



# Bharat Heavy Electricals Limited, Jhansi

Department: Factory Main Store

Tender Enquiry No: FMS/TS/22-23/001

Date: 25.11.22



**TENDER DOCUMENT  
FOR SERVICE CONTRACT  
FOR TENDER ENQUIRY NO :**

**FMS/TS/22-23/001**

**FOR**

**LABOUR SUPPLY FOR MATERIAL HANDLING IN FACTORY MAIN STORE DEPARTMENT**

**Contact Person :**

Name : Ms Deepali Sharma

Designation : Dy. Manager (CCC-MM)

Email : deepali@bhel.in

PH : 0510 – 2770001-2419

OR

Name : Vipin Patel

Designation : Manager

Email : vipin.patel@bhel.in

PH : 0510 – 241 – 2491 /8756985423

**Tender Due Date : 09.12.2022 at 13 :15 Hrs**  
**Tender Opening Date : 09.12.2022 at 14 :00 Hrs**

**FACTORY MAIN STORE DEPARTMENT  
BHEL, PO : BHEL, Jhansi 284120 (UP)**

We hereby accepted above (Signature & seal of bidder)

Seal & Signature OF BHEL contracting authority



# Bharat Heavy Electricals Limited, Jhansi

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### Details of bidder and Documents To Be Submitted Along With Technical Bid

Please number your documents in continuation with tender documents at bottom (footer) of page.

(कृपया निविदा प्रपत्र के साथ संलग्न किये गये अपने दस्तावेजों पर निविदा प्रपत्र के क्रम में पेज में सबसे नीचे पेज संख्या अंकित करें)

S.No	Particular	Detail	
1.	Name of the firm		
2.	Name of the Proprietor/Partners		
3.	Address		
4.	Mobile No-		
5.	E-mail ID-		
<b>Essential Documents</b>			
	<b>Particular</b>	<b>Detail</b>	<b>Page No</b>
6.	Acceptance of Terms & conditions Signature on all pages without conditions of contractor	Submitted/ Not submitted	
7.	Blank price bid format duly signed by the contractor.	Submitted/ Not submitted	
8.	Copy of PF registration	PF no-	
9.	Copy of ESI Registration	ESI No-	
10.	Copy of PAN card	PAN No-	
11.	Copy of GST registration	GST No-	
12.	Self declaration as per as per annexure V on Rs 100 stamp paper .	Submitted/ Not submitted	
13.	Copy of ownership of firm (Refer page 11 point 11)	Submitted/ Not submitted	
14.	Receipt of tender fees deposition	Amt-	
15.	Receipt of EMD deposition	Amt-	

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<b>15.</b>	Copy of turn over for last three year (refer point 8 of page 10)  i. <b>2019-20</b> ii. <b>2020-21</b> iii. <b>2021-22</b>	Submitted/ Not submitted	
<b>16.</b>	Work Experience (refer point 9&10 page 11)  i. Work order ii. Completion Certificate iii. Relevant TDS/TRACES (in case of Experience in private sector)	Submitted/ Not submitted	
<b>Desirable Documents</b>			
<b>17.</b>	Copy of IncomTax return  i. F.Y 2019-20 ii. F.Y 2020-21 iii. <b>F Y 2021-22</b>	Submitted/ Not submitted	

We will fulfill all the obligations of the contractor and abide by the terms & Conditions mentioned in the enquiry.

Date :-

Signature With Name & Seal

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Seal & Signature OF BHEL contracting authority



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Tender Enquiry No: FMS/TS/22-23/001

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### TABLE OF CONTENTS

#### **PART I: TECHNO-COMMERCIAL BID**

<b>S.no.</b>	<b>Section</b>	<b>Page nos.</b>
1.	NOTICE INVITING TENDER	5-7
2.	BRIEF DESCRIPTION OF WORK AND ANNEXURE	8-11
3.	QUALIFYING CRITERIA	12-13
4.	ANNEXURE- BLANK PRICE BID	14-15
5.	GENERAL TERMS AND CONDITIONS OF ENQUIRY	16
6.	ANNEXURES	17
7.	SOP For Implementation of Risk and Cost	18

