



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

(भारत सरकार का उपक्रम)

**BHARAT HEAVY ELECTRICALS LIMITED**

(A Govt. of India Undertaking)

Page 1 of 22

Ref: PSER:SCT:SLB-HK1988:7596

Date: 14-10-2019

**NOTICE INVITING TENDER**

**NOTE: INTENDING BIDDER TO PARTICIPATE MAY DOWNLOAD FROM WEB SITES**

Sealed offers are invited from reputed & experienced bidders meeting PRE QUALIFICATION CRITERIA as mentioned in Annexure-1 through **E-Procurement Portal** <https://bhel.abcprocure.com> only for the subject job by the undersigned on the behalf of BHARAT HEAVY ELECTRICALS LIMITED as per the tender document. Following points relevant to the tender may please be noted and complied with.

**1.0 Salient Features of NIT**

SL NO	ISSUE	DESCRIPTION
1.0	TENDER NO	PSER:SCT:SLB-HK1988:19
2.0	NAME OF JOB	HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA.
3.0	DETAILS OF TENDER DOCUMENT	
3.1	Volume-I	General conditions of contract (GCC) & Annexures- Applicable.
3.2	Volume-IC.	Not applicable.
3.3	Volume-ID.	Not applicable.
3.4	Volume-IE.	Not applicable.
3.5	Volume-II.	Special conditions of contract, scope etc. (SCC) – Applicable.
3.6	Volume-III.	Price Schedule (Rev-00) – Applicable.
4.0	ISSUE OF TENDER DOCUMENTS	<b>This is an E-tender floated online through our E-Procurement Site <a href="https://bhel.abcprocure.com">https://bhel.abcprocure.com</a>. Start date of the tender: 14-10-2019</b>
5.0	DUE DATE & TIME OF OFFER SUBMISSION	<b>Date: 28-10-2019, Time: 15-00 Hrs. IST. The bidder should respond by submitting <b>their offer online in our e-Procurement platform</b> at <a href="https://bhel.abcprocure.com">https://bhel.abcprocure.com</a> only. Offers are invited in two-parts only. <b>Hard copy bid or bids through email/ fax shall not be accepted.</b></b>
6.0	OPENING OF TENDER	<b>Date: 28-10-2019. 1 hours after the latest due date and time of Offer submission</b> Notes: (1) In case the due date of opening of tender becomes a non-working day, tenders shall be opened on next working day at the same time.
7.0	EMD AMOUNT	Rs. 2,56,069/-
8.0	COST OF TENDER	Rs. 2,500/-
9.0	LAST DATE FOR SEEKING CLARIFICATION	<b>Date: 21-10-2019</b> Along with soft version also, addressing to undersigned & to others as per contact address given below
10.0	SCHEDULE OF Pre Bid Discussion (PBD)	Not Applicable
11.0	INTEGRITY PACT & DETAILS OF INDEPENDENT EXTERNAL MONITOR (IEM)	Not Applicable
12.0	Latest updates	Latest updates on the important dates, Amendments, Correspondences,

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फोन/Phone : बोर्ड/EPABX : 23211691/ 23398231

	Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications will be hosted in BHEL webpage ( <a href="http://www.bhel.com">www.bhel.com</a> ) ; CPP portal & E-Procurement Site <a href="https://bhel.abcpocure.com">https://bhel.abcpocure.com</a> only and not in the newspapers. Bidders to keep themselves updated with all such information.
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- 2.0 The offer shall be submitted as per the instructions of tender document and as detailed in this NIT. Bidders to note specifically that all pages of tender document, including these NIT pages of this particular tender together with subsequent correspondences shall be submitted by them, duly digitally signed, as part of offer. Rates/Price including discounts/rebates, if any, mentioned anywhere/ in any form in the techno-commercial offer other than the Price Bid, shall not be entertained.
- 3.0 Unless specifically stated otherwise, bidder shall remit cost of tender (non-refundable) and courier charges if applicable, in the form of Demand Draft drawn in favour of Bharat Heavy Electricals Ltd, payable at Kolkata, issuing the Tender, along with techno-commercial offer.
- 4.0 Unless specifically stated otherwise, bidder shall have to deposit EMD through Demand Draft/Pay Order in favour of Bharat Heavy Electricals Ltd, payable at Kolkata. For other details please refer General Conditions of Contract.

Bidders may please be noted that "OEMD" provision stands deleted. Hence, bidders who have deposited Rs. 2 Lakh as OEMD are also requested to submit fresh EMD as mentioned in sl no 7.0 under clause no 1.0 of NIT.

- 5.0 Procedure for Submission of Tenders: The Tenderers must submit their Tenders as detailed below:

#### DOCUMENTS TO BE UPLOADED & MODALITY OF UPLOADING

Sl no	Description	Remarks
PART-I A	(TECHNO COMMERCIAL BID)	
	CONTAINING THE FOLLOWING:-	
i.	Covering letter/Offer forwarding letter of Tenderer. <b>(To be attached in relevant Attachment section)</b>	
ii.	Duly filled-in 'No Deviation Certificate' as per prescribed format. <b>(To be attached in relevant Attachment section)</b>  <u>Note:</u> a. In case of any deviation, the same should be submitted separately for technical & commercial parts, indicating respective clauses of tender against which deviation is taken by bidder. The list of such deviation shall be <b>attached in relevant attachment section of the e –procurement portal</b> . It shall be specifically noted that deviation recorded elsewhere shall not be entertained.  b. BHEL reserves the right to accept/reject the deviations without assigning any reasons, and BHEL decision is final and binding. i). In case of acceptance of the deviations, appropriate loading shall be done by BHEL ii). In case of unacceptable deviations, BHEL reserves the right to reject the tender	
iii.	Supporting documents/ annexures / schedules/ drawing etc as required in line with Pre-Qualification criteria.  It shall be specifically noted that all documents as per above <b>shall be attached in relevant attachment section</b> and credential certificates issued by clients shall distinctly bear the name of organization, contact ph no, FAX no, etc.	

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iv.	All Amendments/Correspondences/Corrigenda/Clarifications/Changes/Errata etc pertinent to this NIT. <b>(To be attached in relevant Attachment section)</b>	
v.	Integrity Pact Agreement (Duly signed by the authorized signatory)	Not Applicable.
vi.	Duly filled-in annexures, formats etc as required under this Tender Specification/NIT <b>(To be attached in relevant Attachment section)</b>	
vii.	Notice inviting Tender (NIT) <b>(To be attached in relevant Attachment section)</b>	
viii.	Volume – I : General Conditions of Contract (GCC) <b>(To be attached in relevant Attachment section)</b>	
ix.	Volume – II : Special Conditions of Contract ,Scope <b>(To be attached in relevant Attachment section)</b>	
x.	Volume–III - (UNPRICED – without disclosing rates/price, but mentioning only 'QUOTED' or 'UNQUOTED' against each item. <b>(To be attached in Unpriced Bid Attachment section)</b>	
xi.	Any other details preferred by bidder with proper indexing. <b>(To be attached in relevant Attachment section)</b>	

<b>PART-I B</b>	<b>EMD/ COST OF TENDER</b>	
	<b>CONTAINING THE FOLLOWING:-</b>	
i.	1. Earnest Money Deposit (EMD) in the form as indicated in this Tender  2. Cost of Tender (Demand Draft or copy of Cash Receipt as the case may be)	

<b>PART-II</b>	<b>PRICE BID</b> <b>(TO BE ATTACHED IN PRICE BID ATTACHMENT SECTION)</b>	
	<b>CONTAINING THE FOLLOWING:-</b>	
i	Covering letter/Offer forwarding letter of Tenderer enclosed in Part-I	
ii	Volume III – PRICE BID (Duly Filled in Schedule of Rates – rate/price to be entered in words as well as figures) Any other document uploaded in the price bid, apart from above tender format, shall not be taken into cognizance for evaluation of offer.	

#### 6.0 SPECIAL NOTE:

- A) Your offer & documents submitted along with offer shall be digitally signed & stamped in each page by your authorised representative. No overwriting/ correction in tender documents by bidders shall be allowed. However, if correction is unavoidable, the same may be signed by authorized signatory.
- B) The credentials/documents submitted towards compliance of Pre-qualification requirement shall be physically signed by the authorized signatory & stamped before uploading/submission with the offer in the e-procurement portal.
- C) All documents/ annexures submitted with the offer shall be properly attached in the respective sections. BHEL shall not be responsible for any missing documents.

7.0 No Deviation with respect to tender clauses and no additional clauses/ suggestions/ in Techno-commercial bid/ Price bid shall normally be considered by BHEL. Bidders are requested to positively comply with the same.

8.0 BHEL reserves the right to accept or reject any or all Offers without assigning any reasons thereof. BHEL also reserves the right to cancel the Tender wholly or partly without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD).

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- 9.0 Since the job shall be executed at Kolkata, bidder must visit site/work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation etc before quoting for this tender. They may also consult this office before submitting their offers, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions. No additional claim shall be entertained by BHEL in future, on account of non-acquaintance of above.
- 10.0 For any clarification on the tender document, the bidder may seek the same in writing, through e-mail or through E-Procurement Site <https://bhel.abcprocure.com>, as per specified format, within the scheduled date for seeking clarification, from the office of the undersigned. BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to postal delay or any other delays. Any clarification / query received after last date for seeking clarification may not be normally entertained by BHEL and no time extension will be given.
- 11.0 BHEL may decide holding pre-bid discussion [PBD] with all intending bidders as per date indicated in the NIT. The bidder shall ensure participation for the same at the appointed time, date and place as may be decided by BHEL. Bidders shall plan their visit accordingly. The outcome of pre-bid discussion (PBD) shall also form part of tender.
- 12.0 In the event of any conflict between requirement of any clause of this specification/ documents/drawings/data sheets etc or requirements of different codes/standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error/missing pages/ other clerical errors in the tender documents, noticed must be pointed out before pre-bid meeting/submission of offer, else BHEL's interpretation shall prevail.
- 13.0 Unless specifically mentioned otherwise, bidder's quoted price shall deemed to be in compliance with tender including PBD.
- 14.0 Bidders shall submit Integrity Pact Agreement (Duly signed by authorized signatory who signs in the offer), if applicable along with techno-commercial bid. This pact shall be considered as a preliminary qualification for further participation. The names and other details of Independent External Monitor (IEM) for the subject tender is as given at point (11.0) of 1 above.
- 15.0 The Bidder has to satisfy the Pre Qualifying Requirements (as applicable) stipulated for this Tender in order to be qualified. The Price Bids of only those bidders will be opened who will be qualified for the subject job on the basis of pre-qualification evaluation/ techno-commercial bids, approval/ acceptance of customer (as applicable), etc. and date of opening of price bids shall be intimated to only such bidders. BHEL reserves the right not to consider offers of parties under HOLD.
- 16.0 In case BHEL decides on a 'Public Opening', the date & time of opening of the PRICE BID shall be intimated to the qualified bidders and in such a case, price bid (Volume-III) uploaded in E-Procurement Site <https://bhel.abcprocure.com> will be opened.
- 17.0 Validity of the offer shall be for six months from the latest due date of offer submission (including extension, if any) or specified otherwise in SCC of tender.
- 18.0 Reverse Auction (RA): Not applicable for this tender.
- 19.0 On submission of offer, further consideration will be subject to compliance to tender & qualifying requirement and customer's acceptance, as applicable.
- 20.0 In case the bidder is an "Indian Agent of Foreign Principals", 'Agency agreement has to be submitted along with Bid, detailing the role of the agent along with the terms of payment for agency commission in INR, along with supporting documents.
- 21.0 The bidders shall not enter into any undisclosed M.O.U. or any understanding amongst themselves with respect to tender.

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- 22.0 In case Consortium Bidding is allowed as per Pre Qualifying Requirement, then Prime Bidder and Consortium Partner shall enter into Consortium Agreement. Validity period of Consortium Agreement shall be 6 months after which the same can be re validated.

'Stand alone' bidder cannot become a 'prime bidder' or a 'consortium bidder' in a consortium bidding. Prime bidder shall neither be a consortium partner to other prime bidder nor take any other consortium partners. However, consortium partner may enter into consortium agreement with other prime bidders. In case of non compliance, consortium bids of such Prime bidders will be rejected.

- 23.0 The bidder shall submit documents in support of possession of 'Qualifying Requirements' duly self certified and stamped by the authorized signatory, indexed and properly linked in the format for PQR. In case BHEL requires any other documents/proofs, these shall be submitted immediately.

- 24.0 The bidder may have to produce original document for verification if so decided by BHEL.

- 25.0 The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL Website ([www.bhel.com](http://www.bhel.com)).

I) Integrity commitment, performance of the contract and punitive action thereof:

a) Commitment by BHEL:

BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

b) Commitment by Bidder/ Supplier/ Contractor:

b.i) The bidder/ supplier/ contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.

b.ii) The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.

b.iii) The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.

If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage includes in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extant guidelines of the company available on [www.bhel.com](http://www.bhel.com) and/ or under applicable legal provisions.

- 26.0 It may please be noted that Guidelines/Rules in respect of Suspension of business dealings (Hold- 12 to 24 Months/ Banning – 3 years etc), Vendor Evaluation formats, quality, safety and HSE guidelines, standard T&P hire charges of BHEL etc. may undergo change from time to time and the latest one shall be followed. Latest "Guidelines for Vendor Evaluation" is web based quality, safety & HSE"; standard T&P hire charges shall be available at site and shall be given to the successful vendors/subcontractors during execution.

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- 27.0 MSE suppliers can avail the intended benefits in respect of the procurements related to the Goods and Services only (Definition of Goods and Services as enumerated by Govt. of India vide Office Memorandum F. No. 21(8)/2011-MA dtd. 09/11/2016 office of AS & DC, MSME) 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 Udyog Aadhar Memorandum (UAM) & Acknowledgement or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure – C 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 in the above 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.

Any Bidder falling under MSME category, shall furnish the following details & submit documentary evidence/Govt. Certificate etc. in support of the same along with their techno-commercial offer: -

Type under MSME	SC/ST owned	Women owned	Others
Micro			
Small			
Medium			

Note: - If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSME category.

- 28.0 The bidder along with its associates/collaborators/sub-contractors/sub-vendors/consultants/service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website [www.bhel.com](http://www.bhel.com) and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.
- 29.0 Annexure-A-Amendment to GCC shall be read in conjunction with GCC-Volume-I. This Annexure-A (Amendment to GCC) of NIT shall not be considered as part of the NIT but addendum/corrigendum to the GCC only.
- 30.0 Deleted
- 31.0 Annexure-D – Specific Clause w.r.t. BOCW Act & Cess Act is enclosed herewith.
- 32.0 Annexure-E- Statewise GST Registration nos. is enclosed herewith.
- 33.0 Duly filled & signed Annexure- CPP-GST/I to be submitted by bidders along with their techno-commercial offer.
- 34.0 For this procurement, Public Procurement (Preference to Make in India), Order 2017 dated 15.06.2017 & 28.05.2018 and subsequent Orders issued by the respective Nodal Ministry shall be applicable even if issued after issue of this NIT but before finalization of contract/ PO/ WO against this NIT.  
In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and/ or local content in respect of this procurement, same shall be applicable.
- 35.0 Bidders are requested to submit their best price as per latest price schedule of the tender.
- 36.0 It may please be noted that Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid, else bid shall be liable for rejection.

All overwriting/ cutting, etc will be numbered by bid opening officials and announced during bid opening

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37.0 Order of precedence

In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:

- a. Amendments/Clarifications/Corrigenda/Errata etc. issued in respect of the tender documents by BHEL
- b. Notice Inviting Tender (NIT)
- c. Price Bid-(VOL-III)
- d. Special conditions of contract (SCC)-VOL-II.
- e. General conditions of contract (GCC)-VOL-I.

for BHARAT HEAVY ELECTRICALS LTD

MANAGER (SCT)

Agency	Contact details	
BHEL, PSER, Kolkata	Address	DJ-9/1, Sector – II, Salt Lake City, Kolkata – 700 091
	Phone no	033-2339 8231 (D).
	FAX no	033-2321 1960
	e-mail	<a href="mailto:biplab.pal@bhel.in">biplab.pal@bhel.in</a> / <a href="mailto:sriparna@bhel.in">sriparna@bhel.in</a> / <a href="mailto:subrata.sen@bhel.in">subrata.sen@bhel.in</a>

Enclosure

- 1) Annexure-1: Pre-Qualifying criteria.
- 2) Annexure-2: Format for No-deviation certificate.
- 3) Annexure-3: Format for seeking query.
- 4) Annexure-4: Check-list.
- 5) Annexure-A - Amendment to GCC.
- 6) Annexure –C-CA certificate Format.
- 7) Annexure –D- Specific Clause w.r.t. BOCW Act & Cess Act
- 8) Annexure-E- Statewise GST Registration nos.
- 9) Annexure– CPP-GST/I.
- 10) Tender document as per above details (Separate).

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**ANNEXURE-1****PRE-QUALIFYING CRITERIA**

JOB	HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA.
TENDER NO.	PSER:SCT:SLB-HK1988:19

Sl. No.	CRITERIA
1.0 (a)	BIDDER SHOULD HAVE AVERAGE ANNUAL TURNOVER OF AVERAGE RS 38.41 LAKHS DURING THE LAST 03 (THREE) FINANCIAL YEARS, ENDING ON 31-03-2019 AND SHOULD HAVE POSITIVE NET WORTH AS ON LATEST AUDITED ACCOUNTS AS SUBMITTED FOR PARA 1 (C).
(b)	BIDDER MUST HAVE EARNED PROFIT IN ANY ONE OF THE LAST THREE FINANCIAL YEARS ENDING ON 31-03-2019. AUDITED BALANCE SHEET AND PROFIT & LOSS ACCOUNT OF THE BIDDER FOR LAST 03 (THREE) FINANCIAL YEARS, ENDING ON 31-03-2019, NEED TO BE SUBMITTED IN SUPPORT OF ABOVE.
(c)	IN CASE AUDITED BALANCE SHEET AND PROFIT & LOSS ACCOUNT HAS NOT BEEN SUBMITTED FOR ALL THREE YEARS INDICATED ABOVE THEN THE APPLICABLE FINANCIAL AUDITED STATEMENTS SUBMITTED BY THE BIDDERS AGAINST THE REQUISITE THREE YEARS WILL BE AVERAGED FOR THREE YEARS.
(d)	IF FINANCIAL STATEMENTS ARE NOT REQUIRED TO BE AUDITED STATUTORILY, THEN INSTEAD OF AUDITED FINANCIAL STATEMENTS, FINANCIAL STATEMENTS ARE REQUIRED TO BE CERTIFIED BY A PRACTICING CHARTERED ACCOUNTANT.
2.0	THE BIDDER SHOULD HAVE EXPERIENCE OF SUCCESSFULLY COMPLETED SIMILAR WORKS I.E. HOUSEKEEPING WORKS OR CLEANING OR SANITATION OR SUPPLY OF SERVICES OF MULTI TASKING STAFFS OR SUPPLY OF MANPOWER SERVICES OF VARIOUS CATAGORIES OR BUILDING MANAGEMENT CONTRACTS ETC. AT LEADING PSU/STATE GOVERNMENTS/CENTRAL GOVERNMENT/REPUTED COMPANIES/ FIRMS IN THE LAST 07 YEARS (UPTO LAST DATE OF BID SUBMISSION) IN LINE WITH THE ABOVE, VALUE OF WHICH SHALL BE EITHER OF THE FOLLOWING :-
2.1	AT LEAST ONE SIMILAR JOB OF VALUE NOT LESS THAN RS 102.43 LAKHS
	OR
2.2	AT LEAST TWO SIMILAR JOB OF VALUE NOT LESS THAN RS 64.02 LAKHS EACH
	OR
2.3	AT LEAST THREE SIMILAR JOB OF VALUE NOT LESS THAN RS 51.21 LAKHS EACH
3.0	BIDDER SHOULD HAVE VALID PAN AND GST NO.
4.0	CONSORTIUM/ JV BIDDING NOT ALLOWED.

NOTE	
1	RELEVANT SUPPORTING DOCUMENTS FOR ALL ABOVE MUST BE SUBMITTED.
2	BIDDER MUST NOT BE UNDER BANKRUPTCY CODE PROCEEDINGS (IBC) BY NCLT OR UNDER LIQUIDATION /BIFR, WHICH WILL RENDER HIM INELIGIBLE FOR PARTICIPATION IN THIS TENDER AND SHALL SUBMIT UNDERTAKING TO THIS EFFECT.

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**ANNEXURE - 2****FORMAT FOR NO DEVIATION CERTIFICATE**  
**(To be submitted in the bidder's letter head)**

BHARAT HEAVY ELECTRICALS LIMITED,  
Power Sector - Eastern Region,  
Plot no 9/1, DJ Block, Sector – II, Salt Lake City,  
Kolkata – 700 091

Sub	No Deviation Certificate.	
Job	HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA.	
Ref	1.0	Tender no PSER:SCT:SLB-HK1988:19.
	2.0	BHEL's NIT, vide reference no. PSER:SCT:SLB-HK1988:7596 Date: 14-10-2019.
	3.0	All other pertinent issues till date.

Dear Sir/Madam,

With reference to above, this is to confirm that as per tender conditions, we have visited site before submission of our offer and noted the job content & site conditions etc. We also confirm that we have not changed/ modified the tender documents as appeared in the website/ issued by you and in case of such observance at any stage, it shall be treated as null and void.

We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated in the above referred NIT. We hereby confirm our unqualified acceptance to all terms & conditions, unqualified compliance to technical specification, integrity pact (if applicable) and acceptance to reverse auctioning process.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null & void.

We confirm to have submitted/uploaded offer/documents in accordance with tender instructions with acceptance of the terms & conditions of the tender by us and as per aforesaid references.

Thanking you,

Yours faithfully,

(Signature, date & seal of authorized  
representative of the bidder)

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**ANNEXURE - 3****FORMAT FOR SEEKING CLARIFICATION**

<b>JOB</b>	HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA.
<b>TENDER NO</b>	PSER:SCT:SLB-HK1988:19

<b>SI no</b>	<b>Reference clause of tender document</b>	<b>Existing provision</b>	<b>Bidder's query</b>	<b>BHEL's clarification</b>

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**ANNEXURE - 4****CHECK LIST**

NOTE:- Tenderers are required to fill in the following details and no column should be left blank

1	Name and Address of the Tenderer		
2	Details about type of the Firm/Company		
3	Details of Contact person for this Tender	Name : Mr/Ms Designation: Telephone No: Mobile No: Fax No:	
4	EMD DETAILS	DD No:                      Date : Bank :                      Amount: Please tick ( ✓ ) whichever applicable:- <b>ONE TIME EMD / ONLY FOR THIS TENDER</b>	
5	Validity of Offer	TO BE VALID FOR SIX MONTHS FROM DUE DATE	
		APPLICABILITY	BIDDER REPLY
6	Whether the format for compliance with PRE QUALIFICATION CRITERIA (ANNEXURE-I) is understood and filled with proper supporting documents referenced in the specified format	Applicable	YES / NO
7	Audited profit and Loss Account for the last three years	Applicable/Not Applicable	YES/NO
8	Copy of PAN Card	Applicable/Not Applicable	YES/NO
9	Whether all pages of the Tender documents including annexures, appendices etc are read understood and signed	Applicable/Not Applicable	YES/NO
10	Integrity Pact	Applicable/Not Applicable	YES/NO
11	Declaration by Authorised Signatory	Applicable/Not Applicable	YES/NO
12	No Deviation Certificate	Applicable/Not Applicable	YES/NO
13	Declaration confirming knowledge about Site Conditions	Applicable/Not Applicable	YES/NO
14	Declaration for relation in BHEL	Applicable/Not Applicable	YES/NO
15	Non Disclosure Certificate	Applicable/Not Applicable	YES/NO
16	Bank Account Details for E-Payment	Applicable/Not Applicable	YES/NO
17	Tie Ups/Consortium Agreement are submitted as per format	Applicable/Not Applicable	YES/NO
18	Power of Attorney for Submission of Tender/Signing Contract Agreement.	Applicable/Not Applicable	YES/NO
19	Analysis of Unit rates	Applicable/Not Applicable	YES/NO
20	Bankruptcy Code Proceedings (IBC) by NCLT or under Liquidation / BIFR (Undertaking to be enclosed if not applicable)	Applicable/Not Applicable	YES/NO

NOTE: STRIKE OFF 'YES' OR 'NO', AS APPLICABLE. TENDER NOT ACCOMPANIED BY THE PRESCRIBED ABOVE APPLICABLE DOCUMENTS ARE LIABLE TO BE SUMMARILY REJECTED.

DATE:

**AUTHORISED SIGNATORY**  
(With Name, Designation and Company seal)

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Annexure –AAmendment to GCC

1. Introduction of Clause No 1.7.2.4 in GCC as below:

Clause No 1.7.2.4 : Additional security deposit (SD) has to be submitted by the successful bidder with value as follows:

"If the final price of successful bidder is lesser by 'more than 20%' of BHEL's estimate - 'Additional Security Deposit' will be required to be submitted by the successful bidder with value as follows:

Additional Security Deposit = 30 % of (A-B) limited to a maximum of 10% of the 'Total Price/Contract Value', where,

A = 80% of BHEL estimate

B = The final offered price of successful bidder through RA (In case of RA)

OR

Sealed paper price bid of successful bidder (in case of paper bid)

This 'Additional Security Deposit' shall have the same validity as that of the 'Security Deposit' and shall be revalidated/released in the manner as spelt out for the 'Security Deposit' as per relevant clause of GCC.

The BHEL's estimated value shall be disclosed to the successful bidder (on their request) at appropriate juncture in case 'Additional Security Deposit' is applicable."

