



भेल इलेक्ट्रिकल मशीन्स लिमिटेड

CIN NO: U31909KL2011GO1027440

HR/45/ 747 /2017/1051

भेल इलेक्ट्रिकल मशीन्स लिमिटेड
एक भारत सरकार उद्योग (बीएचईएल नियन्त्रित)

BHEL Electrical Machines Ltd.
A Government of India Enterprise (A subsidiary of BHEL)

25-Jul-2017

TENDER NOTICE



Sub: Tender for Cleaning & Housekeeping – Contract

Sealed quotations are invited from experienced individuals /institutions /organizations having statutory compliance of

1. Provident Fund Registration.
2. ESI registration or any other equivalent facility complying to workmen compensation Act.
3. Valid Contractors Registration Certificate under sub section (2) of section 7 of the Contract Labour Act 1970.
4. GST Registration

For carrying out the Housekeeping and other miscellaneous works as and when necessary on contract basis for a period of one year inside and in the premises of BHEL Electrical Machines Limited, Bedradka.P.O. , Kasaragod.

Facilities including all toolings for carrying out the work shall be provided by the company free of cost. The successful bidder will have to ensure man power for the timely execution of the work assigned.

- Last date for purchase of Tender Forms : 12th August 2017 12.00 Noon
- Last Date of Submission of Tender : 12th August 2017 2.00 PM
- Tender opening Time : 12th August 2017 3.00 PM
- Cost of Tender Form : ₹ 250/-
- EMD : ₹ 20,000/-
- Security Deposit : ₹ 1 Lakh + 7.5% of the amount exceeding ₹ 10 Lakhs

Terms and Conditions

1. The bidders shall possess valid Permanent Account Number as well as GST Registration with the Central Excise .Copy of the PAN card is to be furnished along with the tender.
2. The Tender are to be submitted in the prescribed Tender Forms obtained from the company.
3. The Tender forms can be had from the company between 10 AM and 4PM on all working days.
4. The bidders shall invariably attach a refundable EMD as DD drawn in favour of BHEL Electrical Machines Limited or shall contain cash receipt issued by the company for the equivalent amount.
5. The duly filled quotation in sealed envelope super scribed with the name of the Tender and will be opened in the presence of the participants/ authorized Representatives present at the specified time of opening.
6. The successful bidder will have to remit security deposit equivalent or equivalent guarantee shall be made available with the company for award of the contract.
7. The successful bidder will have to execute an agreement in stamp paper worth ₹ 200/- for providing the services envisaged in the contract.
8. The payment of wages and statutory benefits due to the labour employed for executing the contract is the sole responsibility of the contractor and it shall not contravene with any law or regulations prevailing in this respect.
9. Any escalations in the wages by virtue of the revision of minimum wages legislation notified by the appropriate authority/ DA applicable in line with the Consumer Price Index over and above the rates prevailing at the time of floating of the tender shall be admissible extra against proper justification in this regard.
10. Incomplete Tenders and Tender without EMD will be rejected immediately.
11. The company reserves the right to reject any or all the quotations so obtained and opened without assigning any reason what so ever.

For any further details please get in touch with the company.

HEAD (HR)

For more details please VISIT our website- www.bheleml.com



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General Terms and conditions of contract

1. The period of contract is one year.
2. The contractor's margin shall be calculated on the normal wages payments (ie. Basic +DA) based on the total man days engaged.
3. Statutory payments viz. contribution towards PF, ESI, Bonus etc. shall be calculated on normal wages (Basic+DA) based on the total mandays engaged.
4. The contractor shall ensure that payments are in line with or better than the minimum wages notified by the government.
5. The contractor shall maintain registers and records as stipulated in the **Contract Labour Regulation and Abolition Act 1970 with applicable amendments if any.**
6. Entry passes shall be issued to the contractor against request along with 2nos passport size photographs for every person deployed by the contractor to carry out the work. The passes so issued in the name of the contractor, is to be provided to the labour deployed by the contractor for enabling entry into the premises. The permissions given to the contractor and his labour will cease on completion of the period of contract or on termination of contracts as contemplated in clause No.7 above and the pass issued to the contractor shall be returned thereupon.
7. The contractor must keep the factory premises, shop floor, office building, walls, roofs, furniture etc., always clean and in good condition. The ground 20 ft. wide, surrounding the buildings shall also have to be maintained neat and tidy by the contractor. The detailed schedule of work timings is in the annexure attached. However the company reserves the right to alter the timings of the cleaning work if felt necessary during the tenure of the contract.
8. The monthly contract amount agreed upon in the contract for engaging workers will be paid by 7th working day of the succeeding month. During the tenure of this contract no enhancement will be allowed except on account of revision in the minimum wages.
9. The contractor shall have to carry out the work in strict compliance and discipline with the terms and conditions herein, failing which the company will have the right to make alternate arrangement at the risk and cost of the contractor and shall retain the security deposit in full or part as is deemed fit to compensate the damages incurred by the company as per Clause No.(8) and (27) of the agreement, for breach of contract. Notwithstanding the above, the company will have the right to terminate the contract at any time within the above period of one year, after giving 15 days notice to the contractor.
10. The contractor shall give three months notice to the company in the event of terminating the contract before the contract period of one year, failing which, he will be liable to pay the company, damages of Rs.10,000 (Rupees ten thousand only) minimum and maximum to the extent of damage caused to be decided by the company. He will also be subjected to other penal actions as found necessary by the company. The decision of Senior Deputy Specialist, BHEL EML, will be final and binding in this matter.
11. The contractor shall deploy the labour as per the schedule of times attached and shall execute the cleaning work without causing any inconvenience to the staff / workers on Job.
12. The waste materials like chips etc lying in floor shall be removed from the floor and shall be stored in the appropriate designated places and any clarity if required shall be obtained from the representative of the company.
13. The company will give tools and tackles required as is felt by the company and contractor should ensure safe and sensible use of these till the same is returned /new equipments provided. Any damage caused to the above items willfully or by negligence in excess of normal wear and tear shall be compensated by the contractor.