#### **PARTII: PRICE BID**

**(Separate envelope)**

<b>S. No.</b>	<b>Section</b>	<b>Page nos.</b>
1.	PRICE BID	

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**Bharat Heavy Electricals Limited, Jhansi**  
**Department: Factory Main Store**

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**NOTICE INVITING TENDER**



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### 1- NOTICE INVITING TENDER

S. No.	Particulars	Details
	Name of work	<b>LABOUR SUPPLY FOR MATERIAL HANDLING IN FACTORY MAIN STORE DEPARTMENT</b>
	Tender Evaluation Criteria	(As per GTC issued by "Central Contracting Cell" of BHEL Jhansi.
	Duration of the Contract	12 Months
	Last date of receipt of the Tender	(as on page # 1)
	Date of opening Tender	(as on page # 1)
	Address for submitting the tender	(as on page # 7)
	Earnest Money Deposit (EMD)	<b>Rs 66060/- only</b>
	Cost of tender	NIL
	Validity of Offer	120 days
	Reverse Auction	<b>BHEL Shall be resorting to reverse auction (RA) (Guidelines as available on <a href="http://www.bhel.com">www.bhel.com</a>) for this tender. RA shall be conducted among the techno-commercially qualified bidders. Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered for RA. In case any bidder(s) do(es) not participate in the reverse auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking</b>
	MSME Benefit	<b>Not Applicable</b>
	Start-up scheme Benefit	<b>Not Applicable</b>
	Defect liability period	<b>12 months after completion of work.</b>

**Note:** The EMD may be accepted only in the following forms:

(i) Electronic Fund Transfer credited in BHEL account (before tender opening)

**BHEL account details: Bank Name: - SBI; A/c No.:- 10670828866; IFSC Code:- SBIN0003807 A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED**

(ii) At BHEL cash office through POS machine **No Demand Drafts shall be accepted.**

The contractors may physically visit the work place before quoting their rates. For relevant details, please visit our website "[www.bhel.com](http://www.bhel.com)" & "[www.bheljhs.co.in](http://www.bheljhs.co.in)"

**Note: BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post. Late tenders shall be rejected outright.**

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The techno-commercial bid comprising (i) all its sections, (ii) all enclosures in support of various clauses and requirements and (iii) EMD, shall be duly signed and sent in a sealed envelope boldly super-scribing "PART-I TECHNO COMMERCIAL BID FOR 'Labour Supply For Material Handling In Factory Main Store Department'". Similarly, the Price-bid must be duly signed and sent in a sealed envelope boldly super-scribing "PART-II PRICE BID Labour Supply For Material Handling In Factory Main Store Department. Both these envelopes **shall be placed inside 3<sup>rd</sup> sealed envelope super-scribing**" duly signed and sent in a sealed envelope boldly super-scribing "Labour Supply For Material Handling In Factory Main Store Department".

### The tender shall be addressed to as follows:

Name : Ms Deepali Sharma

Designation : Dy. Manager (CCC-MM)

Email : deepali@bhel.in

PH : 0510-2770001-2419

Sealed Tenders can be submitted (i) personally, (ii) by Courier, or (iii) by post.

#### If submitted personally

Tender Box  
Security Control Room/Office  
Administrative Building  
Bharat Heavy Electricals Limited  
Jhansi-284120 (U P)

#### Or if sent through Courier / Post

Office of  
Name : P B S Ekka  
Designation : AGM (CMM)  
Email : pbsekka@bhel.in  
PH : 0510-2770001-2549

### Part-I Techno Commercial bid:

Part I of the sealed tenders alone will be opened by BHEL in the presence of tenderers who are present at the time & place of opening. A signed blank price-bid copy should be enclosed with this bid. The spaces for prices should be crossed (x).

