

BOKARO POWER SUPPLY CO. (P) LTD.

**HALL NO:- M-01, OLD ADMINISTRATIVE BUILDING,
ISPAT BHAVAN, BOKARO STEEL CITY – 827001**

**Reg. Office : Ispat Bhawan, Lodhi Road, New Delhi – 110 003
CIN:U40300DL2001PTC112074**

**TENDER NOTICE NO.: BPSCL/MM/19-20/C-136/NIT-852/4153
Dated 27/12/2019**



TENDER DOCUMENT

**NAME OF WORK: Assistance in Miscellaneous Jobs of F&A
Department of BPSCL.**

**COST: Rs.590/-
(Rupees Five Hundred Ninety only)**

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Bokaro Power Supply Co. (P) Ltd.

(A Joint Venture of SAIL & DVC)
Hall No: - M-01, Old Administrative Building,
Ispat Bhavan, Bokaro Steel City – 827001
Reg. Office : Ispat Bhawan, Lodhi Road, New Delhi – 110 003
CIN:U40300DL2001PTC112074

NOTICE INVITING TENDER

NIT No. : BPSCL/MM/19-20/C-136/NIT-852/4153

Date: 27/12/2019

For and on behalf of BOKARO POWER SUPPLY COMPANY (P) LTD, sealed tenders in two parts, **Part - A :** Cost of Tender document & EMD, **Part - B :** Technical & Commercial Offer with copy of system generated acknowledgement-slip for online submission of sealed price are invited from the bidders meeting the eligibility and qualification criteria stipulated in the bidding documents for the following work at our Power Plant.

| | |
|--|--|
| Description of Work | Assistance in Miscellaneous Jobs of F&A Department of BPSCL. |
| Estimated Cost (in Indian Rs.) | Rs.21,68,889.00 (Rupees Twenty One Lakhs Sixty Eight Thousand Eight Hundred Eighty Nine Only) Excluding GST. |
| Earnest Money (in Indian Rs.) | Rs. 15,000.00 (Rupees Fifteen Thousand) only |
| Cost of Tender Document (Non-refundable) (in Indian Rs.) | Rs. 590.00 (Rupees Five Hundred Ninety) Only <i>including GST @ 18%</i> |
| Period of Contract | One (01) year from the date of commencement of work. |
| Last Date & Time of submission of Tender | 24/01/2020 at 12:00 Hrs. (IST) |
| Bid opening Date & Time | 24/01/2020 at 12:15 Hrs. |

Qualifying Requirements / Eligibility Criteria :

1. Bidder should have Minimum average annual turnover (MAT) of **Rs. 6.50 Lakhs**.
 - Average annual turnover shall be determined taking into consideration turnover of preceding three consecutive financial years. Other income shall not be considered for arriving at annual turnover.
 - Audited annual accounts along with auditor's report of the bidder should be furnished in support of the same. Where audited annual account is not mandatory as per the law, the bidder has to submit annual financial turnover during the last three (03) consecutive years, ending 31st March of the previous financial year duly certified by CA.
2. Bidder should have experience of having completed **similar work** in India in any Public Sector Undertaking / Government / Semi Government organization or joint venture thereof / Company registered under Companies Act during last 7 years ending last day of month previous to the one in which offer are invited.
Value of such order shall be either of the following:
 - a. Three similar completed works each costing not less than to **Rs. 6.50 Lakhs**
 - OR**
 - b. Two similar completed works each costing not less than to **Rs. 8.67 Lakhs**
 - OR**
 - c. One similar completed work costing not less than to **Rs. 15.18 Lakhs**

Similar Work means: Assistance in miscellaneous jobs of Finance & Accounts area by deploying CA/CMA professionals.