2. Introduction of Clause No. 1.7.3.13 in the GCC as below:

Clause No 1.7.3.13 : SDBG to be furnished by the vendor before start of work. No payment will be released till SDBG is submitted by the vendor.

If requested by the vendor, cash recovery equivalent to SDBG value to be made from bills submitted by the vendor.

Also recovery of interest calculated @SBI PLR +2% on amount equivalent to SDBG / PBG value to be made for the gap period (difference between date of start of work and date of submission of BG / cash recovery).

In case of delay in extension of SDBG, in case of validity expiry, SDBG shall be invoked. However if the vendor submits a new BG after invocation of the previous BG then, it shall be refunded and recovery for the gap period, i.e. the duration for which BG is not available shall be made as stated above.

3. Clause no. 2.7.2 and 2.7.3 of GCC shall be read as below:

2.7.2.1 To terminate the contract or withdraw portion of work and get it done through other agency, at the risk and cost of the contractor after due notice of a period of 14 days' by BHEL in any of the following cases:

- i). Contractor's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor including unexecuted portion of work does not appear to be executable within balance available period considering its performance of execution.
- ii). Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
- iii). Non-completion of work by the Contractor within scheduled completion period as per Contract or as extended from time to time, for the reasons attributable to the contractor.
- iv). Termination of Contract on account of any other reason (s) attributable to Contractor.
- v). Assignment, transfer, subletting of Contract without BHEL's written permission.
- vi). Non-compliance to any contractual condition or any other default attributable to Contractor.

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**Risk & Cost Amount against Balance Work:**

Risk & Cost amount against balance work shall be calculated as follows:

$$\text{Risk \& Cost Amount} = [(A-B) + (A \times H/100)]$$

Where,

A= Value of Balance scope of Work (\*) as per rates of new contract

B= Value of Balance scope of Work (\*) as per rates of old contract being paid to the contractor at the time of termination of contract i.e. inclusive of PVC & ORC, if any.

H = Overhead Factor to be taken as 5

In case (A-B) is less than 0 (zero), value of (A-B) shall be taken as 0 (zero).

\* Balance scope of work (in case of termination of contract):

Difference of Contract Quantities and Executed Quantities as on the date of issue of Letter for 'Termination of Contract', shall be taken as balance scope of Work for calculating risk & cost amount.

Contract quantities are the quantities as per original contract. If, Contract has been amended, quantities as per amended Contract shall be considered as Contract Quantities.

Items for which total quantities to be executed have exceeded the Contract Quantities based on drawings issued to contractor from time to time till issue of Termination letter, then for these items total Quantities as per issued drawings would be deemed to be contract quantities.

Substitute/ extra items whose rates have already been approved would form part of contract quantities for this purpose. Substitute/ extra items which have been executed but rates have not been approved, would also form part of contract quantities for this purpose and rates of such items shall be determined in line with contractual provisions.

However, increase in quantities on account of additional scope in new tender shall not be considered for this purpose.

NOTE: Incase portion of work is being withdrawn at risk & cost of contractor instead of termination of contract, contract quantities pertaining to portion of work withdrawn shall be considered as 'Balance scope of work' for calculating Risk & Cost amount.

**LD against delay in executed work in case of Termination of Contract:**

LD against delay in executed work shall be calculated in line with LD clause no. 2.7.11.3 of GCC, for the delay attributable to contractor. For limiting the maximum value of LD, contract value shall be taken as Executed Value of work till termination of contract.

Method for calculation of "LD against delay in executed work in case of termination of contract" is given below.

- i). Let the time period from scheduled date of start of work till termination of contract excluding the period of Hold (if any) not attributable to contractor= T1
- ii). Let the value of executed work till the time of termination of contract= X
- iii). Let the Total Executable Value of work for which inputs/fronts were made available to contractor and were planned for execution till termination of contract = Y
- iv). Delay in executed work attributable to contractor i.e. T2=[1-(X/Y)] x T1
- v). LD shall be calculated in line with LD clause (clause 2.7.11.3) of the Contract for the delay attributable to contractor taking "X" as Contract Value and "T2" as period of delay attributable to contractor.

2.7.2.2 In case Contractor fails to deploy the resources as per requirement, BHEL can deploy own/hired/otherwise arranged resources at the risk and cost of the contractor and recover the expenses incurred from the dues payable to contractor. Recoveries shall be actual expenses incurred plus 5% overheads or as defined in SCC.

2.7.3 **Recoveries arising out of Risk & Cost and LD or any other recoveries due from Contractor**

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Following sequence shall be applicable for recoveries from contractor:

- a) Dues available in the form of Bills payable to contractor, SD, BGs against the same contract.
- b) Demand notice for deposit of balance recovery amount shall be sent to contractor, if funds are insufficient to effect complete recovery against dues indicated in (a) above.
- c) If contractor fails to deposit the balance amount to be recovered within the period as prescribed in demand notice, following action shall be taken for balance recovery:

- i) Dues payable to contractor against other contracts in the same Region shall be considered for recovery.
- ii) If recovery cannot be made out of dues payable to the contractor as above, balance amount to be recovered, shall be informed to other Regions/Units for making recovery from the Unpaid Bills/Running Bills/SD/BGs/Final Bills of contractor.
- iii) In-case recoveries are not possible with any of the above available options, Legal action shall be initiated for recovery against contractor.

4. Clause no. 2.8.5 of GCC shall be read as below :

**Clause no. 2.8.5:** The contractor shall comply with all applicable Laws, Statutory Rules, Regulations, Notifications, etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer's Liability Act, Industrial Disputes Act, Employers Provident Act, Employees State Insurance Scheme, Contract Labour (Regulation and Abolition) Act, Payment of Bonus & Gratuity Act, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, or any other Acts, Rules, and Regulations for labour/workers or governing execution of the work as may be enacted by the Bangladesh Government during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also comply with provisions of and give all such notices to the local Governing Body, Police and other relevant Authorities as may be required by the Law of the land

The Contractor shall obtain independent License under the Contract Labour (Regulations and Abolition) Act, 1970 for engaging contract labour as required from the concerned Authorities based on the certificate (Form- V) issued by the Principal Employer/Customer.

The contractor shall pay and bear all taxes, fees, license charges, Cess, duties, deposits, tolls, royalties, commission or other charges which may be leviable on account of his operations in executing the contract.

5. Clause no 1.3.9.2 of GCC shall be read as below:

**Clause no 1.3.9.2:** The EMD may be accepted only in the following forms:

- (a) Cash deposit as permissible under the extant Income Tax Act (before tender opening)
- (b) Electronic Fund Transfer credited in BHEL account (before tender opening)
- (c) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)
- (d) Fixed Deposit Receipt (FDR) 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)

In addition to above, the EMD amount in excess of Rs. 2 Lakh may also be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for atleast six months. EMD of successful tenderer will be retained as part of Security Deposit.

Clause no. 1.3.9.3 & 1.3.9.4 of GCC stands deleted.

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6. Clause no 1.7.2 of GCC shall be read as below:

Clause no 1.7.2: 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.

7. Clause no 1.7.3.5 of GCC shall be read as below:

Clause no 1.7.3.5: At least 50% of the required Security Deposit, including the EMD, should be furnished before start of the work. Balance of the Security Deposit can be deposited 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.

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 competent authorities.

8. Clause no 1.7.3 to 1.7.3.4 shall be renumbered as 1.7.3.1 and shall be replaced by following;

Clause no 1.7.3.1: The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:

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

Clause no. 1.7.3.6 of GCC stands deleted.

9. Clause no 1.7.4.1 of GCC shall be read as below:

Clause no 1.7.4.1: Security Deposit shall be refunded/Bank Guarantee(s) released to the Contractor along with the 'Final Bill' after deducting all expenses / other amounts due to BHEL under the contract / other contracts entered into with them by BHEL upon fulfilment of contractual obligations as per terms of the contract.

10. Clause no 2.14 of GCC shall be read as below:

Clause no 2.14: ARBITRATION & CONCILIATION

- 2.14.1.1 Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted as provided in Clause 2.14.2 herein below or otherwise) 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 (hereinafter referred to as the 'Dispute'), then, either Party may, commence arbitration in respect of such Dispute by issuance of a notice in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice'). The Notice shall contain the particulars of all claims to be referred to arbitration in sufficient detail and shall also indicate the monetary amount of such claim. The arbitration shall be conducted by a sole arbitrator to be appointed by the Head of the BHEL Power

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Sector Region issuing the Contract within 60 days of receipt of the complete Notice. The language of arbitration shall be English.

The Arbitrator shall pass a reasoned award.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder as in force from time to time shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Kolkata (the place from where the contract is Issued). The Contract shall be governed by and be construed as per provisions of the laws of India. Subject to this provision 2.14.1.1 regarding ARBITRATION, the principal civil court exercising ordinary civil jurisdiction over the area where the seat of arbitration is located shall have exclusive jurisdiction over any DISPUTE to the exclusion of any other court.

2.14.1.2 In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable:

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD (Administrative Mechanism for Resolution of CPSEs Disputes) as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 as amended from time to time.

2.14.1.3 The cost of arbitration shall initially be borne equally by the Parties subject to the final allocation thereof as per the award/order passed by the Arbitrator.

2.14.1.4 Notwithstanding the existence of 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 unless the dispute inter-alia relates to cancellation, termination or short-closure of the Contract by BHEL.

#### 2.14.2 CONCILIATION:

If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, effect, interpretation or breach of the agreement, contract), which the Parties are unable to settle mutually, arise inter-se the Parties, the same may, be referred by either party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority of BHEL from the BHEL Panel of Conciliators.

##### Notes:

1. No serving or a retired employee of BHEL/Administrative Ministry of BHEL shall be included in the BHEL Panel of Conciliators.
2. Any other person(s) can be appointed as Conciliator(s) who is/are mutually agreeable to both the parties from outside the BHEL Panel of Conciliators.

The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided in Procedure 2.3 to this GCC. The Procedure 2.3 together with its Formats will be treated as if the same is part and parcel hereof and shall be as effectual as if set out herein in this GCC.

The Contractor hereby agrees that BHEL may make any amendments or modifications to the provisions stipulated in the Procedure 2.3 to this GCC from time to time and confirms that it shall

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be bound by such amended or modified provisions of the Procedure 2.3 with effect from the date as intimated by BHEL to it.

**2.14.3 No Interest payable to Contractor**

Notwithstanding anything to the contrary contained in any other document comprising in the Contract, no interest shall be payable by BHEL to Contractor on any moneys or balances including but not limited to the Security Deposit, EMD, Retention Money, RA Bills or the Final Bill, or any amount withheld and/or appropriated by BHEL etc., which becomes or as the case may be, is adjudged to be due from BHEL to Contractor whether under the Contract or otherwise.

**Annexure -C****Certificate by Chartered Accountant on letter head**

This is to to Certify that M/S .....,  
(hereinafter referred to as 'company') having its registered office at  
..... is registered under MSMED Act 2006, (Entrepreneur  
Memorandum No (Part-II) ..... dtd:.....,  
Category:..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year ..... as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :  
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:  
Rs.....Lacs

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

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs for .....Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category {Micro/ Small} (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is ..... (dd/mm/yyyy) which is within the period of 5 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name-

Membership number-

Seal of Chartered Accountant

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**Annexure –D****Specific Clause w.r.t. BOCW Act & Cess Act**

1. It shall be the sole responsibility of the contractor as employer to ensure compliance of all the statutory obligations under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder.
2. It shall be sole responsibility of the contractor engaging Building Workers in connection with the building or other construction works in the capacity of employer to apply and obtain registration certificate specifying the scope of work under the relevant provisions of the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 from the appropriate Authorities.
3. It shall be responsibility of the contractor to furnish a copy of such Registration Certificate within a period of one month from the date of commencement of Work.
4. It is responsibility of the contractor to register under the Building and other Construction Workers' Welfare Cess Act, 1996 and deposit the required Cess for the purposes of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 at such rate as the Central Government may, by notification in the Official Gazette, from time to time specify. However, before registering and deposit of Cess under the Building and other Construction Workers' Welfare Cess Act, 1996, the contractor will seek written prior approval from the Construction Manager.
5. In case where the contractor has been accorded written approval by the Construction Manager and the contractor is required to furnish information in Form I and deposit the Cess under the Building and other Construction Workers' Welfare Cess Act, 1996, fails to do so, BHEL reserves right to impose penalty at the rate of 30% of Cess Amount.
6. It shall be sole responsibility of the contractor as employer to get registered every Building Worker, who is between the age of 18 to 60 years of age and who has been engaged in any building or other construction work for not less than ninety days during the preceding twelve months as Beneficiary under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996.
7. It shall be sole responsibility of the contractor as employer to maintain all the registers, records, notices and submit returns under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder.
8. It shall be sole responsibility of the contractor as employer to provide notice of poisoning or occupation notifiable diseases, to report of accident and dangerous occurrences to the concerned authorities under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the rules made thereunder and to make payment of all statutory payments & compensation under the Employees' Compensation Act, 1923.
9. It shall be responsibility of the Contractor to furnish BHEL on monthly basis, Receipts/ Challans towards Deposit of the Cess under the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder along with following statistics :
  - (i) Number of Building Workers employed during preceding one month.
  - (ii) Number of Building workers registered as Beneficiary during preceding one month.
  - (iii) Disbursement of Wages made to the Building Workers for preceding wage month.
  - (iv) Remittance of Contribution of Beneficiaries made during the preceding month
10. BHEL shall reimburse the contractor the Cess amount deposited for the purposes of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 under the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder. However, BHEL shall not reimburse the Fee paid towards the registration of establishment, fees paid towards registration of Beneficiaries and Contribution of Beneficiaries remitted.
11. It shall be responsibility of the Building Worker engaged by the Contractor and registered as a beneficiary under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 to contribute to the Fund at such rate per mensem as may be specified by the State government

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by notification in the Official Gazette. Where such beneficiary authorizes the contractor being his employer to deduct his contribution from his monthly wages and to remit the same, the contractor shall remit such contribution to the Building and other construction Workers' Welfare Board in such manner as may be directed by the Board , within the fifteen days from such deduction.

12. If any point of time during the contract period, non-compliance of the provisions of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder is observed, BHEL reserves the right to withhold a reasonable amount from the payables to discharge any obligations on behalf of Contractors. The reasonable amount shall be decided by the Construction Manager in consultation with Resident Accounts Officer & Head HR and shall be final.
13. The contractor shall declare to undertake any liability or claim arising out of employment of building workers and shall indemnify BHEL from all consequences / liabilities / penalties in case of non compliance of the provisions of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder.



**ANNEXURE-E****Statewise GST Registration nos.**

<b>Sl. No.</b>	<b>State / UT</b>	<b>GST Reg. No.</b>
1	Andhra Pradesh	37AAACB4146P7Z8
2	Assam	18AAACB4146P1ZE
3	Bihar	10AAACB4146P1ZU
4	Chandigarh	04AAACB4146P1ZN
5	Chattishgarh	22AAACB4146P1ZP
6	Daman & Diu	25AAACB4146P1ZJ
7	Delhi	07AAACB4146P1ZH
8	Gujarat	24AAACB4146P1ZL
9	Haryana	06AAACB4146P1ZJ
10	HP	02AAACB4146P1ZR
11	Jharkhand	20AAACB4146P5ZP
12	Karnataka	29AAACB4146P1ZB
13	Kerala	32AAACB4146P1ZO
14	Maharashtra	27AAACB4146P1ZF
15	MP	23AAACB4146P1ZN
16	Punjab	03AAACB4146P2ZO
17	Rajasthan	08AAACB4146P1ZF
18	Tamil Nadu	33AAACB4146P2ZL
19	Telangana	36AAACB4146P1ZG
20	Tripura	16AAACB4146P1ZI
21	UP	09AAACB4146P2ZC
22	Uttarakhand	05AAACB4146P1ZL
23	West Bangal	19AAACB4146P1ZC
24	Mizoram	15AAACB4146P1ZK
25	Orissa	21AAACB4146P1ZR
26	Arunachal Pradesh	12AAACB4146P1ZQ

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 232111691/ 23398231

**Annexure- CPP-GST/I****Please arrange to submit this filled-up format along with Tender**

Name of the Company	
Address of Company*	
Company Registration Number*	
Name of Partners / Directors	
ALL THE STATES WHERE BIDDER HAS A PLACE OF BUSINESS*	
ALL ADDRESS OF VENDOR MENTIONING THEIR PIN AS PER THE LATEST GST REGISTRATION*	
GSTN OF ALL THE ABOVE NOTED PLACES OF VENDOR*	
Bidder Type: Indian/ Foreign*	
City*	
State*	
Country*	
Postal Code*	
PAN/TAN Number*	
Company's Establishment Year	
Company's Nature of Business*	
Company's Legal Status* {limited /undertaking/joint venture/partnership/other}	
Company Category* {micro unit as per MSME/small unit as per MSME/medium unit as per MSME/Ancillary unit/project affected person of this company/ssi/ other}	
Relevant documents to be submitted as applicable.	
Enter Company's Contact Person Details	
Title(Mr. / Mrs. / Ms. / Dr. / Shri)*	
Contact Name*	
Date Of Birth*	
Correspondence Email*	
(Correspondence Email ID can be same as your Login ID. All the mail correspondence will be sent only to the Correspondence Email ID.)	
Designation	
Phone*	
Fax*	
Mobile*	

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**TENDER NO: PSER:SCT:SLB-HK1988:19**

**VOLUME - I**

**GENERAL CONDITIONS OF CONTRACT**

**FOR**

**HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER  
PREMISES LOCATED AT KOLKATA**

**BHARAT HEAVY ELECTRICALS LIMITED**

**( A GOVT. OF INDIA UNDERTAKING )**

**POWER SECTOR – EASTERN REGION**

**PLOT NO. – 9 / 1, DJ – BLOCK,**

**SECTOR – II, KARUNAMOYEE,**

**SALT LAKE CITY,**

**KOLKATA – 700091.**

<b>Bharat Heavy Electricals Limited</b> Power Sector - Eastern Region, Kolkata		
<b>TENDER NO. PSER:SCT:SLB-HK1988:19</b>		
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**SECTION – I**  
**GENERAL INSTRUCTION TO TENDERER**

CLAUSE NO	DESCRIPTION
1.1	NOTICE
1.1.1	Sealed tenders complete in all respects shall be submitted, duly superscribing the tender document No. and name of work, to the OFFICER INVITING TENDER within specified date and time.
1.1.2	Bharat Heavy Electricals Ltd., take no responsibility for any delay, loss or non receipt of tender document sent by post and also reserve the right to reject any or all the tenders without assigning any reason thereof. Tenders not accompanied by prescribed earnest money are liable to be summarily rejected.
1.2	PROCEDURE FOR SUBMISSION OF SEALED TENDERS
1.2.1	The tenderer must submit their tenders as required in three parts in separates sealed covers prominently superscribed as Part – I “TECHNO – COMMERCIAL BID”, Part – II “PRICE BID” and Part – III “EMD” and also indicating on each of the covers the tender specification number and due date and time. All the three sealed envelopes shall be enclosed in a third envelop superscribing tender specification No. and due date and time on the top.
1.2.2	No deviation from the tender specifications shall be acceptable to BHEL. For this purpose the tenderers shall confirm their unqualified acceptance of the terms and conditions in the technical bid, and that the rate quoted are in accordance with the tender specification by giving a written undertaking to that effect as per the enclosed format. This certificate shall be kept outside the techno-commercial bid during submission. TENDERS NOT COMPLYING WITH THE ABOVE MAY BE REJECTED.
1.2.2.1	PART – I (TECHNO – COMMERCIAL BID) – Cover I. All schedules, data sheets & details, reference of EMD ( without disclosing amount) and Volume-I & Volume-II (signing on all the pages) shall be enclosed in Part-I, TECHNO–COMMERCIAL BID.
1.2.2.2	PART-II (PRICE BID) – Cover II All indications of price as per rate schedule (Volume III) alongwith Volume III (signing on all the pages) shall be submitted in this Part II, PRICE BID.
1.2.2.3	PART-III (EMD) – Cover III This cover should contain only Earnest Money deposit (EMD) for the specification.
1.2.3	Tenders submitted by post shall be sent ‘REGISTERED POST AC-KNOWLEDGEMENT DUE’ and shall be posted with the due allowance for any postal delay. Tenders received after the due date and time of opening is liable to be rejected. Telegraphic offers and offers received by telex may not be considered unless confirmed in writing by a detailed offer.
1.2.4	Tenders shall be opened by the authorized officers of BHEL at his office at the specified time and date in the presence of such of those, tenderers or their authorized representatives who may be present. Such representatives shall have to bring with them an authorization letter during the opening of price bids.
1.2.5	The tenderers shall closely peruse all the clauses, specification and drawings indicated in the tender documents before quoting. Should the tenderer have any doubt about the meaning of any portion of the tender specifications or find discrepancies or omission in the drawing or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, scope of work etc, shall at once contact the authority inviting the tender for clarification before submission of offer.
1.2.6	Before tendering, the tenderers are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour. No claim will be entertained later on the ground of lack of knowledge.
1.2.7	Tenderer must fill up all the schedules and annexure and furnish all the required information as per the instructions given in various sections of the tender specification. Each and every page of the tender specification, comprising of Volume I, Volume II and Volume III must be SIGNED, STAMPED AND SUBMITTED ALONGWITH THE OFFER by the tenderer in token acceptance thereof. The information furnished shall be complete by itself.
1.2.8	The tenderer shall quote the rates in English language and international numerals. The rate shall be in whole rupees. These rates shall be entered in figurers as well as in words. In case of difference in rates between words and figurers THE LESSER OF THE TWO will be treated as valid rate. For the purpose of the tender, the metric system of units shall be used.

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1.2.9	All entries in the tender shall either be typed or be in ink. Erasing and over writing are not permitted and may render such tender liable to summary rejection. All cancellations and insertions shall be duly attested by the tenderer.
1.3	<b>QUALIFICATION OF TENDERERS</b>
	Only tenderers who have been previously qualified in the work of this nature and description detailed in this tender specification and have other resources and expected to quote for this work.
1.3	<b>DATA AND DOCUMENTS TO BE ENCLOSED</b>
1.3.1	Full information shall be given by the tenderer in respect of following. Non-submission of these information may lead to rejection of the offer.
1.3.2	Attested copies of partnership deed, power of attorney and tender specifications duly signed as mentioned in the tender documents.
1.3.3	In case of an proprietorship firm, full name of proprietor, address, place and nature of business shall be furnished. In case of partnership firm, names of all the partners and their address, copy of partnership deed, instrument of partnership duly certified by the Notary Public shall be enclosed. In case of company, date and place of registration including date of commencement certificate, in case of public companies (certified copies of Memorandum and Articles of Association are also to be furnished), nature of business carried on by the company and submissions of the memorandum relating thereof, names and particulars including addresses of all the directors and their previous experiences etc shall be furnished.
1.3.4	Prescribed Earnest Money Deposit.
1.3.5	Previous experience
	A statement giving particulars duly supported by documentary evidence of the various services rendered for each similar work by the tenderer indicating the particulars and value of each work, the site location and the duration and date of completion and also list of site location and particulars and values of various works that are under progress.
1.3.6	Organization chart
1.3.6.1	The organization that is totally available and that will be employed by the tenderer for this work duly indicating the number of supervisors the number of skilled and unskilled persons etc.
1.3.6.2	A list of tools and tackles that the tenderer is having and those will be used on this job including deployment plan.
1.3.6.3	Audited Balance Sheet and Profit & Loss A/c of last three years.
1.3.7	Banker's Certificate
	A latest certificate from Scheduled Bank to prove his financial capacity to undertake the work or solvency certificate from the concerned government authority.
1.3.8	Income Tax / Sales Tax Certificate
1.3.8.1	A valid certificate of Income Tax / Sales Tax verification from the appropriate authority in the forms prescribed duly indicating annual turnover. These certificates shall be valid for one year from the date of issue or for the period prescribed therein for all tenders submitted during the period.
1.3.8.2	A written declaration indicating that no deviation from the tender specification has been taken.
1.3.8.3	In addition to above, other particulars, required in various annexure shall be furnished.
1.3.9	<b>EARNEST MONEY DEPOSIT (EMD)</b>
1.3.9.1	Every tender must be accompanied by the prescribed amount of Earnest Money Deposit as indicated in the tender enquiry letter, in any of the following forms. (All securities are to be discharged and pledged in favour of BHEL).
1.3.9.2	Note: Cheque, Money order, postal order or bank guarantee will not be accepted.
1.3.9.3	The amount shall be remitted by the bidder in cash (as permissible under Income Tax Act) to the cashier of Bharat Heavy Electricals Limited, Power Section, Eastern Region, Kolkata and cash receipt issued by BHEL shall be enclosed alongwith the tender.
1.3.9.4	Pay orders, demand draft payable at Kolkata duly pledged in favour of Bharat Heavy Electricals Limited.
1.3.9.5	Tenders received without earnest money in full in the manner prescribed above are liable to be rejected.
1.3.9.6	The Earnest money deposit of the successful tenderer paid in cash /DD/pay order shall be retained towards part of Security Deposit.
1.3.9.7	In the case of unsuccessful tenderers, the Earnest Money shall be refunded within a reasonable time after acceptance of award of work by the successful tenderer.