### Part-II Price bid:

The price bid should contain prices only. Price bid will be opened only for the parties who qualify in techno commercial bid.

#### TO BE SIGNED BY THE TENDERER

Certified that all Sections of the Tender have been read / complied & agreed to, and each page of the tender offer has been signed & stamped.

(Signature of Authorized person(s))

#### **Name and designation of Authorized Person(s)**

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### WORK SPECIFICATION

#### Brief Description of work

#### Scope of work:

Material handling activity of FMS can be classified into following sections.

S. No.	Description of work
Section A	Unloading, shifting, Segregating, Marking, identifying, counting, loading etc. and data punching and keeping the record etc. , office work of CRX Department
Section B	Receipt and Issue of Materials, counting , weighment at the time of issue, Shifting and posting of MIV's and SIV's etc. in the system.
Section C	Loading, unloading, shifting & stacking of filled/empty gas cylinders of various types & sizes, Record Keeping etc.
Section D	Collection & Stacking of Scrap using fork lifters / manually into bins and / or tractor, trailers, trolley (ies) from all areas / departments / shops of the factory and unloading the same in scrap yard in designated storage areas including sorting, cleaning, segregating , and record keeping etc.
Section E	Data Punching and Office Assistance in Enquiry floating FMS Items of Buying Series 53,54,55,56,61,62 and CRX Department.

The details of activity involved in the above said work is given in **Annexure-A**.

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### ANNEXURE A

#### DETAILED SCOPE OF WORK

S. No	Work Description
<b>A</b>	<b>CENTRAL RECEIVING (CRX) AREA &amp; SRV BIN POSTING</b>
1	Unloading of materials from trucks/trailers/ mini trucks, collection from material gate and unloading/placement to identified place using fork lifter and manual workforce.
2	Marking Txn No,SRV no,DRS,Material code on received material by paint/ marker.
3	Opening of boxes counting of items and offering them to quality inspector for inspection.
4	Segregating, identifying, counting, filling in boxes, carrying on fork lifter, unloading, stacking etc. at custody store for bin posting
5	Slings and assistance in lifting of heavy materials using crane and tractor trollies, fork lifters etc. and unloading some materials in shops.
6	Data punching & other office work w.r.t to receipt of material and procurement
7	Placement of incoming materials to respective stores.
8	Segregating & sorting.
<b>B</b>	<b>CUSTODY STORES (Receipt SRV &amp; ISSUE of Materials through MIVs &amp; SIVs etc.):-</b>
9	Assist the store keepers in the following activities of custody stores:
10	Issue of materials to Users/SPC
11	Counting / weighment of material at the time of issue etc.
12	Properly shifting and stacking of material.
13	Loading of outward despatch materials including rejected materials
14	Data punching & other office work w.r.t to Custody Stores department
<b>C</b>	<b>GAS YARD AREA (Cylinder handling) :-</b>
15	Unloading of filled cylinders
16	Loading of empty cylinders
17	Stacking, moving & shifting of gas cylinders both empty & filled.
18	Writng down cylinder sl no and name of owner (i.e BHEL cylinders or supplier cylinders) in a standard format provided by store department
<b>D</b>	<b>SCRAP COLLECTION &amp; SCRAP YARD:-</b>