- Completed Work means the executed/completed portion of Work Order/AMC/RC, even if the work has not been completed in totality (subject to furnishing proof of executed value of work in the form of certified copies of RA Bills) along with successful work execution certificate (by the concerned authority etc.)
3. In support of their eligibility and experience, the bidder is required to submit self attested photo copies of work orders, completion certificates (by the concerned competent authority etc.) along with the techno-commercial bid. In addition, bidder shall submit a self declaration as per format at **Annexure-VI**
 4. The bidder shall submit self certified copies of following:
IT Return (*Latest*), Copy of PAN, EPF, ESI Certificate, Partnership Deed/ Affidavit for Proprietorship/ Memorandum & Articles of Association, including changes in the Constitution of the Firm, (if any) and Copy of GST registration certificate). *The bidder is also required to submit duly filled Annexure VIII.*

General Terms & Conditions:

- i) Offer shall be accompanied with Cost of the tender documents in the form of Demand Draft / Banker's Cheque drawn from any Nationalized / Scheduled Bank except Co-Operative Bank, in favour of **Bokaro Power Supply Company (P) Ltd.**, Payable at Bokaro Steel City.
- ii) Offer shall be accompanied with Earnest Money Deposit (EMD) in the form of Demand Draft / Pay Orders / Bankers Cheque Payable at Bokaro Steel City / Bank Guarantee having validity for one (01) year, from any Nationalized Bank / Scheduled Bank except Co-operative Bank drawn in favour of **Bokaro Power Supply Company (P) Ltd.** as per format available at our website: www.bpscl.com

In case of forfeiture of EMD by BPSCL the bidder is required to re-imburse the applicable GST to BPSCL.

- iii) However, Micro & small enterprises (MSEs) / PSU /Govt. Undertakings and Co-operative societies will be exempted from submission of cost of tender document & Earnest Money as per government policy. For MSEs the exemption from paying cost of tender document & Earnest Money will be granted only on submission of valid copy of certificate having a valid Entrepreneurs Memorandum (EM) number / Udyog Adhaar Memorandum (whichever applicable). SSI/NSIC certificate holders should also submit Entrepreneurs Memorandum / Udyog Adhaar Memorandum (whichever applicable). However unit claiming exemption is required to submit copy of registration certificate indicating clearly the item category for which they are registered.
- iv) **Offers not accompanied with Cost of Tender Document (as per clause i) or Earnest Money Deposit (EMD) (as per clause ii) or documents for exemption (as per clause iii) will be treated as INVALID.**
- v) **Consortium bids will not be considered unless the provision for consortium is specifically mentioned in Tender Document.**
- vi) **BPSCL reserves the right to :**
 - a) Re-tender / extend the due date of submission of offer.
 - b) Accept or reject any offer / all offers in full or part at any time at any stage without assigning any reasons and without any compensation thereof to the bidders.
 - c) Modify the tender documents at any stage before the due date of tender.

Note:

1. Tender documents are to be downloaded from **Website: www.bpscl.com** only.
2. Bidders are requested to visit above website regularly for any addendum / corrigendum / Extension till opening of the NIT. **Any such changes shall not be published through Press advt.**

For and on behalf of
Bokaro Power Supply Company (P) Limited

(V Agrawal)
Chief GM (MM)
Tel: 8986874118
Email: purchase.bpscl@gmail.com

Conditions & Rules to be observed in submitting Tenders**1.01 Manner of Submission of the Tender**

The tender shall be divided into 02 parts as follows:-

- a) **Part A:** This part Comprises of Cost of Tender document & EMD.
- b) **Part B:** This part Comprises of Technical and Commercial details, consent on terms & conditions of NIT/ signed Tender Document along with copy of SYSTEM GENERATED **ACKNOWLEDGEMENT-SLIP FOR ONLINE SUBMISSION OF SEALED PRICE*** bid etc.

Sealed Tender *through Regd. Post/Speed Post/In-person/Courier Service* only, in an envelope containing 02 (Two) separate sealed envelopes (*as mentioned above*) with NIT No. & date of opening along with Sender's Name & Address printed on it, is to be sent to the below mentioned address:

Chief General Manager (MM)
Bokaro Power Supply Co. (P) Ltd.
Hall No.M-01, Old ADM Building
Ispat Bhawan, Bokaro Steel City – 827001
Ph: 06452 240380, Mob: 8986874118

*** PROCESS FOR ONLINE SUBMISSION OF SEALED PRICE :**

1. Online sealed Price Bid (% above / % below) through URL : <http://www.buyjunction.in>

The process of submission of Online Price bid is as detailed hereunder-

- Step 1: Type <http://www.buyjunction.in> in the internet explorer.
- Step 2: Click on Login (present on Top right side of the Page)
- Step 3: Click on **View Live Auctions and Tenders**.
- Step 4: In the right side open/ global tenders link will be displayed.
- Step 5: Click on the link for the above mentioned tender link present under Open tenders
- Step 6: Click on new user if you are not registered in buyjunction earlier. Click on Existing user in-case you have already registered in buyjunction earlier. Existing users can login with their user id and password.

