

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/21-22/C-182/NIT-1098/544

Dated 21/02/2022



TENDER DOCUMENT

NAME OF WORK: Office Assistance Jobs in F&A Department at HQ, BPSCL.

I N D E X

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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/21-22/C-182/NIT-1098/544

Date: 21/02/2022

For and on behalf of BOKARO POWER SUPPLY COMPANY (P) LTD, sealed tenders in two parts, **Part - A** : Earnest Money Deposit and **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 qualifying criteria stipulated in the bidding documents for the following work at our Power Plant.

Description of Work	Office Assistance Jobs in F&A Department at HQ, BPSCL.
Estimated Cost	Rs. 21,94,758.00 (Rupees Twenty One Lakh Ninety Four Thousand Seven Hundred Fifty Eight Only) Excluding GST.
Earnest Money	Rs. 15,000.00 (Rupees Fifteen Thousand) only OR Document for Exemption as per clause 1.b of General Terms & conditions.
Period of Contract	One (01) Year from the date of commencement of work.
Last Date & Time of submission of Tender	22/03/2022 at 12:00 Hrs. (IST)
Bid opening Date & Time	22/03/2022 at 12:15 Hrs.

Qualifying Requirements / Eligibility Criteria :

Financial Capability:

1. Bidder should have Minimum average annual turnover (MAT) of **Rs. 6.58 Lakhs** in preceding three (03) Consecutive Financial years.
 - 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 consecutive last three (03) years, ending 31st March of the previous financial year duly certified by CA.

Technical Capability:

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 offers are invited. Value of such work order shall be either of the following :
 - a. Three similar completed works each costing not less than to **Rs. 6.58 Lakhs**
OR
 - b. Two similar completed works each costing not less than to **Rs. 8.77 Lakhs**
OR
 - c. One similar completed work costing not less than to **Rs. 15.36 Lakhs**

Similar Work means: "Office Assistance Job in Finance & Accounts Department".

- 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)
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) 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 the following:-
IT Return (*Latest*), Copy of 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).
5. The bidder shall submit acceptance for finalization of rates through Reverse Auction as per **Annexure - VIII**

General Terms & Conditions:

1. Earnest Money Deposit (EMD) :

- a. Offer shall be accompanied with Earnest Money Deposit (EMD) in the form of Demand Draft / Pay Orders / Bankers Cheque Payable at Bokaro Steel City or 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. Earnest Money can also be deposited online in our account through NEFT/RTGS/SWIFT/TT Remittance, details of which are given below. The proof of such transfer shall be submitted with the offer in the envelope titled “Earnest Money Deposit”.

Banker Details as under:

Name of Bank	:	STATE BANK OF INDIA
Branch Name	:	SME BRANCH, Sector 4, Bokaro Steel City
Bank Account No.	:	35665021458
IFSC Code	:	SBIN0004231
Bank A/c Type	:	Current Account

In case of forfeiture of EMD by BPSCL, you will be required to reimburse the applicable GST to BPSCL.

- b. Micro & Small Enterprises (MSEs) / PSU /Govt. Undertakings and Co-operative societies will be exempted from submission of Earnest Money as per government policy. For MSEs, the exemption from submitting Earnest Money will be granted only on submission of valid copy of Udyam Registration Certificate. SSI/NSIC certificate holders should also submit Udyam Registration Certificate. Further, unit claiming exemption is required to submit copy of Udyam registration certificate clearly indicating the item category for which they are registered.

Note: Offers not accompanied with Earnest Money Deposit (EMD) (as per clause 1.a) **or** documents for exemption (*as per clause 1.b*) will be treated as INVALID.

2. Consortium bids will not be considered unless the provision for consortium is specifically mentioned in Tender Document.
3. If you withdraw your bid after opening of bids without giving any satisfactory and acceptable explanation thereof, you shall be debarred from participating in any tender of BPSCL for a minimum period of 01 (one) year.
4. **Purchase preference :** BPSCL reserves the right to exercise Purchase Preference in respect of MSEs based on the extant guidelines issued by Government of India vide Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012 & subsequent amendments.
5. **SUBMISSION OF PERFORMANCE GUARANTEE BOND FOR QUOTING UNWORKABLE RATE:**
If you quote unworkable rates, i.e. if the quoted price is less than **90%** of the estimated price and is considered for placement of order, you will be asked to justify the quoted rate. On non acceptance of justification / refusal of the same, you will be asked to furnish Performance Guarantee Bond in the form of Bank Draft/Bank Guarantee equal to the amount which will be the difference between **90%** of estimated price and your quoted price. In case you refuse to give Performance Guarantee Bond, you will not be considered for participating in any kind of Tender for next 01 (one) year from the date of issue of letter your defaulter Firm, if order / contract is not finalised from the present tender.