19	<p>Collection &amp; Loading of various type &amp; size/shape of Scrap material using sufficient nos of fork lifters / manually, into designated bins and / or trolley (ies) from all areas / departments / shops of the factory and unloading the same in scrap yard at designated storage areas including sorting, cleaning, segregating etc.</p> <p>To carry out the work properly one Nos of tractor and following resources are to be provided by the BHEL along with the expenditure of fuel and its maintenance. Following resources of BHEL can be utilised (if available)</p> <p>1) One Tractor 2) Trailers -3 Nos 3) Hydraulic Trolley(ies) - 5 Nos</p> <p>Fuel for BHEL tractor shall be provided by BHEL with required documentation.</p>
I	Various type of Metal pieces/equipment part, components and off cuts (Ferrous and non-ferrous)
li	Insulation materials of various size & shapes
lii	Packing material i.e. wood including wooden boxes, pallets, wooden bobbin/drum etc
Iv	Transformer oil, cutting oil, other waste lubricants etc including filled drums from above oil and lubricants etc
V	Batteries.
Vi	Various type and size of Cable / hose off cuts
Vii	Empty drums and containers of various capacity including empty paint containers (MS and Plastic drums/containers)
Viii	Plastic materials of various size
Ix	Various type of scrap material electrical/electronic/mechanical components, equipments etc
X	Various type of packing material like gatta, polythene etc.
20	<b>Following activities are involved for scrap materials</b>
I	Segregation of various mixed scrap material in case scrap is in mixed condition is available at collecting locations in factory
li	Collecting of segregated scrap material in separate bins as per material contents (through fork lifter/manually/tractors/trolleys/trailer etc.)
lii	Un boxing and stacking, bundling of scrap material to reduce volume of material at collecting locations
Iv	Collection of Scrap Metal material including ferrous and non ferrous material in designated bins only
V	Scrap material which are not collected in bin (ie. Wood, empty containers, equipments etc. are to be collected directly in trollies/trailers
Vi	Collection of document from shops (handing over of scrap material)
Vii	Weightment of Scrap material from weight bridge and collection of weight bridge slip. In case material is in nos then nos to be verified before collection
Viii	Handling over and verification of document to scrap yard supervisor including weight bridge slips and all other scrap related documents handed over at collecting locations



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Ix	After confirmation from Scrap yard supervisor unloading of scrap material at designated location in scrap yard
X	Collection of empty bins and unloading of these empty bins to designated places of collecting locations
Xi	Housekeeping at collecting locations and scrap yard (Resources i.e. brooms, cotton waste, cotton rages etc. for housekeeping shall be provided by BHEL) including cleaning of bushes, grass, small unwanted growth / trees in and around scrap yard after due permission of scrap yard officials
E	<b>CRX/FMS Office Assistance -</b>
21	Data Punching , Daak / File maintenance , Receipt of Invoice/ Vendor Bill etc. and Office Assistance in Enquiry floating of FMS Items of Buying Series 53,54,55,56,61,62.

- The contractor shall have to appoint his supervisors to organize and supervise the work of each section, being done by his employees in General shifts or 2<sup>nd</sup> shift (if needed). Supervisors allocated for all the sections, against this contract need to be present full day and supervise the activities.
- Work shall also be done in 2nd shift and on Sunday/Holidays as and when required.
- All tools/tackles/fork lifters/trailers/trolley will be provided by BHEL. Required space, tools & tackles and facilities like material handling equipment's, fixture and crane will be provided by BHEL subject to its availability in normal working conditions. Consumables like Hand gloves, cotton waste, stationery etc. will be issued by BHEL.
- EOT crane if required, shall be provided by BHEL free of cost.
- The contractor shall maintain records of their workers and the same should be made available, as and when required by BHEL.
- The house keeping of the work area / office area and maintaining work discipline shall be maintained by workers and ensured by their supervisor.
- Contractor is advised to visit the work place to know the work content before submission of quotation. The required documents/ process flow / statutory compliances can be seen at our works.

**LD Clause:** LD/Penalty shall be applicable as per clause 4 of GTC of enquiry of labour supply contract (JHS2055B R 06), page 11/14

The Penalty shall be recovered from the EMD, Security Deposit, Contract amount and running bills etc.

For all operations only suitably skilled /experience workers to be engaged. Workers must have experience of Industrial store activities.

