



**BHAGYANAGAR GAS LIMITED**  
(A JOINT VENTURE OF HPCL & GAIL)

**BID DOCUMENT FOR**

**TENDER FOR ENGAGING HOUSEKEEPING SERVICES  
THROUGH CONTRACTOR AT BGL-HO, SHAMIRPET,  
SAROORNAGAR AND APSRTC STATIONS AT  
HYDERABAD**

**UNDER OPEN DOMESTIC  
COMPETITIVE BIDDING**

**Bid Document No.: BGL/284/2015-16**

**VOLUME-II of II**



**TENDER FOR ENGAGING HOUSEKEEPING SERVICES THROUGH  
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**SECTION-7**  
**SCOPE OF WORK**



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**1.1 INTRODUCTION:**

Bhagyanagar Gas Limited (“BGL” or “the Company”) is joint venture company promoted by GAIL (India) Limited and Hindustan Petroleum Corporation Limited in August 2003. BGL is operating CNG stations in Vijayawada, Hyderabad and Rajahmundry in the states of Andhra Pradesh and Telengana.

**2.0 SCOPE OF WORK:**

Providing professional services for carrying out housekeeping activities at BGL-HO, Shamirpet CGS and Saroornagar stations as and when required basis. The indicated requirement of Housekeeping persons at different locations are given below, basing on requirement they shall be deployed.

<b>BGL -HO</b>	<b>Shamirpet</b>	<b>Sarooor Nagar</b>	<b>APSRTC Depot, HYD (Medchal, Hakimpet, &amp; Cantonment)</b>
UN-Skilled	UN-Skilled	UN-Skilled	UN-Skilled
(04 nos)	(02 nos)	(01 nos)	(03 nos)

**3.0** The contractor shall be responsible for smooth operation of the services as indicated above through deployment of workmen who are physically fit and having good track record.

**4.0 EXECUTION OF JOB**

Job has to be done entirely to the satisfaction level of BGL Officer –In-charge or their authorised representative/s and bills to be certified accordingly.

**5.0 LEGAL & STATUTORY RESPONSIBILITY OF THE CONTRACTOR**

It is the responsibility of the contractor to obtain License under the provision of **CL (R&A) Act, 1970** from the Concerned Labour Commissioner

The contractor shall also be bound to discharge obligations as provided under various statutory Enactments including the Employees Provident Fund & Miscellaneous Act, 1952, ESI Act 1948, Minimum Wages Act 1948, Payment of wages Act 1936 Workmen’s Compensation Act 1923 the Contract Labour (R&A) Act, 1970 the interstate migrant workmen (Regulation of Employees Conditions of service) Act 1979 and other relevant Acts, Rules and Regulations in force from Time to time.

The contractor shall be responsible for necessary contributions towards **PF**, Family Pension, **ESIC**, or any other statutory payment to Government Agencies as applicable under the law in respect of the contract and of personnel employed by the contractor for rendering service to **BGL** and shall Deposit the required amounts with the concerned authorities on or before due dates. The contractor shall also be responsible for payment of any administration/inspection charge thereof. Where ever Applicable, in respect of the personnel deployed by him relating to the work of **BGL** the contractor shall also submit the proof of depositing the employees



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providing fund contribution.

The contractor shall regularly submit all relevant records/documents in this regard to **BGL** Representative for verification and upon such satisfaction only; **BGL** shall make payment of monthly running Account Bills to the contractor.

The contractor shall ensure and will be solely responsible for payment for wages and other dues latest by 7<sup>th</sup> of the following month to the personnel deployed by him. The contractor shall be directly responsible and indemnify the company against all charges, actions, suits, losses claims, dues, proceedings etc. Arising out of disputes relating to the dues and employment of personnel deployed by him.

The contractor shall indemnify the company against all losses or damages caused to it on account of acts of the personnel deployed by the contractor.

The contractor shall ensure regular and effective and control of the personnel deployed by him and Gives Suitable direction for undertaking the contractual obligation.

The contractors shall indemnify and keep the owner harm self of all claims, damages or compensation payable at law in respect or in consequence of any accident or damage arising under or by reason of this agreement or execution of contract.

The contractor shall arrange for ESI/EC insurance for their personnel deployed at site. A copy of such insurance policy shall be submitted to **BGL** for record.