Please note foreign bidders are required to select their bidding currency from the drop down menu available before proceeding further (where ever applicable).

New Users:

Steps to get your **User ID** and **Password**

1. Click on the required tender link under “**Open Tenders**”
2. Choose your Auction currency in-case any option is coming to select currency. Click on “**New User**”
3. Fill up the “**Registration Form**” and click on “**Submit**”. All fields marked with (*) are mandatory fields.
4. On submitting the filled-up registration form, an auto generated email will be sent to the email address you have mentioned in the registration form containing your User ID and Password.
5. Changing of password on first login is compulsory.
6. On receipt of the User ID and Password you become an **Existing User**. Now follow the steps of existing user to login to the auction site.

Existing Users

1. Click on the required tender link under “**Open Tender**”
2. Click on “**Existing User**”.
3. Log in with your existing user id and password for placing your bid.
4. Read through the “**Bidding Procedure**” to proceed further for bidding.

Bidding Procedure

After logging in with your user id and password you have to accept the “**Auction Terms**”.

Steps to accept the “Auction terms”:

1. Click on “Auction Terms”.
2. Then click on “View term without DSC”
3. Click on the relevant auction terms appearing under “Term ”column.
4. Select the check box on the left-side of the relevant auction terms.
5. Click on the button besides “Accept”.
6. Then click on “Submit”.
7. A message will be displayed to you mentioning your acceptance to terms for auction.
8. It is mandatory to accept the terms of online bidding in order to proceed for submission of bid.

Steps to Submit Price Bid

1. Click on “Bids.”
2. Then click on “Live Auction.”
3. Put your login password as transaction password
4. Select the auction id and click on add to watch list.
5. Now the bidding screen is visible.

6a. For Template Bidding

1. Click on Icon “T” on left column of bidding screen (Which will appear separately for each lot).
2. A template form will open where you need to fill up the price & click on evaluate at the bottom
3. If you want to quote the evaluated price then click on “confirm”.
4. After clicking on the confirm button of the template window, your price will appear in the “New Bid” box.

6b. For Non-Template Bidding

1. Fill your Price in the “New Bid Box” visible on the bidding screen.
2. Select the check box at the extreme left of the bidding screen
3. Click on “Submit” button placed at the bottom left of the screen.
4. Bid once placed will have to be honoured.
5. You will see “Bid Accepted” in the “Result” column. This indicates that your bid is accepted and registered in the system.

Steps to take a print-out of the receipt

1. Once you have placed your bid, to download Bid Receipt, kindly click on “Download”.
2. Then click on “Bid Receipt for Open Tender”.
3. Select the auction to generate receipt.
4. Take print out of the same market-wise (Term List)/ item-wise (Auction list).

Note: For any clarification on the bidding process please contact

Mr. Anjan Buda- 9163348263- anjan.buda@mjunction.in

Mr. Kaushik Roy _ 9836447044_ Roy.Kaushik@mjunction.in

Ms. Debalina Maity _ 8336991451_ Maity.Debalina@mjunction.in

Mr. Anshu Verma – 8873002772 - anshu.verma@mjunction.in

Mr. Mukesh Kumar Singh- 8873002741 – mukesh.singh@mjunction } for Bokaro Office

A copy of System generated **acknowledgement-slip** for Online submission of sealed price bid is to be submitted along with Techno-commercial Bid.

1.02 Tender Validity Period

Validity of the offer shall be **Four (04) months** from the bid opening date. In case of extension of "Bid submission Date", the validity will be counted from the extended bid opening date.

1.03 General Instructions:

- i) Bidder will quote price in any of the two options given below:

Percentage ABOVE with respect to Total Estimated Cost excluding GST
OR

Percentage BELOW with respect to Total Estimated Cost excluding GST

- a) If the bidder does not quote price in terms of percentage or quotes in more than one option, their offer will be rejected.
- b) In the tender schedule at the place where the bidder has to quote PERCENTAGE, ‘above’ will mean mathematically **positive** and ‘below’ will mean **negative**.

