

ANNEXURE 'A' TO 'F'

E-PAYMENT DETAILS AND FORMS

Annexure-A

FORMAT OF NO DEVIATION CERTIFICATE

(To be submitted in the bidder's letter head along with Part-1 Bid)

REF:

Dated.....

**BHARAT HEAVY ELECTRICALS LIMITED,
TRANSMISSION BUSINESS GROUP,
C-18, BHEL TOWNSHIP,
GAYATRI NAGAR, GOTRI ROAD,
VADODARA, GUJARAT- 390021**

**Sub.: Tender for “RATE CONTRACT FOR SITE ASSISTANCE MANPOWER SERVICES FOR
VARIOUS SITES AND SECTOR HQ, VADODARA UNDER BHEL TBG-WESTERN
SECTOR”**

TENDER REF. NO. TBWS/RATE CONTRACT/MANPOWER/TENDER/17-18, DATED 15.05.2017.

With reference to above, this is to confirm that as per tender conditions, we hereby undertake and confirm that we have understood the scope of services properly before submission of our offer and noted the job content.

We also confirm that we have not changed / modified the tender documents as appeared in the website and in case of 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 and we hereby convey our unqualified acceptance to all terms and conditions as stipulated in the tender and NIT. 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 offer strictly in accordance with tender instructions.

Signature

With name, Designation & seal of the firm

Annexure – B

DECLARATION CERTIFICATE

(To be submitted in the bidder's letter head along with Part-1 Bid)

REF:

Dated.....

**BHARAT HEAVY ELECTRICALS LIMITED,
TRANSMISSION BUSINESS GROUP,
C-18, BHEL TOWNSHIP,
GAYATRI NAGAR, GOTRI ROAD,
VADODARA, GUJARAT- 390021**

**Sub.: Tender for “RATE CONTRACT FOR SITE ASSISTANCE MANPOWER SERVICES FOR
VARIOUS SITES AND SECTOR HQ, VADODARA UNDER BHEL TBG-WESTERN
SECTOR”**

TENDER REF. NO. TBWS/RATE CONTRACT/MANPOWER/TENDER/17-18, DATED 15.05.2017.

I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

Signature and Seal of the Tenderer

Annexure-C

Sl. No.	Description	Details
1	Name of the Party	
2	Address of the party	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Party	
8	PAN No.	
9	ESI Registration No.	
10	Service TAX No.	

Signature and seal of the Party

Annexure-D
Check list

Sl. No.	Required Document	If Submitted then Tick (√)
1	Required amount of EMD (as per modes defined in general conditions of contract) ₹86,900/- (Rupees Eighty Six Thousand Nine Hundred)	
2	Un-priced BOQ for technical bid	
3	Duly signed and stamped complete set of tender documents for technical bid	
4	Self-attested Balance sheet & ITR for last 3 financial years (As per PQR).	
5	Work orders / Completion certificates in support of PQR for technical bid	
6	Copy of PAN No. registration certificate	
7	Copy of ESI registration certificate	
8	Copy of Service Tax registration certificate	
9	NO DEVIATION certificate as per Annexure-A duly signed and stamped	
10	Declaration Certificate as per Annexure – B	
11	Duly filled and signed Annexure-C regarding information of the tenderers	
12	Duly filled and signed Annexure-F regarding declaration for relation in BHEL	
13	E-payment detail duly verified by bank along with cancelled original cheque leaf	
12	Quoted PRICE BID Annexure –G duly signed and stamped along with tender document (Part-II).	

Signature and seal of the Party

Annexure-E

SCOPE OF WORK: MANPOWER SERVICES FOR VARIOUS SITES UNDER BHEL TBG-WESTERN SECTOR.

Present running site for which manpower is required- Badnawar Dist- Dhar (MP), Kirnapur Dist- Balaghat (MP), Bhopal (MP), Chhegaon (MP), Bhuj (Gujarat), Chandrapur (Maharashtra), Koradi/Nagpur (Maharashtra), Sector office/Vadodara(Gujarat), Wanakbori(Gujarat) etc.

Description of Job:

i) Cook for Guest House

Sl. No.	Responsibilities	Avg. Work Load in a day
1.	Running of kitchen	Average for 5 person, daily
2.	Assistance in purchasing kirana, vegetables etc.	10 days in a month
3.	Preparation of Morning tea	Average 5 persons daily
4.	Preparation of Lunch & Dinner for guests.	Average 1 person, Daily
5.	Upkeep of Guest house	Average 3-4 rooms daily
6.	Attending to telephone call in absence of BHEL Engineer	Average 20-25 calls
7.	Misc. work like depositing Electricity, Water, Telephone Bills of guest house.	Average 1 or two time a month
8	Receiving of Dak/ courier	Average 1 to 2 daily
9	Any other work assigned time to time	As per actual requirement

ii) Peon/ Office attendant

Sl. No.	Responsibilities	Avg. Work Load in a day
1.	Housekeeping and upkeep of Office	Daily
2.	Serve refreshment to customer and staff	20 to 25 daily
3.	Bring and serve Lunch to BHEL Staff	15 to 20 persons
4.	Distribute Dak to customer /Contractors in their respective offices.	6 to 10 daily
5.	Upkeep of documents, drawings & other records etc	20 to 30 no. daily
6.	To take papers for Fax and Couriers	40 to 10 daily
7.	To go and call persons from site/contractors office	3 to 4 times daily
8.	To serve drinking water to BHEL site officials and visitors	Daily
9.	To ensure security of the office in the absence of the other BHEL Staff	As per actual requirement
10	Photo copying of documents at photo state centers/ Site office	Daily
11	Carry out any other task that may come up any time	Daily as per requirement

iii) Computer operator / Office Assistant

Sl. No.	Responsibilities	Avg. Work Load in a day
1.	Drafting/ Typing of official documents	Daily
2.	Pre checking of bills & assist to officials for preparation of bills etc.	Daily
3.	Review and organize papers Fax and Couriers	Daily
4.	Guest House related works at site office	Daily
5.	Mail and assisting site in-charge and staff in their works	Daily
6.	Care taking of petty expenses etc for Sector Office	Daily
7.	Co-coordinating with customer offices if required	Daily
8.	Local tours for office related work	Daily
9.	Helping in Site incharge or Sector Head/Sector office related works	Daily

ANNEXURE-F

DECLARATION FOR RELATION IN BHEL

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

REF:.....

