 EARNEST MONEY DEPOSIT (EMD):**

3.2.1 Earnest Money Deposit (EMD) is to be paid by tenderers for securing fulfilment of any obligations in terms of the NIT.

Rates of EMD shall be as under:

For works/ services with estimates upto Rs. 10 Crs	2% of the estimated cost
For works/ services with estimates more than Rs. 10 Crs	Rs. 20 lakhs plus 1% of the estimated cost over Rs. 10 Crs

Where work is to be split on two or more contractors, amount of EMD may be based on the maximum quantum of work envisaged on one Contractor. For SAS jobs, other than R&M jobs, the maximum value of EMD as well as one time EMD in a Unit (for exemption from payment of EMD with each such tender in that unit) will be five lakhs.

#### **3.2.2 Modes of deposit**

The EMD may be accepted only in the following forms:

- (i) Cash deposit as permissible under the extant Income Tax Act (before tender opening)
- (ii) Electronic Fund Transfer credited in BHEL account (before tender opening)
- (iii) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)

In case total EMD amount is more than Rs. 20 Lakh, the amount in excess of Rs. 20 lakh may be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at least six months.

#### **3.2.3 Forfeiture of EMD**

EMD by the Tenderer will be forfeited as per NIT conditions, if:

- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.

EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

3.2.4 EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of award of work.

3.2.5 EMD shall not carry any interest.

3.2.6 EMD of successful tenderer will be retained as part of Security Deposit.

### **3.3 SECURITY DEPOSIT (SD) :**

Security Deposit means the security provided by the Contractor towards fulfilment of any obligations in terms of the provisions of the contract.

3.3.1 The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.

#### **3.3.2 Modes of deposit:**

The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:

- i) Cash (as permissible under the extant Income Tax Act)
- ii) Local cheque of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL



- iv) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
- v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

(Note: 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)

### 3.3.3 Collection of Security:

At least 50% of the required Security Deposit, including the EMD, should be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected.

If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.

The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work.

(Note: In case of (a) small value contracts not exceeding Rs. 20 lakhs or (b) SAS jobs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit).

3.3.4 Security Deposit shall be released to the Contractor upon fulfilment of contractual obligations as per terms of the contract.

3.3.5 The Security Deposit shall not carry any interest.

## **3.4 STATUTORY REQUIREMENTS:**

3.4.1 While quoting the rate, the tenderers are advised to take note of minimum wages payable to workmen.

3.4.2 The tenderer will be required to comply with all the statutory provisions such as Minimum Wages prevailing at the time of payment or arrears thereof Bonus, PF, EDLI, ESI, Applicable Tax, declared Holidays, leave, travelling allowance, attendance bonus etc. The contractor shall submit the documentary evidence of payment on account of submission of statutory payments made to the concerned agencies before clearance of bill of next month.

3.4.3 The Contractor shall comply with the provisions of the Factories Act 1948, Contract Labour (Regulation and Abolition) Act 1970, ESI Act, Employees Provident Fund and Miscellaneous Act 1952, Minimum Wages Act 1948, Payment of Gratuity Act 1972, Industrial Disputes Act, 1947, Employers Liability Act 1938, Inter State Migrants Workmen (Regulation of employment and conditions of Service) Act 1979, Employees Compensation Act (...), Maternity Benefit Act 1961, and or any other Laws and Rules that may be applicable from time to time to the workers engaged by him. The contractor, when required by the Company shall produce the registers and records for verification and comply with other directions issued by the company for compliance of the statutory provisions.

3.4.4 The contractor shall fully indemnify the loss if any caused to BHEL due to any default or non-observance of any of the laws, or any omission or commission or inability on the part of the contractor or his representative.

3.4.5 The contractor shall, keep and produce for inspection at all times, forms, registers and other records required to be maintained under various statutes in order to enable scrutiny by the Company whenever required.



- 3.4.6 The contractor shall produce to the Company, the documentary proof of payment of the said statutory dues. Non-observance of the provisions will be construed as default by the Tenderer in making such payment, and payment of his bill will be deferred.
- 3.4.7 The Income tax as applicable will be deducted from the bill of the contractor.
- 3.4.8 Each contractor will be required to maintain the daily attendance of his labours in the prescribed Performa for accounting payment of minimum wages, deduction towards ESI & PF Contributions, payment of Bonus, leave etc.
- 3.4.9 The contractor will have to follow the provisions of Payment of Bonus Act 1965 and Rules 1975, and is liable to pay Bonus to his workers. While quoting for the contract, the tenderer is required to take consideration for bonus payment. Form C / D has to be submitted to BHEL for having disbursed the bonus.
- 3.4.10 The contractor will have to extend paid National Holidays and Festival Holidays to their workmen as per the provisions of the relevant Act and the Rules thereof. However, if due to exigencies of work the contractor engages his workmen on National Holidays or Festival Holidays contractor shall pay additional wages as prescribed under the provisions of the Act.