- c) The Lowest-1 (L-1) Bidder will be the one whose PERCENTAGE is mathematically lowest and all other Bidders will be ranked/termed as Lowest-2 (L-2), Lowest-3 (L-3) and so on, in the increasing order of PERCENTAGE quoted by them.
- ii) Tenderer's are requested to visit site for actual assessment of the job before submission of their offer.
- iii) Tenderer shall clearly indicate that their prices are firm in all respect till execution of the work order.
- iv) Any conditional offer or offer having deviations is liable to be rejected.
- v) You have to submit Tender document bearing your signature and seal on all the pages along with Techno-Commercial Offer / consent on NIT's Terms & Condition otherwise, it will be presumed that you do not accept our terms and conditions and this may lead to rejection of your offer forfeiting your claims if any.
- Bidders are advised to mention page no. on each page of documents submitted by them. BPSCL shall not bear any responsibility in case of any reported loss of documents submitted by the bidder during tender opening or thereafter.
- vi) If the intending tenderer is a Firm or Company, then they shall, in the forwarding letter, mention the number and names of all the partners & shall sign before submitting the same, unless the Power of Attorney holder has specifically been authorized in this respect.
- vii) Price or any indication of price shall **NOT** be mentioned in the Techno-Commercial Bid.
- viii) The sealed tenders received will be opened on scheduled opening date and time in the office of Purchase & Contract, in presence of such bidders who might choose to witness the same
- ix) In case the date of tender opening happens to be holiday, the tender will be opened on the next working day at the same time.
- x) Communication regarding date of Opening of Price-Bid shall be displayed on the Notice board of Purchase & Contract and individual communication to the techno-commercially eligible bidders will be sent only to their e-mail address given in tender documents.
- xi) Offers from two or more bidders shall summarily be rejected if they have any of the following parameters common:
- a) Same PAN
 - b) Same GST Number
 - c) Same Postal address
 - d) Same E-mail ID
 - e) Same Mobile number
 - f) Same person signing in more than one offer/representing more than one bidder.
- xii) BPSCL reserves the right either to reject any/all the tenders without assigning any reason thereof.

GENERAL TERMS AND CONDITIONS

- 1.01 You will have to follow and observe the safety & statutory requirements.
- 1.02 You will have to fully responsible for any sort of unsafe activity of your workmen. All working personnel should have proper safety certificates issued by BPSCL before start of work.
- 1.03 Supervision of the work has to be carried out by the agency.
- 1.04 Work is to be carried out as per work order.
- 1.05 In case any of the documents/information submitted by the bidder(s) is/are found to be false or containing any misrepresentation or having any fraudulent declaration in it, then, in such eventuality EMD will be forfeited and legal action (including cancellation of contract, banning of business dealing, criminal proceedings etc.) as deemed fit , may be initiated by BPSCL against the bidder.
- 1.06 If any tenderer withdraws his bid after opening of bids without giving any satisfactory and acceptable explanation thereof, the tenderer shall be disqualified for making any tender of BPSCL for a minimum period of six months and the Earnest Money will be forfeited.

1.07 Payment Terms :

90 % of contract value will be paid on pro-rata basis duly certified by Officer In-Charge and balance 10% will be retained as security deposit which will be released after satisfactory execution of the order.

The expression satisfactory execution of the order shall mean fulfillment of all obligation arising out of and in connection with the contract. In case of default in satisfactory execution of the order the security deposit shall be forfeited.

Amount of penalty and/or Liquidated Damages imposed (if any) will be recovered from Bill / Security Deposit. If the amount of Bill / Security Deposit is not sufficient, the bidder will be required to pay the balance amount to BPSCL. If the bidder doesn't pay the balance amount, the same shall be deducted from any sum or sums which may be due or may become due to the successful tenderer from the BPSCL on any account whatsoever.

