

**Bharat Heavy Electricals Ltd**

Electronics Division

Mysore Road, Bangalore – 560 026

# Tender Document for the work of

## JOB CONTRACT FOR FIRE FIGHTING SERVICES INSIDE THE FACTORY PREMISES

Technical bid Opening Date: 06-12-2013

This Tender Document Contains

Part – I      Technical cum commercial bid & General Conditions of contract

Part – II      Price Bid ...02..... Pages

Total Pages of Tender Document = 98 Pages

Note: Part – I: To be submitted along with DDs for Tender  
document cost & EMD in separate sealed cover

Part – II: To be submitted in a separate sealed cover

.And Part-I & Part-II sealed covers should be put in outer envelope and super scg the  
Name of work and Name & Address of the tenderer.

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CONTRACTOR

EMPLOYER

BHARAT HEAVY ELECTRICALS LIMITED, ELECTRONICS DIVISIONMYSORE ROAD, BANGALORE-560026

DEPT : FACTORY SERVICES/CIVIL

TENDER ENQ. NO.BHE/315/13/2658/06

DATE: 14-11-2013

**PART-I****TECHNICAL-CUM-COMMERCIAL BID**

(To be furnished by the Bidders)

01. NAME OF THE WORK : JOB CONTRACT FOR FIRE FIGHTING SERVICES  
INSIDE THE FACTORY PREMISES
02. APPROXIMATE ESTT.COST RS. : Rs.16.80 lakhs
03. STIPULATION PERIOD : 12 Months
04. NAME OF THE CONTRACTOR : .....
05. ADDRESS : .....  
(A) OFFICE : .....  
E-mail : .....  
TEL.PH NO : .....  
(B) RESIDENCE : .....  
TEL.PH NO : .....
06. QUALIFICATION : .....
07. STAFF STRENGTH : .....  
(A) TECHNICAL : .....  
(B) GENERAL : .....
08. PLANT/EQUIPMENTS : .....NA.....
09. If the Tender document downloaded from website, DD for Rs.1000/- in favour of BHEL-EDN should be  
Enclosed alongwith Technical Bid
10. a) SCOPE OF WORK : UNDERSTOOD/ NOT UNDERSTOOD  
(as per schedule of items)  
b) ACCEPT TO EXECUTE IN TOTAL : YES/ NO

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11. EMD PARTICULARS :  
 (A) CASH :  
 (B) DEMAND DRAFT :
12. ACCEPTANCE :  
 (A) DRAWINGS : NA  
 (B) DESIGNS : NA
13. BHEL'S PAYMENT TERMS : ACCEPTABLE / NOT ACCEPTABLE
14. Whether agreeable to make necessary : YES/NO  
 Statutory payments as per BHEL EDN terms
15. Constitution of Firm : Individual / Sole Proprietorship Concern /  
 Partnership Firm / Public Ltd. Company/  
 Private Ltd. Company
16. Electronic Funds Transfer (EFT) form enclosed : Please fill up the form

#### ESSENTIAL CRITERIAS:

1. Experience of having successfully completed similar works during last 7 years from the date of tender notice should be either of the following :
  - a) Three similar completed works each costing not less than an amount equal to 40% of estimated value mentioned against each work in the tender notice
  - OR
  - a) Two similar completed works each costing not less than an amount equal to 50% estimated value mentioned against each work in the tender notice.
  - OR
  - b) One similar completed works each costing not less than an amount equal to 80% estimated value mentioned against each work in the tender notice.
2. Latest Bankers Solvency Certificate from Nationalized/ Scheduled Bank issued not earlier than 12 months from the final date of Tender submission for value not less than 10% of the estimated cost mentioned in the notice.
3. Average annual financial turn over during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be 30% to the estimated cost as mentioned against each work in this notice.

Note: Offers of the Tenderers not meeting the above requirements are liable to be rejected.

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**Documents required to be submitted**

- 1) Copy of PAN/GIR No. Registration Certificate issued by Income Tax Authority
- 2) Certificate of TIN Number
- 3) Service Tax Registration Certificate
- 4) Registration Certificate with ESI/PF Authority
- 5) Income Tax Returns for last Three years
- 6) Bank Statement for last Six months
- 7) Overdraft facilities available with the agencies
- 8) Balance Sheet and Profit & Loss Account for the last Five years
- 9) Annual Turnover for the last Five years duly certified by auditor
- 10) Details of works carried out during the last 7 years in any Government/ Public Sector Unit/Large Private Organizations with Certificate
- 11) Work on hand (Required for bid capacity also)
- 12) Registration with BHEL/KPWD/CPWD/other organization if any

**Special Conditions :**

- i) Successful Bidder should have their business office/Branch office at Bangalore with adequate Administrative/Technical staff.
- ii) Bidders should require to study the prevailing labour wages/statutory requirements, other relevant requirement before quote and submit the competitive price.
- iii) The bidders should furnish “ Site Inspection Certificate” in Annexure enclosed herewith.