### **3.5 Manpower:**

- 3.5.1 The Contractor shall provide the minimum manpower required for executing the contracted work as per the estimate of user department. The contractor shall not engage a person who is less than 18 years of age and more than 60 years of age.
- 3.5.2 The contractor shall be responsible for safety of his laborers while they are engaged for work connected with the contract. BHEL, in order to ensure the quality and uniformity of the safety appliances, will provide the same as per requirement to the contractor for distribution to his workmen who are engaged in the premises. The Contractor shall be responsible for the appropriate usage of the said safety appliances. In the event of violation of applicable safety, health & environment related norms, a penalty of Rs.500/- per occasion shall be imposed on the contractor.
- 3.5.3 The contractor, as the employer of his workmen, shall manage them. In the event of any dispute arising between the contractor and his employees, the contractor alone is solely responsible for resolving the dispute between them and BHEL will in no way be responsible for settling the dispute either statutory or otherwise.
- 3.5.4 The contractor will be solely responsible for executing the agreed work and the employees of BHEL will only oversee the proper execution of work. The contractor or his representatives shall be available in the factory to control and supervise his workers and take down instructions from the designated officials of BHEL. The cost of deployment of Supervisor has to be borne by the Contractor.
- 3.5.5 The contractor shall have full control over his employees including w.r.t determining service conditions, discharge, dismiss, or otherwise terminate their services at any time. However, the contractor shall not engage any person who has completed 60 years of age. The contractor shall be solely responsible for any claim arising out of employment or termination of employment of his employees and for statutory payments.
- 3.5.6 The contractor shall employ only such personnel who are medically fit. The company has right to direct the contractor to remove from the premises such of his personnel who may be physically, hygienically, clinically or medically unfit.



3.5.7 The contractor shall employ only such personnel who have not been found unfit for employment in Organizations such as Central/State/Public Undertakings by the Police authorities. For this purpose, contractor is required to submit the police verification report before engaging the contract labour. Persons against whom criminal cases are pending or under investigation and persons found guilty of offences involving moral turpitude shall not be engaged for executing work.

3.5.8 The Contractor shall comply with all the operational rules and regulations, including safety and security rules framed by the company from time to time wherein the Contractor or his workmen happen to be operating/ working. In the event of any of the workmen of the contractor violating any of the said rules and regulations, the Contractor would be required to remove forthwith such workmen from the company's premises.

### **3.6 PERIOD OF CONTRACT**

3.6.1 The contract shall be, initially, for a period of One year.

3.6.2 The parties, if mutually agreed upon, may extend the period of contract for a further period of one year on the same terms and conditions.

3.6.3 The parties are at liberty to terminate the Agreement by giving three calendar months' notice in writing and the loss if any caused to the other party due to termination of contract shall be compensated by the party terminating it.

### **3.7 FAILURE TO COMPLY WITH CONTRACT**

3.7.1 Notwithstanding anything contained in any other clause, BHEL reserves the right to terminate the contract due to any failure on the part of the Tenderer in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the BHEL about the failure on the part of the Tenderer shall be final and binding on the tenderer.

3.7.2 In case of any damage to the existing building, structures, materials, tools, furniture and fixtures, machines etc., caused from contractor's end, the cost of its repairs or replacement will be recovered from the contractor. If there is any work stoppage in any area of the Plant due to the fault of the tenderer, the tenderer is liable to compensate the same.

3.7.3 In the event of any failure on the part of the tenderer, BHEL shall have the right without prejudice to any other right or remedies, to get the work done through any other agency and the Tenderer shall be liable to compensate BHEL for any losses on this account. The additional cost, loss, if any incurred by BHEL will be recovered from the bills, security deposits, other dues as well as directly from the Tenderer.

### **3.8 PAYMENT TO THE CONTRACTOR**

3.8.1 The periodicity of payment to the contractor shall be on a calendar month basis. The contractor shall raise the bill for payment as per the contractual terms & conditions mentioned in the contract, which should be duly certified by the BHEL official in charge of the contracted work.

3.8.2 The Contractor shall initially pay the wages, additional wages, Bonus and other allowances of his workmen before 7<sup>th</sup> of the succeeding month and then claim reimbursement from BHEL. The contractors would be required to submit their Claims along with the proof of payment of wages to the respective Departments. The claims will be scrutinized and certified for payment by the respective department and forwarded to Accounts Department through HR for effecting payment.



3.8.3 The Contractor shall file the electronic return of PF/ESI and submit proof of payment of both the employers' and employees' contributions every month. (PF has to be remitted by 15<sup>th</sup> and ESI by 21<sup>st</sup> of the succeeding month). Contractor shall submit the challan along with copy of a self-certified list of contract workers (bearing their names and PF/ESI No. and deductions made) for whom the contribution has been submitted by him for the said period.

### **3.9 SUB-CONTRACTING**

3.9.1 The contractor shall not sub-contract or transfer or assign the contract in full or any part thereof to any other person or firm or company without the previous express written approval of BHEL.

### **3.10 LAWS GOVERNING THE CONTRACT**

3.10.1 The contract will be governed by the Laws of India for the time being in force and as amended or made from time to time.

3.10.2 All disputes shall be settled in accordance with the Laws of India for the time being in force and as amended from time to time.

3.10.3 All disputes arising out of or in relation to this contract or Agreement shall be settled by mutual discussions and in the event of failure such disputes shall be referred to the Arbitrator.

### **3.11 LEGAL JURISDICTION:**

3.11.1 In respect of all matters arising out of or pertaining to the contract, the cause of action thereof shall be deemed to have arisen only at Bengaluru, where BHEL - EPD is situated. All legal proceedings pertaining to the above matters or dispute shall be instituted only in courts having territorial jurisdiction over the place where BHEL-EPD is situated and no other court shall have the jurisdiction.