- 1.08 You will have to strictly adhere to the provision of various labour laws including payment of bonus Act 1965.
- 1.09 You will have to pay Rs.4/- extra to the working persons as per BPSCL rules above minimum wage of one day.
- 1.10 The manpower (labour and Supervisor) deployed for completion of the job and for compliance of work & safety of the workmen should be adequate. However the compliance and completion of the job cannot be restricted to labour supply but on the actual execution of the job to be certified by the Engineer – In – charge.
- 1.11 Paying authority –In - charge (F&A), BPSCL.
- 1.12 By accepting the order you are understood to have accepted to all responsibilities for completing the work in all respect.
- 1.13 **GST Related Clauses :**

- a. All bidders should quote GST as extra. If not mentioned, same will be taken as extra.
- b. Bidders have to submit their GSTIN registration details to BPSCL along with supporting documents.

| | | |
|----|-----------------------------|--|
| 1. | GSTIN | |
| 2. | Service Accounting Code No. | |
| 3. | Applicable GST Rate | |
| | CGST (in %) | |
| | SGST (in %) | |
| | IGST (in %) | |

- c. Bidder would pass on the tax benefit/savings, if any, on account of output taxes to BPSCL.
- d. Bidder shall agree to do all things not limited to providing GST invoices or other documentation as per GST Law relating to the above Services, payment of taxes, timely filing of valid statutory returns for the tax period on the Goods and Service Tax Portal etc. that may be necessary to match the invoice on GSTN common portal and enable

BPSCL to claim input tax credit in relation to any GST payable under this agreement or in respect of any part under this agreement.

- e. In case the Input Tax Credit of GST is denied or demand is recovered from BPSCL on account of any non-compliance by the Supplier/ Contractor, including non-payment of GST charged and recovered, the Supplier/ Contractor shall indemnify BPSCL in respect of all claims of tax, penalty and/or interest, loss, damage, costs, expenses and liability that may arise due to such non-compliance. Further, in case of any differential tax liability on account of any wrong classification/valuation etc. by the vendor, BPSCL will not be liable to reimburse any part of such differential tax, interest, penalty etc. It will be the sole responsibility of the vendor to discharge appropriate taxes, as applicable.
- f. Supplier/ Contractor shall maintain high GST compliance rating track record at any given point of time.

1.14 **Work accident :**

- a. You will be responsible for the safety of the workers employed by you. In the event of any work-accident, major or minor, you/your representative must take care of the injured person immediately and provide him the required treatment as suggested by the doctor. If you/your representative are not available for medical care, the injured worker will be treated in Bokaro General Hospital and the cost of treatment will be recovered from you.
- b. You shall be fully responsible for making payment of compensation to your workmen or to those of your sub-contractor in respect of any accident or injury occurring to them. BPSCL will in no way be responsible for it and will remain indemnified against all such claims of compensation in such cases

1.15 **SUBMISSION OF PERFORMANCE GUARANTEE BOND FOR QUOTING UNWORKABLE RATE:**

If a tenderer quotes unworkable rates i.e. if the quoted price is less than **90%** of the estimated price and is considered for placement of order, the party will be asked to justify the rate quoted. On non acceptance of justification / refusal of the same, the tenderer will be asked to furnish Performance Guarantee Bond (in addition to the Security Deposit) in the form of Bank Draft/Bank Guarantee. The amount of Performance Guarantee Bond will be equal to the difference between **90%** of estimated price and quoted price of the tenderer. Earnest Money of the tenderers who refuse to give Performance Guarantee Bond will be forfeited and they will not be considered for taking participation in any kind of Tender for next Six (06) months from the date of issue of letter to the Defaulter Firm, if order / contract is not finalised from the present tender.

In case of forfeiture of Performance Guarantee Bond the contractor is required to re-imburse the applicable GST to BPSCL.

- 1.16 **FORCE MAJEURE :** Bidder shall not be considered in default if delay occurs due to cause beyond their control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. Only those causes which have duration of more than seven days shall be considered in force majeure clause. In the event of delay due to such clause the delivery / completion period will be extended for a length of time equal to the period of force majeure without imposition of Liquidated Damages at the option of owner.

- 1.17 **Banning of Business Dealings:** On arising any situation or occurrence of any event as mentioned in Clause 6 of the Guidelines on Banning of Business Dealings, the tenderer/bidder or supplier under the tendering process or contract with BPSCL, as the case may be, shall be liable for action under and in accordance with the aforementioned Guidelines. The “Guidelines on Banning of Business Dealings” shall form part of the Tender/Contract.

1.18 **Handling of Earnest Money:**

- Earnest Money will be refunded to the un-successful tenderer after finalisation of tender and no interest will be paid for the same. Bidders are requested to provide Bank Details for refund of EMD.
- The amount of Earnest money may be adjusted against Security Deposit only in case of successful Tenderer.