Note:

- a. Bank Guarantee shall be issued by a Scheduled Bank / Nationalized Bank from its Local Branch at Bokaro Steel City as per the format given on www.bpscl.com
- b. In case, Bank Guarantee issued from outstation Branch, its confirmation must be given by its local operating branch.
- c. There must be a clause in the BG that “Claims, if any, will be lodged by BPSCL to the local representing Branch of the Bank at Bokaro Steel City”. The Local representing Branch is to be confirmed accordingly and name of the confirming branch at Bokaro Steel City must be mentioned in BG itself.
- d. In case Bank Guarantee is forfeited, you will have to reimburse the applicable GST to BPSCL.

6. **RATE FINALIZATION**: BPSCL reserves the right to finalize the rate through either of the following modes:
- Opening of Online Price (*submitted on www.buyjunction.in*) submitted at the time of techno-commercial bid.
 - Through Reverse Auction to be conducted by our service provider **M/s. mjunction**.

Note: BPSCL may ask techno-commercially accepted bidders to submit decrement in percentage (%) on their online price submitted at the time of techno-commercial bid. On line price bid alongwith % decrement shall be considered together in case online price bid is opened.

7. **BPSCL reserves the right to :**

- Re-tender / extend the due date of submission of offer.
- 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.
- Modify the tender documents at any stage before the due date of tender.

Note:

- Tender documents are to be downloaded from **Website: www.bpscl.com** only.
- 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

(A K Das)
CGM (MM)
Tel: 8986874119
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 shall comprise of EMD / proof of online submission of EMD.
- b) **Part B:** This part shall comprise 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:

CGM (MM)
Bokaro Power Supply Co. (P) Ltd.
Hall No.M-01, Old ADM Building
Ispat Bhawan, Bokaro Steel City – 827001
Ph: 06452 240380, Mob: 8986874119

*** 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.buda1@mjunction.in

Ms. Debalina Maity - 8336991451 - maity.debalina@mjunction.in

Ms. Bingyasini Pradhan – 9163348173 – pradhan.bingyasini@mjunction.in

Ms. Priyanka Muzumdar – mazumdar.priyanka@mjunction.in

Mr. Mukesh Kumar Singh- 8873002741 – mukesh.singh@mjunction.in

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 / Opening Date", the validity will be counted from the extended bid opening date.