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1.3.9.8	BHEL reserves the right of forfeiture of earnest money deposit in case the tenderer:	
1.3.9.9	After opening of the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.	
1.3.9.10	Fails to commence the work within the period as specified in the Letter of Intent or communicate the unqualified acceptance of the Letter of Intent within 15 days of date of the Letter of Intent.	
1.4	AUTHORISATION AND ATTESTATION	
	Tenders shall be signed by persons duly authorized / empowered to do so. Certificated copies of such authority and relevant documents shall be submitted alongwith the tenders.	
1.5	VALIDITY OF OFFER	
	The rates in the tender shall be kept valid for acceptance / for minimum period of six months from the date of submission of latest offer. If a tenderer withdraws or revokes his tender or revises the tendered rates and conditions for any items within the aforesaid period, his earnest money is liable to be forfeited. In case Bharat Heavy Electricals Limited calls for negotiations, such negotiations shall not amount to cancellation or withdrawal, of the original offer which shall be binding on the tenderers.	
1.6	EXECUTION OF CONTRACT	
	The successful tenderer's responsibility under this contract commences from the date of issue of letter of intent by Bharat Heavy Electricals Limited. The successful tenderer shall be required to execute agreement in the prescribed form with BHEL within a reasonable time after the acceptance of his tender and in any case before submitting the first bill for payment. The total expenses towards preparing agreement (no of copies to be specified by BHEL at the time of execution of agreement) shall be borne by the contractor.	
1.7	SECURITY DEPOSIT (SD)	
1.7.1	Upon acceptance of tender, the successful tenderer within the time specified in the letter of intent must deposit required amount as security deposit for satisfactory completion of work and shall not commence work under the contract before remitting security deposit except as directed by BHEL.	
1.7.2	The amount of Security Deposit shall be as follows:	
1.7.2.1	In the case of work upto 10 lac.	10%
1.7.2.2	In the case of work costing above Rs 10 lac upto Rs 50 lac.	Rs 1 [one] lac plus 7.5% of the amount exceeding Rs 10 lac.
1.7.2.3	Above Rs 50 lac.	Rs 4 [four] lac plus 5% of the amount exceeding Rs 50 lac.
1.7.3	The Security deposit may be deposited in any of the following form:	
1.7.3.1	The total Security Deposit as indicated in the letter of intent can be paid in cash (as permissible under the Income Tax Act)/Pay Order or Demand Draft (in favour of Bharat Heavy Electricals Limited payable at Kolkata)/local cheques of Scheduled Banks (subject to realization) to BHEL, Power Sector, Eastern Region, Kolkata within the time limit stipulated in the letter of intent.	
1.7.3.2	The Security Deposit as indicated in the letter of intent can be paid in the form of Bank Guarantee from Scheduled Banks / Public Financial institutions as defined in the Companies Act in the prescribed proforma, the validity being upto completion of work as stipulated in the letter of intent. The Bank Guarantee furnished towards Security Deposit should be kept valid by proper renewal till the said work is actually completed.	
1.7.3.3	The security deposit may be submitted through securities from Post Offices such as National Savings Certificates/Kisan Vikas Patras etc (certificates should be held in the name of the contractor furnishing the security and duly pledged in favour of Bharat Heavy Electricals Limited, Power Sector, Eastern Region, Kolkata and discharged on the back).	
1.7.3.4	The security deposit may be submitted by Fixed Deposit Receipt issued by Scheduled Banks/Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C Bharat Heavy Electricals Limited, Power Sector, Eastern Region, Kolkata, duly discharged on the back.	
1.7.3.5	The security deposit can be recovered by deduction from running bills @ 10% of the value of each running bills till the full Security Deposit is made up. However, in such cases at least 50% of the Security Deposit should be deposited before start of work and the balance may be recovered from RA bills.	
1.7.3.6	Acceptance of security deposit against sl No. 1.7.3.3 & 1.7.3.4 above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for collection of interest or renewal of the documents or in any other matter connected therewith.	

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1.7.3.7	If the value of the work done at any time exceeds accepted agreement value, the security deposit shall be correspondingly enhanced and the extra security deposit shall be immediately deposited by the contractor or recovered from payments due to him.
1.7.3.8	Regarding adjustment of Earnest Money deposit towards part of Security Deposit, refer clause under EMD above.
1.7.3.9	Failure to deposit security money within stipulated time may lead to forfeiture of Earnest Money and cancellation of award of work.
1.7.3.10	If any parts of security deposit of the contractor is held in the form of approved securities, it shall be kept transferred in the name of Bharat Heavy Electricals Limited, Power Sector, Eastern Region, Kolkata in such a manner the BHEL can realize it fully without reference to the contractor. BHEL shall not be responsible for any depreciation in the value of the security while in BHEL's custody or for any loss of interest thereon.
1.7.3.11	BHEL reserve the right of forfeiture of security deposit in addition to other claims and penalties in the event of the contractor's failure to fulfil any of the contractual obligations (including liquidation or bankruptcy of the contractor, non-payment of money payable by means of arbitration award in favour of BHEL) or in the event of termination of contract as per terms and conditions of contract. BHEL reserve the right to set off these security deposit, against any claims of any other contract with BHEL.
1.7.3.12	In case of small value contracts not exceeding Rs.10 lakhs and all SAS jobs, work can be started before Security Deposit is collected. However, payment can be released only after collection / recovery of initial 50% Security Deposit.
1.7.4	Return of Security Deposit
1.7.4.1	If the contractor duly performs and completes the contract in all respects to the entire satisfaction of BHEL and presents an absolute no Demand Certificate in the prescribed form and returns properties belonging to BHEL taken / borrowed or hired by him for carrying out the said works, half of the amount of Security Deposit will be released to the contractor after deducting all costs of expenses or other amounts that are to be paid to BHEL under this or other contracts entered into with the contractor. It may be noted that in no case the Security Deposit shall be refunded/released prior to passing of final bill. Balance half of the amount of Security Deposit will be released only after the satisfactory completion of Warranty / Guarantee Period as per terms of specification.
1.7.4.2	No interest shall be payable by BHEL on earnest money / security deposit or any money due to the contractor by BHEL.
1.8	REJECTION OF TENDER AND OTHER CONDITIONS
1.8.1	The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever.
1.8.1.1	To reject any or all of the tender.
1.8.1.2	To split up the work amongst two or more tenderers.
1.8.1.3	To award the work in part.
1.8.1.4	Either of the contingencies stated in 1.8.1.2 and 1.8.1.3 to modify the time for completion suitably.
1.8.2	Conditions and unwitnesses tenderers, tenders containing absurd or unworkable rates and amounts and tenders which are incomplete and otherwise considered defective and not in accordance with the tender conditions, specification etc., are liable to be rejected.
1.8.3	If a tenderer expires after his submission of the tenders or after the acceptance of his tender BHEL may at their discretion cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at their discretion unless the firm retains its character.
1.8.4	BHEL will not be bound by any power of attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. They may however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
1.8.5	If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded, and forfeit Earnest Money / Security Deposit.
1.8.6	Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the contractor who resort to canvassing are liable to rejection.
1.8.7	Should a tenderer of contractor or in the case of a firm or Company one or more its partners / shareholders / directors have a relation or relations employed in the capacity of an officer of BHEL, the authority inviting tender shall be informed of the fact alongwith the Officer, failing

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	this, BHEL may, at it sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money / Security Deposit.
1.8.8	The successful tenderer should not subcontract the part or complete work detailed in this tender specification / undertaken by him without written permission of BHEL. The tenderer is solely responsible to BHEL for the work awarded to him.
1.8.9	No deviation from the tender specifications shall be acceptable to BHEL. Tenderers shall confirm their unqualified acceptance of the terms and conditions by giving an undertaking to this effect in a separate envelope alongwith the techno-commercial bid superscribed the word "undertaking for NO DEVIATION".

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**SECTION – II**  
**GENERAL TERMS AND CONDITIONS OF CONTRACT**

CLAUSE NO	DESCRIPTION
2.1	DEFINITION The following terms and expression shall have the meaning hereby assigned to them excepting where the context otherwise requires :-
2.1.1	‘BHEL’ shall mean Bharat Heavy Electricals Limited, a company registered under Indian Companies Act 1956, with its Registered office at ‘BHEL HOUSE’, SIRI FORT, NEW DELHI – 110 049. Power Sector, Eastern Region, Kolkata – 700 001 or its administrative officers or its site engineer or other employees authorized to deal with any matters with which these persons are concerned on its behalf.
2.1.2	EXECUTIVE DIRECTOR / GENERAL MANAGER shall mean the officer in administrative charge of BHEL, Power Sector, Eastern Region or their other regional offices.
2.1.3	‘ENGINEER’ OR ‘ENGINEER IN CHARGE’ shall mean engineer deputed by BHEL. The term includes ‘SITE ENGINEER’ ‘RESIDENT ENGINEER’ and ‘ASSISTANT SITE ENGINEER’ of BHEL at the site as well as the officers in charge at Kolkata Office.
2.1.4	‘SITE’ shall mean the place or places at which the plants / equipment are to be erected and services are to be performed as per the specification of this contract.
2.1.5	‘CLIENTS OF BHEL’ or ‘CUSTOMER’ shall mean the Project authorities to whom BHEL is supplying the equipment.
2.1.6	‘CONTRACTOR’ shall mean the individual firm or company who enters into this contract with BHEL and shall include their executors, administrators, successors and permitted assigns.
2.1.7	‘CONTRACTOR’ or ‘CONTRACT DOCUMENT’ shall mean and includes the agreement of work order, the accepted appendices or rates, schedule or quantities, if any and general conditions of contract, the special conditions of contract, instructions to the tenders, the drawing, the specification, the special specifications if any, the tender documents and the letter of intent / accepting letter issued by BHEL. Any conditions or terms stipulated by the contractor in the tender documents or supporting letters shall not form part of the contract unless specifically accepted in writing by BHEL and incorporated in this agreement.
2.1.8	‘GENERAL CONDITION OF CONTRACT’ shall mean the instruction to Tenderers and general conditions of contract pertaining to the work detailed.
2.1.9	‘TENDER SPECIFICATION’ shall mean the specific condition, technical specifications, appendices, site information and drawings pertaining to the work in which the tenderers are required to submit their offers. Also this will include the specifications covered under specifications detailed in NIT of client of BHEL for erection, testing and commissioning of plant. Individual specification No. will be assigned to each tender specification.
2.1.10	‘TENDER DOCUMENTS’ shall mean the general condition of contract and tender specification.
2.1.11	‘LETTER/TELEX OF INTENT (LOI/TOI)’ shall mean the intimation to the tenderer that the tender has been accepted in accordance with provision contained in it. The responsibility of the contractor commences from the date of issue of this letter and all the terms and condition of contract are applicable from this date.
2.1.12	‘COMPLETION TIME’ shall mean the period by date specified in the acceptance of the tender for handing over of the erected equipment/plant which are found acceptable by the Engineer being of required standard and conforming to the specifications of the contract.
2.1.13	‘PLANT’ shall mean and connote the entire assembly of the plant and equipment covered by the contract.
2.1.14	‘EQUIPMENT’ shall mean all equipment, machinery, materials, structurals, electricals and other components of the plant covered by the contract.
2.1.15	‘TESTS’ shall mean and includes such test to be carried out on the part of the contractor as are prescribed in the contract or considered necessary by BHEL, in order to ascertain the quality, workmanship, performance and efficiency of the contractor's work or part thereof.
2.1.16	‘APPROVED’, ‘DIRECTED’ or ‘INSTRUCTED’ shall mean approved, directed or instructed by BHEL.
2.1.17	‘WORK or CONTRACT WORK’ shall mean and include supply of all categories of labour, specified consumable, tools and tackles required for complete and satisfactory site transportation, handling, stacking, storing erecting, testing and commissioning of the equipment to the entire satisfaction of BHEL.
2.1.18	‘SINGULAR AND PLURAL ETC’ works carrying singular number shall also include plural and

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	<p>vis-versa where the context so require. Words importing the masculine gender shall be taken to include any company or association or body of individuals whether incorporated or not.</p>
2.1.19	<p>'HEADINGS'. The headings in these general conditions are solely for the purposes of facilitating reference and shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.</p>
2.1.20	<p>'MONTH' shall mean Calendar month.</p>
2.1.21	<p>'WRITTING' shall include any manuscript type written or printed statement under the signature or seal as the case may be.</p>
2.2	<p><b>LAW GOVERNING THE CONTRACT AND COURT JURISDICTION.</b></p> <p>The contract shall be governed by the law for the time being in force in the Republic of India. The Civil Court, having ordinary original civil jurisdiction, Kolkata shall alone have exclusive jurisdiction in regard to all claims in respect of this contract.</p>
2.3	<p><b>ISSUE OF NOTICE</b></p> <p>The contractor shall furnish to the BHEL Engineer name, designation and address of his authorized agent and all complaints, notices, communications and reference shall be deemed to have been duly given to the contractor if delivered to the contractor or his authorized agent or left at or posted to address either of the contractor or of his representative and shall be deemed to have been so given in case of posting on the day on which they would have reached such address in ordinary course of post or on which they were so delivered of /or left.</p>
2.4	<p><b>USE OF LAND</b></p> <p>No land belonging to BHEL or their customer under temporary possession of BHEL shall be occupied by the contractor without the written permission of BHEL.</p>
2.5	<p><b>COMMENCEMENT OF WORK</b></p>
2.5.1	<p>The contractor shall commence the works within the time indicated in the letter / talex of intent from BHEL and shall proceed with same with due expedition without delay.</p>
2.5.2	<p>If the successful tenderer fails to start the work within the stipulated time, BHEL at its sole discretion will have the right to cancel the contract. His earnest money and / or Security Deposit with BHEL will stand forfeited without any further reference to him, without prejudice to any and all of BHEL's rights and remedies in this regard.</p>
2.5.3	<p>All the works shall be carried out under the direction and satisfaction of BHEL.</p>
2.5.4	<p>The erected / constructed plant or work performed under the contract shall be taken over when it has been completed in all respects and / or satisfactorily put into operation at site.</p>
2.6	<p><b>MODE OF PAYMENT &amp; MEASUREMENT OF THE WORK COMPLETE</b></p> <p>All payments due to the contractor shall be paid by 'Account Payee Cheques'.</p>
2.6.1	<p>For progress running bill payment: The contractor shall present detailed measurement sheets, in triplicate, duly indicating all relevant details based on technical documents and connected drawings for work done during the month/period under various categories in line with terms of payment as per letter of intent. The basis of arriving at the quantities / weights shall be relevant documents and drawings released by BHEL. These measurement sheets shall be entered in measurement book and signed by both the parties.</p>
2.6.2	<p>These measurement sheets will be checked by BHEL engineers and quantities and percentage eligible for payment under various groups shall be decided by BHEL Engineer. The abstract of quantities and percentage so arrived at based on the terms of payment shall be entered in measurement book and signed by both in the parties.</p>
2.6.3	<p>Based on the above quantity, contractor shall prepare the bills in prescribed proforma and work out the financial value. These will be entered in M. Book and signed by both the parties and paid for duly effecting recoveries due.</p>
2.6.4	<p>All recoveries due from the contractor for the month/period shall be effected in full from this corresponding running bills unless specific approval from the competent authorities is obtained otherwise.</p>
2.6.5	<p>Measurement shall be restricted to that for which it is required to ascertain the financial liability of BHEL under this contract.</p>
2.6.6	<p>The measurement shall be taken jointly by persons duly authorized on the part of BHEL and by the contractor.</p>
2.6.8	<p>If, at any time due to any reason whatsoever, it becomes necessary to measure the work done in full, or in part, the expenses towards such re-measurements shall be borne by the contractor.</p>
2.6.9	<p>Passing of measurement as per bills does not amount to acceptance of the completion of the work mentioned. Any left out work has to be completed if pointed out at a later date by BHEL.</p>

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2.6.10	Final measure bill shall be prepared in the final bill proforma prescribed for the purpose based on the certificate issued by BHEL Engineer that entire work as stipulated in the tender specification has been completed in all respects to the entire satisfaction of BHEL. Contractor shall give unqualified "NO DUE" and no demand certificate. All the tools and tackles loaned to him would be returned by the contractor in satisfactory condition to BHEL. Quantities / weights erected shall be prepared and paid, within a reasonable time after completion of work. After payment of final bill only guarantee obligation percentage shall remain unpaid which shall be released in accordance with terms of specification. The final bill quantities and financial value shall also be entered in measurement book and signed by both the parties to the contract.
2.7	RIGHTS OF BHEL
2.7.1	BHEL reserve the following rights in respect of this contract without entitling the subcontractor for any compensation.
2.7.2	To get the work done through other agency at the risk and cost of the contractor, in the event of Contractor's poor progress or inability to progress the work for completion as stipulated in the contract, poor quality of the work etc and to recover compensation for such losses from contractor including BHEL's supervision charges and overheads from security deposit/other dues.
2.7.3	To withdraw any portion of work and /or to restrict alter the quantum of works as indicated in the contractors during the progress of erection and get it done through other agency and/or by departmental labour to suit BHEL's commitment to its customer or in case BHEL decides to advance in date of completion due to other emergency reason/BHEL's obligation to its customer.
2.7.4	To terminate the contract after due notice and forefeet security deposit and recover the loss sustained in getting the balance work done through other agencies in addition to liquidated damages/penalty in the events of followings:
2.7.5	Contractor's continued poor progress brought to his notice from time to time.
2.7.6	Withdrawal form or abandonment of the work before completion of the work.
2.7.7	Corrupt act of contractor.
2.7.8	Insolvency of the contractor.
2.7.9	Persistent disregard to the instructions in writing of BHEL.
2.7.10	Assignment, transfer, sub-letting of the contract without BHEL's written permission.
2.7.11	Non-fulfillment of any contractual obligations.
2.7.11.1	Any delay in completion of works / or non – achievement of periodical targets due to reasons attributable to the contractor, the same will have to be compensated by the contractor either by increasing manpower and resources or by working extra hours and /or by working more than one shift. All these are to be carried out by the contractor at no extra cost.
2.7.11.2	To recover any money due from the contractor from any money due to the contractor under this contract or any other contract or from the Security Deposit.
2.7.11.3	To Claim compensation for losses sustained including BHEL's supervision charges and overheads in completion on termination of contract and/or to impose penalty for delay in completion of the work, at the rate of ½ % (half percent) of the contract value per week of delay or part thereof subject to a ceiling of 10% (ten percent) of the contract value.
2.7.11.4	To terminate the Contract or to restrict the quantum of the work and pay for the portion of work executed in case BHEL's contracts with their customers are terminated for any reason.
2.7.11.5	To effect recovery from any amounts due to the contractor under this or any other contract etc., in any other form, the money BHEL is forced to pay to anybody, due to contractor's failure to fulfil any of his obligations.
2.7.11.6	While every endeavour will be made by BHEL, they cannot guarantee uninterrupted work due to conditions beyond their control. Contractor will not be entitled for any compensation / extra payment in this account.
2.7.11.7	In the event of any dispute of any nature, the decision of BHEL shall be final and binding on the contractor.
2.8	RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF LOCAL LAWS OF EMPLOYMENT OF WORKERS ETC.
2.8.1	The following are the responsibilities of the contractor in respect of observation of local laws, employment of personnel, payment of taxes etc.
2.8.2	As far as possible, unskilled workers shall be engaged from the local areas in which the work is being executed.
2.8.3	The contractor at all times during the continuance of this contract, shall in all his dealings with local labour for the time being employed on or in connection with the work, have due regard

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	to all local festivals and religions and other customs.
2.8.4	The contractor shall comply with all state and central laws, statutory rules, regulations etc. such as:
2.8.5	The Payment of Wages Act, Minimums Wages Act, Workmen Compensation Act, Employers Liability Act, Industrial Dispute Act, Employees Provident Fund Scheme, Employees State Insurance Scheme, Contract Labour (Regulation & Abolition) Act 1970 and other Acts, Rules & Regulations for labour as may be enacted by the government during the tenure of the contract and having force or jurisdiction at site. The contractor shall give to the local government body, police and other relevant authorities all such notices as may be required by law.
2.8.6	The contractor's quoted price shall be inclusive of all taxes, fees, licence charges, deposits, duties, royalty commission or other charges towards this contract applicable at the time of submission of latest offer. However, in case Sales Tax on Works Contract, Turn Over Tax and Excise Duty are levied subsequently, the same will be considered for reimbursement by BHEL on production of documentary evidence (assessment order) towards same. The contractor have to obtain clearance / acceptance in writing from BHEL before making such payment.
2.8.7	While BHEL could pay the inspection fees, of the Boiler Inspectorate, all other arrangements for the visits periodically by Boiler Inspector to site, inspection certificates etc. will have to be made by the contractor.
2.8.8	The contractor shall be responsible for provision of health and sanitary arrangements more particularly described in Contract Labour (Regulation & Abolition Act), safety precautions etc as may be required for safe and satisfactory execution of the contract.
2.8.9	The contractor shall fulfil all his obligations in respect of accommodation including proper medical facilities for the personnel employed by him.
2.8.10	The contractor shall be responsible for proper behaviour at site and observance of all regulations by the staff employed by him.
2.8.11	The contractor shall ensure that no damage is caused to any personnel property of other parties working at site. If any, such damage is caused, it is the responsibility of the contractor to make good the losses or compensate for the same.
2.8.12	All the properties / equipment / components of BHEL / their client loaned with or without deposit to the contractor in connection with the contract shall remain the properties of BHEL/their client. The contractor shall use such properties for the purpose of execution of this contract. All such properties /equipment/components shall be deemed to be in good condition when received by the contractor unless he notifies within 48 hours to the contrary. The contractor shall return them in good condition as and when required by BHEL /their client. In case of non-return, loss, damage repairs etc. the cost thereof, as may be fixed by the site engineers, will be recovered from the contractor.
2.8.13	It is not obligatory on the part of BHEL to supply any tools and tackles or other materials other than those specifically agreed to do so by BHEL, however, depending upon the availability, BHEL's customer's handling equipment and other plants may be made available to the contractor on payment of the Hire charge as fixed, subject to the conditions laid down by BHEL /customer from time to time. Unless paid in advance such hire charges, if applicable shall be recovered from contractor's bill / security deposit in ONE instalment.
2.8.14	The contractor shall not claim any compensation of the scope of work, due to change in design which curtails the quantum.
2.8.15	The contractor shall fully indemnify BHEL against all claims of whatsoever nature arising during the course of erection / construction / performing work under the contract.
2.8.16	In case the contractor is required to undertake any work outside the scope of this contract the rates payable shall be those mutually agreed upon.
2.8.17	The contractor shall keep the area of works clean and shall remove debris etc while executing day – to – day work. Upon completion of work the contractor shall remove from the vicinity of work all scrap, packing materials, rubbish unused and other materials and deposit them in place to be specified by the BHEL Engineer. The contractor will also demolish all the hutments, sheds, offices, constructed and used by him and shall clean the debris. In the case of his failure to do so, the same will be arranged to be removed by the BHEL Engineer. The expenses therefore, will be recovered from contractor.
2.8.18	The contractor shall arrange and co-ordinate his work in such a manner as to cause no hindrance to other agencies working in the same premises.
2.8.19	All safety rules and codes applied by the client / BHEL at site shall be observed by the contractor without exemption. The contractor shall be responsible for the safety of the



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	equipment material and work to be performed by him and shall maintain all light, fencing, guards, signs etc., or other protection necessary for the purpose. Contractor shall also take such additional precaution as may be indicated from time to time by the Engineer with a view to prevent pilferage, accidents, fire hazards and due precautions shall be taken against fire hazards and atmospheric conditions. Suitable number of clerical staff, watch and ward, store keepers to take care of equipment, materials and construction tools and tackles shall be posted at site by the contractor till the completion of the work under this contract.
2.8.20	The contractor shall arrange for such safety devices as are necessary for such type of work and carry out the requisite tests of handling equipment, lifting tools, tackles etc as per prescribed standards and practices.
2.8.21	The contractor will be directly responsible for payment of wages to his workman. A pay roll sheet giving all the payments given to the workers and duly signed by the contractor's representatives should be furnished to BHEL site office for record purpose.
2.8.22	The intent of specification is to provide services according to most modern and proven techniques and codes. The omission of specific preference to any method, equipment of materials necessary for the proper and efficient performance of work shall not relieve the contractor of responsibility of providing much facilities to complete the work.
2.8.23	In case of any class of the work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of the engineer.
2.8.24	No levy or payment or charge made or imposed shall be impeached by reason of any clerical error or by reason of any mistake in the amount levied or demanded or charged.
2.8.25	The detailed drawings, specifications, instruction manual, if any, available with the BHEL Engineer will form part of tender specification. These documents will be made available for reference only to the contractor during execution of work.
2.8.26	Should any error or ambiguity be discovered in the specification or information, the contractor shall forthwith bring the same to the notice of BHEL before commencement of work. BHEL's interpretation in such cases shall be final and binding on contractor.
2.8.27	No idle labour charges will be admissible in the event of any stoppage caused in the work resulting in contractor's labour being rendered idle due to any cause at any time.
2.8.28	It is possible that some minor repair / rectification / modification may be needed on the equipment to be erected / constructed / work to be performed under this specification, for reasons not attributable to the contractor. All such repair / rectification / modification work which can be done with the available facilities at site shall be carried out by the contractor free of cost and no extra charges shall be paid to the contractor, unless stated otherwise elsewhere.
2.8.29	The quality and progress of work will be regularly reviewed. The schedule and programme of work will be given to the contractor in advance and it will be the obligation of the contractor to achieve the desired quality and progress of work by suitably reinforcing their labour force and/or by working extra hours or in more than one shift without any extra cost. Workman found unsuitable for the work will be replaced immediately by the contractor on being informed by BHEL.
2.8.30	During the erection / construction/performing work under the contract, it is very essential that proper and adequate inspection should be made constantly to maintain the quality of workmanship so that any deviation from design dimension does not exceed permissible limits. The proper function of the unit, while in operation, depends to a great extent on the above factors. The fact that effective supervision and inspection at the execution stage is less costly than any down time of running unit even for short period need not be over emphasized. For the details regarding alignment and permissible dimensional deviations in the subassemblies, engineer may be consulted.
2.8.31	The contractor shall furnish daily labour report showing by classification of number of employees engaged in the various categories of work date wise and a progress report of work as required by BHEL Engineer.
2.8.32	The contractor shall execute the work in the most substantial and workmen like manner in stipulated time. Accuracy of work and timely execution are the essence of this contract. The contractor shall be responsible to ensure that the assembly and workmanship confirm to the dimensions and clearances given in the drawings and/or as per instructions of BHEL Engineer.
2.8.33	The contractor shall take all reasonable care to protect the materials and work till such time the plant /equipment has been taken over by BHEL /their client. Where necessary, suitable temporary fencing and lighting shall have to be provided by contractor as a safety measure