- 1.19 **RISK AND COST:** Failure on Contractor’s part to start the work within reasonable time / poor progress of work for any breach of contract will entail termination of the Contract. In such an event, the job will be executed at the risk and cost of the Contractor by alternative arrangements.

- 1.20 **SAFETY CLAUSE:** Without prejudice to the right conferred by the clause above for stoppage of work for violation of safety requirements, you shall be liable for penalties mentioned below:

- i. Upto Rs. 5000/- by DGM (safety)/Head of safety Engg. Department /Head of the Department where work is being done for 1st violation of safety norm, non use of PPEs(Personal Protective Equipments) like safety shoes, hand gloves, safety helmets, goggles etc as per work requirements by you or your workers. This condition is applicable in case of violations of Road Safety norms also.
- ii. Fine upto Rs. 20,000/- on 2nd Violation as mentioned in clause (i) above.
- iii. You shall be debarred for one year / deregistered from taking up further contractual work in BPSCL from the date of issue of debarring / deregistering order on 3rd violation as mentioned in clause no (i) above.
- iv. Fine upto Rs. 10,000/- for violation in use of Full Body Harness by you or your worker for working at height (above 1.8 meter from immediate floor).
- v. Fine Rs. 25,000/- (minimum) to Rs. 50,000/- (Maximum) for serious injuries and disabilities caused by violations as mentioned in Clause No. (i) and (iv) above.
- vi. Independent of the above, you shall be fined Rs. 1,00,000/- (1 Lakh) or more and debarred / deregistered from taking up further contractual work in BPSCL from the date of issue of debarring / deregistering the order in case any Fatal accident occurs due to violations as mentioned in Clause (i) and (iv) above.

Note: In case penalty is imposed then the successful bidder has to re-imburse the applicable GST to BPSCL

1.21 **RATE FINALIZATION:** BPSCL reserves the right to finalize the rate through either of the following modes:

1. Opening of Online Price (*submitted on www.buyjunction.in*) submitted at the time of techno-commercial bid.
2. Through Reverse Auction to be conducted by our service provider **M/s. mjunction.**
3. Where it is decided not to conduct the RA, the techno-commercially accepted bidders may be asked to submit decrement in percentage (%) on their price submitted at the time of techno-commercial bid. In this case – On line price bid and % decrement shall be considered together to finalize the rate.

Scope of Work:

Deploying following manpower for assistance in miscellaneous jobs of F&A department/ BPSCL:

1. **CA/CMA Qualified with experience of 5 years or above:**
 - a) Providing assistance in preparation & finalization of Quarterly as well as Annual Accounts.
 - b) Providing assistance in day to day jobs related to concurrence and vetting of purchase and contract proposals, evaluation of commercial offer, CS checking of price bid offer, checking of draft MOM of Tender Committee etc.
2. **CA/CMA Qualified with experience of 1 year or above:**
 - a) Providing assistance in Stores accounting and other miscellaneous jobs.
3. **For CA/CMA Qualified**
 - a) Providing assistance in GST related jobs.

SPECIAL TERMS & CONDITIONS:

1. **Minimum indicative manpower to be deployed** on regular basis excluding weekly off, CH, NH & leave:
 - CA / CMA professionals with experience of 5 years or above: 02 Nos.
 - CA / CMA professionals with experience of 1 year or above: 01 No.
 - CA / CMA professionals: 01 No.

The deployed professionals should have in- depth knowledge in the area of Finance & Accounts.