Date.....

To,

**BHARAT HEAVY ELECTRICALS LIMITED,
TRANSMISSION BUSINESS GROUP,
C-18, BHEL TOWNSHIP,
GAYATRI NAGAR, GOTRI ROAD,
VADODARA, GUJARAT- 390021**

Dear Sir,

Sub : Declaration for relation in BHEL

Ref : 1) NIT/Tender Specification No:,

I/We hereby submit the following information pertaining to relation/relatives of Proprieter/Partner(s)/Director(s) employed in BHEL

Tick(✓) any one as applicable:

1. The Proprieter, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in BHEL

OR

2. The Proprieter, Partner(s), or Director(s) of our Company / Firm HAVE relation / relatives employed in BHEL and their particulars are as below:

(i)

(ii)

Signature of the Authorised Signatory

Note:

1. Attach separate sheet, if necessary.
2. If BHEL Management comes to know at a later date that the information furnished by the Bidder is false, BHEL reserves the right to take suitable against the Bidder / Contractor.

FORMATS FOR EPAYMENTS

To,
SR.DGM (Finance)
Transmission Business Group
BHEL, TBG Finance, 5th Floor,
Advant Navis IT Business Park, Plot No.-7, Sector-142,
Noida Expressway, NOIDA - 201305, Gautam Budh Nagar, U.P.

Subject: E-Payments vide RTGS/NEFT

I/We request and authorise you to effect Epayment vide any of the above two modes to my/our bank account as per the details given below:

Vendor Name :
Title/Name of Account in the bank :
Account Type(Saving /current) :
Bank Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name & address of Bank :

Bank /Branch contact person's name :
Bank /Branch Tele Numbers with STD code :
Bank Branch MICR code

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(please enclose a copy of a cheque. This cheque should not be a payable at par cheque)
Bank Branch RTGS IFSC code

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Bank Branch NEFT IFSC code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(you can obtain this from branch where you have your account)
Your Email address : (not more than 20 character)
Name of the Authorised Signatory : (Please mention here name of person from your organization signing this letter.)
Contact Person's name : (please mention here the name of a person in your company/organization)

I/We confirm that information provided above is correct & any consequences due to any mistake in above will be borne by us.

Thanking you

For
(Authorised Signatory)

We confirm that we are enabled for receiving RTGS/NEFT credits and we further confirm that the account number of (Please mention here name of the account holder), the signature of the authorised signatory and the MICR and IFSC Codes of our branch mentioned above are correct.

Bank's Verification
(Manager's/Officers signature under
bank Stamp)

Note:- Please attach cancelled original Cheque leaf.

FORM XIV

ENCLOSURE-I

(See rule 76)

(TO BE FILLED BY THE SUCCESSFUL TENDERER AFTER AWARD OF WORK)

Employment Card

Name and address of contractor.....

Name and address of establishment
in/under which contract is carried on.....

Name of work and location of work.....

Name and address of principal employer

1. Name of the workman.....
.....
2. Serial number in the register of workmen employed.....
3. Name of employment/designation.....
4. Wage rate (with particulars) of unit in case of piece works.....
5. Wage period.....
6. Tenure of employment.....
7. Remarks.....
8. Signature of Contractor.....

Signature of Contractor.

FORM XIII
ENCLOSURE-II

See Rule
75

(TO BE FILLED BY THE SUCCESSFUL TENDERER AFTER AWARD OF WORK)

Register of Workmen Employed by Contractor

Name and address of Contractor_____

Nature and location of work_____

Name and address of establishment in/under which contract is carried on_____

Name and address of Principal Employer_____

Sl. No	Name and surname of workman	Age and Sex	Father's / Husband's name	Nature of Employment/Desig nation	Permanent Home Address of workman (Village and Tahsil/Taluk and District)
1	2	3	4	5	6

Local Address	Date of commencement of employment	Signature or thumb- impression of workman	Date of terminatio n of employmen t	Reasons for termination	Remarks
7	8	9	10	11	12

See Rule
78(1)(a)(i)

(TO BE FILLED BY THE SUCCESSFUL TENDERER AFTER AWARD OF WORK)

Register of Wages

Name and Address of Contractor _____

Nature and location of work _____

Name and address of establishment in/under which contract is carried on _____

Name and address of Principal Employer _____

Wage period: Monthly _____

Sl. No.	Name of work man	Sl. No. in the register of workmen	Designation / nature of work done	No. of days worked	Units of work done	Daily-rate of wages / piece-rate	Basic wages	Dearness Allowances	Overtime
1	2	3	4	5	6	7	8	9	10

Other cash payments (Nature of payment to be indicated)	Total	Deductions, if any (indicate nature)	Net amount paid	Signature / Thumb-impression of workman	Initial of contractor or his representative
1	2	3	4	5	6

Certificate by Chartered Accountant on letter head

This is 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 forMicro / 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 3 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