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	against accident and damage of property of BHEL. Suitable caution notices shall be displayed where access to any part may be deemed to be unsafe and hazardous.
2.8.34	It will be the responsibility of the contractor to ensure safe lifting of the equipment taking due precautions to avoid any accidents and damage to other equipments and personnel.
2.9	CONSEQUENCES OF CANCELLATION
2.9.1	Whenever BHEL exercises its authority to terminate the contract / withdraw a portion of work under the clause 2.7 they may complete the work by any means at the contractor's risk and expenses provided that in the event of the cost of completion (as certified by the site engineer which is final and conclusive) being less than the contract cost the advantage shall accrue to BHEL and that if the cost of completion exceeds the money due to the contractor under the contract, the contractor shall either pay the excess amount ordered by BHEL or the same shall be recovered in addition to the forfeiture of security deposit and recovery of liquidated damage as per relevant clauses.
2.9.2	In case BHEL completes the work under the provisions of this condition, cost of such completion to be taken into account in determining excess cost to be charged to the contract under this condition, shall consist of materials purchased and/or labour, provided by BHEL with an addition of such percentage to cover supervision and establishment charges as may be decided by BHEL.
2.10	INSURNACE
2.10.1	BHEL/ their customer shall arrange for insurance the materials / properties of BHEL /customer covering the risks during transit storage, erection and commissioning.
2.10.2	It is the sole responsibility of the contractor to issue the workmen against accident and injury while at work as required by relevant rules and to pay compensation, if any, to workmen as per workmen's compensation act. Contractor shall insure his staff against accidents. The work will be carried out in a protected area and all the rules and regulation of the client/BHEL in the area of project which are in force from time to time will have to be followed by the contractor.
2.10.3	If due to negligence and/or non-observance of safety and other precautions, any accident/injury occurs to other person/public, the contractor shall have to pay necessary compensation and other expenses, if so decided by the appropriate authorities.
2.10.4	If due to contractors carelessness, negligence or non-observance of safety precaution damage to BHEL's / customer's property and personnel should occur, and if BHEL is unable to recover, in full cost from the Insurance Company, the balance will be recovered from the contractor. The damage is to be reported within 48 hours, of occurrence alongwith engineer's report. In the event of loss /theft of BHEL's customer's property while in the custody of the contractor, it will be the responsibility of the contractor to lodge an FIR with local police authorities and furnish the details of FIR and engineer's investigation report about loss / theft within 48 hours of occurrence. This is for the purpose of lodging insurance claim. If BHEL is unable to recover full cost from Insurance Company, the balance including deductible franchise wherever applicable will be recovered from the contractor.
2.11	STRIKE AND LOCKOUTS The contractor will be fully responsible for all the disputes and others issues connected with his labour. In the event of the contractor's labour resorting to strike or the lock-out declared is not settled within a period of one month, BHEL shall have the right to get the erection work executed employing its own labour or through any other agencies or both and the cost so incurred by BHEL shall be deducted from the contractor's bills as per clauses 2.7. For all purposes whatsoever the employee of the contractor shall not be deemed to be in the employment of BHEL.
2.12	FORCE MAJEURE
2.12.1	The following shall amount to force majeure:
2.12.2	Acts of God, acts of any Government, war, sabotage, riots, civil commotion, police action, revolution, flood, fire, cyclone, earthquake and epidemic and other similar cause over which the contractor has no control.
2.12.3	If the contractor suffers delay in the due execution of the contractual obligation due to delays caused for force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the contract shall be extended by a period of time equal to the period of delay provided that on the occurrence of any such contingency the contractor immediately reports to BHEL in writing the causes of delay and contractor shall not be eligible for any compensation.
2.13	GUARANTEE Even though the work will be carried under supervision of BHEL engineers, contractor will be

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	responsible for the quality of the workmanship and shall guarantee the work done for a period of 12 months from the date of start of guarantee period, as certified by the engineer for good workmanship and shall rectify free of cost all defects due to faulty erection. In case contractor fail to repair the defective works within the time specified by the engineer. BHEL may proceed to undertake the repairs of such defective works at contractor's risk & cost without prejudices to any other rights and recover the same SD/other dues.
2.14	ARBITRATION
2.14.1	Except where otherwise provided in the contract all question and disputes relating to the meaning of specifications, design, drawings and instructions hereinbefore mentioned and as to the quality of workmanship or materials used in the work or as to anyother questions, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or those conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to and decided by the engineer whose decision shall final to the parties hereto subject however, to the Arbitration referred hereunder. Any disputes of differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties. If amicable settlement can not be reached then all such disputed issues shall be referred to the sole Arbitration of General Manager or his appointed nominee.
2.14.2	The parties to the contract understand and agree that there will be no objection to any such appointment that the arbitrator so appointed in a Government servant or in the employment of the employer, that he had to deal with the matters to which the contract relates and that in the course of his duties or any of the matters in disputes or difference as a government servant or as an employee of the employer he had expressed views on all or any of the matter in dispute or difference. The award of the arbitrator shall be final and binding on the parties to this contract.
2.14.3	In the event of the arbitrator dying, neglecting or refusing or resigning or transferred or being unable to act for any reason, or his award being set aside by the court for any reason, it shall be lawful for the GM or his successor, as the case may be, either to act himself as the Arbitrator or to appoint another arbitrator in place of outgoing Arbitrator in the matter aforesaid.
2.14.4	The arbitrator may from time to time with the consent of both the parties to the contract enlarge the time for making the award.
2.14.5	The arbitrator may from time to time with the consent of both the parties to the contract enlarge the time for making the award.
2.14.6	Work under the contract shall continue during Arbitration proceedings unless the employer shall order the suspension or termination thereof or any part thereof of the work or any portion of the work.
2.14.7	Subject Arbitration as aforesaid, shall be conducted in accordance with the provision of Indian Arbitration Act, 1940 or any statutory modification or re-enactments thereof and the rules made there- under and for the time being in force shall apply to the Arbitration proceeding under the clause. The venue of Arbitration, if any, shall be Kolkata.

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**SECTION – III**  
**COMMON CONDITIONS OF CONTRACT**

3.1	DRAWING AND DOCUMENTS
3.1.1	The detailed drawings, specification available with BHEL. Engineers will form part of this tender specifications. Those documents will be made available to the contractor during execution of work at site.
3.1.2	One set of necessary drawings to carry out the execution work will be furnished to the contractor by BHEL on loan which shall be returned to BHEL Engineer at site after completion of work. Contractor's personnel shall take care of these documents given to them.
3.1.3	The data furnished in various appendices and the drawings enclosed with this tender specification describes the equipment to be installed, tested and commissioned under this specification briefly. However, the changes in design and in quantity may be expected to occur as is usual in any such large scales of work.
3.1.4	Should any error or ambiguity be discovered in the specification or information, the contractor shall forthwith bring the same to the notice of BHEL before submission of the price bids. BHEL's interpretation in such cases shall be final and binding on the contractor if pointed out at a later date.
3.1.5	Deviation from design dimension should not exceed permissible limit. The contractor shall not correct or alter any dimension /details without specific approval of BHEL.
3.2	SAFETY AND CLEANLINESS
3.2.1	The contractor shall take all necessary safety precautions and arrange for appropriate appliances as per direction of BHEL or its authorized officials to prevent loss of human lives, injuries to personnel engaged and damage to property. Before commencing the work, the contractor shall submit a 'SAFETY PLAN' to the authorized BHEL officials. The safety plan shall indicate in detail the measures that would be taken by the contractor to ensure safety of men, equipment, material and environment during execution of the work.
3.2.2	If the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions issued by the authorized BHEL officials, BHEL shall have the right to take corrective steps at the risk and cost of the contractor.
3.2.3	During the course of construction, alternations or repairs, scrap lumber with protruding nail, sharp edge etc and all other debris shall be kept cleaned from working areas, passage, ways and stairs in and around site.
3.2.4	Combustible scrap and debris shall be removed at regular intervals during the course of execution. Safe means shall be provided to facilitate such removal. The combustible scrap should be stored in safe place away from the plant materials to avoid fire accidents. The area shall be chosen in consultation with BHEL Engineer and to be cordoned off.
3.2.5	Rigging equipment for material handling shall be inspected prior to use in each shift and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service.
3.2.6	Rigging equipment shall not be loaded in excess of its recommended safe working load.
3.2.7	Rigging equipment, when not in use, shall be removed from the original work area so as not to present a hazard to employees.
3.2.8	Contractor shall notify the engineer, of his intention to bring on to site any equipment or any container, with liquid or gaseous fuel or other substance which may create a hazard. The Engineer shall have the right to prescribe the condition under which such equipment or container may be handled and used during the performance of the works and the contractor shall strictly adhere to such instructions. The Engineer shall have the right to inspect any construction tool and to forbid its use, if in his opinion it is unsafe. No claim due to such prohibition shall be entertained.
3.2.9	Where it is necessary to provide and/or store petroleum products or petroleum mixture and explosives, of the contractor shall be responsible for carrying out such provision / storage in accordance with the rules and regulations laid down in the relevant Petroleum Act, Explosive Act and Petroleum and Carbide Calcium Manual, published by the Chief Inspector of Explosives of India. All such storage shall have prior approval if necessary from the Chief Inspector of Explosives or any other statutory authorities. The contractor shall be responsible for obtaining the same.
3.2.10	Cylinders shall be moved by tilting and rolling them on their bottom edges. They shall not be intentionally dropped, struck or permitted to strike each other violently.
3.2.11	When cylinders are transported by powered vehicle they shall be secured in a vertical position.

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3.2.11.1	Safety Helmets conforming to IS-2965: 1984.
3.2.11.2	Safety Belts conforming to IS-3521: 1980.
3.2.11.3	Safety Shoes conforming to IS-1989: 1978.
3.2.11.4	Eye and Face protection devices conforming to IS-8520: 1977 & IS-8960: 1978.
3.2.11.5	Hand and Body protection devices conforming to IS-2573: 1975, IS-6994: 1973, IS-8867: 1978 and IS-8519: 1977.
3.2.13	The contractor shall insure his workmen against all accidents and the policy shall be presented to BHEL Engineer on demand. Otherwise, BHEL will arrange the same and the expenditure towards this will be debited to the contractor. In case of a fatal or disabling injury accident to any person at construction sites due to lapses by the contractor, the victim and/or his/her dependants shall be compensated by the contractor as per statutory requirements. However, if considered necessary BHEL shall have the right to impose appropriate financial penalty on the contractor and recover the same from payments due to the contractor for suitably compensating the victim and/or his/her dependants before imposing any such penalty. Appropriate enquiry shall be held by BHEL giving opportunity to the contractor for presenting his case. Above safety conditions are not exhaustive but gives an idea for the contractor and the contractor shall adhere to all the safety precaution given by the BHEL Engineer at site.
3.2.14	The contractor shall arrange at his cost suitable lighting arrangements for various levels for safe and proper working operations during night hours at the work spot as well as at the pre-assembly area.
3.2.15	The contractor shall be responsible for provision of all the safety notices and safety equipment as enjoined on him by the application of relevant statutory regulation / provisions and/or as called upon by the BHEL Engineer from time to time. He shall be held responsible for any violation of statutory regulations (local, state or central) and BHEL instruction that may endanger safety of men equipment and material.
3.2.16	The contractor shall provide temporary fencing wherever required as safety measure against accident and damage to properties. Suitable caution notices shall be displayed where access to any part is found to be unsafe and hazardous.
3.2.17	Contractor shall ensure safety of all the workmen, material and equipment, either belonging to him or to others working at site.
3.2.18	It will be the responsibility of the contractor to ensure safe lifting of the equipment, taking due precautions to avoid any accident and damage to other equipment and personnel. The T&P and other equipment shall be rested and certificate of fitness obtained before putting them to use.
3.2.19	The contractor shall provide necessary First –Aid facilities for all his employees, representatives and workmen at site. The First –Aid boxes should be placed in various elevations to as to make them available within the reach and at the quickest possible time. The contractor should conduct periodical first aid classes to keep his supervisors and Engineers properly trained for attending to any emergency.
3.2.20	All the contractor's supervisory personnel and sufficient number of workers shall be trained for fire protection duties. Enough number of such trained personnel must be available during the tenure of contract. Contractor should nominate one of his supervisors to co-ordinate and for implementation of the safety measure.
3.2.21	Contractor shall provide enough fire protecting equipment of the types and numbers at his office, temporary structures, labour colony etc. Such fire protection equipment shall be easy and kept open at all times. The fire extinguishers shall be properly refilled and kept ready which should be dried at periodic intervals. The date of charging should be marked on the cylinders. All other fire safety measures as laid down in the "CODES FOR FIRE SAFETY AT CONSTRUCTION SITE" issued by safety department of BHEL shall be followed. Non-compliance of the above requirement under fire protection shall in no way relieve the contractor of any of his responsibility and liabilities to fire accident occurring, either to his materials or equipment or those of others.
3.2.22	The contractor shall at his cost, remove from vicinity of work all scrap packing materials, rubbish, unused and other materials and deposit them in places specified by BHEL Engineer to keep the work with clean and tidy.
3.2.23	The contractor shall not use any hand lamp energized by electric power with supply voltage of more than 24 volts in confined spaces like inside water boxes, turbines casings, condensers etc.
3.2.24	All portable electric tools used by the contractor shall have safe plugging system to source of power and be appropriately earthed. Only electricians licenced by appropriate statutory

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	authority shall be employed by the contractor to carry out all types of electrical works.
3.2.25	In case of any delay in the completion of a job due to mishaps attributable to lapses by the sub-contractor, BHEL shall have the right to recover cost of such delay from the payments due to the contractor, after notifying the contractor suitably.
3.2.26	Valve protection caps shall be in place and secured.
3.2.27	The contractor shall be responsible for the safe storage of his radio-active sources as per BARC rules and regulations.
3.2.28	Tarpaulin being inflammable should not be used. Only non-inflammable covering material shall be used as protective cover while pre-heating, welding, stress relieving at site.
3.2.29	If the contractor fails to improve the standards of safety in its operation to the satisfaction of BHEL after being given reasonable opportunity to do so, and/or if the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instruction regarding safety issued by the authorized BHEL official, BHEL shall have the right to take corrective steps at the risk and cost of the contractor after giving a notice of not less than seven days indicating the steps that would be taken by BHEL.
3.2.60	If the contractor succeeds in carrying out its job in time without any fatal or disabling injury accident and without any damage to property, BHEL shall favourably consider to reward the contractor suitably for his performance.
3.2.31	The contractor shall carefully follow the safety requirement as per BHEL/their customer's requirement with regard to voltages used for heat treatment job lighting in critical areas.
3.2.32	Contractor shall use only properly insulated and armoured cables which conform to the requirements of Indian Electricity Act and Rules for all wiring for all electrical applications at site. BHEL reserves the right to replace any unsafe electrical installations, wiring, cabling etc at the cost of the contractor.
3.2.33	The contractor shall arrange adequate No. of persons specifically for clearing any debris and for house keeping of the erection area including restacking of components in the erection areas.
3.2.34	In case of any damage to property due to lapses by the contractor BHEL shall have the right to recover the cost of such damages from the contractor after holding an appropriate enquiry.
3.2.35	The contractor shall submit report of all accidents, fires and property damage, dangerous occurrences to the authorized BHEL official immediately after such occurrence, but in any case not later than twelve hours of the occurrence. Such reports shall be furnished in the manner prescribed by BHEL. In addition, periodic reports on safety shall also be submitted by the contractor to the authorized BHEL official from time to time as prescribed.
3.2.36	Before commencing the work, the contractor shall appoint/nominate a responsible person to supervise implementation of all safety measures and liaison with his counterpart of BHEL.
3.3	PROGRESS OF WORK
3.3.1	During the course of execution, if the progress is found unsatisfactory, or if the target dates fixed from time to time for every milestone are to be advanced, or in the opinion of BHEL, if it is found that the skilled workmen like fitters, operators, technicians employed are not sufficient, BHEL will induct required additional workmen to improve the progress and recover all charges incurred on this account including all expenses together with BHEL overheads from contractor's bills.
3.3.2	<p>The contractor shall submit daily, weekly and monthly progress reports, manpower reports, materials reports, consumable reports and other reports considered necessary by the engineer.</p> <p>The manpower report shall clearly indicated the manpower deployed category wise daily, specifying also activities in which they are engaged. The periodicity of the reports will be decided by BHEL Engineer at site.</p>
3.3.3	The progress reports shall indicate the progress achieved against planned with reasons indicating delays if any, and shall also furnish in detail the reasons for the same and shall give remedial action which the contractor intends to take to make good the slippage or lost time, so that further works can proceed as per the original programme and the slippage do not accumulate and affect the overall programme, in a format designed and approved by BHEL site Engineer.
3.3.4	The contractor shall arrange for weekly progress review meeting with the Engineer at site during which actual progress during the vis-a-vis schedule programme shall be discussed for action to be taken for achieving targets. The programme for subsequent week shall also be presented by the contractor for discussions. The contractor shall constantly update/revise his work programme to meet the overall requirement and suit the material availability.

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3.3.5	The contractor shall arrange for submitting 3 sets of coloured progress photographs along with negatives every month to BHEL office. The areas to be photographed will be as per the instructions of BHEL Engineer. The quoted rate shall include this contingency. (Maximum ten different snaps per month). The photographs & negatives will become property of BHEL.
3.3.6	The contractor shall maintain a record in the form as prescribed by BHEL for all operations carried out on each weld and maintain a record indicating the number of welds, the names of welders who welded the same, date and time of start and completion, preheat, temperature, radiographic results, rejections if any, percentage of rejection, etc., and submit copies of the same to the BHEL Engineer as required.
3.4	INSPECTION/QUALITY ASSURANCE/QUALITY CONTROL/ STATUTORY INSPECTION
3.4.1	All equipment piping and accessories covered under this specification shall be subject to stage wise inspection by BHEL/customer engineer.
3.4.2	The contractor has to follow BHEL FQA checklist for erection and welding of various equipment and piping schemes at site.
3.4.3	The protocols between contractor and customer /BHEL shall be made prior to installation for correctness of foundation, material inspection at each stage of installation as per requirement of BHEL/ customer.
3.4.4	Preparation of quality assurance log sheets and protocols with customer's engineers, welding logs and other quality control and quality assurance documentation as per BHEL engineer's instruction is within the scope of the contractor
3.4.5	<p>A daily log book shall be maintained by ever supervisor / engineers or contractor on the job in duplicate (one for BHEL one for contractor) for detailing and incorporating alignment / clearance / levelling readings and inspection details of various equipment. All important measurements shall be recorded in the daily log book with sketches based on drawings indicating readings / measurements actually taken and signed by BHEL /customer's / contractor's representative.</p> <p>Approval given by BHEL for welding, results of various tests shall also be recorded. High pressure welding details like serial number, welder's name, date of welding, details of repair etc, likewise radiography details and heat treatment details shall be recorded.</p>
3.4.6	All the electrical / mechanical and testing instruments, feeler gauge, height gauge, dial gauge, micrometers, spirit levels, surface plates, straight edges, vernier calipers and all other instruments as per the instructions of BHEL Engineer shall be provided by the contractor for checking, levelling, align to centering etc of the erected equipments at various stages.
3.4.7	The contractor shall ensure deployment of valuable and calibrated INSTRUMENT, MEASURING and TEST EQUIPMENTS (IMTE). The IMTEs shall have test / calibration certificates from authorized / Govt. approved/accredited agencies traceable to national / international standards. Retesting / recalibration shall also be arranged by the contractor at their own cost at regular intervals during the period of use as advised by BHEL. The contractor shall also have alternate arrangement of such IMTEs so that work does not suffer when the particular IMTE is sent for calibration. Also if any IMTE found not fit for use, BHEL shall have the right to stop use of such IMTE and instruct the contractor to deploy proper IMTE and recall, i.e. repeat the reading taken by that instrument failing which BHEL may deploy IMTEs and retake the readings at the contractor's cost.
3.4.8	Apart from day to day inspection by BHEL Engineers, stage inspection of equipment under erection and commissioning at various stages by engineers from manufacturing plants and Field Quality Assurance team will be conducted. Contractor shall arrange labours, tools and plants for such inspection free of cost.
3.4.9	Statutory Inspection
3.4.9.1	However, piping system which are under the purview of IBR shall be tested as per the requirement of the IBR. The piping system has to be tested as per the instructions given in the respective drawings, BHEL's decision is final in this regard.
3.4.9.2	The scope includes getting the approval from statutory authorities (like boiler inspector). This includes arranging for inspection visits of Boiler Inspector periodically as per BHEL Engineer's instructions, submitting documents, radiography etc. and following up the matter with them. All fees and expenditure connected with the contractor for testing his welders and testing, calibration of his instruments and equipment arrangement of Boiler Inspector's visit will be paid by the contractor.
3.4.9.3	It will be contractor's responsibility to obtain approval of statutory authorities, wherever applicable for conducting any work which comes under the purview of these authorities.
3.4.9.4	However, BHEL will pay fees for Boiler Inspector's visits in connection with hydraulic test,



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	light inspection fees, registration fees etc. In case these inspections have to be repeated due to the default /fault of contractor and the fees have to be paid again, the contractor shall have to bear the charges.
3.5	TOOLS & PLANTS
3.5.1	All TP's including precision measuring instruments, lifting devices shall have to be arranged by the subcontractor unless otherwise specifically mentioned.
3.5.2	In the event of BHEL issue TP's, measuring instruments etc. the subcontractor and BHEL shall maintain joint protocol as per enclosed annexure about the condition of all T&P, instruments etc taken from BHEL's custody and return to BHEL after use. The subcontractor shall not use these equipments for purposes other than the scope of work given in this tender documents.
3.5.3	It is the responsibility of subcontractor to keep these equipments always in working condition and ensure their safe return in working condition to BHEL's store subject to normal wear & tear. Non-compliance to this may entail BHEL to get the necessary repair done at the risk and cost of the subcontractor.
3.5.4	All the T&P, measuring instruments etc must be mobilized at site in advance prior to actual start of the job. They must be in accordance with those recommended in the tender document, if any, and must be got verified to that effect. Formal clearance in writing must be obtained from BHEL's resident Manager / Engineer before the subcontractor starts the job.
3.5.5	All T&P, lifting tackles and pulling devices to be used must bear valid/latest test certificates for their suitability, and the same to be furnished alongwith the offer or during execution.
3.5.6	Also certificates of test / calibration with date of validity for various measuring instruments have to be submitted by the tenderer alongwith the offer or during execution.
3.5.7	T&P/ Instrument found defective /improper /insufficient or not having valid test / calibration certificate should be made good immediately.
3.5.8	In the event of failure of subcontractor to bring necessary and sufficient T&P, BHEL will arrange /hire the same at the risk and cost of the subcontractor including transportation of the same from the source place. The entire charge for hire as above and overhead charges as applicable shall be paid by the subcontractor or deducted from the subcontractor's bills.
3.5.9	BHEL may at his discretion also terminate this contract / or take out any or whole part of the contract from the scope of the subcontractor. Decision of BHEL in this regard will be final and binding on the subcontractor.
3.6	CONSUMABLE
3.6.1	All consumables, like gas, electrodes, chemicals, lubricants etc required for the job shall be arranged by the subcontractor at his cost unless otherwise specifically mentioned. However, any spares / components / consumables / materials, excepting welding materials, going permanently into the clients equipment and materials as specifically mentioned in special condition of contract, VOL –II or elsewhere in the NIT shall be provided to the subcontractor.
3.6.2	All consumables to be used for the job shall have to be approved by BHEL prior to use.
3.6.3	In the event of failure of subcontractor to bring necessary and sufficient consumables, BHEL shall arrange for the same at the risk and cost of the subcontractor. The entire cost towards this alongwith overhead shall be paid by the subcontractor or deducted from the subcontractor's bills.
3.6.4	BHEL may at his discretion terminate this contract / or take out any or whole part of the contract from the scope of the subcontractor. Decision of BHEL in this regard will be final and binding on the subcontractor.
3.7	MANPOWER
3.7.1	The subcontractor shall deploy all types of workmen like high pressure welder, fitter, mill right fitter, electrician, carpenter, rigger, serang, khalasi helper, painter etc as recommended in the tender or as required for proper completion of the job. Only trained and competent workmen with previous experience of similar job shall be deployed. They shall hold valid certificates as necessary for the job.
3.7.2	The subcontractor shall submit tentative deployment plan of manpower matching with the job completion schedule.
3.7.3	The subcontractor shall ensure proper out-turn and discipline on the part of workmen put on the job. The workmen shall carry out the job in safe and proper manner and in co-ordination with the workmen of BHEL of other agencies.
3.7.4	In the event of failure of subcontractor to bring necessary and sufficient manpower, BHEL shall arrange for the same at the risk and cost of the subcontractor. The entire cost towards this shall be paid by the subcontractor or deducted from the subcontractor's bills.
3.7.5	BHEL may at his discretion terminate this contract /or take out any or whole part of the

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	contract from the scope of the subcontractor. Decision of BHEL in this regard will be final and binding on the subcontractor.
3.8	PLANNING
3.8.1	Contractor shall draw the monthly programme of activities alongwith BHEL Engineer indicating quantum of work to be achieved and events to be completed. Once the programme is drawn he shall adhere to the same. The contractor shall prepare and submit by 15th of every month to BHEL site incharge a programme for activities from 25 <sup>th</sup> of the month to 24 <sup>th</sup> the succeeding month indicating the work front, quantum and nature of work etc. Discussions will be held by the contractor with BHEL Site Incharge and the programme will be finalized jointly signed by the Engineer Incharge and the contractor within a week of submission of the programme (say by 22 <sup>nd</sup> , the agreed programme should be ready). A review of the performance will be made and considering the availability of components to be erected and other constraints over which the contractor has no control, the performance will be ascertained and jointly recorded by both the parties. Even when a programme could not be made, ascertainment of performance and recording the same by both the parties is necessary.
3.8.2	In addition, contractor shall arrange for weekly progress review meetings with the engineer at site during which actual progress during the week, vis-à-vis scheduled programme shall be discussed and action taken for achieving the targets.