### **4.0 DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR:**

4.1 The duties and responsibilities and obligation of the contractor including statutory responsibilities mentioned in this document are indicative and not exhaustive. Contractors are required to confirm with the concerned authorities for proper and complete compliance.

4.2 The contractor will abide by the provisions of Child Labour (Prohibition & Regulation) Rules 1988. He should issue appropriate Appointment Letter to his Workmen.

4.3 The following documents / forms under Contract Labour (Regulation & Abolition) Act 1970 and relevant rules therein shall be maintained by the contractor:

- (i) A notice showing the wage period and the place and time of disbursement of wages to be displayed at the place of work and a copy sent by the contractor to the HR Department (Rule 75).
- (ii) A register of workman From XIII (Rule 75)
- (iii) Employment card From XIV (Rule 76)
- (iv) Service Certificate From XV (Rule 77)
- (v) Muster Roll, Wage Register, Deductions Register, overtime Register, leave register etc.



- (vi) Half yearly return to be sent (In duplicate) by the contractor to the licensing officer. From – XXIV (Rule 82 (I) with a copy to HRM Department regularly.
- (vii) All statutory registers and records shall be preserved in original for a period of Ten years and should be made available even after the contract is over for verification.
- 4.4 The contractor shall comply with the provisions of Contract Labour (R & A) Act including provisions relating to welfare and Health facilities as provided under the Contract Labour (R& A) Act 1970 and relevant rules.
- 4.5 All the registered contractors shall submit the returns required under contract Labour (Regulation & Abolition) Act 1970 and forward a copy to HR Department.
- 4.6 EPD – Bengaluru is a Notified Area under the provisions for ESI Act 1948. The contractor shall comply with the provision of ESI Act, and will be responsible for any liability arising during the tenure of the work contract under the Act, The contractor should ensure ESI coverage and facilities to his workers (i.e. ESI code no. and ESI card etc.) as per ESI Scheme from ESI authorities including Medical Benefit etc,. The contractor shall arrange for filing of family declaration forms in respect of their contract labors and deposit the same in ESI office for issue of Identity card by ESI authorities. The contractor may deduct required ESI contribution from the wages of their employees as per law and deposit the same (Employees share) along with his contribution to the ESI authorities.
- 4.7 Workmen insured under ESI Act only shall be deployed in contract work.
- 4.8 The contractor shall submit bi-annual return in Form 6 along with monthly Challans to the appropriate authority under the provisions of Employee's State Insurance Act 1948, under intimation to HR Dept.
- 4.9 Not with standing anything contrary to this, in the event of accident the contractor shall be required to submit injury report to the concerned authorities with a copy of the same to the designated BHEL Executive immediately and ensure the compliance of the ESI Act and rules made therein.
- 4.10 The contractor shall submit the following returns to the appropriate authority under the provisions of Employee's Provident Fund and Misc. Provisions Act 1952, Employees' Pension Scheme 1995 under intimation to HR Dept.
- (i) Monthly return in Form 12 A along with form 5 & 10 (addition and deletion) and monthly Challan.
- (ii) Annual Return in Form 6A along with Form 3A.
- 4.11 The Contractor shall maintain the following records as required under the Employees Provident Fund And Miscellaneous Provisions Act 1952, Employee's Pension Scheme 1995
- Declaration of Nomination, Form No.2 Para 33 and 61 (1).
  - Pass Book.
  - Cash Book.
  - Attendance.
  - Wage Register.
- 4.12 The contractor shall regularly pay the amount of contribution (employer's contribution as well as the employee's contribution) as per the Employee's Provident Fund and Miscellaneous Provisions Act 1952, Employees' Pension Scheme 1995 and Employee's State Insurance Act 1948.
- (i) The contractor may recover from his workmen, the employee's contribution in accordance with the provision of the said act and the Scheme but shall not recover the employer's contribution or the other charges from his employees in any manner.





- (ii) The contractor shall submit along with monthly bills to BHEL, statement showing the recoveries of contributions in respect of employees employed by or through him along with the proof of Deposit of such contribution with the Concerned Authority and shall also furnish to BHEL such information, in the capacity of principal Employer, as required to furnish under the provisions of the schemes under the Employees P.F. and Misc. Provisions Act 1952 and ESI Act, 1948 to the authorities under the said acts.
- (iii) The Contractor shall arrange for his own P.F. and ESI Code No. from the PF and ESI authorities respectively. The contractor will be reimbursed by BHEL the expenditure incurred by the contractor towards payment of the Employers Contribution and PF Administrative charges.