2. The contractor shall furnish details of disbursement made to the staff indicating the amount of remuneration receivable from BPSCL against each individual, amount deducted on account of statutory deduction such as EPF as employee's share and net amount paid to each individual duly supported by details of payment made to the contractual staff before presenting claim for the next month.
3. The proof of payment of statutory obligation such as EPF and any other applicable Taxes must be furnished by the contractor indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the agency shall be withheld.
4. Proof of payment of statutory obligations such as EPF and any other applicable Taxes must be furnished by the contractor indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the contractor shall be withheld.
5. The contractor has to submit the academic as well as experience certificates of the deployed professionals.
6. Persons deployed on the job shall be on contractor's roll to provide quality service.
7. In the event of any dispute arising in any way touching the terms & conditions of the agreement the same shall be referred to the sole arbitration of BPSCL Bokaro and its decision shall be final and binding on the contractor.
8. Six days in a week shall be considered as working days. In addition to closed holidays and Sundays, deployed personnel can avail two (02) days leave per month. Any leave which is not availed in the month in which it becomes due, shall be carried forward to the subsequent months.
9. **SUBLETTING:** The contractor may engage their sub-contractor only after approval of BPSCL. Sub-contractor shall have adequate experience in such jobs and they will work under contractor's supervision and control.
10. **In case of poor performance or non-performance,** work order may be cancelled by giving one month notice and suitable action may also be initiated against contractor.
11. Contractor will be liable for adherence to Labour Laws and social legislation such as Contract Labour Act, EPF, ESIC, Minimum Wages Act, Workmen Compensation Act, Shop & Establishment Act etc. in respect of the staff engaged by them for satisfactory performance of contractual job. Contractor will also remit all such contributions and all other charges / liabilities to which company may be held responsible in respect of staff employed by them, by the authorized court for the purpose under the provisions of any of the laws, social legislation in force as on the date or may be made applicable subsequently in future.
15. Whenever contractor's representative is called upon by BPSCL, he will make himself or any of its employees available for evidence before the enquiry officer appointed by BPSCL.
16. **Penalty Clause:** In case of absence of deployed manpower beyond the approved / sanctioned leave as per work order, a penalty of Rs. 500/- per man-day will be imposed in addition to deduction of proportionate amount for such absent period.

Self Declaration

I.....son/daughter of Shri Aged.....
years

resident ofPS.....District.....State.....do
hereby declare that:

1. I am the authorized representative and signatory of M/s.....
(name of the firm/company).

2. All document(s) submitted/ information provided by M/s.....
alongwith the

Bid Document submitted against Tender No.....

.....dated

- for.....
..... (N
ame of work) has/have been submitted under my knowledge and are authentic , genuine and true. No
part of the document(s) / information is false, forged or fabricated.

3. The above declaration in respect of genuineness of the documents/ information has been made having full
knowledge of provisions of bidding conditions which entitle the Owner/BPSCL to initiate action in the
event of such declaration turning out to be a false.

4. I undertake to produce all documents in original for verification as and when asked for the same by
BPSCL.

(Name & Signature of Authorized person):.....

Designation:.....

ANNEXURE - VII

CHECKLIST TO BE FILLED BY BIDDER EXCEPT REMARKS:- All documents which are required for fulfillment of the qualifying requirement/ Eligibility criteria are to be submitted along with tender in serial order (clearly mention page no.) and the tenderer must fill the checklist.

CHECKLIST OF DOCUMENT SUBMITTED BY TENDERER

| Sl. No. | Document | Page No. | Remarks by BPSCL |
|---|-------------------------|-----------------|-------------------------|
| 1. | Work Order | | |
| 2. | Completion Certificate | | |
| 3. | Partnership/ Proprietor | | |
| 4. | EPF | | |
| 5. | ESIC | | |
| 6. | Latest ITR | | |
| 7. | * GSTIN | | |
| 8. | Turnover/ PL Sheet | | |
| *If the agency is not under the preview of GST then please write Not applicable (N.A.). | | | |
| Total numbers of pages in Techno-commercial Bid | | | |

Signature of tenderer with seal

(To be submitted on bidder's Letter Head)

Format for Acceptance of General Terms & Conditions, Commercial Terms and all other Terms of the Reverse Auction

We _____ (Contractor Name) having

PAN _____ & registered office at _____ (Address)

agree to all the Commercial, General & other Terms & Conditions listed in the

NIT No. _____ dated _____

for the work of _____

(Name of work) through Reverse Auction.

We confirm that we are in a position to do the job as per the scope of work given in NIT/RFQ. We agree to participate in the Reverse Auction and abide by the rules.

We nominate an executive, whose details are given below, to put the bids on our behalf.

The details of the person authorized to bid on our behalf is as follows.