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**ANNEXURE - A**  
**DECLARATION SHEET**

I/We, \_\_\_\_\_ hereby declare and confirm that we have visited the project site, namely, \_\_\_\_\_ site, under specification no PSER:SCT:\_\_\_\_\_, issued by M/S BHARAT HEAVY ELECTRICALS LIMITED, POWER SECTOR-EASTERN REGION, KOLKATA, and acquired full knowledge and information about the site conditions including the law & order and other conditions prevalent at and around site. We further confirm that the above information is true and correct and we will not raise any claim of any nature due to lack of knowledge of site conditions.

I/We, hereby offer to carry out work as detailed in above mentioned tender specification, in accordance with terms & conditions thereof.

I/We, have carefully perused the following documents connected with the above specification and agree to abide by the same:

1. Volume I, II and III of tender specification.
2. Other sections, annexures, schedules, documents etc.

I/We, further confirm that I/we have not changed/tampered the tender document downloaded from the BHEL's website {www.bhel.com or www.jantermanter.com} and in case any change from the tender document published in the website is detected at a later date in the signed copy of the same submitted by us along with the offer, the same shall stand null and void and the terms and conditions of the tender as published in the above mentioned BHEL website shall prevail only.

I/we, further certify that Sri \_\_\_\_\_ is authorised to represent on behalf of me/us for the above mentioned tender and a valid power of attorney to this effect is also enclosed.

I have deposited/forwarded herewith the earnest money deposit in the form prescribed and as stipulated towards earnest money deposit for a sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) vide BHEL cash receipt No \_\_\_\_\_, dated \_\_\_\_\_, Call deposit no \_\_\_\_\_, dated \_\_\_\_\_, Demand draft no \_\_\_\_\_, dated \_\_\_\_\_, which shall be refunded should our offer not be accepted. I/we further agree to deposit such additional sum which along with the sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) mentioned above, shall make up the security deposit for the work as provided for in the tender specification within the stipulated time as may be indicated by BHEL, Power Sector, Eastern Region, DJ-9/1, Sector-II, Salt Lake, Kolkata - 700 091.

I/We, further agree to execute all the works referred to in the said documents upon the terms and conditions contained or referred to therein and as detailed in the annexure enclosed thereto.

Date: \_\_\_\_\_ Tenderer:  
Place: \_\_\_\_\_ Address:

Witnesses with their addresses

Signature      Name      Address

- 1.
- 2.
- 3.

Authorised representative's signature with name and address:

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ANNEXURE - B  
GENERAL INFORMATION ABOUT TENDERER

FORMAT I - ORGANISATION STRUCTURE

1. Management structure of the firm

Whether Public Limited/Private Limited/Proprietorship:

2. Details of staff presently on permanent roll of organisation

A1	Name of site incharge	
A2	Qualification and experience	

b) Engineering staff:

Sl no	No of Officials	Designation	Specialists, if any (indicate the area of specialisation)	Qualification with experience	State no, proposed to be deployed	Remarks if any
1	2	3	4	5	6	7

c) Details of technical staff:

Sl no	Category	Total no on roll	Nos proposed to be deployed at site for this job
1	Supervisors/Foreman		
2	Storekeepers		
3	Crane Operators		
4	Compressor Operator		
5	Mill Wright Fitter		
6	Mill Fitters		
7	Instrument Fitter		
8	Electrician		
9	Sarang		
10	Rigger		
11	Carpenter		
12	Painter		
13	Tinsmith		
14	Sheet metal fabricator		
15	Pipe fabricator		
16	Cable jointing		
17	Light Vehicle Driver		
18	Heavy vehicle Driver		
19	Others		

d) Please indicate how you propose to ensure quality of work at site.

FORMAT II - FACILITIES FOR STAFF AND WORKERS AT SITE

1. Accommodation

a) For Engineers/supervisors/other staff

Sl no	Category	Type of accommodation	Facilities provided	Remarks

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b) No of quarters, plinth area of each quarter and estimated  
cost proposed to be constructed for workmen  
-----

2. Medical  
-----

3. Conveyance  
-----

4. Other amenities  
-----

Signature of the tenderer

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ANNEXURE - C  
PROFORMA OF FINANCIAL VIABILITY

1	Owner's capital in the business (in case of Partnership, please mention percentage shares and amounts).	
2	Quantum of business done during last three financial years. a. b. c.	
3	Value of fixed assets of the business in last three years. a. b. c.	
4	Guarantee limits (if any) enjoyed by the firm.	
5	Over draft limits (if any) enjoyed by the firm.	
6	Please enclose audited profit and loss account and balance sheet for last three years (indicate no of sheets).	
7	Certificate from Scheduled Bank to prove contractor's financial capacity to undertake the work duly indicating the financial limits the tenderer enjoys.	
Note: All the above documents should be duly certified by auditors /bank as may be applicable.		

Signature of the tenderer

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ANNEXURE - D  
ANALYSIS OF SIMILAR JOBS EXECUTED/IN PROGRESS

Sl N o	Agency by whom awarded	Location of project	Capacity and unit no	Scope of work and tonnage	Date of award	Contract value in Rs. Lacs	%age work completed & due date for compln	Date of completion if job is already over	No of skilled /unskilled workers deployed	No. of Engrs. & Sup. deployed	Details of Major T&Ps deployed	Consumables
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of the tenderer



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ANNEXURE – E

MONTHWISE MANPOWER DEPLOYMENT PLAN

[INDICATE NO. OF PERSONS TO BE DEPLOYED IN EACH MONTH]

SL. NO.	CATEGORY	MONTH-1	MONTH-2	MONTH-3	MONTH-4	MONTH-5	MONTH-6	MONTH-7	---- SO ON				

Signature of the tenderer

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ANNEXURE - F  
STATUS OF T&P AND DEPLOYMENT PLAN

A. STATUS OF TOOLS AND PLANTS

SL NO	NAME OF EQPT.	QTY. OWNED	REGISTRATION NO. WHEREVER APPLICABLE	DOCUMENTS ENCLOSED FOR PROOF OF OWNERSHIP	PRESENT LOCATION	QTY. PROPOSED TO BE DEPLOYED FOR THIS JOB

Signature of the tenderer

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**B. MONTHWISE T&P DEPLOYMENT PLAN**  
**[INDICATE NO. OF PERSONS TO BE DEPLOYED IN EACH MONTH.]**

SL. NO	CATEGORY	MONTH- 1	MONTH- 2	MONTH- 3	MONTH- 4	MONTH- 5	MONTH- 6	MONTH- 7	--- SO ON				

Signature of the tenderer

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ANNEXURE - G  
ANALYSIS OF QUOTED RATE

Sl no.	Description	Percentage of quoted rate	Remarks
1	Salary & wages of staff and workers		
2a	Consumables		
2b	Gases		
2c	Welding Electrodes		
2d	P.O.L.		
	Others		
3	Depreciation and maintenance for T&P		
4	Depreciation and Maintenance for other items		
5	Establishment and administration expenses of site		
6	Overheads		
7	Profit		

Signature of the tenderer

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ANNEXURE - H  
CHECKLIST OF GENERAL PARTICULARS

Note: Tenderers are requested to fill in the following details and no column should be left blank.		
1	Name and address of the tenderer	
2	Telegraphic/Telex address	
3	Phone no/FAX no (Office)	
4	Details about type of the firm/company	
5	Name and designation of the official of the : tenderer	
6	Attested copy of the Power of Attorney	
7	Tenderers proposal no and date	
8	Whether EMD submitted and submission details	
9	Declaration sheet (in the format of Annexure - A)	
10	Details of experience (in the format of Annexure - D)	
11	Monthwise & categorywise manpower deployment : plan (in the format of Annexure - E)	
12	Status of T&P and monthwise deployment plan : (in the format of Annexure - F)	
13	Financial status (in the format of Annexure - C)	
14	Valid Income tax clearance certificate	
15	Analysis of rate quoted (in the format of : Annexure - G)	

Date .....

Signature of the tenderer  
(with company seal)

Witness (signature with full particulars)

- 1.
- 2.

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### ANNEXURE - I

**FORMAT FOR BANK GUARANTEE FOR SECURITY DEPOSIT (SD)**  
**(TO BE EXECUTED ON APPROPRIATE NON-JUDICIAL STAMP PAPER (Minimum 100 Rupees))**  
**(APPROPRIATE DATA SHALL BE FILLED-IN AGAINST THE FIELDS, SHOWN IN ITALICS & BOLD WITHIN BRACKET)**

### **PROFORMA OF BANK GUARANTEE (in lieu of SECURITY DEPOSIT)**

In consideration of the Bharat Heavy Electricals Limited (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at BHEL House, Siri Fort, Asiad, New Delhi – 110049 through its Unit at Bharat Heavy Electricals Limited, Power Sector Eastern Region, BHEL Bhawan, Plot No 9/1, DJ Block, Sector-II, Salt lake City, Kolkata – 700091 having agreed to exempt ( Name of the Vendor / Contractor / Supplier) having its registered office at \_\_\_\_\_ <sup>1</sup> (hereinafter called the said Contractor which term includes supplier), from demand under the terms and conditions of the Contract reference No. \_\_\_\_\_ <sup>2</sup> dated \_\_\_\_\_ <sup>2</sup> valued at Rs. .... <sup>2</sup> ( Rupees -----) <sup>2</sup> for <Nature of the Work> <sup>3</sup> (hereinafter called the said Contract) of Security Deposit for the due fulfilment by the said contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs. \_\_\_\_\_ <sup>4</sup> (Rupees \_\_\_\_\_ only), we \_\_\_\_\_ (indicate the name and address of the Bank) having its Head Office at \_\_\_\_\_ (address of the head Office) (hereinafter referred to as the Bank) at the request of \_\_\_\_\_ [Name of Contractor(s)] do hereby undertake to pay to the Employer an amount not exceeding Rs. \_\_\_\_\_ in the event of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Contract.

We, \_\_\_\_\_ (indicate the name of the Bank), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Employer. Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

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We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment hereunder and the Contractor(s) shall have no claim against us for making such payment.

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claim satisfied or discharged or till \_\_\_\_\_<sup>5</sup> or till the office/Department/Division of Bharat Heavy Electricals Limited certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said contractor(s) and also including the satisfactory performance of the equipment during guarantee period and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_<sup>6</sup>, (3 months more than the present date of validity of Bank Guarantee) we shall be discharged from all the liability under this guarantee thereafter.

We, \_\_\_\_\_ (indicate the name of the Bank) \_\_\_\_\_ further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We,..... BANK lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed.....<sup>7</sup>
- b) This Guarantee shall be valid up to .....<sup>8</sup>



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- c) Unless the Bank is served a written claim or demand on or before \_\_\_\_\_<sup>9</sup> (3 months more than the present date of validity of Bank Guarantee) all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.

We, \_\_\_\_\_ (indicate the name of the Bank) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Any claim or dispute arising under the terms of this document shall only be enforced or settled in the courts of at Kolkata only.

Date \_\_\_\_\_ Day of \_\_\_\_\_  
for \_\_\_\_\_ (indicate the name of the Bank) \_\_\_\_\_

(Signature of Authorised signatory)

<sup>1</sup> NAME AND ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.

<sup>2</sup> DETAILS ABOUT THE NOTICE OF AWARD/CONTRACT REFERENCE

<sup>3</sup> PROJECT/SUPPLY DETAILS

<sup>4</sup> BG AMOUNT IN FIGURES AND WORDS

<sup>5</sup> VALIDITY DATE

<sup>6</sup> DATE OF EXPIRY OF CLAIM PERIOD

<sup>7</sup> BG AMOUNT IN FIGURES AND WORDS.

<sup>8</sup> VALIDITY DATE

<sup>9</sup> DATE OF EXPIRY OF CLAIM PERIOD

**Note:**

1. Units are advised that expiry of claim period may be kept 2/3 months after validity date.
2. In Case of Bank Guarantees submitted by Foreign Vendors-
  - a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located

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i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.

**b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor country's Bank)**

**b.1** In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by **any of the Consortium Banks only** will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank (BHEL's Consortium Bank). It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.

**b.2** **In case, Foreign Vendors intend to provide BG from Overseas Branch** of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at **sl.no. b.1** will required to be followed.

**b.3** The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time). In case, of Foreign Vendors, the BG Format provided to them should clearly specify the same.

**b.4** The BG should clearly specify that the demand or other document can be presented in electronic form.

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ANNEXURE - J  
PROFORMA FOR CONTRACT AGREEMENT

Agreement No : PSER:SCT: Date:

Name of the work :

Name of the :  
contractor with  
full address

Amount of tender : Rs /- (Rupees \_\_\_\_\_  
only)

Telex of intent No : PSER:SCT: , dated

Work order No : PSER:SCT: , dated

Time allotted for : \_\_\_\_ ( ) months from start of work  
completing work

FOR CONTRACTOR

FOR BHARAT HEAVY ELECTRICALS LTD

<b>Bharat Heavy Electricals Limited</b> Power Sector - Eastern Region, Kolkata		
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### CONTRACT AGREEMENT

Agreement No : PSER:SCT: \_\_\_\_\_, Dated :

1. This agreement made this day the \_\_\_\_\_, 200\_ between Bharat Heavy Electricals Limited, Power Sector, Eastern Region, Calcutta-700 091, having its registered office at BHEL House, Siri Fort, New Delhi-110 049 (hereinafter called the FIRST PARTY) of one part and Messers \_\_\_\_\_ (called the "CONTRACTOR") of the second part.
2. Whereas the first party is desirous of executing the work of, more particularly described in the appendices including specifications attached herewith.
3. Whereas in pursuance of the said contractor's tender having been accepted, the first party has decided to give the above said work to the contractor. Whereas the said contractor has agreed to do the aforesaid work of the first party subject to the conditions herein contained in these presents, instructions to tenderers, general conditions and special conditions, schedules appendices, Letter of intent, Work order and specifications (hereinafter referred as the said contract rate).
4. AND WHEREAS THE SAID contractor has furnished a Bank Guarantee No \_\_\_\_\_, dated \_\_\_\_\_, for a sum of Rs \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) from M/s \_\_\_\_\_ Bank, Branch \_\_\_\_\_, valid upto \_\_\_\_\_ towards initial 50% security deposit and has further agreed for balance 50% security deposit being recovered at 10% of the value of each running bill till the full security deposit is made up/full security deposit for the satisfactory completion and performance of the work and whereas the validity of the said bank guarantee has to be extended by the contractor, if so required before \_\_\_\_\_ for the balance period of contract and in the event of his failure to do so, the contractor shall pay or accept recovery of this amount of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) from the bills forthwith in one instalment and it has further been agreed that the failure to extend the validity of the Bank guarantee or failure to pay the aforesaid amount in the manner specified above shall constitute the breach of contract, and first party reserves the right to take any legal action deemed fit for recovering the said sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only).
5. NOW THESE PRESENTS WITNESS that in consideration of the said contract schedule and said contract rate, as also of agreement of good and faithful service to be rendered and performed by the contractor in the execution of the said work, subject to the stipulation hereinafter expressed.
6. That the said contractor will perform the aforesaid work subject to the condition contained in these presents, instructions to tenderers, general and special

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condition of contract and the contract document attached herewith including the said schedules, specifications, appendices, Letter of intent, Work order attached and also such other drawings and instructions as may from time to time be given by the first party. And that the said contractor shall be deemed to have carefully examined, the specifications and conditions of contract, appendices, schedules, Letter of intent, Work order, drawings etc as aforesaid and also to have satisfied himself as to the nature and character of the work to be executed.

7. That the said contractor shall carry out the complete execution of the said work to the entire satisfaction of the engineer within the agreed time schedule.
8. That the first party after proper scrutiny of the bills submitted by the said contractor will pay to him during progress of the said work, at the said contract rate and agreed terms of payment, a sum as determined by the first party in respect of the work executed by the contractor.
9. That the contract shall come into force with retrospective effect \_\_\_\_, the date which the letter accepting the tender (Letter/Telex of Intent) has been issued to the said contractor. However start of work shall be as defined in the tender specification.
10. That whenever under this contract or other wise, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted in the manner as set out in the conditions of contract as aforesaid.
11. That all charges on account of octroi, terminal and sales tax or other duties on materials obtained for the works shall be borne by the said contractor.
12. That is agreed between the parties that the non-exercise of any of the powers conferred on the authorities of the first party will not in any manner constitute waiver of the conditions hereto contained in these presents and the liability of the said contractor either of past or future compensation shall remain unaffected.
13. That the expression BHEL wherever occurring means THE BHARAT HEAVY ELECTRICALS LIMITED, POWER-SECTOR, EASTERN REGION, CALCUTTA - 700 071.
14. The documents hereto attached viz:
  - (1) BHEL's tender specification No: \_\_\_\_\_.
  - (2) Contractor's offer No: \_\_\_\_\_, dated \_\_\_\_\_.
  - (3) BHEL's TOI/LOI No: \_\_\_\_\_, dated \_\_\_\_\_.
  - (4) Contractor's unqualified acceptance letter no: \_\_\_\_\_, dated \_\_\_\_\_ of BHEL's TOI/LOI.
  - (5) BHEL's Work Order No: \_\_\_\_\_, dated \_\_\_\_\_.

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(6) Contractor's unqualified acceptance letter no \_\_\_\_\_, dated \_\_\_\_\_ of above BHEL's Work Order.

(7) and others, if any.

shall also form part of the contract agreement.

15. In witness hereof the parties have respectively set their signature in the presence of:

FOR CONTRACTOR  
WITNESS

1.

2.

FOR BHARAT HEAVY ELECTRICALS LIMITED  
WITNESS

1.

2.

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### ANNEXURE - K

### **PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY** **(On non-Judicial paper of appropriate value)**

Bank Guarantee No.....  
Date.....

**To**  
(Employer's Name and Address)  
.....

Dear Sirs,

In accordance with the terms and conditions of your Invitation for Bids/Notice Inviting Tender No.....<sup>1</sup>(Tender Conditions) M/s. ....<sup>2</sup> (hereinafter referred to as the '**Tenderer**'), is submitting its bid for the work of.....<sup>3</sup> at Bharat Heavy Electricals Limited, Power Sector Eastern Region, BHEL Bhawan, Plot No 9/1, DJ Block, Sector-II, Salt lake City, Kolkata – 700091.<sup>4</sup>(name of the Employer)  
The Tender Conditions provide that the **Tenderer** shall pay a sum of Rs ..... as Earnest Money Deposit in the form therein mentioned. The form of payment of Earnest Money Deposit includes Bank Guarantee executed by a Scheduled Bank.

In lieu of the stipulations contained in the aforesaid Tender Conditions that an irrevocable and unconditional Bank Guarantee against Earnest Money Deposit for an amount of .....<sup>5</sup> ..... is required to be submitted by the Tenderer as a condition precedent for participation in the said Tender and the Tenderer having approached us for giving the said Guarantee,,

we, the .....[Name & address of the Bank]  
..... having our Head Office at  
.....(hereinafter referred to as the Bank) being the Guarantor under this Guarantee, hereby irrevocably and unconditionally undertake to forthwith and immediately pay to the Employer without any demur, merely on your first demand any sum or sums of Rs. <sup>5</sup> .....(\*).....without any reservation, protest, and recourse and without the beneficiary needing to prove or demonstrate reasons for its such demand. Any such demand made by the 'Employer' shall be conclusive and binding on us irrespective of any dispute or difference raised by the Tenderer.

The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment hereunder and the Tenderer shall have no claim against us for making such payment.

We ..... Bank further agree that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms

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and conditions of the said Tender or to extend the time of submission of bids from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said Tenderer and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Tendered or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Tenderer or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Tenderer and notwithstanding any security or other guarantee that the Employer may have in relation to the Tenderer's liabilities.

This Guarantee shall be irrevocable and shall remain in force upto and including.....<sup>6</sup> and shall be extended from time to time for such period as may be desired by the Employer.

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Tenderer but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms hereof. However, unless a demand or claim under this Guarantee is made on us in writing on or before the .....<sup>7</sup> we shall be discharged from all liabilities under this Guarantee.

We, ..... Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

a) The liability of the Bank under this Guarantee shall not exceed.....<sup>5</sup>.....

b) This Guarantee shall be valid up to .....<sup>6</sup>

c) Unless the Bank is served a written claim or demand on or before .....<sup>7</sup> all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank

We, ..... Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.

For and on behalf of

(Name of the Bank)

Date.....

Place of Issue.....



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*1 Details of the Invitation to Bid/Notice Inviting Tender*

*2 Name and Address of the Tenderer*

*3 Details of the Work*

*4 Name and Address of BHEL Unit/Division/Region (Already filled up)*

*5 BG Amount in words and Figures*

*6 Validity Date*

*7 Date of Expiry of Claim Period*

**Note:**

**1. Units are advised that expiry of claim period may be kept 2/3 months after validity date. As per Works Policy, the Bank Guarantee shall be valid for at least six months.**

**2. In Case of Bank Guarantees submitted by Foreign Vendors-**

- a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India)** can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.
- b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor country's Bank)**
  - b.1** In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by **any of the Consortium Banks only** will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank (BHEL's Consortium Bank). It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
  - b.2** In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at **sl.no. b.1** will required to be followed.
  - b.3** The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time). In case, of Foreign Vendors, the BG Format provided to them should clearly specify the same.
  - b.4** The BG should clearly specify that the demand or other document can be presented in electronic form.

## RTGS DETAILS OF BHEL

Form for getting payment through RTGS (Real Time Gross Settlement)

01. Name of Vendor **BHARAT HEAVY ELECTRICALS LTD.**  
02. Address **~~BHEL~~ BHEL HOUSE, SIRI FORT, N.DELHI**  
03. Vendors Bank A/c Name **BHARAT HEAVY ELECTRICALS LTD.**  
04. Vendors Bank A/c No. **11107800029**  
05. Name of Bank **STATE BANK OF INDIA**  
06. Name of Branch **COMMERCIAL BR., SALT LAKE, SECTOR-V**  
**KOLKATA**  
07. Branch Phone No. **033-23575666**  
08. City **KOLKATA**  
09. IFSC Code of the Branch **SBIN 0004289**

The charges if any for payment through RTGS may be recovered from the Bill submitted by us.