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14. The official instruction of the HR Department shall be solely binding on the contractor.
15. The company reserves the right to impose fine on the contractor if the cleaning is not keeping the standards of quality fixed as per this agreement.
16. Upon termination of the contract as per clause No.7 above/ upon expiry of the period of contract, the contractor shall ensure that he has surrendered all the tools, tackles etc. to the company. Any loss sustained by the company owing to fault of contractor/his labour shall be recovered from his security deposit. The decision of the company shall be final on this matter.
17. The contractor shall bring in the labour for carrying out the work assigned and shall take them back as and when the period of contract is over/ terminated. The contractor is solely responsible for their labour and their service conditions. The cleaning employees will be engaged and paid by the contractor and they shall not be considered as employees of the company under any circumstances. The company reserves the right to refuse admission to any/all of the labour deployed by the contractor at any time without notice or without assigning any reason thereof if felt necessary. In the event of such a situation the contractor will have to provide alternate arrangement without causing any inconvenience to the company. The contractor will be solely responsible for any losses for non fulfillment of work and company will have the right to make alternate arrangement and the expenses incurred is recoverable from the amounts due to the contractor including the security deposit.
18. All the statutory obligations regarding the labour deployed shall be borne and complied by the contractor.
19. The contractor shall deploy only healthy persons for carrying out the work. The contractor shall submit the medical fitness certificate of the employees engaged stating that they are not having any contagious disease. The contractor's employees should be neatly dressed in Pants and Shirt for males and Sari / Churidar for females as per the local custom acceptable to the company.
20. The company will not stand guarantee to any debt incurred by the contractor to outside parties in his personal capacity or as a contractor of the company.
21. The contractor shall hold the company harmless and indemnified against all claims for damage (inclusive or legal costs in connection herewith) whether arising as a result of personal injury or death (irrespective of whether such a claim arises in accordance with the provisions of the workman's compensation Act 1923 or other statutes in force during the currency of this agreement or otherwise) or any damage to any property-by accident, negligence or otherwise – arising out of and in course of continuance of this agreement.
22. The contractor shall deposit one month's contract amount as security for the satisfactory fulfillment of the contract with the company, free or interest. The company will have the right to recover from this amount dues to the company if any, from the contractor. This amount will be returned to the contractor on termination of the contract subject to provisions contained herein.
23. The contractor and his employees shall be bound by the rules and regulations of the company in the matter of discipline and cleanliness.
24. The contractor has to carry out the cleaning work on all working days of the company.
25. The contractor has to carry out the cleaning work on holidays including Sundays when demanded by the company.
26. Losses caused to the company property due to the lapse/negligence of the employees of the contractor, if any shall be recoverable from the amounts due to the contractor.
27. Registers shall be properly maintained as record of cleaning work done which shall be authenticated by the officer in charge of the section and deposited at the HR department every day.

Bedradka Post, Kasaragod – 671124, Kerala

बेडरक्का पोस्ट, कासरगोड, केरला

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28. The company will have the right to alter the timings of the cleaning work if felt necessary.
29. If it is noted that the work is carried out unsatisfactorily and the directions given for improvement are neglected willfully / otherwise, the company reserves the right to take appropriate action including the termination of the contract and recover the losses incurred from the contractor's security deposit / monthly bills payable by the company.
30. The contractor shall furnish a list of his employees with details such as their names, age and permanent address etc. and intimate the changes if any from time to time.
31. The contractor shall produce the required license to the company on demand /before commencement of the contract.
32. Any dispute between the company and the contractor or any issue relating to the contract is subject to the jurisdiction of the court of Kasaragod only.
33. Any working arrangement which may be required beyond the scope of the contract shall be effective only after issue of suitable amendment to the subject contract by the Management.
34. Any major disputes or genuine grievance of the contractor other than the day to day problems in carrying out the contract shall be brought to the notice of the Senior Deputy Specialist, BHEL EML, Kasaragod and his decision will be final and binding on the contractor.
35. However in an emergency situation, Company reserves the right to freeze the operation of the contract and to make alternate arrangements without any advance notice and no damages for premature closure of contract is payable to the contractor.
36. The contractor or his supervisor shall be present during the operational hours for discharging his contractual obligations.
37. The contractor's supervisor has to contact the company representative on a daily basis for proper co-ordination with the management.
38. The contractor shall insure all the employees engaged against work spot injury under Workman Compensation Act at his cost.
39. The food can be provided at subsidized rate to the contractor's employees, provided the contractor agrees to pay the cost of running expenses for provisions, vegetable, electricity, gas, firewood etc. other than labour, water, installed facilities etc. The present rate applicable is ₹ 22/- per day per individual and the same will be deducted from the monthly bills of the contractor. The above rate is liable to be revised if felt necessary by the company based on the actual running cost.

I have read and understood the above terms and conditions and agree to abide by the above terms and conditions of contract.

Signature of the bidder /authorized representative