Name & Designation :

E-mail ID :

Contact phone nos. :

Address :

(Signature & Seal)

Place :

Date :

Format for submitting last quoted prices*(To be submitted on Company Letter Head of the Bidder)***(To be sent within 30 mins of conclusion of the Reverse Auction)**

To,

mjunction services limited
 1st Floor, Tata Centre
 43, Jawaharlal Nehru Road
 Kolkata – 700 071

Fax: 033 – 2288 3279**Ref: Reverse Auction forfor Bokaro Power Supply Co. (P) Ltd. held on**

Reference above, we hereby confirm our Market wise last quoted prices in the Reverse Auction held on forfor Bokaro Power Supply Co. (P) Ltd., Bokaro Steel City.

| Market No. | Last Quoted Price |
|-------------------|--|
| | <i>To be submitted by the L-1 Bidder only after finalization of RA</i> |

We also confirm that we will submit item wise price break-up, within two working days from the date of Reverse Auction.

Signature :

Name :

Designation :

Date :

ENVIRONMENT, HEALTH AND SAFETY**EHS (Environment, Health and Safety) Clause for contracts where overall site is under BPSCL control****Bidder's Responsibilities**

The contractor shall during the entire term of contract undertake to perform the following obligations relating to environment, health and safety:-

1. Ensure that your workforce is not exposed to asbestos or asbestos containing atmosphere.
2. Take suitable control measures to ensure that the workers are protected from dust emission.
3. Monitor and ensure that the working area is free from any toxic gas, vapour and fume. Take adequate measures to reduce level of concentration below permissible limit. Exposure to any particular toxic gas, vapour or fume shall not exceed the maximum permissible limit prescribed in local regulation for any particular period of time. Ensure adequate ventilation and no immediate danger to life and health of personnel working at site.
4. Ensure that there is no flammable atmosphere and uncontrolled fire hazard in and around the work place. In case it is required to work in flammable atmosphere, implement safe working procedure and suitable control measures in order to work safely.
5. Ensure that the workers are protected from excessive noise and heat. Take adequate measures to reduce noise/heat level below the permissible limit.
6. Ensure safe access and egress in and around work place. Ensure proper maintenance of Platforms, staircases, ramps etc. Special care and all safety measures should be taken while working at height. Roof work and access to roofs must not be undertaken without prior permit.
7. All Personal Protection Equipments supplied by the bidder should be of internationally recognized standards. All tools and tackles bought by the contractor for use during the contract period should have proper and valid certification by competent authority.
8. All lifting equipments, tools and accessories provided by BPSCL should be maintained and returned back in sound condition after the completion of contract period.
9. Ensure that the illumination in and around workplace and access areas are maintained properly. Make sure to switch off the light, fan and air conditioners after use.
10. The bidder must ensure that all machinery and equipments are provided with earth fault circuit breakers at all times when using electrical leads. Use of electrical tape for temporary repair is prohibited.
11. Guards and covers for equipments/machineries are to be provided where ever necessary.
12. Gas cylinders shall be securely stored, transported, identified and used in line with legislation and EHS requirements.
13. Fire extinguishers and other fire fighting equipments provided in different locations should never be misused.
14. Bidder must ensure optimum use of water with minimum wastage.
15. Contractor shall also ensure that the work area is kept clean, tidy, & free from debris. The Bidder is also fully responsible for protection of ground and underground from pollution.
16. Identify and highlight potential hazards / risks existing.
17. Ensure suitable corrective actions are implemented for identified issues.
18. Provide adequate emergency and first-aid facilities and it should be available in all shifts.
19. All workers should be trained and communicated about the onsite emergency and evacuation plan.
20. All equipments and plant should be maintained in safe condition.
21. The Bidder and their Personnel admitted to site must conduct themselves in an orderly and safe manner and conform at all times to the EHS Requirements. Fighting, engaging in horseplay, being under the influence of or possessing alcohol or drugs, gambling, soliciting, stealing, immoral or otherwise undesirable conduct is not permitted and shall not be tolerated. Upon knowledge of such conduct, BPSCL shall exclude the concerned person from the site and take all other appropriate measures as deemed necessary. BPSCL reserves the right to perform random drug and alcohol tests.
22. The Bidder shall immediately notify BPSCL of any environmental incident, injury, illness, near-miss, unsafe condition or practice and any loss or damage to property, including incidents related to the Bidder Personnel. An investigation report assessing the root cause, corrective action, and preventative action shall be submitted by the Contractor to BPSCL within 24-hours of the incident's occurrence.