1.03 General Instructions:

- i) You shall have to 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 you do not quote price in terms of percentage or quote in more than one option, your offer will be rejected.
- b) In the tender schedule at the place where you have 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) You are requested to visit site for actual assessment of the job before submission of offer.
- iii) You shall clearly indicate that your quoted prices shall remain firm in all respects 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.
- You are advised to mention page no. on each page of documents submitted by you. BPSCL shall not bear any responsibility in case of any loss of documents submitted by the bidder during tender opening or thereafter.
- vi) If you are a Firm or Company, then you 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 Material Management, 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 to individual communication to the techno-commercially eligible bidders will be sent only to their e-mail address given in the tender documents.
- xi) Offers from two or more bidders shall summarily be rejected if they have any of the following parameters in 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. You are requested to visit site for actual assessment of the job before submitting of your offer.
2. You shall make yourself fully conversant with the actual site condition, nature of subject job(s) to be executed and terms and conditions of contract, cost of all the input materials and facilities, cost of labor, transport, incidentals, royalties etc. or any other taxes and duties before submitting the tender.
3. You will have to arrange necessary Gate Passes for your workmen.
4. You will have to deploy proper category of manpower for execution of the job.
5. You have to comply with all labor laws, ESI Act, EPF rules & AWA rules applicable in the Industry.
6. You will have to strictly adhere to the provision of various labor laws including Payment of Bonus Act 1965.
7. **Payment Default Clause:** You must ensure that payment is made to the workers as per provisions of Payment of Wages Act and CLC norms failing which BPSCL shall make payments to concerned workers directly. The amount so paid along with 15% of Administrative cum Service charge shall be deducted from any of the concerned Contractor's bill. If the provision of Payment of Wages Act is not adhered to second time, the Contractor shall be liable for banning of business dealing with BPSCL as per procedure in Vogue. Such Contractor shall not be permitted to work in BPSCL through sub-contracting also for the banning period.
8. **You have to pay your workmen as per circular / notification published by the State Government in regard to rates of payment of VDA in vogue.**
9. You will have to pay an additional amount of **Rs.4/-** to every worker engaged by you for the subject work over and above their daily minimum wages, as per BPSCL rules.
10. **AWA CLAUSE:** You shall have to pay an amount of Rs 96.15 per day on actual attendance per month (not exceeding Rs 2500/month) to the workers engaged by you in this job as Additional Welfare Amenity (AWA) as per relevant circular/notification of BPSCL.
11. You shall execute the work in compliance with the provisions of contract and contract Technical Specification and/or design drawings furnished by BPSCL in terms of the contract and as per codes and standards specified therein, wherever applicable.
12. Supervision of the work is your responsibility. Inspection of executed work will be done by Site Engineer/BPSCL.
13. If situation demands, you will have to execute the work round the clock.
14. After completion of work, Engineer-in-charge or his representative will review the work(s), you will have to rectify any defect, if found, at no extra cost.
15. You shall remove all debris, surplus materials, etc., if any, and dump the same at place as directed by the Engineer-in-charge.
16. All the applicable taxes will be deducted from your bills.
17. During contract period there will be no consideration for idle & escalation charges.
18. You will be fully responsible for any sort of unsafe activity of your workmen and all your workmen should be trained for operational safety and to avoid fire hazards of Power Plant and must have proper safety certificates issued by BPSCL before start of work.
19. You will have to follow and observe the safety & statutory requirements and comply with all safety rules & regulations applicable in the plant area as per Booklet of Safety rules for BPSCL contractors. If you are not having that booklet, same may be collected from the safety department with a request letter.
20. For working at height, you shall produce medical fitness certificate for your workmen. Height passes to be obtained from safety department, if required.
21. All the working tools & tackles, men, material etc. and safety appliances like personal protection equipment are to be provided to your workmen by you at your own cost. All safety appliances of reputed make are to be provided by you to your workmen in presence of Safety Officer of BPSCL. The list and make of safety appliances may be obtained from safety office.
22. In case any documents/information submitted by you 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 you.
23. **GST RELATED CLAUSES:**
 - a. You should quote GST as extra. If not mentioned in offer it will be considered as extra.

- b. You have to pass on the tax benefit/savings, if any, on account of output taxes to BPSCL.
 - c. You 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.
 - d. In case the Input Tax Credit of GST is denied or demand is recovered from BPSCL on account of any non-compliance by you, including non-payment of GST charged and recovered, you 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 you, BPSCL will not be liable to reimburse any part of such differential tax, interest, penalty etc. It will be your responsibility to discharge appropriate taxes, as applicable.
 - e. You have to maintain high GST compliance rating track record at any given point of time.
24. **Banning of Business Dealings:** On arising of any situation or occurrence of any event as mentioned in Clause 6 of the Guidelines on Banning of Business Dealings, you 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 and can be viewed on our website www.bpscl.com.
25. **RISK AND COST:** Failure on your part to start the work within reasonable time/ the progress of the job is poor/ for any breach of contract will entail termination of the Contract. In such an event, the job will be executed at your risk and cost by alternate arrangements.
26. **SAFETY CLAUSE:** You shall be liable for penalties mentioned below for violation of safety norms:
- i. Up to Rs.5000/-by Head of safety Engineering Department /Head of the Department where work is being done for 1st violation of safety norm, non-use of PPEs (Personal Protective Equipment) 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 up to 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 up to 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 order in case any Fatal accident occurs due to violations as mentioned in Clause (i) and (iv) above.
27. **FORCE MAJEURE:** You shall not be considered in default if delay occurs due to causes beyond your 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 cause the delivery / completion period will be extended for a length of time equal to the period of force majeure without imposition of LD at the option of BPSCL.
28. **Work accident**
- a. You will be fully responsible for the safety of the workers employed by you. In the event of any work-accident, major or minor, your representative must take care of the injured person immediately and provide him the required treatment as suggested by the doctor. If you or your representative is 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 own workmen 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.
29. **You shall also maintain all records/register/return/cards such as:**
- i) Register of workmen employed by contractor
 - ii) Employment card
 - iii) Muster Roll
 - iv) Register of wages-cum-muster roll
 - v) Submission of Return
 - vi) Order book

Scope of Work:

The scope of work includes providing necessary assistance and support in smooth and effective execution of miscellaneous jobs in F&A deptt. of BPSCL Headquarter. The brief scope of the work is as follows which is only indicative:

- (A) Assistance in Payroll Accounting including preparation of data relating to employees like monthly payslip, Loan Ledgers-Actual Payment / Actual Recovery, Payment Summary Sheet etc., to assist in adjustment and recovery of all types of advances paid to employees & maintenance of TDS related records.
- (B) Assistance in taxation related matters including GST, ED, PT, Service Tax etc. Assistance in calculation of TDS & maintenance of related records.
- (C) Assistance in miscellaneous jobs like making necessary entries regarding Bank Reconciliation Statement, maintaining BG register, posting daily transaction in Computer-Tally.
- (D) Data entry, typing of letter to be sent to various authorities in day to day operation. Maintaining register for movement of files and other letters, documents marked to In-charge (F&A).
- (E) Assistance in processing of dispatch of RTGS/Cheques, posting of details in cheque register, posting of TDS in contractors' register as and when required.
- (F) Assistance in carrying out daak in relation to Bank, proper record keeping of purchase orders for bill payment. Proper record keeping of GRN received from Plant Stores.
- (G) Assisting in maintaining the records / papers related to accounting of Coal.
- (H) Assistance in Maintenance of Files like – JE Files, Vouchers & Contractors Files etc. Arranging Contractors Bills in serial order & keep record in register to move for payment. Xerox of various documents. To put up Contractors Bills to concern officers.

SPECIAL TERMS & CONDITIONS:

1. Minimum manpower to be deployed as follows :

Category of Manpower		
Computer Operator	Supervisor	SW
01	03	04

2. The above deployment of manpower is indicative only. The contractor will have to deploy manpower for 306 days in such a way that the work is executed smoothly throughout the year. It may require additional manpower during exigencies or in case of any eventualities, which will be provided within the work order value.
3. The contractor will have to deploy manpower for 306 days in such a way that the work is executed smoothly throughout the year. It may require additional manpower during exigencies or in case of any eventualities, which will be provided within the work order value.
4. **VDA Clause:** During operation of the contract, if there is an upward revision of minimum wage, VDA by the appropriate Government, contractor shall be entitled to reimbursement of such additional amount (wherever applicable) on actual basis subject to production of documentary evidence. The base date for such reimbursement shall be Bid Opening Date or RA Date or Revised Offer Date (in case of negotiated prices), whichever is later.
5. As this is a job contract, responsibility of successful completion of jobs through the deployed persons ultimately lies with the contractual agency.
6. The contractor will have to ensure proper medical fitness of the working personnel deployed.
7. Working personnel deployed by you must have right qualification including Professional, thorough knowledge and excellent job-performing competence in all the relevant areas as described under the head "scope of work".
8. All the working personnel deployed by contractor, will have to execute the allotted jobs maintaining proper discipline and decorum including punctuality, due courtesy and obedience. Violation of the above will be viewed very seriously.
9. **Maintaining Secrecy of official Information:**
Disclosure of any official information, which the deployed contractual working personnel will come to know in the course of their working, to any outsider or unconcerned person is strictly prohibited.
10. **Replacement of the Deployed Worker:**
In case any worker, deployed by contractor, is found to be inefficient or quarrelsome or found misbehaving or disobeying, contractor will have to replace such person with a suitable substitute. Work is to be carried out as per instruction & satisfaction of the Engineer in-charge.
11. **Termination of Contract:**
If the contractual agency is found defying the instructions of BPSCL officials or indulging in non-compliance of the statutory requirements, BPSCL reserves the right to terminate the contract by simply giving one month's notice to that agency.
12. **Keeping BPSCL indemnified:**
The contractual agency shall keep BPSCL fully indemnified against all sorts of expenses, charges, penalties and compensation for which BPSCL is not directly responsible for or involved into it. In case of an accident or injury or illness, minor or major, sustained by any of the contractual workers or in case of replacement or retrenchment or non-payment of wages to them or in case of any violation of the statutory provisions, the contractor shall be responsible for it and not the BPSCL at all in any way.
13. **Payment of wages to contractual personnel:**
The contractual agency will be required to pay wages to the workers, coming under USW to SW/Supervisor category of general nature, not less than the minimum wages as prescribed for them under the Minimum Wages Act including the other payments as mentioned in 'Special Terms & Conditions'. However, remuneration to be paid to experienced working personnel possessing additional qualifications, relevant to area of work shall be commensurate with their experience, skill and qualification.
Contractor must have to furnish documentary evidence of disbursement made to the staffs indicating the amount of remuneration receivable from BPSCL against each individual, amount deducted on account of statutory deductions such as EPF as employee's share and net amount paid to each individual duly supported by details of payments made to the contractual staffs, before presenting claim for the next month.