- 4.13 Any failure to comply with the statutory requirements on the part of contractor shall disqualify such contractor from all contracts awarded to him and his name shall be black listed for further tenders / contracts. In addition, the contractor's security deposit shall be forfeited apart from consequential legal action against him.
- 4.14 The contractor shall maintain Form D as per Rule 5 of the Payment of Bonus Act, 1965. The contractor is further liable to pay bonus to his employees in accordance with the payment of Bonus Act 1965 and to keep all the records in Form C as per the said Act.
- 4.15 In case the contractor employs women, he will discharge his obligation under law in respect of such women workers such as prohibition of engaging them during night hours, prohibition of employing them more than 9 hours per day, provision of crèche facility, grant of maternity leave as per rules etc.
- 4.16 The Wage period for the Workmen of Contractors shall be Calendar Month and the contractor shall be responsible for making payment of wages within 7 days of the closure of the wage month. The disbursement shall be preponed to the 6<sup>th</sup> day, if the 7<sup>th</sup> day happens to be a holiday. Similarly, in case of Overtime wages, the contractor shall make the OT payment to his workmen along with the salary within 7 days of the closure of the wage month The Contractor would be required to open an Account for Electronic Fund Transfer (EFT) of his Bills/Claims from BHEL as well as EFT of wages/OT/other payments of his workmen from his Account to the Accounts of his workmen so that risks associated with cash transactions can be avoided.
- 4.17 The Contractor shall be required to issue monthly Wage /OT Slips to their workmen. Further, the Contractors claims are to be accompanied by a Certificate from BHEL Official certifying that "the Wage /OT Slips for the previous month/current month have been issued by the contractor to all their workmen". Further, the contractor would be required to issue Annual PF Statement from the PF Authorities for all his workmen engaged in BHEL Malleswaram Complex before submitting Claim for refund of Security Deposit for the respective years.
- 4.18 In case contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the Security deposit / other dues payable under the contract can be utilized by BHEL to discharge the liability of the contractor.
- 4.19 The workmen of the contractors shall wear uniform while attending duty in BHEL campus which must be different in color from the color of uniform of regular employees. The Contractor/his authorized representative shall ensure wearing of the Uniform by his workmen in the BHEL premises. The name of the contractor for which the worker is working should be made available on the uniform. The cost of the uniform will be borne by BHEL.
- 4.20 The liability for compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.



- 4.21 **NATIONAL & FESTIVAL HOLIDAYS** (as declared by BHEL): The contractor will give paid National Holidays and Festival Holidays to the workers as per Section 5 of National and Festival Holidays Act. However, if due to the exigency of work if any of his workmen is required to work on National Holiday or Festival Holiday, the contractor has to pay wages as per Section 5, sub section 2 and 3 of the said Act.
- 4.22 Besides the three national holidays 26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October, if Govt. declares any other day as a national holiday same will be treated as paid holiday for the purpose of this contract. Accordingly the contractor shall be required to provide paid holiday to its workers for the same. If any of the contract workmen works on such additional declared national holiday, he will be entitled to additional wage for the said day.
- 4.23 **GENERAL ELECTIONS:** If the general elections are held for State Assembly / Parliament and Government declares a public holiday for exercising the franchise, the contractor shall give their workmen half day leave in "First" shift only. The contractor's workmen working in "Second" and "Night" shifts will be required to exercise their franchise during their own time.
- 4.24 The Contractor shall maintain the following Documents, Registers, Forms as required under the FACTORIES Act 1948 and Rules 1969.
- |      |            |                        |
|------|------------|------------------------|
| (I)  | Leave Book | Form No. 15 (Rule 121) |
| (II) | Nomination | Form No. 25 (Rule 127) |
- 4.25 The contractor will extend leave with wage to his workers who have worked for a period of 240 days or more during a calendar year. To facilitate the proper execution of the Factories Act, these leaves shall be allowed during the same calendar year, at the rate of one day for every 20 working days. A worker commencing service on a day other than the 1st day of the January shall be entitled to leave with wages at the above rate (one day for every 20 days of work) only if he has worked for 2/3 of total no. of days in the remaining year. The contractor will pay the un-availed portion of leave in cash every Six month from the start of the contract.
- 4.26 Contractor has to ensure that all his workmen are granted one day weekly off after every 48 hrs. of working. The workmen working for more than 48 hours in any week shall be paid wages twice the ordinary rate of wage in accordance with the provisions of Section 59 of the Factories Act, 1948 read with the Karnataka Factories Rules.
- 4.27 The contractor shall follow safety rules and regulations as per provisions of Factories Act 1948, and Rules at his own expense and arrange for the safety provisions as appended to these conditions or rules framed by the government from time to time.
- 4.28 Refund of Security Deposit: Security Deposit of contractor will be refunded only after the expiry of the contract period and based on the certification of successful completion of the contract by the concerned Officials and submission of an Indemnity Bond from the contractor, that in case of Claims from any of the statutory authorities, the same would be indemnified by the Contractor.  
In case of completion of the contract before payment of bonus to the workers, Security Deposit, as deemed appropriate, will be withheld by BHEL. The same would be released to the Contractor after submission of proof of bonus payment to his workmen.
- 4.31 The Contractor shall be required to deposit Tax as applicable, if same is applicable as per rules in force from time to time. The amount so spent can be claimed from BHEL after submitting the proof of the same. The contractor has to obtain GST registration wherever required. The Contractor must quote the Service Account Code (SAC) number at the time of raising invoice.