**Bharat Heavy Electricals Limited**  
**ELECTRONICS DIVISION**  
**MYSORE ROAD, BANGALORE - 560 026.**

FS / CIVIL ENGG. DEPT

**NOTICE INVITING TENDERS**

1. TENDER NUMBER : BHE/315/13/2658/06, DATE : 14-11-2013
2. NAME OF WORK : JOB CONTRACT FOR FIRE FIGHTING SERVICES INSIDE FACTORY PREMISES
3. COMPLETION TIME : 12 MONTHS
4. ESTIMATED COST : APPROX. Rs16.80 lakhs
5. EARNEST MONEY DEPOSIT : Rs.40,000.00
6. LAST DATE AND TIME FOR THE SUBMISSION OF DULY FILLED IN TENDER DOCUMENT : BEFORE 3.00 PM ON 06-12-2013
7. PLACE OF SUBMISSION OF TENDER DOCUMENT : AT THE RECEPTION  
TENDER BOX / FACTORY SERVICE  
BHEL / ELECTRONICS DIVISION  
MYSORE ROAD,  
BANGALORE - 560 026.
8. DATE AND TIME FOR TECHNICAL BID OPENING : AT 3.15 P.M ON 06-12-2013

NOTE: The Tenderer shall return the duly filled in Tender document after affixing signature on all pages.  
ISSUED TO CONTRACTOR:

**INSTRUCTION TO TENDERERS**

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1. Sealed tender for the above noted work of 'JOB CONTRACT FOR FIRE FIGHTING SERVICES INSIDE THE FACTORY PREMISES' are hereby invited from contractors experienced in works of similar kind and magnitude.
2. Tenders should be addressed to the AGM/FS-CIVIL ELECTRONICS DIVISION, BHARATH HEAVY ELECTRICALS LIMITED, MYSORE ROAD , BANGLORE-560026 in TWO separate sealed covers for technical cum commercial Bid" and Price Bid superscripted and put in an outer envelope, superscribing the name of work and Name and Address of the tenderer.  
The local Address of the contractors, the Name of the person to whom all the correspondence are to be addressed should be indicated, with telephone/ Mobile No. (both office and residence), E-mail ID & Fax Number.
3. All entries in the tender documents should be in one ink. Eraser and overwriting are not permitted. All cancellation and insertion should be duly signed by tenderer concerned with the proper indication of the name designation and address of the person signing and affixing his seal.
4. Tenderers shall fill in all the required particulars in the blank spaces provided for the purpose in the tender documents and also sign in each and every page of the tender document including the drawings attached thereto before submitting the tender document.
5. Unit rate should be quoted in figures as well as in words in Indian currency only i.e. Rupees and paise with reference to each item and for the items shown in the attached schedule. These rates shall be for the finished work at site. The rate shall include all taxes and duties payable on account of Octroi, Sales Tax, tax on work contract etc. etc. and also expenses towards PF and ESI contributions. Amount of each item and total on each sheet as also the grand total amount of the whole contract shall be filled by the tenderers.
6. In case the rate quoted in figures differs from those quoted in the words, the lower of the rates will be taken as the tendered rate and shall be binding on the tenderer. In case of arithmetical errors between rate and amount or any summation error, Rate (which shall be written in words) will be considered as the basis for computing the Total offered value.
7. The lowest price bid (L1) shall be arrived based on the total amount for all the activities under the "Schedule" i.e.Part 2.
8. In quoting rates, the tenderers are advised to take into account all factors including any fluctuations in market rates and DA increases. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract.
9. The rate to be quotes by the tenderer shall be firm and shall cover and deemed to include all statutory levies such as octroi, sales tax, excise duty, service tax etc., arising under various Acts; contributions towards ESI, PF, Bonus @8.33% etc. payable by the contractor for the workers he may deploy to carry out the job (under various enactments passed by Parliament or the by the State legislature and Rules framed thereunder). The rates shall further be deemed to include statutory levies arising from such Acts, Central or State, including those which may come into force, subsequent to submission of tenders. The tenderer shall note that no claim for enhanced rates, on the ground that existing statutory levies have been increased, or that new statutory levy have come

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into effect after tender, or on any other ground, will be entertained on any account after acceptance of the tender or during the currency of the contract.