Signature of Authorised Representative of Vendor  
**के. के. कोआरी / K. K. Coari**  
**उप महाप्रबंधक (वित्त) / Dy. General Manager (Fin)**  
**बी. एच. ई. एल. : पी.एस.ई.आर : कोलकाता - 700 091**  
**BHEL: PSER / Kolkata-700 091**

Confirmation by Banker  
with office seal



Note : Incorrect information will create Accounting complications and payment will be delayed

**TENDER NO: PSER:SCT:SLB-HK1988:19**

**VOLUME - II**

**SPECIAL CONDITIONS OF CONTRACT, SCOPE etc.**

**FOR**

**HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER  
PREMISES LOCATED AT KOLKATA**

**BHARAT HEAVY ELECTRICALS LIMITED**

**( A GOVT. OF INDIA UNDERTAKING )**

**POWER SECTOR – EASTERN REGION**

**PLOT NO. – 9 / 1, DJ – BLOCK,**

**SECTOR – II, KARUNAMOYEE,**

**SALT LAKE CITY,**

**KOLKATA – 700091.**

<b>TENDER NO – PSER:SCT:SLB-HK1988:19</b>		
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SECTION –III  
SCOPE, SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

INDEX			
Sl No.	DESCRIPTION	CLAUSE NO	
		FROM	TO
(i)	Scope for General Cleaning	1.1.0	1.1.22
(ii)	Scope for Operation & Maintenance of Pantry & meeting rooms	1.2.0	1.2.5
(iii)	Scope for Office Management	1.3.0	1.3.7
(iv)	Scope for General Maintenance	1.4.0	1.4.6
(v)	Location of the BHEL premises at Kolkata covered	2.0	2.4
(vi)	Area to be covered for Housekeeping Services	3.0	3.7.2
(vii)	Classification of work under scope of housekeeping	4.0	4.1.7
(viii)	Tools and Tackles be supplied /brought by the bidder	5.0	5.1.14
(ix)	Consumables /materials be supplied /brought by the bidder	6.0	6.1.39
(x)	Activities/jobs related to Housekeeping (Daily/ Weekly/ fortnightly/ monthly & as and when required etc)	7.0	8.2.2
(xi)	Skills requirement of manpower to be deployed under the scope of Contract.	9.0	9.4.1
(xii)	Indicative Man-hour required a month under the Contract	10.0	10.4
(xiii)	Minimum Strength of Man-power to be deployed	11.0	11.3
(xiv)	Working Schedule / Working Time / Shift & Deployment of personnel	12.0	12.8.0
(xv)	Supervision of work under the contract	13.0	13.5
(xvi)	Physical parameters of bidder's personnel & staffs	14.0	14.2
(xvii)	Details information in respect of bidder employees deployed to be submitted	15.0	15.2
(xviii)	Age limitation of bidder deployed staffs	16.0	16.0
(xix)	Uniform of the bidder deployed staffs	17.0	17.0
(xx)	Workmen compensation/Group Personal Accident Insurance Policy	18.0	18.0
(xxi)	Terms of payment & Bill check list	19.0	19.24
(xxii)	Taxes and duties	20.0	20.15
(xxiii)	Penalty:	21.0	21.25
(xxiv)	Termination of contract:	22.0	22.14
(xxv)	Dispute settlement	23.0	23.2
(xxvi)	Other points w.r.t. statutory compliance	24.0	24.6
(xxvii)	Contract period	25.0	25.3
(xxviii)	Evaluation and Awarding	26.0	26.1

**SIGNATURE OF THE TENDERER WITH SEAL**

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**Bharat Heavy Electricals Limited**  
Power Sector – Eastern Region, Kolkata

<b>TENDER NO – PSER:SCT:SLB-HK1988:19</b>		
VOLUME-II-SCC-REV-00	HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA	PAGE 2 OF 30

1.0	Scope
1.1.0	Housekeeping Services:
1.1.1	The housekeeping services aimed at (i) overall upkeepment and maintenance of cleanliness of floors from top floor to ground floor including stair and stair landing, (ii) Upkeepment of ladies and gents Toilets by Sweeping, washing and mopping of floors, washing of tiles on walls, urinal pots, W.C, Pans, commode, Sinks, wash basins and all other fittings and fixtures using disinfecting material like phenyl, vim detergent power, liquid soap etc, (iii) Dusting and cleaning of Doors, Windows, fans, Furniture, Ventilators, Blinds, Benches and removing of cobwebs etc.
1.1.2	Dry sweeping of floors & staircases
1.1.3	Wet mopping of floors & staircases including removal of all types of stains.
1.1.4	Floor sweeping and moping of Reception Area at every two hours intervals (Four times)
1.1.5	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed backyard of the Building.
1.1.6	Removal of garbage from Main Bin and dispose them off to nearby Corporation's garbage bin/ garbage compactor or as per Corporation rules/directives/guidelines.
1.1.7	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at every two hours intervals (Four Times)
1.1.8	Daily checking and replacement as and when required of deodorants such as odonil and naphthalene balls.
1.1.9	Removal of chockages from toilets up to manholes if required.
1.1.10	Liquid soap containers in toilets to be checked and topped up if required.
1.1.11	Toilet papers in toilets to be checked and replaced if required.
1.1.12	Dry sweeping of Roads and disposing off collected waste materials after segregation as per the instruction of Officer in-charge.
1.1.13	Dry sweeping of Vehicle Parking Spaces and disposing off collected waste materials after segregation as per the instruction of Officer in-charge.
1.1.14	Dusting and cleaning of working Station, Cabins and its Railings.
1.1.15	Dry sweeping of Roof Top / Terrace.
1.1.16	Dusting & Cleaning of glass partitions.
1.1.17	Dusting & Cleaning of wooden partitions & doors .
1.1.18	AHU, AC Plants, Electrical Panel Room, Fire Room, Breaker Room,

**SIGNATURE OF THE TENDERER WITH SEAL**

---

**Bharat Heavy Electricals Limited**  
Power Sector – Eastern Region, Kolkata

<b>TENDER NO – PSER:SCT:SLB-HK1988:19</b>		
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	Generator Room, Gym & Dispensary cleaning,
1.1.19	Dusting & cleaning of optimizer, almirah and file rack
1.1.20	Washing of all dustbins/Waste Bins
1.1.21	Removal of Cob-webs and cleaning of affected area (wall & ceiling).
1.1.22	Metal /Brass polishing & Wood polishing
1.2.0	Operation & Maintenance of Pantry & Meeting Rooms
1.2.1	Providing Water at work stations/Cabins/Office
1.2.2	Provide Tea / Coffee, snacks and water /packed water to staff, guests and for meetings etc.
1.2.3	Provide Tea/Coffee/Lemon water to staff as and when required. Should be provided within minimum time after placement of order.
1.2.4	For meetings tea/coffee along with snacks is to be served at the time intimated. Information regarding the meetings will be intimated to the supervisor at start of the day in the morning. Water to be kept of the meetings.
1.2.5	Provide Hi-tea / Lunch. (menu to be intimated in advance)
1.3.0	Office Management
1.3.1	Placement of flowers for flower vases in every three days' intervals (preferably on Monday & Thursday)
1.3.2	Attending Visitors
1.3.3	Attending Employees / Staff
1.3.4	Distribution of Dak/Papers
1.3.5	Office chores : shifting of document, letters and alike jobs
1.3.6	Material loading/unloading/ shifting as and when required (man hours)
1.3.7	Arrangement of furniture for meeting, conference, seminar shall be arranged on priority and returning back in respective places/godowns.
1.4.0	General Maintenance
1.4.1	Plumbing work
1.4.2	Carpentry work or any other civil maintenance work required by BHEL from time to time on chargeable basis.
1.4.3	Spreading of bleaching and other disinfectant.
1.4.4	Small / petty civil maintenance work as and when required on chargeable basis
1.4.5	Grinding and Polishing of Kota stone, marble floors etc. on chargeable basis.
1.4.6	Providing additional manpower in Unskilled, Semi-Skilled and Skilled Categories for meeting any exigencies.
2.0	The description of areas / location envisaged under the scope are enumerated below:

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2.1	BHAL BHAVAN, 9/1, DJ Block, Sector-II, Salt Lake, Kolkata-700 091.			
2.2	2 <sup>nd</sup> Floor, Chatterjee International Centre, 33A, Chowringhee Road, Kolkata-700071.			
2.3	One Four Storied Residential Complex at 107/4A, Manoharpukur Road, Kolkata-700026.			
2.4	BHEL Transit Flat, ONGC Apartment, Block – A, Flat no. 22, 23 & 24, 18/2, Uday Sankar Sarani, Kolkata - 700095.			
3.0	Area to be covered for Housekeeping Services			
3.1	Floor Areas (5715 Sq. Mtr.)			
	Location	Premises	Area (Sq. Mtr.)	
3.1.1	Ground floor	BHEL Bhawan	500	
3.1.2	First Floor	BHEL Bhawan	680	
3.1.3	Second Floor	BHEL Bhawan	680	
3.1.4	Third Floor	BHEL Bhawan	680	
3.1.5	Fourth Floor	BHEL Bhawan	680	
3.1.6	Terrace /Roof top	BHEL Bhawan	730	
3.1.7	Second Floor	CIC Building	1300	
3.1.8	Terrace/Roof top	BHEL Housing Complex	310	
3.1.9	Garage space	BHEL Housing Complex	155	
3.2	Area covering various toilets of Office and other premises (405 Sq. Mtr.)			
	Location of Toilet	Premise	Size of Toilet (Sq. Mtr.)	Type of toilet
3.3.1	Ground floor	BHEL Bhawan	17	Male
3.2.2	Ground Floor	BHEL Bhawan	14	Female
3.2.3	ED's Chamber	BHEL Bhawan	7	Male
3.2.4	CMDs' Chamber	BHEL Bhawan	6	Male
3.2.5	First Floor (GMs')	BHEL Bhawan	7	Male
3.2.6	First Floor	BHEL Bhawan	28	Female
3.2.7	Second Floor	BHEL Bhawan	9	Male
3.2.8	Second Floor	BHEL Bhawan	7	Male
3.2.9	Second Floor	BHEL Bhawan	5	Female
3.2.10	Third Floor	BHEL Bhawan	9	Male
3.2.11	Third Floor	BHEL Bhawan	7	Male
3.2.12	Third Floor	BHEL Bhawan	5	Female
3.2.13	Fourth Floor	BHEL Bhawan	9	Male

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3.2.14	Fourth Floor	BHEL Bhawan	7	Male
3.2.15	Fourth Floor	BHEL Bhawan	5	Female
3.2.16	Ground floor	BHEL housing Complex	3	Female
3.2.17	Flats	BHEL Housing Complex	160	Female
3.2.18	Second Floor	CIC Building	100	
3.3	Area covering various workstation & Cabin / Rooms (1058.5 Sq Mtr)			
	Location	Premise	Nos.	Area (Sq. Mtr.)
3.3.1	Workstation			
3.3.1.1	Second Floor	BHEL Bhawan	59	147.5
3.3.1.2	Third Floor	BHEL Bhawan	50	125
3.3.1.3	Fourth Floor	BHEL Bhawan	66	165
3.3.2	Cabin / Rooms			
3.3.2.1	Ground floor	BHEL Bhawan	4	36
3.3.2.2	First Floor	BHEL Bhawan	16	144
3.3.2.3	Second Floor	BHEL Bhawan	18	162
3.3.2.4	Third Floor	BHEL Bhawan	14	126
3.3.2.5	Fourth Floor	BHEL Bhawan	17	153
3.4	Area covering Staircase (549 Sq. Mtr)			
	Location	Premise	Area (Sq. Mtr.)	
3.4.1	Main / Front Staircase	BHEL Bhawan	250	
3.4.2	Fire Escape Staircase	BHEL Bhawan	130	
3.4.3	Main Staircase	BHEL Residential Complex	125	
3.4.4	Main / Front Staircase	CIC Building	44	
3.5	Area covering Glass Partition (575 Sq. Mtr.)			
	Location	Premise	Area (Sq. Mtr)	
3.5.1	Ground Floor	BHEL Bhawan	575	
3.5.2	First Floor	BHEL Bhawan		
3.5.3	Second Floor	BHEL Bhawan		
3.5.4	Third Floor	BHEL Bhawan		
3.5.5	Fourth Floor	BHEL Bhawan		
3.6	Area covering Wooden Doors / Partition (170 Sq. Mtr.)			
	Location	Premise	Area (Sq. Mtr)	
3.6.1	Ground Floor	BHEL Bhawan	50	
3.6.2	First Floor	BHEL Bhawan	30	
3.6.3	Second Floor	BHEL Bhawan	30	

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3.6.4	Third Floor	BHEL Bhawan	30
3.6.5	Fourth Floor	BHEL Bhawan	30
3.7	Area covering Open Area covering Road/Walkway/footpath (540 Sq, Mtr.)		
	Location	Premise	Area (Sq. Mtr.)
3.7.1	Around Office Building	BHEL Bhawan	450
3.7.2	Around Flat Towers	BHEL Residential Complex	90
4.0	Classification of work under scope of housekeeping :		
4.1	The scope of work envisaged in the contract can broadly be classified into following three categories based on their operational analogies/ akinness:-		
	Type of area for Cleaning	Area per Workman per day (In Sqm.)	Remarks
4.1.1	Area covering various toilets of Office and other premises	500	High Level of difficulties in cleaning.
4.1.2	Floor Areas	2000	Medium Level of difficulties in cleaning.
4.1.3	Area covering various workstation	2000	Medium Level of difficulties in cleaning.
4.1.4	Area covering Staircase	2000	Medium Level of difficulties in cleaning.
4.1.5	Area covering Glass Partition	2000	Medium Level of difficulties in cleaning.
4.1.6	Area covering Wooden Doors / Partition	2000	Medium Level of difficulties in cleaning.
4.1.7	Area covering Open Area covering Road/Walkway/footpath	3000	Lower Medium Level of difficulties in cleaning.
5.0	Tools and Tackles be supplied /brought by the bidder		
5.1	Housekeeping		
	Description of Tool and Tackles	Unit	Minimum

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			Quantity
5.1.1	Adjustable Wrench (Slay wrench)12” & 06”	Set	01
5.1.2	Box Wrench	Nos.	02
5.1.3	C-Spanner (Monkey Pliers)	Nos.	01
5.1.4	Chisel (Flat) 12”, 09” & 06” + Chisel (Pin) (Bana)12” & 09”	Set	01
5.1.5	Flat File 09” & 06”	Set	01
5.1.6	Hacksaw	Nos.	01
5.1.7	Hammer Ball Peen ½ Lb & 1 Lb	Set	01
5.1.8	Pipe Wrench 24” ,18”, 14” & 10”	Set	02
5.1.9	Power drill with Drill Bit set	Nos.	01
5.1.10	Screw Driver (Flat and Philips) 06”& 12”	Set	02
5.1.11	Thread Cutting Die set- ½” to 1” & 1.25” to 2”	Set	01
5.1.12	Tool Carrying Bag	PC	02
5.1.13	Triangle File (Bradul) 12” & 09”	Set	02
5.1.14	VACUUM CLEANER: One operational VACUUME CLEANER of Wet cum Dry type.	Nos.	01
6.0	Supply of Consumables /materials		
6.1	Housekeeping: The successful bidder shall supply the following consumable items (or its equivalent items) every month for housekeeping of BHEL office and other premises as stated in the scope of work at his own cost. <b>Payment of consumable(s) shall be done at actuals (based on stock register record), as per the rate(s) derived from percentage break-up mentioned in Schedule-4 of Vol-III, Price Schedule. BHEL shall maintain stock register in this regard.</b>		
	Items/Consumables/materials	Unit	Indicative Quantity per month
6.1.1	Bamboo in finished condition. Size, Dia :25 mm (min.) and length 1.60 metre (min.) used for sweeping of road	Nos.	2
6.1.2	Black Hit (big)	Nos.	2
6.1.3	Bleaching Powder	Kgs.	25
6.1.4	Coconut Broom / KathiJharu of Standard Quality (Minimum 400 gm)	Nos.	6
6.1.5	Colin 500 ml pack	Nos.	20

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6.1.6	Dr. Phenyl 450 ml pack	Nos.	40
6.1.7	Drain Brush	Nos.	4
6.1.8	Drainex	Kgs.	1
6.1.9	Floor Cleaning Wiper with 20"-24" blade	Nos.	2
6.1.10	Flowers for flower vases (15 nos X 2 times per week)	Bunch	120
6.1.11	Garbage Bag (100 PC Packets)	Nos.	1
6.1.12	Harpic Liquid 500 ml pack	Nos.	60
6.1.13	Liquid Soap (Dettol/Lifebuoy Brand)/ equivalent Brand	Ltr	15
6.1.14	Lizol (3 in 1) 500 ml pack	Nos.	1
6.1.15	Marbocare/ equivalent Brand	Ltr.	10
6.1.16	Muriatic Cleaner	Ltr	10
6.1.17	Nylon Jharu/PalakJharu	Nos.	10
6.1.18	Nylon Scrub Brush plastic handle double bend used for toilet cleaning	Nos.	6
6.1.19	Odonil Air freshener 50 gm pack	Nos.	90
6.1.20	Phool Broom / PhulJharu of Standard Quality (Minimum 350 gm)	Nos.	10
6.1.21	Red Cloth (Duster)	Mtr	20
6.1.22	Red Hit (big)	Nos.	3
6.1.23	Room freshener (Godrej brand/ Standard Brand)	Nos.	4
6.1.24	Rubber Choke pump inner dia 4" (min.) with PVC handle.	Nos.	4
6.1.25	Safenyl 400 ml pack	Nos.	16
6.1.26	Scotch Bite	Nos.	40
6.1.27	Steel Wool	Pc	4
6.1.28	Swab Duster	Nos.	24
6.1.29	Thaila (medium) 20 Pc Packet	Nos.	10
6.1.30	Toilet Cleaning Wiper with 16"-18" blade	Nos.	4
6.1.31	Toilet Rolls (150 gm x 2 ply) , Make: Terzo or equivalent	Nos.	80
6.1.32	VIM Ultra/Washing Powder	Kgs	15
6.1.33	Wet floor mop 10" width and 11" cotton soot length with steel handle, Make: BRW or equivalent	Nos.	4
6.1.34	Wheel detergent powder -1 kg pack	Kgs .	15
6.1.35	White Duster	Nos.	40
6.1.36	Wiper : Size - Width 400 mm (min.) , height- 53 mm (min.) and foam width-10 mm (min.) with PVC	Nos.	4

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	handle of minimum length-1080 mm, Make: BRW or equivalent		
6.1.37	Yellow Duster	Nos.	10
6.1.38	Food quality Water Bottles recyclable (1ltr) in every six month 300 nos	Nos.	50
6.1.39	Plastic Waste/paper Basket/dustbin Size: Bottom outer dia 240 mm (Min.) and Height 250 mm (Min.)	Nos.	12
7.0	Bidder shall carry out the following activities/jobs <b>Area wise Log sheet for Daily, weekly, fortnightly, monthly activities to be maintained by contractor's Supervisor &amp; the same to be verified/certified by BHEL's execution department. Copy of records of such documents shall be submitted along with bills for processing of payment.</b>		
7.1	Related to Housekeeping		
7.1.1	Daily Activities		
	Activity	Location	
7.1.1.1	Dry sweeping of floors & staircases	BHEL Bhawan	
7.1.1.2	Wet mopping of floors & staircases including removal of all types of stains [Floor areas, Stairs, Reception Area, Conference Hall, VC rooms, 2nd & 4th Floor Meeting room, Medical and Dispensary, all other cabins]	BHEL Bhawan	
7.1.1.3	Floor sweeping and moping of Reception Area at every two hours intervals (Four times)	BHEL Bhawan	
7.1.1.4	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside Building.	BHEL Bhawan	
7.1.1.5	Removal of garbage from Main Bin and dispose them off to nearby Corporation's garbage bin/ garbage compactor or as per Corporation rules/directives/guidelines.	BHEL Bhawan	
7.1.1.6	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at every two hours intervals (Four Times)	BHEL Bhawan	
7.1.1.7	Checking and replacement as and when required of deodorants such as odonil and naphthalene balls.	BHEL Bhawan	
7.1.1.8	Removal of chockages from toilets upto manholes if required.	BHEL Bhawan	
7.1.1.9	Liquid soap containers in toilets to be checked and	BHEL Bhawan	

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	topped up if required.	
7.1.1.10	Dry sweeping of Roads [including Canteen adjacent area, open drains] and disposing off collected waste materials after segregation as per the instruction of Officer in-charge.	BHEL Bhawan
7.1.1.11	Dry sweeping of Vehicle Parking Spaces and disposing off collected waste materials after segregation as per the instruction of Officer in-charge..	BHEL Bhawan
7.1.1.12	Glass Cleaning of ED & GM's Cabin including Glass wall/window Cleaning of Conf. Hall, VC rooms, 2nd & 4th Floor Meeting room, and all other cabins	BHEL Bhawan
7.1.1.13	Glass Doors and all wooden doors Cleaning	BHEL Bhawan
7.1.1.14	Moping and cleaning Pantry, AC Plants, Electrical Panel Room, Fire Room, Breaker Room, Generator Room, Gym, Union Room	BHEL Bhawan
7.1.1.15	Dusting and cleaning of working Station, Cabins and its Railing , Workstations Chairs, Table side Cleaning	BHEL Bhawan
7.1.1.16	Railing of front and back staircases	BHEL Bhawan
7.1.1.17	Dry sweeping of floors & staircases	BHEL Residential Complex
7.1.1.18	Wet mopping of floors & staircases including removal of all types of stains	BHEL Residential Complex
7.1.1.19	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside Building.	BHEL Residential Complex
7.1.1.20	Removal of garbage from Main Bin and dispose them off to nearby Corporation's garbage bin/ garbage compactor or as per Corporation rules/directives/guidelines.	BHEL Residential Complex
7.1.1.21	Cleaning of Ground Floor Toilets (Commode, Walls & Floors, Urinal, Basins, Mirror, Taps etc)	BHEL Residential Complex
7.1.1.22	Dry sweeping of Vehicle Parking Spaces and disposing off collected waste materials after segregation as per the instruction of Officer in-charge..	BHEL Residential Complex
7.1.1.23	Cleaning of the open drains & Cleaning of sewer line	BHEL Residential Complex

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8.1.2.0	Weekly Activities	
	Activity	Location
8.1.2.1	Dry sweeping of Roof Top / Terrace	BHEL Bhawan
8.1.2.2	Wet Cleaning of Vehicle Parking Spaces	BHEL Bhawan
8.1.2.3	Wet Cleaning of Vehicle Parking Spaces	BHEL Residential Complex
8.1.2.4	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at every two hours intervals (Four Times)	BHEL Residential Complex
8.1.2.5	Dry sweeping of Roof Top / Terrace	BHEL Residential Complex
8.1.3.0	Fortnightly Activities	
	Activity	Location
8.1.3.1	AHU, AC Plants, Electrical Panel Room, Fire Room, Breaker Room, Generator Room, Gym cleaning	BHEL Bhawan
8.1.3.2	Dusting & cleaning of optimizer, almirah and file rack	BHEL Bhawan
8.1.3.3	Washing of all dustbins/Waste Bins	BHEL Bhawan
8.1.3.4	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at every two hours intervals (Four Times)	CIC Building
8.1.3.5	Dry sweeping of floors & staircases	CIC Building
8.1.4.0	Monthly Activities	
	Activity	Location
8.1.4.1	Removal of Cob-webs and cleaning of affected area (wall & ceiling).	BHEL Bhawan
8.1.4.2	Cleaning of Vanishing Blinds, roller blinds	BHEL Bhawan
8.1.4.3	Polishing of wooden railing / metal	BHEL Bhawan
8.1.4.4	Removal of Cob-webs and cleaning of affected area (wall & ceiling).	BHEL Residential Complex
8.1.4.5	Removal of Cob-webs and cleaning of affected area (wall & ceiling).	CIC BUILDING
8.1.5.0	As and when required	
8.1.5.1	Cleaning of Toilets	GOLF GREEN TRANSIT FLATS
8.1.5.2	Cleaning of the drains on regular basis.	GOLF GREEN TRANSIT

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		FLATS
8.1.5.3	Sweeping and moping of three numbers transit flats, Common Space	GOLF GREEN TRANSIT FLATS
8.1.5.4	Collection of garbage and dispose them to nearby Corporation's garbage bin/ garbage compactor or as per Corporation rule	GOLF GREEN TRANSIT FLATS
8.1.5.5	Removing of cub web and weeds	GOLF GREEN TRANSIT FLATS
8.1.5.6	Carpentry work or any other civil maintenance work	All places
8.1.5.7	Grinding and Polishing of Kota stone, marble floors etc.	BHEL Bhawan
8.2.0	Bidder engaged personnel need to perform for general maintenance job in all BHEL premises at Kolkata under this contract. An indicative work schedule is appended below:-	
8.2.1	Spreading of bleaching powder and other disinfectant	All premises
8.2.2	Plumbing maintenance of the existing fittings and laying of new water lines/fittings (if any) of small values.	All premises
9.0	Skills requirement of manpower to be deployed under the scope of Contract.	
9.1.0	Housekeeping Services	
9.1.1	No specific skills are required for Housekeeping Services. Therefore, deployments of unskilled workers are required and their works need to be supervised by the experience supervisor.	
9.2.0	Operation & Maintenance of Pantry and Meeting Rooms	
9.2.1	No specific skills are required for Operation and Maintenance of Pantry and various meeting rooms. Therefore, deployments of unskilled workers are required and their works need to be supervised by the experience supervisor.	
9.3.0	Office Management	
9.3.1	No specific skills are required for Office Management Services. Therefore, deployments of unskilled workers are required and their works need to be supervised by the experience supervisor.	
9.4.0	General Maintenance	
9.4.1	Specific skills are required for general maintenance of Office depending upon the nature of maintenance job. One Plumber in High Skilled category (ITI Qualified –Fitter) shall be required to be made available for maintenance of plumbing jobs during all working days.	
10.0	Suggestive provision for Manpower under the Contract and their	

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	deployment.		
10.1	The indicative man-hour required in a month for Housekeeping is as under:		
	Sl No.	Description of Work	Estimated Man-hour
	(i)	Dry sweeping of floors & staircases at BHEL Bhawan.	130
	(ii)	Wet mopping of floors & staircases including removal of all types of stains [Floor areas, Stairs, Reception Area, Conference Hall, VC rooms, 2nd & 4th Floor Meeting room, Medical and Dispensary, all other cabins] at BHEL Bhawan.	240
	(iii)	Floor sweeping and moping of Reception Area at every two hours intervals (Four times) at BHEL Bhawan.	52
	(iv)	Cleaning of waste baskets after segregation of waste materials and disposing them off in main bins placed outside Building at BHEL Bhawan.	65
	(v)	Removal of garbage from Main Bin at BHEL Bhawan and dispose them off to nearby Corporation's garbage bin/ garbage compactor or as per Corporation rules/directives/guidelines.	26
	(vi)	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at every two hours intervals (Four Times) at BHEL Bhawan.	520
	(vii)	Checking and replacement as and when required of deodorants such as odonil and naphthalene balls at BHEL Bhawan.	26
	(viii)	Removal of chockages from toilets up to manholes if required at BHEL Bhawan.	4
	(ix)	Liquid soap containers in toilets to be checked and topped up if required at BHEL Bhawan.	26
	(x)	Dry sweeping of Roads [including Canteen adjacent area, open drains] and disposing off collected waste materials after segregation at BHEL Bhawan.	26
	(xi)	Dry sweeping of Vehicle Parking Spaces and disposing off collected waste materials after segregation at BHEL Bhawan.	13
	(xii)	Glass Cleaning of ED & GM's Cabin including Glass	78