- 4.32 Contractor shall inform his PAN to BHEL. Income tax as applicable will be deducted at source by BHEL from the bill of contractor.
- 4.33 All the Registers and Records, forms, Notices maintained under the relevant Acts and Rules should be produced on demand before the Inspector or any other authority under the Act, failing which the contract may be terminated without any notice.
- 4.34 Contractor shall be required to submit a list of his workers to be deployed for the works contract giving details regarding Name of contract worker, Fathers Name, permanent and Present Address, Date of Birth, Qualification, Caste-SC/ST/OBC, ESI No, PF No. and the family details.
- 4.35 The contractor shall abide by all the labour legislations and other laws including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, the Factories Act, 1948, the Payment of Wages Act, 1936, the Minimum Wages Act, 1948, ESI Act, Employee Provident Fund Act and other relevant Acts applicable to his workmen under this Contract.
- 4.36 BHEL shall be indemnified against all losses, Claims, prosecutions etc. under any law.
- 4.37 The contractor shall promptly furnish all information and document required by BHEL authorities for the purpose of complying with the responsibilities of Occupier of the factory and shall render all the necessary assistance for the same.
- 4.38 The contractor will maintain proper discipline of his workmen and will ensure that his workers do not cause any loss or theft or damage to any company's property. The contractor will also be responsible for the good conduct of his workmen.
- 4.39 The contractor shall ensure and maintain uninterrupted progress of the work in accordance with instructions given to him on behalf of BHEL from time to time.
- 4.40 In case the contractor makes default in commencing the work within the time specified by BHEL without any reasonable cause, disputes any of the terms and conditions of the contract or refuses to execute the contract or any part thereof at any stage, the contract shall, without prejudice to any other right or remedies available to BHEL, be liable to be cancelled / terminated in part or in whole. In the event of such cancellation / termination of contract, the contractor shall be liable; to compensate BHEL for all losses incurred by BHEL including the loss suffered on account of having the work executed through any other contractor or department as may be convenient to BHEL, in accordance with the exigencies of the work. In case only a part of the contract is cancelled, the remaining portion of contract may be allowed be executed by the contractor.
- 4.41 The Contractor, shall, without fail, give up-to-date information in writing of the attendance of the workers engaged by him. The Contractor will also submit the required documents and certificates as prescribed from time to time for the clearance and the payment of the Bill.
- 4.42 Whenever any sum of money is found to be recoverable from or payable by the contractor, the same will be deducted from any sum that may due or which at any time there after becomes due to the contractor under this contract or under any other contract or from his security deposit. In case the recoveries are not complete even after such deduction, the contractor shall pay the same or the balance thereof from the security deposit. The contractor shall immediately thereafter pay such further sums as may be required to replenish the shortage caused by such recoveries in the amount of security deposit.



- 4.43 During the currency of contract, if the contractor is awarded any other work contract in BHEL, the contractor will have to inform the designated BHEL official before accepting the other work.
- 4.44 In case of failure on the part of the contractor to execute the work awarded to him within the stipulated time, the sum equivalent to the EMD as per BHEL Works Policy shall be forfeited as per the Undertaking provided by tenderers, after a week's notice issued by the awarding officer and BHEL may in its discretion award the contract to any other party.
- 4.45 In case of any extra work executed by the contractor, the contractor will be paid on pro-rata basis.
- 4.46 All the Terms and Conditions as mentioned in Work Order will also form a part of the Agreement.
- 4.47 BHEL shall have the right to deduct any sum from the bill of the contractor for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract, Non- payment of wages or of deduction made from his or their wages which are not justified by the terms of the contract or non-observance of the said contract Labour regulations.
- 4.48 The contractor shall be responsible for observance of local laws, employment of personnel, payment of taxes etc. As far as possible, workers shall be engaged from the local areas in which the work is being executed.
- 4.49 The contractor shall be wholly responsible for the behavior of the workmen at the work place and outside, in the BHEL premises.
- 4.50 The contractor shall be responsible for safe custody of BHEL's property like materials, tools etc., entrusted to him and if necessary arrange insurance at his own expense.
- 4.51 The contractor shall be responsible to make good and rectify at his own expense any defect, which may develop or may be noticed within the period of the contract.
- 4.52 BHEL shall be entitled to recover any payment made on behalf of the contractor under any law or otherwise.
- 4.53 BHEL Officer In-charge shall have the right to stop the work at any stage or at any time by giving the contractor seven days' notice in writing.
- 4.54 **ARBITRATION & CONCILIATION:**  
Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Electroporcelains Division.  
The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.  
Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Bengaluru.  
The cost of arbitration shall be borne as per the award of the Arbitrator.



**BHARAT HEAVY ELECTRICALS LIMITED**  
Electroporcelains Division, Malleswaram,  
Bengaluru - 560 012

**TENDER  
DOCUMENT  
(PART – A)**

Subject to the arbitration in terms of Clause 3.10.3 above, the Courts at Bengaluru shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract. Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.



## 5. CONTRACT WORK DESCRIPTION

### 5.1 Hourly Rate payable to contractor for various categories of workmen inclusive of all allowances, ESI, PF and Bonus payment (excluding contractor margin):

Sl. No	Description	Unit of Work	Quantity	Unit Rate per Man Hour in Rs.	Total Amount in Rs.
01	Providing material handling services by using Skilled Drivers using BHEL provided Forklifts and Hydraulic Cranes and providing logistic services using BHEL provided cars.	Man-Hours	54720	87.92	4810709
02	Providing services using skilled MECHANICS for repair and maintenance of Forklifts, Mobile hydraulic cranes, cargo carriers and cars.	Man-Hours	7272	99.82	725892
03	Providing services for data entry jobs, typing jobs File movement etc. using a CLERK	Man-Hours	2280	94.72	215958
<b>Total Value of the Contract for One year without Contractor's Margin is</b>					<b>5725559</b>