The contractor shall be responsible for providing with wages, compensatory offs/ holidays as per relevant act applicable. He will also be responsible for payment of overtime wages to his employees & minimum bonus as per payment of Bonus Act 1965 which shall in no case will be less than the minimum bonus prescribed under the act from time to time.

Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his/its staff.

Rates mentioned are inclusive of all applicable statutory levies related to this order. You have to comply with all statutory requirements.



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## **SECTION-8**

### **SPECIAL CONDITIONS OF CONTRACT**



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**SPECIAL CONDITIONS OF CONTRACT**

**1.0 GENERAL INFORMATION:-**

1.1 The special conditions of contract shall be read in conjunction with general condition of contract(GCC), Schedule of rates, scope of work and any other document forming part of contract, wherever Context so Requires. GCC is available at tender issuing office and same shall be referred to by Tendered. Notwithstanding, the subdivisions of the documents in to separate sections every part of each shall be deemed to be supplementary of every other part and shall be read with and into the Contract so far as it may be practicable to do so. Where any portion of the special conditions of the Contract (SCC) is repugnant to or At variance with any provisions of the GCC then provision of SCC shall be deemed to override the provision of GCC only to the extent of each repugnance or variations. In case of any contradictions the Decision of the Engineer-I In-Charge will be final and binding on the Contractor.

In case of contradiction between Indian or other applicable Standards, General Conditions of Contract, Special Conditions of Contract, Specifications, drawings, Schedule of Rates, the following shall prevail in order of precedence:

- i) Letter of acceptance alongwith statement of Agreed variations.
- ii) Fax / Letter of Intent / Fax of Acceptance
- iii) Schedule of Rates as enclosures to letter of acceptance
- iv) Job / Particular Specifications
- v) Drawings
- vi) Technical / Material Specifications
- vii) Special Conditions of Contract.
- viii) General Conditions of Contract
- ix) Indian Standards
- x) Other Applicable Standards

It will be contractor's responsibility to bring to the notice of Engineer-in-charge any irreconcilable conflict in the contract documents before starting the work(s) of making the supply with reference which the conflict exists.

In the absence of any specifications covering any material, design of work(s) in the same shall be performed / supplies / executed in accordance with Standards Engineering Practice as per the instructions / directions of the Engineer-in-charge, which will be binding on the Contractor.

**2.0 PAYMENT TERMS:**

Payment will be made within 15days of receipt bills/Invoices subject to certification of bills by authorized representative/Officer – In-Charge.

Bills in duplicate mentioning BGL order no. shall accompany with the following documents:

1. Copies of previous month's attendance register certified by BGL authorised representative/ Officer – In-Charge.
2. Copies of previous month's wage register certified by BGL authorised representative/ Officer – In-Charge.
3. Copies of PF & ESI paid challans for the bill period.

Labour Payment, If any related to this order to be made positively by 7th day of every month following month by you in presence of HR representative/ authorised representative of BGL.



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The Final Bill shall be submitted by the contractor within a month from the date of completion of the contract and payment of final bill shall be made to the contractor within 30 days of submission of the bill.

**3.0 CONTRACT PERFORMANCE SECURITY (SECURITY DEPOSIT)**

The Contractor shall furnish to the Employer, within 30 days from the date of notification of award, a security in the sum of 7.5% of one year order value (excluding taxes & duties) in the form of Bank draft/ Banker's cheque or Bank Guarantee (as per proforma) as Contract Performance Security and Bank Guarantee shall be valid for a period of 26 months from the date of issue of LOI/WO.

Defect Liability Period (DLP) is 2 Months from the date of completion of the contract.

**4.0 TAXES:**

Service Tax as applicable will be payable extra. You have to submit a copy of service tax registration certificate with Tender document. If there is any other tax related to this order during the order validity period, the same will be under your account.

You are required to submit invoice mentioning details the purpose of availing of Service Tax credit:

- Pre-printed Serial Number of the invoice.
- Date of invoice.
- Description of kind of category of service provided.
- Value of service.
- Amount of service Tax paid or payable.
- Service Tax Registration no. and ECC No. (If any).
- Details of Range and Division.
- Full address service provider
- Full address of recipient of input service.

**5.0 INSURANCE:**

You will make necessary arrangements to provide ESI Coverage/EC insurance coverage for the persons deployed by you. BGL shall not be responsible for paying any compensation in case of any accident.