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	wall/window Cleaning of Conf. Hall, VC rooms, 2nd & 4th Floor Meeting room, and all other cabins at BHEL Bhawan.	
(xiii)	Glass Doors and all wooden doors Cleaning.	52
(xiv)	Moping and cleaning AHU, AC Plants, Electrical Panel Room, Fire Room, Breaker Room, Generator Room, Gym, Dispensary, Union Room at BHEL Bhawan.	52
(xv)	Dusting and cleaning of working Station, Cabins and its Railing , Workstations Chairs, Table side Cleaning at BHEL Bhawan.	90
(xvi)	Railing of front and back staircases at BHEL Bhawan.	90
(xvii)	Dry sweeping of floors & staircases at BHEL Residential Complex	52
(xviii)	Wet mopping of floors & staircases including removal of all types of stains at BHEL Residential Complex	52
(xix)	Cleaning of waste baskets after segregation of waste materials at BHEL Residential Complex and disposing them off in main bins placed outside Building.	39
(xx)	Removal of garbage from Main Bin and dispose them off to nearby Corporation's garbage bin/ garbage compactor or as per Corporation rules/directives/guidelines at BHEL Residential Complex.	26
(xxi)	Cleaning of Ground Floor Toilets (Commode, Walls & Floors, Urinal, Basins, Mirror, Taps etc) at BHEL Residential Complex	26
(xxii)	Cleaning of the open drains & Cleaning of sewer line at BHEL Residential Complex	26
(xxiii)	Dry sweeping of Roof Top / Terrace at BHEL Bhawan	6
(xxiv)	Dry sweeping of Roof Top / Terrace at BHEL Residential Complex	4
(xxv)	Wet Cleaning/mopping of Vehicle Parking Spaces at BHEL Bhawan	2
(xxvi)	Wet Cleaning/mopping of Vehicle Parking Spaces at BHEL Residential Complex	2

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	(xxvii)	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at BHEL Residential Complex	32
	(xxviii)	Dusting & cleaning of optimizer, almirah and file rack at BHEL Bhawan	52
	(xxix)	Washing of all dustbins/Waste Bins at BHEL Bhawan	12
	(xxx)	Chemical wash for cleaning of all toilets including urinal pots, Commode, Walls, floors & washbasins at CIC Building	10
	(xxxi)	Dry sweeping of floors & staircases at CIC Building	26
	(xxxii)	Removal of Cob-webs and cleaning of affected area (wall & ceiling) at BHEL Bhawan	6
	(xxxiii)	Cleaning of Vanishing Blinds, roller blinds at BHEL Bhawan	32
	(xxxiv)	Polishing of wooden railing / metal at BHEL Bhawan	12
	(xxxv)	Removal of Cob-webs and cleaning of affected area (wall & ceiling) at BHEL Residential Complex.	4
	(xxxvi)	Removal of Cob-webs and cleaning of affected area (wall & ceiling) at CIC Building.	4
	(xxxvii)	Total Man-hour	1915
10.2	The indicative man-hour required in a month for Operation & Maintenance of Pantry and Meeting Rooms is as under:		
	Sl No.	Description of Work	Estimated Man-hour
	(i)	Providing Water at work stations/Cabins/Office at BHEL Bhawan.	630
	(ii)	Provide Tea / Coffee, snacks and water to staff, guests and for meetings etc. at BHEL Bhawan	60
	(iii)	Provide Tea/Coffee/Lemon water etc to staff as and when required at BHEL Bhawan	26
	(iv)	Serving of tea/coffee/water along with snacks during meeting at BHEL Bhawan.	52
	(v)	Providing Hi-tea / Lunch at BHEL Bhawan for special occasions	60
	(vi)	Total Man-hour	828
10.3	The indicative man-hour required in a month for Office Management is as under:		

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	Sl No.	Description of Work	Estimated Man-hour
	(i)	Placement of flowers for flower vases twice in a week at BHEL Bhawan.	16
	(ii)	Attending Visitors	184
	(iii)	Distribution of Dak/Papers	520
	(iv)	Office chores : shifting of document, letters and alike jobs at BHEL Bhawan	780
	(v)	Material loading/unloading/ shifting as and when required	64
	(vi)	Arrangement of furniture for meeting, conference, seminar shall be arranged on priority and returning back in respective places/godowns	48
	(vii)	Total Man-hour	1612
10.4	The indicative man-hour required in a month for General Maintenance is as under:		
	Sl No.	Description of Work	Estimated Man-hour
	(i)	Spreading of bleaching and other disinfectant at BHEL Bhawan.	10
	(ii)	Spreading of bleaching and other disinfectant at BHEL Residential Complex.	3
	(iii)	Plumbing maintenance work	208
	(iv)	Total Man-hour	221
11.0	Deployment of Manpower for discharging the bidder's responsibilities under the scope of work under the contract:		
11.1	Bidder is required to make available services of at least 01 [One] Highly Skilled Worker (Plumber) with the skills indicated at clause 9.4.1 above during all days except weekly off and holidays for maintenance of plumbing jobs.		
11.2	Bidder is required to make available services of minimum 21 [Twenty one] Unskilled Workers to meet the requirement indicated at clause 9.1.1, 9.2.1 & 9.3.1 above during all days except weekly off and holidays for housekeeping, Operation & Maintenance of Pantry and Office Management.		
11.3	Bidder is required to make available services of minimum 01 [One] Supervisor for supervising the work of manpower deployed under the contract.		
12.0	Working Schedule / Working Time / Shift :		
12.1.0	The following Shift (incl. 1/2 Hr recess) shall be observed by the Bidder		

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	for performance of for housekeeping, Operation & Maintenance of Pantry and Office Management, under the Contract :			
12.1.1	General Shift : 08:30 Hrs to 17:00			
12.1.2	A Shift : 07:00 Hrs to 15:30 Hrs			
12.1.3	B Shift : 12:00 Hrs to 20:30 Hrs			
12.4.0	Deployment of Personnel envisaged for housekeeping			
12.4.1	Category of Personnel	General Shift	1 <sup>st</sup> Shift	2 <sup>nd</sup> shift
	Highly Skilled	Nil	Nil	Nil
	Skilled	Nil	Nil	Nil
	Semi Skill	Nil	Nil	Nil
	Unskilled	01[One]*	04[Four]	04[Four]
	*floating worker to other places than BHEL Bhawan			
12.5	Deployment of Personnel envisaged for Operation & Maintenance of Pantry and Meeting Rooms			
12.5.1	Category of Personnel	General Shift	1 <sup>st</sup> Shift	2 <sup>nd</sup> shift
	Highly Skilled	Nil	Nil	Nil
	Skilled	Nil	Nil	Nil
	Semi Skill	Nil	Nil	Nil
	Unskilled	03 [Three]	Nil	01[One]
12.6	Deployment of Personnel envisaged for Office Management			
12.6.1	Category of Personnel	General Shift	1 <sup>st</sup> Shift	2 <sup>nd</sup> shift
	Highly Skilled	Nil	Nil	Nil
	Skilled	Nil	Nil	Nil
	Semi Skill	Nil	Nil	Nil
	Unskilled	05[Three]	Nil	03[Four]
12.7.0	Deployment of Personnel envisaged for General Maintenance			
12.7.1	Category of Personnel	General Shift	1 <sup>st</sup> Shift	2 <sup>nd</sup> shift
	Highly Skilled (Plumber)	01[One]]	Nil	Nil
	Skilled	Nil	Nil	Nil
	Semi Skill	Nil	Nil	Nil
	Unskilled	Nil	Nil	Nil
12.8.0	In addition to above, Bidder shall deploy additional manpower for meeting the exigencies and unforeseen activities notified by BHEL from time to time.			

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13.0	SUPERVISION OF WORK UNDER THE CONTRACT
13.1	The activities under the scope of the contract, Bidder shall deploy adequate number of Supervisor for supervising the services / functioning of bidder's personnel as well as manning the Customer Service Desk.
13.2	The Bidder shall engage 01[One] experienced Supervisor (Semi Skilled) as per deployment plan as indicated in clause 11.3 above <b>at his own cost</b> . The supervisor should be well qualified, energetic, smart, healthy, efficient and should be able to take all decisions regarding deployment of staffs, liaison with BHEL authorities, effective control over the engaged manpower. The Supervisor should be well connected through mobile phone. It is desirable that Supervisor should be able to Speak, Read and Write Hindi, Bengali and English. Before deployment of supervisor his personal appearance with credentials to be presented to designated BHEL Officer In-charge for acceptance.
13.3	Liability on account of deployment of Supervisor as per clause 11.3 and towards payment of Wages/Salaries including uniform, to and fro travelling cost, if any. Bidder should ensure payment of minimum wages and extension of statutory benefits under (i) Employees' Provident Funds and Miscellaneous Provision Act, 1952 , (ii) Employees' State Insurance Act, 1948 and allied statutes to Supervisors.
13.4	The Bidder Supervisor is required to look after routine administrative functions of the Bidder such as duty deployment, submission of daily attendance statement, bill processing, coordination with BHEL for assignments as desired by the BHEL from time to time.
13.5	The manpower proposed to be deployed by the Bidder under this contract should be well behaved, neatly dressed and obedient and maintain office decorum.
14.0	PHYSICAL PARAMETERS OF BIDDER'S PERSONNEL & STAFFS
14.1	All the employees engaged by the Bidder must obtain health certificate in the prescribed format at their own cost from any Medical practitioner/Officer that they are free from all contagious diseases & have good health standard to perform the duty. For any dispute, the decision of the Medical Superintendent, BHEL is final and binding.
14.2	If requisitioned and notified by BHEL for deployment of additional manpower as per clause 12.8.0 above, Bidder shall give information/details of such additional manpower along with one photo Identity card to Officer In-charge of BHEL for necessary permission by BHEL Security.
15.0	The Bidder shall submit to the Company the following information in

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	respect of their employees to be deployed :-
15.1	Name, Father's name, date of birth, educational qualification, two identifying body marks, full residential address (present), permanent home address, past experience, a passport size photograph and a photo identity proof issued by any govt. authority preferably Aadhar Card.
15.2	The Bidder shall provide each such employee with employment/identity card with Photograph duly verified and attested by the Bidder. The Bidder should indicate the name of the proprietary/partnership firm/company, place of work, contract number and duration of validity of Card.
16.0	The Bidder will employ such persons under the contract who have required Skills /educational qualifications and age between 18 years to 65 years.
17.0	<p>UNIFORM: The Bidder shall ensure that his personnel /workers are always dressed in clean and tidy uniforms, shaved and combed condition while on duty. The Bidder shall provide to his all personnel / Workers deployed under the contract, the following uniform items at his own cost (once in 02 years): -</p> <ul style="list-style-type: none"> <li>a) Terri Cotton Pant: 02 Nos. (Preferably Black in colour).</li> <li>b) Terri Cotton Shirt: 02 Nos. (Preferably Biscuit in colour)</li> <li>c) Shoe: 01 pair (Black)</li> <li>d) Socks: 02 pairs (Cotton)</li> <li>e) Woolen Jersey/Sweater: 01 No. (Chocolate/Deep Brown colour)</li> </ul> <p>The Bidder shall ensure that uniform items are provided to the personnel / workers on the day of start of contract.</p> <p>Recovery/adjustment of wage towards the cost of uniform should not to be made by bidder from their engaged workmen under any circumstance under this contract.</p>
18.0	<p>WORKMEN COMPENSATION:</p> <p>The Bidder, apart from ESI Coverage of his employees, shall arranged to take Group Personal Accident Insurance Policy (GPA) which provides for the payment of certain amount for Death or Disablement of person employed by him under this contract due to an accident. The minimum amount of Sum Insured (Capital Sum Insured) shall be Rupees Three Lakh only (Rs. 3,00,000/-) per person insured. The GPA shall be designed in such a manner that it covers risk on 24 hours basis during the contract period. The cost for arranging GPA through IRDA shall be borne by the Bidder.</p>

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	The Bidder shall ensure all his employees (including supervisor) are covered through GPA insurance policy for discharge of this liability and submit a copy thereof to BHEL. Each month bill should contain the proof of GPA documents.																																																						
19.0	TERMS OF PAYMENT:																																																						
19.1	WAGES TO MANPOWER :																																																						
	The following pay elements shall be payable per month to Highly Skilled Worker and Unskilled Workers under the contract by the Bidder and shall be reimbursed by BHEL:																																																						
	<table border="1"> <thead> <tr> <th>S.N.</th><th>DESCRIPTION</th><th>Amount (in RS.) to be paid for 0 to 12 months</th><th>Amount (in RS.) to be paid for 13 to 24 months and thereafter if the same contract will be extended</th></tr> </thead> <tbody> <tr> <td>A</td><td>MINIMUM WAGE with VDA of Govt. of West Bengal (Rate will be as on date), which will be change from time to time based on notification in this regard issued by Government of West Bengal. In case decrease in Minimum Wages due to decrease in VDA, the higher minimum wages last paid shall be protected.</td><td>Say Rs.X</td><td>Say Rs.X</td></tr> <tr> <td>B</td><td>ECONOMIC PACKAGE</td><td>3090.00 (Fixed)</td><td>3090.00 (Fixed)</td></tr> <tr> <td>C</td><td><b>SUB TOTAL</b></td><td>X + 3090</td><td>X + 3090</td></tr> <tr> <td>D</td><td>Special Allowance</td><td>Rs.5291.19/- for HSW and Rs.4399.14/- for USW)</td><td>Pay protection allowance for 1<sup>st</sup> year + 3% of increment on SI no. C</td></tr> <tr> <td>E</td><td>HRA</td><td>5% on SI no. C</td><td>5% on SI no. C</td></tr> <tr> <td>F</td><td>PROVIDEND FUND (as per latest notification by concerned authority)</td><td>12% on SI no. C</td><td>12% on SI no. C</td></tr> <tr> <td>G</td><td>EDLI CHARGES (as per latest notification by concerned authority)</td><td>1% on SI no. C</td><td>1% on SI no. C</td></tr> <tr> <td>H</td><td>ESI 3.25% (as per latest notification by concerned authority)</td><td>3.25% on SI no. C</td><td>3.25% on SI no. C</td></tr> <tr> <td>I</td><td>BONUS</td><td>12% on SI no. C (MAXIMUM LIMIT RS.21000/-)</td><td>12% on SI no. C (MAXIMUM LIMIT RS.21000/-)</td></tr> <tr> <td>J</td><td>CONTRACT CLOSING BENEFIT</td><td>4.81% on SI no. C</td><td>4.81% on SI no. C</td></tr> <tr> <td>K</td><td>LEAVE SALARY</td><td>2.5 DAYS PER MONTH (on SI no. C)</td><td>2.5 DAYS PER MONTH (on SI no. C)</td></tr> <tr> <td>L</td><td><b>TOTAL</b></td><td>Sum of SI. no. C to K</td><td>Sum of SI. no. C to K</td></tr> </tbody> </table>	S.N.	DESCRIPTION	Amount (in RS.) to be paid for 0 to 12 months	Amount (in RS.) to be paid for 13 to 24 months and thereafter if the same contract will be extended	A	MINIMUM WAGE with VDA of Govt. of West Bengal (Rate will be as on date), which will be change from time to time based on notification in this regard issued by Government of West Bengal. In case decrease in Minimum Wages due to decrease in VDA, the higher minimum wages last paid shall be protected.	Say Rs.X	Say Rs.X	B	ECONOMIC PACKAGE	3090.00 (Fixed)	3090.00 (Fixed)	C	<b>SUB TOTAL</b>	X + 3090	X + 3090	D	Special Allowance	Rs.5291.19/- for HSW and Rs.4399.14/- for USW)	Pay protection allowance for 1 <sup>st</sup> year + 3% of increment on SI no. C	E	HRA	5% on SI no. C	5% on SI no. C	F	PROVIDEND FUND (as per latest notification by concerned authority)	12% on SI no. C	12% on SI no. C	G	EDLI CHARGES (as per latest notification by concerned authority)	1% on SI no. C	1% on SI no. C	H	ESI 3.25% (as per latest notification by concerned authority)	3.25% on SI no. C	3.25% on SI no. C	I	BONUS	12% on SI no. C (MAXIMUM LIMIT RS.21000/-)	12% on SI no. C (MAXIMUM LIMIT RS.21000/-)	J	CONTRACT CLOSING BENEFIT	4.81% on SI no. C	4.81% on SI no. C	K	LEAVE SALARY	2.5 DAYS PER MONTH (on SI no. C)	2.5 DAYS PER MONTH (on SI no. C)	L	<b>TOTAL</b>	Sum of SI. no. C to K	Sum of SI. no. C to K		
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19.2	The Bidder, <b>at his own finance</b> , must make payment of wages / other allowances / GPA/ Statutory Benefits under various statutes to the Supervisor as indicated in clause 11.3/13.2 above. BHEL shall not make any reimbursement to the Bidder towards payment of wages / other allowances / Statutory Benefits under various statutes made to Supervisor so deployed under this contract.																																																						
19.3	Reimbursement of employers' liabilities towards payment of Contributions and Administrative Charges under (i) Employees' State Insurance Act, 1948 and (ii) Employees' Provident Funds and Miscellaneous Provision Act, 1952 will be made at actual on applicable rates under relevant statutes. The current rate of (i) Employer's Contribution towards under Employees' State Insurance Act, 1948 is 3.25% of the wages payable and (ii) Employer's Contribution and Administrative Charges thereof																																																						

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	<p>under the Employees' Provident Funds and Miscellaneous Provision Act, 1952 are 12%, 0.5%, and 0.5% for Provident Fund, Admin Charges on Provident Fund, Employees Deposit Linked Insurance respectively.</p> <p>Calculation for the purpose of Contributions/Administrative Charges towards Employees Provident Fund shall be made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)] &amp; (ii) Economic Package [Clause 19.1(B)].</p> <p>Calculation for the purpose of Contributions/Administrative Charges towards Employees' State Insurance shall be made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)], (ii) Economic Package [Clause 19.1(B)].</p>
19.4	Reimbursement of Ex-Gratia /Bonus at the rate equivalent within the limits under the Payment of Bonus Act, 1965. Reimbursement shall be made on completion of first year of the contract, second year of contract and end of the extended contract, if any.
19.5	<p>The Bidder shall seek written approval of BHEL before making payment of Rate of Ex-Gratia/ Bonus to his workers deployed under the contract. BHEL may give approval for Ex-Gratia / Bonus to be made as such rate within the limits under the Payment of Bonus Act, 1965 based on performance of Bidder in execution of the contract.</p> <p>Calculation for the purpose of Ex-Gratia /Bonus shall made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)] &amp; (ii) Economic Package [Clause 19.1(B)]</p>
19.6	<p>Reimbursement of Privileged Leave to workers at rate of 2.5 days for every working month during the contract.</p> <p>Calculation for the purpose of Privileged Leave shall be made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)] of the last working day of the first year, Second year of Contract and last working day of extended Contract &amp; (ii) Economic Package [Clause 19.1(B)]. Reimbursement shall be made on completion of first year of the contract, second year of contract and end of the extended contract, if any.</p>
19.7	<p>Reimbursement of Contract Closing Benefits to workers shall be equivalent to fifteen [15] days' average pays for every completed year of contract or any part thereof in excess of six months.</p> <p>Calculation for the purpose of Contract Closing Benefits shall be made on (i) Minimum Wages i.e. Basic Wages (BW) plus Variable Dearness Allowance (VDA) [Clause 19.1(A)] &amp; (ii) Economic Package [Clause 19.1(B)]</p>
19.8	Overtime wages if any will be paid beyond normal working hours (i.e. on weekly off, holiday, duty beyond 08 hours a day etc.) as per Statutory Rules and Regulations duly certified by concerned BHEL Official.
19.9	In case, the manpower so deployed by Bidder are required to move to different places other than their appointed place of work at BHEL premises/establishments or third

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	parties' office/Shop in connection with the performance of services under the contract, in such cases Bus/Mini Bus fare for such personnel on duty shall be reimbursed by BHEL, provided BHEL is satisfied with the services and the movement necessary for the benefit of BHEL.
19.10	The actual cost including applicable taxes of plumbing spare parts/accessories/other miscellaneous items supplied/arranged by Bidder. The cost will be reimbursed by BHEL on production of cash memo/Bill/Tax Invoice. For handling/transportation/Service Charge an amount equivalent to 10% [Ten Percent] of the Cost will be paid to the Bidder by BHEL.
19.11	Payment towards supply of services of additional manpower in Unskilled, Semi-Skilled and Skilled Categories for meeting any exigencies as and when requisition as per clause 12.8.0 above, shall be made on additional chargeable basis duly certified by concerned BHEL Official.
19.12	<b>The Bidder has to arrange his own finance</b> for carrying out the job including other financial obligations involved in arrangement of payment to his workmen, Uniform, all tools and tackles during the tenure of this contract. No mobilisation advance shall be paid to the Bidder by BHEL under this contract.
19.13	The first monthly / running bill only be released on submission of copy of Personal Accident Insurance Policy showing the number / name of the persons insured under the policy along with other requisite documents. Each month bill should contain the proof of GPA documents.
19.14	In case of revision of minimum wages by Govt. of West Bengal, escalation on the wage cost to the extent of percentage increase applicable for skilled worker shall be paid.

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19.15	Bill(s) in duplicate shall be submitted to the Officer-in-charge within 10 days of subsequent month. The monthly bill shall be submitted along with checklist duly filled in. The Checklist shall be as under:			
	Sl No.	Description	Status of Submission	Remarks
	(i)	Tax Invoice	Submitted / Not Submitted	
	(ii)	Copy of Attendance Sheet/Master Roll	Submitted / Not Submitted	
	(iii)	Copy of Wage Sheet for Workmen	Submitted / Not Submitted	
	(iv)	Copy of Receipt copy of advice to Bank for Disbursement /Remittance of Wages for Workmen	Submitted / Not Submitted	
	(v)	Copy of EPF Challan, ECR and Statement as required under para 36B of the Scheme	Submitted / Not Submitted	
	(vi)	Cop of ESI Challan & Details of contribution sheet	Submitted / Not Submitted	
	(vii)	Copy of Professional Tax Challan	Submitted / Not Submitted	
	(viii)	Copy of GST Compliance Challan	Submitted / Not Submitted	
	(ix)	Area wise Log sheet for Daily, weekly, fortnightly, monthly activities maintained by contractor's Supervisor & duly verified/certified by BHEL's execution department.	Submitted / Not Submitted	
	(x)	Copy of stock register record for consumables for the month, duly certified by BHEL.	Submitted / Not Submitted	
(xi)	Proof of GPA insurance documents.	Submitted / Not Submitted		
19.16	Bidder shall comply with all statutory obligations. In case of violation the next bill shall be withheld till compliance.			
19.17	Bidder should make wage payment by 7 <sup>th</sup> of every month following which error free bill must be submitted to BHEL after completion of all statutory compliance by Bidder within 2 <sup>nd</sup> week of every month. Labour discontentment arise due to nonpayment of wage by the bidder, shall attract penalty against the Bidder.			
19.18	Payment shall be made through RTGS. The Bidder is required to furnish necessary details in mandate form			
19.19	The successful bidder shall mobilize adequate resource for payment of wages and other statutory dues for payment under various Acts. No mobilization advance will be			

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	paid to the Bidder by BHEL under this contract.
19.20	BHEL shall deduct / recover the loss due to negligence of the service from the monthly bills and other dues of the Bidder. Such recovery shall be limited to 10% of the bill value.
19.21	The Bidder shall pay the Bonus & Gratuity if any due to payable under the Payment of Bonus Act 1965 and Payment of Gratuity Act 1972 respectively. BHEL shall not in any manner be responsible for these liabilities under any circumstances.
19.22	Before the expiry of contract the Bidder shall furnish a specific Indemnity Bond to indemnify BHEL any liability under the provision of EPF Act, ESI Act, ID Act, MW Act, WC Act & HSE policy of BHEL and recovery of loss due to theft and damages.
19.23	Bidder is required to submit the summary of statutory information in a routine manner & as and when it is being demanded by BHEL for compliance.
19.24	<p>The contract price shall be inclusive of all applicable taxes, duties &amp; levies etc. but exclusive GST. The payment shall be made in Indian currency only by Account Payee cheque/RTGS. Payment will be made on monthly basis and it will be released within 60 (Sixty) days after receipt of bill whereas GST payment would be released to the vendor upon compliance of following: -</p> <p><b>a) Vendor declaring such Invoice in his GSTR-1</b>  <b>b) Receipt of Goods/ services and Tax Invoice by BHEL</b>  <b>c) Confirmation of payment of GST thereon by vendor on GSTN Portal</b></p> <p>Above is subject to receipt of goods / service and tax invoice thereof along with vendor declaring invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL.</p>
20.0	TAXES AND DUTIES
20.1	All taxes excluding GST with applicable cess & BOCW Cess (mentioned elsewhere in the Tender) but including, Charges, Royalties, any State or Central Levy and other Taxes for materials if any obtained for the work and for the execution of the contract shall be borne by the bidder and shall not be payable extra by BHEL.
20.2	Any increase in the above at any stage during execution including extension of the contract, if any, shall have to be borne by the contractor. Quoted/ accepted rates/ price shall be inclusive of all such requirements.
20.3	GST with applicable Cess, legally leviable & payable by the successful bidder as per GST Law, shall be paid extra by BHEL. Hence, Bidder shall not include GST with applicable Cess in their quoted price.
20.4	The successful bidder shall furnish proof of GST registration with GSTN Portal covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on BHEL for this project/ work.
20.5	Since GST on output will be paid by BHEL separately as enumerated above, bidder's quoted rates/ price should be after considering the Input Credit under GST law at their end.
20.6	TDS under Income Tax shall be deducted at prevailing rates on gross invoice value from the running bills unless exemption certificate from the appropriate authority/

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**Bharat Heavy Electricals Limited**  
Power Sector – Eastern Region, Kolkata