Note:

**These rates will remain fixed for the entire period of contract. Any variations in the minimum wage payable to workmen of contractor has to be absorbed by the contractor in his profit margin.**

Signature  
(Name of the tenderer & official seal)

Place:

Date:



## **5.2 MANPOWER REQUIREMENT MATRIX**

### **1. Skill required, Minimum number of persons are as follows**

Sl No	Category of labor	Minimum No. of persons required
1	Drivers	23
2.	Mechanics	3
3.	Clerk	1

Working Hours: 6:00am to 2:00pm for 1<sup>st</sup> Shift and 2:00pm to 10:00 pm for 2<sup>nd</sup> Shift and 3<sup>rd</sup> Shift 10:00 pm to 6.00 am or any other shift prevailing in the factory. All will be required on all working days of the week.

Note: In case of emergencies, the work is to be attended on Sundays and Holidays also.

### **I. GENERAL INSTRUCTIONS:**

- 1.** Gross daily minimum wage is the expenditure per person per day for 8 hours of work. This includes minimum wage payable to each labourer, attendance bonus, travelling allowance, washing allowance, additional payment & PF & ESI contributions. **It is exclusive of contractor margin and other overhead expenses.**
- 2.** Gross paid holiday/leave wages per person is the minimum wages payable to each laborer on paid holiday/leave excluding contractor margin and other overhead expenses



**6-A. TECHNO-COMMERCIAL BID APPLICATION**

To,

Navit Mahajan  
 Sr. Engineer / WEX  
 Bharat Heavy Electricals Limited  
 Electroporcelains Division,  
 IISc Post, Malleswaram,  
 Bengaluru – 560 012

Dear Sir,

I / We hereby offer to carry out the work “(Name of the Contract” against Tender Enquiry No. .... dated ....., 2017.

I /We have carefully perused the following documents connected with the above mentioned work and agree to abide with the same.

- |   |   |            |
|---|---|------------|
| <ol style="list-style-type: none"> <li>1. Notice Inviting Tender</li> <li>2. Bid Application</li> <li>3. Bid Questionnaire – A</li> <li>4. Bid Questionnaire – B</li> <li>5. Declaration by Tenderer</li> <li>6. Instructions to tenderer</li> <li>7. General terms and conditions</li> <li>8. Specific terms and conditions</li> <li>9. Evaluation of price bid</li> <li>10. Scope of Work &amp; Schedule-A</li> </ol> | } | (Part – A) |
| <ol style="list-style-type: none"> <li>11. Price Bid Format</li> </ol>  | } | (Part – B) |

I/ We further agree to execute all the works referred to in the said documents as per the General terms and conditions.

I / We are in possession of independent PF/ESI Code

I declare that, there was never / is no litigation or charge under investigation / enquiry / trial against me / us, nor conviction in a court of law or suspended or blacklisted by any organization on any grounds.

Signature of Tenderer  
 Date:





**TECHNO-COMMERCIAL BID QUESTIONNAIRE - A**

Tender Enquiry No. -

Date:

**Details of the Contractor**

a) Name and address of the Firm:

b) Name and address of the proprietor:

c) Is any contract being operated under the control of the tenderer in BHEL. Yes / No  
(If yes furnish the details) :

	<u>Location/ Address</u>	<u>Value</u>	<u>Date of Completion</u>
1.			
2.			
3.			
4.			

d) Is any relative of tenderer employed in BHEL Yes / No

(If yes, furnish the detail)

Name	Staff no	Location / Area

Signature of the Tenderer  
Date:



**TECHNO-COMMERCIAL BID QUESTIONNAIRE - B:**

01	ESI Code No.					
02	License under CL (R&A) Act					
03	PAN No.					
04	PF Code No.					
05	GST Registration No.					
06	Banker's Name & Address					
07	Bank A/C No./ IFSC Code					
08	Bankers Solvency Certificate Details	Value (in Rs.): Date :				
09	Annual Turnover for 3 years 2014-15 2015-16 2016-17	In Rs. : (Enclose Audited Balance sheet and Profit & Loss account or Turnover Certificate from Chartered Accountant)				
10	Whether having work experience for similar nature of work as per clause 3.1.15 (ii)	YES / NO				
Details of the work being executed at EPD: (Attach additional sheet if required)						
10	SI No.	Work / Purchase Order No.	Work Description	Date	Value	Valid Upto
10	EMD Details	Bank name: Date: DD No./UTR No.: Amount:				
11`	Any other comments					

**Note:**

- I. Photocopy in support of above wherever applicable should be attached.
- II. Please note that if answer of SI No.08 or 09 or 10 is 'No' then the bid is liable to be rejected.

Signature of the Tenderer  
Date:



## **6-B. SPECIAL TERMS & CONDITIONS OF CONTRACT**

### EVALUATION OF PRICE BID:

- Minimum Wages prescribed by BHEL are disclosed in the Price Bid Format and margin rates are invited from bidders for each type of job.
- Contractor margin must be quoted in the price bid Performa for each job.
- Price Bids lower than the minimum wages declared by BHEL-EPD as in the Price Bid format shall be rejected.
- Evaluation of the L-1 offer shall be computed on overall lowest contractor margin.
- In the event of two or more tenderers becoming L1, the said tenderers would be called for negotiation and will be instructed to submit fresh price bid offers. Further, in the event of two or more tenderers becoming L1, the selection of the tenderer for the purpose of awarding contract will be on the basis of LOTTERY to be held in presence of representatives of L1 tenderers.