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### QUALIFYING REQUIREMENTS

SI No	DESCRIPTION OF QUALIFYING REQUIREMENTS
1.	<p><b>Average Annual financial turnover</b> during the last 3 years ending 31<sup>st</sup> March 2022, should be at least <b>Rs. 9.90 Lakhs</b> approx. (Please attached <i>Income tax return along with balance sheet and along with Profit &amp; Loss Account of last three financial years, ending 31<sup>st</sup> March 2022, or Certificate of CA</i>).</p> <p>Note-Provisional /Actual Turnover for financial year 2021-22 duly certified by CA shall also be acceptable for evaluation purpose. <i>If T/o details of 3 years are not available, then available years T/o shall be evaluated by dividing it by 3.</i></p>
2.	<p><b>2.1: Work Experience:</b>(Bidder should fulfill any one of the following):</p> <p>Experience of having successfully completed <b>similar works*</b> (defined below) during last 7 years ending 31.10.21 should be either of the following: -</p> <ul style="list-style-type: none"><li>a. Three similar completed works each valuing not less than the amount equal to <b>Rs 13.21</b> Lakh</li><li>or</li><li>b. Two similar completed works each valuing not less than the amount equal to <b>Rs 16.52</b> Lakh.</li><li>or</li><li>c. One similar completed works each valuing not less than the amount equal to <b>Rs 26.42</b> Lakh.</li></ul> <p><b>*Similar Work:</b> Any service or works contract of requisite value in any PSU/CPSU/State govt./ Central Govt./ Private sector involving manufacturing / maintenance or assistance in material handling activities/ stores activity of Industrial work.</p> <p>Documentary proof (Completion Certificate and WO/PO / LOI) for the experience performance report issued by Customer for successful execution of the contract to be submitted. In case of experience in Private Sector, in addition to above, relevant TDS Certificate must be attached as evidence.</p>
3.	Contractor Should have an ESI Code number and PF number.
4.	Contractor Should have PAN number.
5.	Contractor Should have GST (PAN based)
6.	Bidders are required to submit a self-declaration on their letter head as per the Format enclosed in <b>Annexure V</b> of tender enquiry.
7.	Blank Price Bid as per annexure "X".
8.	<p>The documents required for legal entities under whosename and style Contractor has participated in the tender are as follows:</p> <ul style="list-style-type: none"><li>8.1) Partnership Firm: Partnership Deed registered at the office of Registrar of Firms.</li><li>8.2) Company: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate.</li><li>8.3) Society: Registration certificate issued by Registrar of societies.</li></ul>

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Tender Enquiry No: FMS/TS/22-23/001

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SI No	DESCRIPTION OF QUALIFYING REQUIREMENTS
	8.4) Sole Proprietor-ship Firm: Undertaking on oath (On Rs. 100/- Stamp Paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely ( _ ).
9.	No relaxation will to be given in PQR for MSE Vendor.

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Tender Enquiry No: FMS/TS/22-23/001

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### ANNEXURE- BLANK PRICE BID

PRICE BID SHEET		
ENQUIRY NO : FMS/TS/22-23/01		
A	B	C
<b>SI No</b>	<b>Details</b>	<b>Unskilled Worker</b>
1	No of Man Days requircted in the Contract Period	5529
2	BHEL Minimum Wage rate per man day considering minimum wages as notified by UP state govt	Rs. 459.41
3	BHEL Minimum Wage rate per man day which covers statutory wages PF, EDLI, ESI excluding Bonus, Earned Leave enchasment, Uniform charges , Safety PPE and Insurance.	Rs. 534.06
4	<b>Quoted rate</b>	
4.1	Service charge in Rs.per day Inclusive of Uniform charges,Shoes,Helmet, Insurance but excluding leave encahment, Bonus,PVC mentioned in note 6.1, 6.2 & 6.3 below which will be payable extra on submission of documentary evidence .	to be quoted
	In Words	to be quoted
<b>5.</b> In addition to the wage bill, the following Contractors obligations to be borne by the Contractor shall be reimbursible by BHEL on production of the relevant documents:  <b>5.1</b> The payment of Bonus Act, 1965 at present provides for a minimum bonus of 8.33 % of wages. The salary limited fixed for eligibility purposes is Rs. 7000 per month and payment is subject to the stipulation that the bonus payable to employees drawing wages or salary not exceeded to Rs. 21000 per month would be calculated as if their salary or wages is Rs. 7000 per month. Any change in Act/Rule shall be abided by the contarctor. BHEL will reimburse the bonus paid to worker by contractor within 30 days from the date of bill against submission of proof of disburshment alongwith received copy of FORM - D to L.E. O office within 30 days from the date of bills. The reimbursment will be done separately not more than two times during a calander year.  <b>5.2</b> For every 20 working days worked, one paid leave will be payable by the Contractor. Unavailed portion of the Earned Leave paid to the worker by Contractor will be reimbursed separately to the Contractor at the time of final settlement of the Contract as per tender terms and condition. Guidelines as per factories Act 1948 & U P Factories Rules 1950 should be strictly observed with regard to crediting / availing of leave of absence. Register as prescribed under the said rules should be maintained by the contractor. Contractor will submit statement of paid leave of each employee every month along with bill as per tender terms & conditions.  <b>5.3</b> PVC amount will be payable in case of increase of minimum wages along with the statutory pay ( like PF, ESI, EDLI etc ) . For increase/decrease of every Rs. 1.00 in the minimum wage of Government of UP , the wage rate quoted by Bidder shall be increased/decreased by Rs. 1.1625. PVC		