**6.0 RECOVERY:-**

Cost Of any Damage /loss of the property of **BGL**, by the contractor shall be recovered from the Bill / security deposit of the contractor and decision of the **BGL / OIC** in this regard shall be final Binding and conclusive.

**7.0 SERVICES CARRIED OUT THROUGH OTHER AGENCIES**

BGL reserves the right to get the work done through any other party at the risk and cost of the Contractor in case the contracted fails to fulfil his obligation.





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**8.0 ENVIRONMENTAL HEALTH AND SAFETY:**

Deployed persons have to abide by all environmental health and safety rules and regulations as prescribed under various statutes and / or per instruction of BGL representative of concerned department and also ensure safety of your people while at work, failing which necessary action will be taken as deemed fit. You have to sign a declaration with departmental head before start of work to the effect that you are conversant with safety requirements pertaining to your area of work, whether statutory or otherwise and activities are conducted in accordance with safety requirement. All safety rules/regulations /clauses shall be complied by you. In case of non-compliance of Safety rules/regulations/clauses of company, necessary action as per Co's guidelines will be initiated.

**9.0 ENVIRONMENTAL NORMS:**

You will be responsible for compliance with all environmental regulation applicable to company and/ or follow the instruction of concerned department representative. You have to ensure that all the scrap/waste are cleaned from the site, after the completion of job without causing any impact on environment.

**10.0 HOUSEKEEPING:**

Deployed persons will be responsible for housekeeping at area of work during execution of this order. Housekeeping /cleanliness and safety of your people in your area of work, those employees who are deployed at APSRTC Depot cleaning of equipment's etc, have to carry will be your responsibility.

**11.0 TRAVEL & ACCOMMODATION**

Travel & accommodation for your crew executing this order shall be under your scope and cost.

**12.0 DURATION OF CONTRACT:**

This order is valid from 24 months from the date of placement of order. Bidder have to complete the job within the order validity period. Job should not be carried out beyond order validity period. If validity extension required owing to unavoidable circumstances/abnormal conditions, you will need to communicate to BGL for it with valid reasons. After getting BGL confirmation only, you will continue the job beyond order validity period.

**13.0 MOBILIZATION**

The contractor shall mobilize the services within 10 days from the date of issue of work order or intimation from EIC; at this own expenses and no extra payment on such expenses shall be entertained.

List of persons employed by Contractor for the subject work mentioning qualifications, experience and residential address shall be submitted to BGL. In case of any change, the same shall be informed to BGL from time to time.



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**14.0 CONFIDENTIALITY;**

To the extent permitted by Applicable Law, the Owner and Supplier shall hold confidential information in strict confidence and take all reasonable precautions to be preventing disclosures to third parties.

**15.0 FORCE MAJEURE:**

If the rendition of the Services in terms of this order is hampered due to earthquake, flood, Tempest, or similar Acts of God then the CONTRACTOR shall be absolved of its obligations Hereunder till normalcy is restore after the cessations of the aforementioned contingencies

The Contractor shall likewise be absolved if rendition of the services is hampered due to Violence, collapse of law and order or political turbulence or the applicability of any statutory Provisions whether in force at the time of placing this order or subsequently enacted, or for any other reason of a similar nature which is beyond the control of the CONTRACTOR. Provided however, a strike called by the CONTRACTOR' s work force or the disruption of the services caused due to any unrest amongst them shall not be a force majeure and the CONTRACTOR would have to hear up alternative workforce to ensure uninterrupted rendition of services in terms hereof.

If Force Majeure conditions prevent the performance of the work under this order for more than 10 consecutive days, then BGL shall be entitled to determine this order.

**16.0 DEDUCTIONS:**

TDS as applicable will be deducted from your bill. Please mention your PAN on Invoice. BGL accounts department will issue TDS certificate.

**17.0 CONTRACT TERMINATIONS**

The contract may be terminated at any time during the contact period without assigning any reason and by giving fifteen days (15 days) notice to the contractor by the engineer-in-charge as per the requirement Of BGL.

If BGL considers that the performance of the contractor under the contract is unsatisfactory or not up to the expected standard. BGL shall notify the contractor in writing and may specify in details the cause of its dissatisfaction. BGL shall have requisition contained in the said written notice issued by the BGL to the contractor within 10 days of the receipt thereof.