**6-C**

**PRICE BID FORMAT:**

**NAME OF WORK:** Job contract for transport section

TABLE A: FIXED RATES / PAYMENT TO CONTRACTOR by BHEL as per Minimum Wages

Sl. No	Description	Unit of Work	Quantity	Unit Rate per Man Hour in Rs.	Total Amount in Rs.
01	Providing material handling services by using Skilled <b>DRIVERS</b> using BHEL provided Forklifts and Hydraulic Cranes and providing logistic services using BHEL provided cars. <b>(23 Drivers)</b>	Man-Hours	54720	87.92	4810709
02	Providing services using skilled <b>MECHANICS</b> for repair and maintenance of Forklifts, Mobile hydraulic cranes, cargo carriers and cars. <b>(3 mechanics)</b>	Man-Hours	7272	99.82	725892
03	Providing services for data entry jobs, typing jobs File movement etc. using a <b>CLERK (1 Clerk)</b>	Man-Hours	2280	94.72	215958
<b>Total Value of the Contract for One year without Contractor's Margin is</b>					<b>5725559</b>

TABLE B: CONTRACTOR MARGIN

Sl. No	Description	Unit of Work	Quantity	Contractor Margin per Man Hour in Rs.	Total Amount in Rs.
01	Providing material handling services by using Skilled <b>DRIVERS</b> using BHEL provided Forklifts and Hydraulic Cranes and providing logistic services using BHEL provided cars.	Man-Hours	54720		
02	Providing services using skilled <b>MECHANICS</b> for repair and maintenance of Forklifts, Mobile hydraulic cranes, cargo carriers and cars.	Man-Hours	7272		
03	Providing services for data entry jobs, typing jobs File movement etc. using a <b>CLERK</b>	Man-Hours	2280		
<b>Total Value of the Contract Margin</b>					

Quote Contractor's Margin in Figures Rs. \_\_\_\_\_

Quote Contractor's Margin in Words: \_\_\_\_\_

Contractor should quote separately for GST as given under:

GST	To be Quoted in Percentage	
-----	----------------------------	--



### **7.0 DECLARATION BY TENDERER**

I, -----, aged-----Yrs., S/o -----,  
Residing at -----  
-----

Hereby declare as follows:

- (i) That my nationality is \_\_\_\_\_.
- (ii) That I am a major and eligible to enter into contract / my firm / my company is competent to enter into an agreement.
- (iii) I shall employ only such personnel who have not been found unfit for employment in Organizations such as Central / state / Public undertaking by the Police Authorities.
- (iv) I shall not employ persons against whom Criminal cases are pending or under investigation.
- (v) I shall also not employ persons found guilty of offences involving moral turpitude for executing work in BHEL contracts.
- (vi) That there are no Criminal cases/Civil/Labour pending or under investigation against me or my firm or company.
- (vii) I have not been found guilty of offences involving moral turpitude nor any of the company directors / partners of my firm have been found guilty of offences involving moral turpitude.
- (viii) Neither I nor my firm nor my company has been declared insolvent in the past.
- (ix) I have taken due care and efforts to furnish only information which are true in the tender document.
- (x) I shall employ labour who is more than 18 years of age and less that 60 years and having sound physical and mental health.
- (xi) I shall keep Photograph / identity proof / residential proof of the labourers to be employed against this tender and arrange for police verification.

[Signature with Name & seal of the Tenderer]

Date :  
Place :



## 8.0 AGREEMENT BETWEEN CONTRACTOR AND BHEL- EPD

This Agreement made on this \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand and Eighteen between M/s / Shri \_\_\_\_\_ aged about \_\_\_\_\_ years S/O of Shri \_\_\_\_\_, residing at \_\_\_\_\_, hereinafter called the "**Contractor**" (which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and permitted assigns ) of the First part.

### AND

**BHARAT HEAVY ELECTRICALS LIMITED, ELECTROPORCELAINS DIVISION**, Prof. CNR Circle, P.B.1245, IISc Post, Malleswaram, BENGALURU-560012, a Company incorporated under the Companies Act 1956 and having its registered office at BHEL House, Siri Fort New Delhi - 110049, **hereinafter called " BHEL-EPD "** (which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and permitted assigns) of the second part.

Whereas

1. BHEL, EPD is desirous of entrusting to the said contractor to engage and carryout the contract job of ..... more specifically mentioned in the Annexure (hereinafter called the Contract work) to this Agreement.
2. The Contractor who is a specialized agency in the type of contract work in different establishments has agreed to undertake the said contract work on job contract basis.

NOW THEREFORE IT IS AGREED BETWEEN THE PARTIES:

The Terms and conditions of this agreement are as stipulated in:

- (i) Notice Inviting Tender
- (ii) Scope of Work
- (iii) Proforma for Offering Techno-Commercial Bid
- (iv) Special Terms & Conditions of the Contract
- (v) General Terms and Conditions
- (vi) Duties and Responsibilities of Contractor
- (vii) Price Bid Format
- (viii) Declaration By Contractor
- (ix) Work Orders and Work Instructions issued to the Contractor
- (x) Agreement between Contractor and BHEL-EPD



Shall form part and parcel of this agreement

IN WITNESS WHEREOF THE PARTIES HERETO through their authorized Representatives have signed these presents on the day, month and year mentioned above.