14. Execution of Urgent Works:

Normal working period of 08 hours duty, to be maintained by the working personnel, will be regulated by the office-timings in the normal course. But, if so required, working will have to be carried out by the deployed workers even beyond the normal working hours as per the instruction of the Officer in-charge.

15. QUALITY ASSURANCE PLAN :

- i. The contractual agency itself as well as all the working personnel deployed by him must maintain proper code of conduct including punctuality, courtesy, obedience, professional discipline and due response on giving a call.
- ii. Working Personnel, deployed by the contractor, must have right qualification including professional, thorough job-knowledge and excellent job-performing competence in all the relevant areas as described under the head 'Scope of Work'.
- iii. Jobs, planned for the day, must be completed the same day. Accumulation of pending jobs is not allowed.
- iv. Working personnel, deployed by the contractual agency, must have job proficiency in terms of speed and accuracy both.
- v. All the working personnel, deployed by the contractor, will be under constant observation and assessment by their respective Officer-in-charge. In case of any adverse finding, the contractual agency will have to act immediately to set it right.

16. Contractor will provide the following, free of cost: Shoes and safety appliances as per need and applicability.

17. BPSCL will provide the following (free supply), as per requirement for job execution:- Office stationeries/Writing equipments such as Pen & Paper etc. and services of computer and printer as per the job-responsibility and work-assignment.

18. Payment Terms :

97% of contract value will be paid on pro-rata basis duly certified by Engineer In-Charge and balance 03% will be retained as security deposit which will be released after satisfactory execution of order.

The expression satisfactory execution of the order shall mean fulfillment of all obligations 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 you do not pay the balance amount, the same shall be deducted from any sum or sums which may be due or may become due to you from BPSCL on any account whatsoever.

19. Penalty Clause:

The contractor will be exposed to following types of penalty charges:

- a. All information, data, etc. of the office jobs is strictly confidential. In case of any disclosure/leak-out of such information/data to anybody not authorized by the officer in-charge, a penalty of Rs 2000/- will be deducted for each incident of such a forbidden disclosure, from his payment. Legal proceedings may also be moved against the contractor in case of such forbidden disclosure of information/data.
- b. All documents like letters, circulars, notes, files, drawings etc. of the office jobs are strictly confidential. No part/whole of any office documents to be removed, destroyed, copies, reproduced etc by any means or handed over in any form to anybody not authorized by the officer in-charge. In case of such misconduct, a penalty of Rs 2000/- will be deducted for each incident of such default, from his payment. Legal proceedings may also be moved against the contractor in such cases.
- c. If the contractor or his deployed employees will be found misbehaving or not observing the proper code of conduct, Rs 500/- will be charged as penalty.
- d. For supplying less manpower than the manpower mentioned above, a penalty of Rs. 200.00 per man day will be imposed in addition to deduction of BPSCL wage rate (as on bid opening date/RA date/Revised offer date (in case of negotiated prices) *whichever is later*) for respective category of manpower.
- e. If any gross violation of instruction is detected on the part of the contractor or his deployed worker, an amount of Rs 100/- per occasion will be charged as penalty.

PRICE BID / RA FORMAT

Special Instruction –

1. In the event of L1 Bidder backing out prior to placement of order, the bidder shall be suspended for a period of 01 (one) year from the date of issue of suspension order.
2. **Price Basis: L1 bidder will be decided on mathematically lowest percentage.**

Sl. No.	Description of Job	Duration	Total Estimated Cost (excluding GST)	To be quoted by Bidder
1.	Office Assistance Jobs in F&A Department at HQ, BPSCL. (As per Scope of work)	12 Months	Rs. 21,94,758.00 (Rupees Twenty One Lakh Ninety Four Thousand Seven Hundred Fifty Eight Only) Excluding GST.	Online Price Bid (% above / % below with respect to Total Estimated Cost excluding GST) through URL : http://www.buyjunction.in

Note:

1. Goods & Service Tax: EXTRA as applicable
2. Please provide following details :

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

Signature with seal of tenderer

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..... (Name 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 Percentage
	<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****Your Responsibilities**

You 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 you should be of internationally recognized standards. All tools and tackles bought by you for use during the contract period should have proper and valid certification by competent authority.
8. All lifting equipment, tools and accessories provided by BPSCL should be maintained and returned by you 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. You must ensure that all machinery and equipment 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 equipment/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. You must ensure optimum use of water with minimum wastage.
15. You shall ensure that the work area is kept clean, tidy, & free from debris. You are 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 your 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. You and your 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. You 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 your personnel. An investigation report assessing the root cause, corrective action, and preventative action shall be submitted by to BPSCL within 24-hours of the incident's occurrence.