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clause is based on PF Employer Contribution 12.00 % , ESI Employer Contribution 3.25 % and EDLI Employer Contribution and EPF administartion charges 1.0 %. Any change in statutory pay will change the PVC factor.

**5.4** The service charges quoted per man-day will remain firm during the concurency of the contarct period.

**6.** Contarctor has to pay the minimum wages as mentioned in sl.no 3 above.

**Note :**

- i. I / We are aware that we shall be paid GST extra, as per extant act, and after verification of the same on GSTN portal.
- ii. I / We have submitted our quote Per day charge at Sl no 4(a) above considering uniform charges, Shoes, Helmet, Insurance, profit margin etc. We are aware that our offer will be rejected, if Price is quoted in any other format other than the Excel Sheet enclosed to the NIT.
- iii. I / We are aware that the L1 bidder will be decided on total Cost to BHEL.
- iv. I / We are aware that, in the course of evaluation, if more than one bidder happens to occupy L-1 status and the order is to be placed on a single vendor, effective L-1 will be decided by soliciting discounts (wherever feasible) from the respective L1 bidders. In case more than one bidder happen to occupy the L1 status even after soliciting discounts, the L1 bidder shall be decided by, a toss / draw of lots, in the presence of the respective L1 bidder(s). BHEL's decision in such situations shall be final and binding.
- v. I / We are aware that the number of labour required, at a given point of time, will vary, and that we will deploy the labour accordingly, as per advice of executing department in line with tender terms and condition.

I / we have read the terms and conditions of the Contract, our contractual obligations towards execution of the Contract as per the NIT, are aware of the prevailing applicable minimum wages of the Government of UP, we know of all obligations to be performed by us under the contract. agree that BHEL reserves the right to reject our offer if quoted by us are unreasonable , and that the decision of BHEL shall be binding on us.

		( Signature and Seal of the Contractor )

We hereby accepted above (Signature & seal of bidder)

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**Bharat Heavy Electricals Limited, Jhansi**

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**GENERAL TERMS AND CONDITIONS OF ENQUIRY FOR**  
**SERVICE CONTRACTS (JHS 2055B R06)**

**UPLOADED IN SEPERATE FILE -**  
**(To be signed by contractor and submitted along with bid)**

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**Bharat Heavy Electricals Limited, Jhansi**

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## **Annexures (I-XI, and XIII)**

**UPLOADED IN SEPERATE FILE -**

**(To be signed by contractor and submitted along with bid)**

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## **SOP For Implementation of Risk and Cost (TOTAL 10 PAGES)**

**UPLOADED IN SEPARATE FILE**

**(To be signed by contractor and submitted along with bid)**

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**Format JS 146 - Price Bid Sheet (in a separate envelope)**

**UPLOADED IN SEPARATE FILE**

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