<b>TENDER NO – PSER:SCT:SLB-HK1988:19</b>		
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	authorities is furnished.
20.7	TDS under GST shall be deducted at applicable rates on gross invoice value from the running bills.
20.8	<p>Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules (Section 31 of GST Act &amp; Rules referred there under) wherein the 'Bill To' details shall be as per following.</p> <p><b>BHEL GSTN – 19AAACB4146P1ZC</b></p> <p><b>NAME - BHARAT HEAVY ELECTRICALS LIMITED</b></p> <p>ADDRESS – BHEL Bhavan, DJ-9/1, Sector - II, Saltlake, Kolkata - 700091.</p>
20.9	<p>Bidder to intimate immediately on the day of removal of Goods (in case of any supply of goods) to BHEL along with all relevant details and a scanned copy of Tax Invoice through following communication mode for enabling BHEL to meet its GST related compliances</p> <p>Postal Address – BHEL BHAVAN, DJ 9/1, Sec-II, Karunamoyee, Kolkata-700065 and Email Address – will be informed later</p> <p>In case of delay in submission of the abovementioned documents on the date of dispatch, BHEL may incur penalty /interest for not adhering to Invoicing Rules under GST Law. The same will be liable to be recovered from the successful bidder, if such delay is attributable to the bidder.</p>
20.10	In case of raising any Supplementary Tax Invoice (Debit / Credit Note) Bidder shall issue the same containing all the details as referred to in Section 34 read with Section 31 of GST Act & Rules referred there under.
20.11	Bidder shall Comply with the Time limit prescribed under the GST Law and rules thereof for raising of the tax invoice. If any supply of goods is applicable, Bidder shall also ensure prompt delivery of Goods after dispatch.
20.12	Bidder shall note that in case GST credit is delayed/ denied to BHEL due to delayed / non receipt of goods and /or tax invoice or expiry of the timeline prescribed in GST Law for availing such ITC, or any other reasons attributable to the bidder, GST amount shall be recoverable from the bidder along with interest levied / leviable on BHEL, as the case may be.
20.13	Bidder shall upload the Invoices raised on BHEL in GSTR-1 within the prescribed time as given in the GST Act. Bidder shall note that in case of delay in declaring such invoice in your return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law , GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from the bidder along with interest levied / leviable on BHEL.
20.14	<p>Way Bill: Successful Bidder shall arrange way bill / e-waybill for any transfer of goods for the execution of the contract.</p> <p>The Bidder has to make their own arrangement at their cost for completing the formalities, if required, with Issuing Authorities, for bringing materials, plants &amp; machinery at site for execution of the works under this contract, Road Permit/ Way</p>

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	Bill, if required, shall be arranged by the contractor and BHEL will not supply any Road Permit/ Way Bill for this purpose.
20.15	Any new taxes & duties, if imposed subsequent to the due date of offer submission as per NIT & TCN, by statutory authority during contract period (including extensions for which delay is not attributable to the bidder), shall be reimbursed by BHEL on production of relevant supporting document to the satisfaction of BHEL. However, bidder shall obtain prior approval from BHEL before depositing any such new taxes and duties. Benefits and/or abolition of all existing taxes must be passed on to BHEL against new taxes, if any, introduced at a later date.
21.0	PENALTY:
21.1	A Penalty of 200% of the Premium shall be levied and deducted from the second monthly / RA bill, if BHEL is forced to arranged Group Personal Accident Insurance Policy (GPA) on behalf of Bidder for his workmen.
21.2	Bidder shall be liable to make good all damages, breakages etc. resulting from negligence of their workmen at their cost. If the same is not made good, the BHEL will make good and a penalty equivalent to 130% [Hundred Thirty Percent] of expenditure incurred by BHEL in making the damages, breakages good.
21.3	The Spare parts & accessories for plumbing items for repair/replacement will have to be arranged by the Bidder within the shortest possible time failing which a penalty of Rs. 500/- [Rupees Five Hundred] per day will be imposed by BHEL after 24 hours of reporting of its approval for spares parts & accessories.
21.4	If Bidder fails to provide any suggested Tools/Tackles and Materials on any given day, a penalty of Rs. 10/- [Rupees Ten] per day per tools/tackles and material indicated at clause from 5.0 to 6.1.39 above.
21.5	Rs 02/- (Rupees Two only) per instance/complain for not providing water at work stations/Cabins/Office by 09:00 Hrs [Reference clause 1.2.1]
21.6	Rs 25/- (Rupees Twenty Five only) per instance for not providing Tea / Coffee, snacks and water to staff, guests and for meetings etc within 20 minimum from time of requisition [Reference clause 1.2.2]
21.7	Rs 500/- (Rupees Five Hundred only) per instance of failure in placement of flowers for flower vases as per schedule [Reference clause 1.3.1]
21.8	Rs 25/- (Rupees Twenty Five only) per instance/ complain in attending Employees / Staff within 30 min from time of requisition [Reference clause 1.3.3]
21.9	Rs 10/- (Rupees Ten only) per day from third of calendar month if

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	Bidder fails to supply garbage Baggage [Reference clause 6.1.11]
21.10	Rs 10/- (Rupees Ten only) per day per liquid soap dispenser fitted in lavatories, if the liquid soap dispenser is found fully empty condition. [Reference clause 1.1.10 & 6.1.13]
21.11	Rs 30/- (Rupees Thirty only) per day from third of calendar month if Bidder fails to supply Odonil Air Freshener. [Reference clause 1.1.8 & 6.1.19]
21.12	Rs 25/- (Rupees Twenty Five only) per day per toilet, if toilet rolls not found in any toilet. [Reference clause 6.1.31]
21.13	Rs 500/- (Rupees Five Hundred only) per day if the bidder fails to supply required number of food quality water bottles (recyclable) on expiry of 30 days, Seventh months, Thirteenth months, Nineteenth months from the start of contract [Reference clause 6.1.38]
21.14	Rs 30/- (Rupees Thirty only) per day from third of calendar month if Bidder fails to supply Plastic Waste/paper Basket/dustbin. [Reference clause 6.1.39] Rs 30/- (Rupees Thirty only) per day from if Bidder fails to supply flowers for flower vase on the stipulated day. [Reference clause 6.1.41].
21.15	Rs 25/- (Rupees Fifty only) per day per activity if bidder fails to carry out any of the activities specified at clause 7.0 to 8.2.2 above as per schedule after given one-day notice to the Bidder or his supervisor at work.
21.16	Rs. 10/- (Rupees Ten only) per day per man, limited to Rs. 260/- per month per man, if a man deployed by the Bidder is not wearing shoes while on duty.
21.17	Rs. 02/- (Rupees Two only) per day per man, limited to Rs. 52/- per month per man, if a man deployed by the Bidder is not wearing Gloves while on cleaning duty.
21.18	Rs. 10/- (Rupees Ten only) per day per man, limited to Rs. 260/- per month per man, if a man deployed by the Bidder is not wearing prescribed Shirt while on duty.
21.19	Rs. 10/- (Rupees Ten only) per day per man, limited to Rs. 260/- per month per man, if a man deployed by the Bidder is not wearing prescribed Pant while on duty.
21.20	Rs 500/- (Rupees Five Hundred only) per instance for not using cleaning materials as per prescribed in the scope of work.
21.21	Rs. 1000/- (Rupees One Thousand only) per instance for non-reporting of malfunctioning of electrical appliances.
21.22	Rs. 500/- (Rupees Five Hundred only) per instance for non-disposal of waste /garbage.

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21.23	Rs. 5000/- (Rupees Five Thousand only) per instance for complaints of misbehaviour with BHEL's officials by Bidder's employees, if substantiated or found true.
21.24	Rs. 1000/- (Rupees One Thousand only) for each day of delay in case failure of Bidder to disburse wages to its workmen by the prescribed date as notified. This is without prejudice to any other option available before BHEL under any of the terms and conditions under the contract, as well as the provisions of the Contract Labour (Regulation and Abolition) Act, 1970.
21.25	The total penalty levied shall not exceed 10% [Ten Percent] of Contract value.
22.0	TERMINATION OF CONTRACT:
22.1	The contract shall be terminated on the following considerations, without notice:
22.2	If the Bidder is found guilty by court of law and the offence involves moral turpitude.
22.3	If the Bidder indulges in mal-practices such as bribery, corruption, fraud, pilferage etc.
22.4	If the Bidder is declared bankrupt, insolvent, wound-up, dissolved or partitioned.
22.5	If the Bidder is found to have substituted or damaged or disposed off material or document from any employee of the company.
22.6	If the Bidder is found to have obtained, by questionable means, copies of any document from any employee of the company.
22.7	If the Bidder has submitted, for getting the contract, any fake or false documents or certificates.
22.8	If the Bidder, persistently and in spite of warnings, is violating or circumventing the provisions of Labour Laws.
22.9	If the Bidder, persistently refuses to return company's dues.
22.10	If the Bidder indulges in anti-management activity of any kind.
22.11	If the Bidder fails to provide desired quality and quantum of services or violates any Clause of the contract or provision of law as applicable to him or his workmen/works.
22.12	Non-performance / continuous poor performance / abandonment of work / statutory noncompliance by the Bidder.
22.13	Payment to the engaged personnel as per the payment of wages Act. Failure to do so or repetition of such default for more than three times shall lead to termination of the contract.
22.14	The contract may be terminated by BHEL giving two month's notice if the performance of the Bidder fail to meet the requirements specified in

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	the conditions.
23.0	DISPUTE SETTLEMENT:
23.1	All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provision of the Arbitration and Conciliation Act, 1996 and the rules made therein under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of BHEL, PSER, Kolkata. The award of the arbitrator shall be final and binding on both the parties. The venue of the arbitration shall be in Kolkata in India. The Award to be given by Arbitration shall be a speaking award.
23.2	JURISDICTION OF COURT: Appropriate Court at Barasat under the Calcutta High Court, Kolkata shall have exclusive jurisdiction over all matters related to this contract.
24.0	OTHER POINTS
24.1	The Bidder shall abide by the provisions of Employee's Compensation Act, 1923, Employees' State Insurance Act, 1948, Industrial Dispute Act & Rules, Contract Labour (R&A) Act-1970, Provident Fund and Miscellaneous Provisions Act-1952, Bonus Acts & Rule, Minimum Wages Act-1948 and Rules made and payment of wages Act-1936 and Rules. BHEL will not be held responsible for any injury sustained by Bidders' worker while on duty. In the event of any injury/accidental death of the employee on duty, the Bidder will have to pay necessary compensation to the legal heirs of said employee and that will not be reimbursed by BHEL. In case of failure to pay the compensation as decided by the competent authority as per Employee's Compensation Act, the Officer-in-charge will deduct necessary amount from any outstanding bill of the Bidder and deposit the same with competent authority.
24.2	The Bidder shall submit photocopy of the payment sheet/ muster roll of every month during second week of subsequent month.
24.3	The Bidder shall have to maintain all statutory records as required under the Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017, Contract Labour Regulation and Abolition Act, Payment of Wages Act, Minimum Wages Act etc. The statutory returns shall be submitted to appropriate authorities as required under the Act and Rule. The records should be kept within the work premises and must be made available on demand before BHEL / Concerned statutory authorities.
24.4	The Bidder shall obtain license from Assistant Labour Commissioner under Contract Labour (R&A) Act, 1970, if required. He shall not be

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	allowed to carry out the job without valid contract Labour license/ Inter State migrant license and is required to produce the above license before commencement of the job.
24.5	Notwithstanding with any other Clause of tender document, Bidder's performance may be reviewed from time to time.
24.6	All other term & conditions of this specification, not mentioned above shall be governed by the pertinent provisions of GCC.
25.0	CONTRACT PERIOD
25.1	The Time Period of contract shall be 02 (two) years from actual date of commencement of work.
25.2	Successful bidder shall start the work as per instruction from concerned BHEL official of HR dept. after placement of LOI.
25.3	BHEL reserves the right to extend the contract beyond two years, if need arises, on mutual agreement on the same rate, terms and conditions.
26.0	Evaluation and Awarding
26.1	Evaluation will be done on quoted percentage value as per Price Schedule, Volume-III.

**SIGNATURE OF THE TENDERER WITH SEAL**

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**Bharat Heavy Electricals Limited**  
Power Sector – Eastern Region, Kolkata

**TENDER NO: PSER:SCT:SLB-HK1988:19**

**VOLUME - III**

**PRICE SCHEDULE-REV-00**

**FOR**

**HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER  
PREMISES LOCATED AT KOLKATA**

**BHARAT HEAVY ELECTRICALS LIMITED**

**( A GOVT. OF INDIA UNDERTAKING )**

**POWER SECTOR – EASTERN REGION**

**PLOT NO. – 9 / 1, DJ – BLOCK,**

**SECTOR – II, KARUNAMOYEE,**

**SALT LAKE CITY,**

**KOLKATA – 700091.**

VOLUME-III PRICE SCHEDULE, REV-00	
JOB: HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA	
TENDER NO - PSER:SCT:SLB-HK1988:19	
PREAMBLE	
SL. NO.	DESCRIPTION
1	Bidders are required to go through instructions carefully and complete all the formalities as required. Clauses under this preamble shall be read in conjunction with GCC & SCC together with subsequent changes/ modifications etc thereto as applicable as on date of submission of price offer. In the event of furnishing false information / incomplete information, the offers shall be rejected and no correspondence shall be entertained in this regard.
2	The work shall be carried out strictly as per specifications, description of the items in these schedules and/ or BHEL instructions.
3	Rates shall be quoted in figures and in words in clear legible writing. No overwriting is permitted.
4	The tender shall be deemed to have visited site and made himself aware of all the site conditions, studied the specifications and details of work to be done within the time schedule attached and to have acquainted himself of the conditions prevailing at site.
5	Price format shall not be changed by bidder in any case and it may lead to cancellation of their offer.

VOLUME-III PRICE SCHEDULE, REV-00			
JOB: HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA			
TENDER NO - PSER:SCT:SLB-HK1988:19			
SCHEDULE-1 (SCHEDULE OF RATES)			
SL. NO.	DESCRIPTION	Percentage (%) upto two decimal w.r.t. the monthly average wage as indicated in Sl.no. C.1 of SCHEDULE-2 (in figures)	Percentage (%) upto two decimal w.r.t. the monthly average wage as indicated in Sl.no. C.1 of SCHEDULE-2 (in words)
1	MONTHLY SERVICE CHARGE for Providing Housekeeping Services to BHEL PSER Kolkata & other premises located at Kolkata as per the scope of work and other terms & conditions		
<b>NOTES:</b>			
(i)	Bidders to quote Monthly Service Charge in percentage (%) in the Schedule of Rates in Sl. no. 1 of Schedule-1 of price schedule, Vol.-III.		
(ii)	Bidder to quote their offer considering the followings:-		
a)	Apart from wage and other statutory components, bidder (s) to consider their overhead cost towards cost of uniforms, Group Personnel Accident Insurance, Wages of one Supervisor (SSW), cost of consumables, tools and tackles and miscellaneous other cost which are not reimbursable by BHEL, before quoting of service charge. (pl. refer SCC)		
b)	<b>Monthly Service Charge to be quoted in percentage (%) upto two decimal w.r.t. the monthly average wage as indicated in Sl.no. C.1 of SCHEDULE-2 of Price Schedule, Vol.-III.</b>		
c)	Monthly Service Charge percentage (%) as quoted by the bidder against Sl. No. 1 of Price Schedule-1, Vol.- III shall remain firm during the contract period, while the absolute value may vary based on the revision of minimum wage of Govt. of West Bengal from time to time.		
d)	By percentage formula as given in the SCHEDULE-3, MONTHLY PRICE FOR CONSUMABLES & MONTHLY PRICE FOR OTHER THAN CONSUMABLES (non-reimbursement components liabilities) would be derived for B1, B2 w.r.t. the quoted rate.		
e)	Price of break up of consumables (i.e. break up of B1 of Schedule-3) would be derived as per the percentage formula mentioned in Schedule-4 of price schedule Vol-III.		
(iii)	<b>Evaluation shall be based on the QUOTED MONTHLY SERVICE CHARGE IN PERCENTAGE (%) VALUE, quoted against Sl. No. 1 of Schedule-1 of Price Bid, Vol-III.</b>		
(iv)	In case of discrepancy in figure and words, the minimum will be taken into account by BHEL.		
(v)	BIDDERS TO NOTE THAT SCHEDULE-2, SCHEDULE-3 & SCHEDULE-4 ARE ENCLOSED SEPARATELY ALONG WITH THE TENDER DOCUMENTS.		

VOLUME-III PRICE SCHEDULE, REV-00			
JOB: HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA			
TENDER NO - PSER:SCT:SLB-HK1988:19			
SCHEDULE-2			
Proposed Reimbursable Pay Elements			
		Proposed Pay Structure	
		For 0 to 12 months	For 13 to 24 months
A	HIGHLY SKILLED WORKER (Suggestive manpower 01 no.)	01(HSW)	01(HSW)
S.N.	DESCRIPTION	AMOUNT (Rs.)	AMOUNT (Rs.)
1	MINIMUM WAGE with VDA (Rate-JULY 2019)	10884.00	10884.00
2	ECONOMIC PACKAGE	3090.00	3090.00
3	SUB TOTAL	13974.00	13974.00
4	Special Allowance	5291.19	5710.41
5	HRA @ 5% ON SL NO.3	698.70	698.70
6	Provident Fund 12% ON SL NO.3	1676.88	1676.88
7	EDLI CHARGES @ 1% ON SL NO.3	139.74	139.74
8	ESI @ 3.25% (ON SL. NO.3)	454.16	454.16
9	BONUS @12% OF SL. NO.3 (MAXIMUM LIMIT RS.21000/-)	1676.88	1676.88
10	CONTRACT CLOSING BENEFIT @ 4.81% (ON SL. NO.3)	672.15	672.15
11	LEAVE SALARY 2.5 DAYS PER MONTH (ON SL. NO.3)	1343.65	1343.65
12	TOTAL (Rs.)	25927.35	26346.57
13	TOTAL for 24 months for 01 HSW (Rs.)		627287.00
		Proposed Pay Structure	
		For 0 to 12 months	For 13 to 24 months
B	UN-SKILLED WORKER (Suggestive manpower 21 nos.)	01(USW)	01(USW)
S.N.	DESCRIPTION	AMOUNT (Rs.)	AMOUNT (Rs.)
1	MINIMUM WAGE with VDA (Rate-JULY 2019)	8177.00	8177.00
2	ECONOMIC PACKAGE	3090.00	3090.00
3	SUB TOTAL	11267.00	11267.00
4	Special Allowance	4399.14	4737.15
5	HRA @ 5% ON SL NO.3	563.35	563.35
6	Provident Fund 12% ON SL NO.3	1352.04	1352.04
7	EDLI CHARGES @ 1% ON SL NO.3	112.67	112.67
8	ESI @ 3.25% (ON SL. NO.3)	366.18	366.18
9	BONUS @12% OF SL. NO.3 (MAXIMUM LIMIT RS.21000/-)	1352.04	1352.04
10	CONTRACT CLOSING BENEFIT @ 4.81% (ON SL. NO.3)	541.94	541.94
11	LEAVE SALARY 2.5 DAYS PER MONTH (ON SL. NO.3)	1083.37	1083.37
12	TOTAL (Rs.)	21037.73	21375.74
13	TOTAL for 24 months for 01 USW (Rs.)		508961.53
14	TOTAL for 24 months for 21 USW (Rs.)		10688192.21
C.0	TOTAL Wages of 01 HSW & 21 USW for 24 Months (A13+ B14)		Rs. 1,13,15,479.21
C.1	Monthly Avarage Wage i.e. C.0 / 24 Months		Rs. 4,71,478.30
Note :-			
1	Changes of MINIMUM WAGE with VDA is to be effected from time to time based on notification in this regard issued by Government of West Bengal. In case decrease in Minimum Wages due to decrease in VDA, the higher minimum wages last paid shall be protected.		
2	Special Allowance as per above Sl. No. A.4 & B.4, which will be incremented @3% of Sl. No. A.3 & B.3 after completion of 1st year/12th month of the contract (same formula will be carry forward if the same contracted will be extended after 24 months).		
EXPENDITURE TO BE ABSORBED BY THE CONTRACTOR AND WILL NOT BE REIMBURSED BY BHEL AS MENTIONED BELOW :-			
1	Monthly Salary and cost of Supervisor deputed by vendor as per clause no. 13.0 of SCC, Volume II.		
2	Cost of Consumables as per clause no. 6.0 of SCC, Volume II.		
3	Cost of Tools & Tackles as per clause no. 5.0 of SCC, Volume II.		
4	Cost of Uniform as per clause no. 17.0 of SCC, Volume II.		
5	Cost of Group Personal Accident (GPA) Insurance as per clause no. 18.0 of SCC, Volume-II		
6	Other misc. Cost/Adminstrative Charges (if any).		

VOLUME-III PRICE SCHEDULE, REV-00			
JOB: HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA			
TENDER NO - PSER:SCT:SLB-HK1988:19			
SCHEDULE-3 (BREAK UP OF CONSUMABLES & OTHER THAN CONSUMABLES)			
SL. NO.	DESCRIPTION	Percentage (%) upto five decimal w.r. t. the absolute value of Monthly Service Charge	REMARKS
B1	MONTHLY PRICE FOR CONSUMABLES	69.19805	Break up, as per Schedule -4
B2	MONTHLY PRICE FOR OTHER THAN CONSUMABLES [i.e. Tools and Tackles, Supervisor's wage, uniform cost, Group Personal Accident Insurance and other misc. cost/administrative charges (if any)]	30.80195	
	Total (B1+B2)	100.00000	

VOLUME-III PRICE SCHEDULE, REV-00						
JOB: HOUSEKEEPING WORKS AT BHEL PSER KOLKATA & OTHER PREMISES LOCATED AT KOLKATA						
TENDER NO - PSER:SCT:SLB-HK1988:19						
SCHEDULE-4 (BREAK UP OF CONSUMABLES)						
ITEM CODE	ITEM SUB CODE	SCC Clause No.	Description	UOM	Qty/month	Percentage (%) break-up of monthly price of consumables (B1 of SCHEDULE-3) upto five decimal (in figures)
B1 (CONSUMABLES)	B1-1	6.1.1	Bamboo in finished condition. Size , Dia :25 mm (min.) and length 1.60 metre (min.) used for sweeping of road	Nos.	2	0.55146%
	B1-2	6.1.2	Black Hit (big)	Nos.	2	1.00444%
	B1-3	6.1.3	Bleaching Powder	Kgs.	25	2.46186%
	B1-4	6.1.4	Coconut Broom / KathiJharu of Standard Quality (Minimum 400 gm)	Nos.	6	0.76810%
	B1-5	6.1.5	Colin 500 ml pack	Nos.	20	2.95424%
	B1-6	6.1.6	Dr. Phenyl 450 ml pack	Nos.	40	3.93898%
	B1-7	6.1.7	Drain Brush	Nos.	4	0.78780%
	B1-8	6.1.8	Drainex	Kgs.	1	0.05908%
	B1-9	6.1.9	Floor Cleaning Wiper with 20"-24" blade	Nos.	2	0.70902%
	B1-10	6.1.10	Flowers for flower vases (15 nos X 2 times per week)	Bunch	120	9.45352%
	B1-11	6.1.11	Garbage Bag (100 PC Packets)	Nos.	1	0.07878%
	B1-12	6.1.12	Harpic Liquid 500 ml pack	Nos.	60	8.50820%
	B1-13	6.1.13	Liquid Soap (Dettol/Lifebuoy Brand)/ equivalent Brand	Ltr	15	4.72678%
	B1-14	6.1.14	Lizol (3 in 1) 500 ml pack	Nos.	1	0.15756%
	B1-15	6.1.15	Marbocare/ equivalent Brand	Ltr.	10	2.95424%
	B1-16	6.1.16	Muriatic Cleaner	Ltr	10	0.49237%
	B1-17	6.1.17	Nylon Jharu/PalakJharu	Nos.	10	0.68932%
	B1-18	6.1.18	Nylon Scrub Brush plastic handle double bend used for toilet cleaning	Nos.	6	0.47268%
	B1-19	6.1.19	Odonil Air freshener 50 gm pack	Nos.	90	7.09017%
	B1-20	6.1.20	Phool Broom / PhuJharu of Standard Quality (Minimum 350 gm)	Nos.	10	1.08322%
	B1-21	6.1.21	Red Cloth (Duster)	Mtr	20	0.59085%
	B1-22	6.1.22	Red Hit (big)	Nos.	3	1.47712%
	B1-23	6.1.23	Room freshener (Godrej brand/ Standard Brand)	Nos.	4	0.94536%
	B1-24	6.1.24	Rubber Choke pump inner dia 4" (min.) with PVC handle.	Nos.	4	0.31512%
	B1-25	6.1.25	Safenyl 400 ml pack	Nos.	16	2.52095%
	B1-26	6.1.26	Scotch Bite	Nos.	40	0.39390%
	B1-27	6.1.27	Steel Wool	Pc	4	0.07878%
	B1-28	6.1.28	Swab Duster	Nos.	24	0.70902%
	B1-29	6.1.29	Thaila (medium) 20 Pc Packet	Nos.	10	0.59085%
	B1-30	6.1.30	Toilet Cleaning Wiper with 16"-18" blade	Nos.	4	1.18169%
	B1-31	6.1.31	Toilet Rolls (150 gm x 2 ply) , Make: Terzo or equivalent	Nos.	80	2.36339%
	B1-32	6.1.32	VIM Ultra/Washing Powder	Kgs	15	0.73856%
	B1-33	6.1.33	Wet floor mop 10" width and 11" cotton soot length with steel handle, Make: BRW or equivalent	Nos.	4	0.82719%
	B1-34	6.1.34	Wheel detergent powder -1 kg pack	Kgs	15	1.47712%
	B1-35	6.1.35	White Duster	Nos	40	1.02414%
	B1-36	6.1.36	Wiper : Size - Width 400 mm (min.) , height- 53 mm (min.) and foam width-10 mm (min.) with PVC handle of minimum length-1080 mm, Make: BRW or equivalent	Nos	4	1.18169%
	B1-37	6.1.37	Yellow Duster	Nos	10	0.19695%
	B1-38	6.1.38	Food quality Water Bottles recyclable (1ltr) in every six month <b>300 nos</b>	Nos	50	2.46186%
	B1-39	6.1.39	Plastic Waste/paper Basket/dustbin Size: Bottom outer dia 240 mm (Min.) and Height 250 mm (Min.)	Nos	12	1.18169%
			<b>TOTAL (B1)</b>			<b>69.19805%</b>