In case, the information/document furnished by the contractor forming basis of evaluation of his bid is found to be false/forged after the award of the contract, BGL shall have full right to terminate the contract and get the remaining job executed at the risk & cost of such contractor without any prejudice to other rights available to BGL under the contract such as forfeiture of Security Deposit, withholding of payments etc

In case the issue of submission of false document comes to the notice after execution of the work, BGL shall have full right to forfeit any amount due to the contractor



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along with forfeiture of Security Deposit furnished by the contractor. Further, such contractor/bidder shall be blacklisted for future business with BGL.

**18.0 PRICE BASIS:**

The quoted rate shall be firm and valid till the complete execution of the order. No escalation on what-so-ever account shall be paid under this contract. However reimbursement/refund for variation in rate due to increase/decrease in the minimum wages of labourers shall be payable as per the following clause:

**19.0 REIMBURSEMENT / REFUND ON VARIATION IN PRICE:**

- For the purpose of this Contract the minimum wages of unskilled, semi-skilled and skilled labour on the date of submission of the tender shall be taken. If on account of any legislation, notification, or award, the minimum wages and/or DA of unskilled, semi-skilled and skilled labour including clerical services (Graduate and Non-Graduate) etc. are increased beyond the wage structure defined at **ANNEXURE – A**, at any time or times after the date of submission of the tender, the Contractor has to pay any increased wages. Thereafter, the rate per person per day of service will be increased in order to compensate the differences.
- The Contractor shall within 30 days of becoming aware of any revision in wages shall inform in writing to BGL stating that the same is given pursuant to this condition together with all information relating there-to, which he may be in a position to supply.
- All charges such as wages and other statutory payments admissible to the contract laborers, as defined at **ANNEXURE – A**, should be considered while quoting the service charge.
- Bidder should take care of service tax (if applicable) while quoting rates and should separately indicate rate of service tax be charged to.
- The rates quoted by the Bidder shall be all inclusive for provisions of all incidental expenses necessary for proper execution and completion of work in full in accordance with the Terms & Conditions of the Bid Documents.



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**Annexure-A**

**Existing Minimum Charges for Housekeeping services at Hyderabad**

<b>Area of Operations</b>	<b>BGL -HO</b>	<b>Shamirpet</b>	<b>Saroornagar</b>	<b>APSRTC DEPOT,HYD (Medchal, Hakimpet, Contonment)</b>
<b>Category</b>	<b>UN- Skilled (04 no)</b>	<b>UN-Skilled (02 no's)</b>	<b>UN-Skilled (01 no's)</b>	<b>UN-Skilled (03 no's)</b>
Wage (26 days)	9048.00	9048.00	9048.00	9048.00
EPF (13.61%)	1231.43	1231.43	1231.43	1231.43
ESI (4.75%)	429.78	429.78	429.78	429.78
Bonus (8.33%)	291.55	291.55	291.55	291.55
<b>Total</b>	<b>11000.76</b>	<b>11000.76</b>	<b>11000.76</b>	<b>11000.76</b>



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**SECTION-9**  
**SCHEDULE OF RATES**



Bhagyanagar Gas Ltd.

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**SCHEDULE OF RATES:**

Area of operations	BGL -HO	Shamirpet	Saroornagar	APSRTC Depot,Hyd (Medchal, Hakimpet, Contonment)
Category	Un-Skilled (04 no) I	UN-Skilled (02 no's) II	UN-Skilled (01 no's) III	UN-Skilled (03 no's) IV
Wage (26 days)	9048.00	9048.00	9048.00	9048.00
EPF (13.61%)	1231.43	1231.43	1231.43	1231.43
ESI (4.75%)	429.78	429.78	429.78	429.78
Bonus (8.33%)	291.55	291.55	291.55	291.55
<b>Total in Rs.: (A)</b>	11000.76	11000.76	11000.76	11000.76
<b>Contractor Service Charge @ %: (B)</b>				
Service Tax @ % on A+B: (C)				
Total: (D) = (A+B+C)				
No of Persons required	4	2	1	3
Proposed Man months: (E)	96	48	24	72
<b>Total Amount: (F) = (E x D)</b>				

**Total cost to company for Housekeeping Services for a period of Two years is: F(I) + F(II) + F(III) + F(IV) = Rs. \_\_\_\_\_.**

**Grand Total in words: Rupees \_\_\_\_\_.**

- Note:** i) Rates of Minimum Wages applicable to be followed as per ALC (Central) notification from time to time.  
 ii) Order shall be placed on the bidder who quotes overall lowest cost to the company.

Signature & Seal of the Bidder