For and on behalf of M/s-----

[Authorized signatory]  
 Name & Designation

Witness : 1  
 Signature :  
 Designation :  
 Address :

For and on behalf of  
 Bharat Heavy Electricals Limited  
 Electroporcelains Division,  
 Bengaluru 560012.

[Authorized signatory]  
 Name & Designation

Witness : 2  
 Signature :  
 Designation :  
 Address :



**9. Reverse Auction Terms & Conditions-Activities related to Contract .....**

1. **LOG IN NAME & PASSWORD:** Each Bidder is assigned a Unique User Name & Password by Service Provider The Bidders are requested to change the Password and edit the information in the Registration Page after the receipt of initial Password from Service Provider All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
2. **BIDS PLACED BY BIDDER:** The bid of the bidder will be taken to be an offer to sell. Bids once made by the bidder cannot be cancelled. The bidder is bound to sell the material as mentioned above at the price that they bid. Should any bidder back out and not make the supplies as per the rates quoted, BHEL and / or Service Provider shall take action as appropriate.
3. **Auction Start price & Decremental Value:** The start price & Decremental value applicable in the on line reverse auction will be decided by BHEL after evaluating the bids received from the vendors in the on line initial sealed bid auction and will be available to the vendors on the bidding screen of the online reverse auction.
4. **LOWEST BID OF A BIDDER:** In case the bidder submits more than one bid, the lowest bid will be considered as the bidder's final offer to sell. The bidders to note that the first appreciable bid that comes in the system must be equal to or less than the auction start price which the bidder can view at the start of reverse auction and subsequent bids shall conform to minimum decremented value or multiples of the decremented value.
5. **AUCTION TYPE:** English No Ties Reverse (Refer Bidder Manual)
6. **VISIBILITY TO BIDDER:** The Bidder shall be able to view the following on his screen along with the necessary fields:
  - Rank of the bidder
  - Lowest bid in the reverse auction
  - Bid Placed by him
7. **AUCTION WINNER:** At the end of the Reverse Auction, BHEL will evaluate all the bids submitted and will decide upon the winner.
8. **GENERAL TERMS & CONDITIONS:** Bidders are required to read the "Terms and Conditions" section of the auctions site ----- using the Login ID and passwords given to them.
9. **OTHER TERMS & CONDITIONS:**
  - The Supplier / Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.
  - The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
  - BHEL's decision on award of Contract shall be final and binding on all the Bidders.





- BHEL along with Service Provider can decide to extend, reschedule or cancel any Auction. Any changes made by BHEL and / or Service Provider after the first posting will have to be accepted if the Bidder continues to access the site after that time.
  
- BHEL/Service Provider shall not have any liability to Bidders for any interruption or delay in access to the site for the reasons which include Power supply interruption, System failure, non availability of WEB/Screen etc.
  
- BHEL/Service Provider is not responsible for any damages, including damages that result from, but are not limited to negligence. BHEL / Service Provider will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

**NB: All the Bidders are required to submit the Agreement Form duly signed to Service Provider. After the receipt of the Agreement Form, Log in ID & Password shall be allotted to the suppliers (bidders).**

- **After the completion of the Auction event, all the Bidders have to submit the Price Breakup immediately to Service Provider for further proceedings.**

**9.1 Event Information**

The "BHEL" has contracted ..... to conduct this online bidding event. **Service Provider** shall answer all questions relating to the bidding process and conduct of the Reverse Auction Event.

**1. Scheduled Date & Time of the event:**

WILL BE INTIMATED BY .....

Any change in the scheduled time will be duly informed to you in advance.

**2. Contact Information**

**"BHEL-EPD"**

<p>A. General Contract related Queries Name: Designation: Tel Nos. E-mail ID: Mobile No:</p>	
--	--

**"Service Provider"**

<b>Software Related Queries/ Process related Queries</b>	
<p>Name: Designation: Tel Nos. E-mail ID:</p>	<p>TO BE INTIMATED LATER</p>



**Process Compliance Form**

To  
Service Provider,  
-----  
-----.

**Sub: Agreement to the Process related Terms and Conditions**

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the bid document for ----- (Items) against BHEL Tender No. .... dated .....

This letter is to confirm that:

- 1) The undersigned is authorized official of the company.
- 2) We have studied the Reverse Auction Terms & Conditions and the Business rules governing the Reverse Auction as mentioned in your letter and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.

We, hereby confirm that we will honor the Bids placed by us during the auction process.

With regards

Signature with company seal -

Name -

Company / Organization -

Designation within Company / Organization -

Address of Company / Organization -



**10. THIRD PARTY NON-DISCLOSURE AGREEMENT**

I, \_\_\_\_\_ on behalf of the \_\_\_\_\_ (Name of Company),

acknowledge that the information received or generated, directly or indirectly, while working with BHEL on contract is confidential and that the nature of the business of the BHEL is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL all documents and property of BHEL, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to BHEL's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, and are reasonable given the nature of the business carried on by the BHEL. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at....., this.....day of .....20 .

Name

Company

Signature