10. A) The rate quoted in the tender shall remain fully valid for a period of “THREE MONTHS” from the date of opening the tender.
  - B) Tenderer shall not increase their quoted rates, once the tenderer has submitted his quotation and during contract period of one year, in case his tender is accepted.
  - C) Tenderers shall submit an up-to-date solvency certificate, from their Bankers (Scheduled Bank) & up-to-date Income Tax Clearance Certificate & Work Experience Certificate
  - D) The tenderer shall take notice that workmen engaged under this contract shall be provided with distinct Uniforms. He shall also provide them with Safety materials/gadgets for safe operation.
11. Before submission of Tender, the Tenderers are necessarily advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions, position of material and labour. Pre-bid meeting deliberating aspects involved in this job contract can be arranged on request, to ensure proper understanding by the Tenderers who wish to participate or the prospective Bidders who may seek necessary clarification on any matter related to this Tender from the concerned BHEL officials before submitting the Tender. They should be well versed with BHEL General Condition of Contract and Instructions to the Tenderers, drawings and specifications and all other documents which form part of the agreement to be entered consequent to award of work. The tenderer should specially note that it is tenderer's responsibility to provide any items, if not specifically mentioned in the specifications and drawings, but which is necessary to complete the work.
12. Details and quantities of each item of work shown in the Bill of Quantities attached hereto are only approximate. They are given as a guide for the purpose of tendering only and are liable for variation and alternation at the discretion of the competent authority without entitling the contractor to any compensation, provided the total value of the contract does not vary by more than 20% (Twenty per cent). The work under each item as executed shall be measurable and price at the corresponding rates shall be quoted by the Contractor in the bill of quantities attached hereto.

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### GENERAL INSTRUCTIONS

1. The scope of work and details are enclosed.
2. The Contractor has to indicate his rates both in words & figures in the schedule attached; in case of discrepancy, the lower of the two will be reckoned & binding.

### 3. **Earnest Money Deposit(EMD)**

**3.1 Earnest Money Deposit Receipt should be enclosed alongwith technical bid.** This EMD (Earnest Money Deposit) shall be either paid in cash (if so permissible under Income Tax Act) or in the form of pay order/ demand draft from any scheduled bank drawn in favour of Bharat Heavy Electrical Ltd., Electronics Division, Mysore Road, Bangalore-560026 and DD for EMD should be enclosed alongwith Technical bid.

When the work is awarded to lowest tenderer this will be adjusted against the Security Deposit(SD) payable by the contractor.

3.2.EMD given by the Tenderer will be forfeited as per Tender Documents if

- i) After opening the Tender, the Tenderer revokes his Tender within the validity period or increases his earlier quoted rates.
- ii) The Tenderer does not commence the work within the period as per LOI /Contract. In case the LOI/ Contract is silent regarding such period, then within 15 days after award of contract.
- iii) EMD given by all unsuccessful Tenderers shall be refunded normally within fifteen days of acceptance of award of contract.

3.1 EMD shall not carry any interest.

### 4. **Security Deposit(SD):**

- 4.i The successful tenderer shall deposit a Security Deposit at the following rates :
  - a) Up to Rs. 10 lakhs : 10%
  - b) Above Rs. 10lakhs upto to Rs.50 lakhs : Rs.1 lakh + 7.5% of the amount exceeding Rs.10 lakhs
  - c) Above Rs.50 lakhs : Rs.4 lakhs + 5% of the amount exceeding Rs.50 lakhs

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The security deposit should be made collected before start of the work by the contractors.

4.ii Security Deposit may be furnished in any one of the following forms :

- a) Cash (as permissible under the income Tax Act).
- b) Pay order, demand draft in favour of BHEL.
- c) Local cheques of scheduled banks, subject to realization.
- d) Securities available from Post Offices such as National Saving Certificates, Kissan Vikas Patras etc.,(Certificate should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back)
- e) Bank Guarantee from scheduled Banks/Public financial Institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The Bank Guarantee format should have the approval of BHEL.
- f) Fixed Deposit Receipt issued by scheduled Banks/Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- g) Security Deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of the work and balance 50% may be recovered from the running bills.
- h) EMD of the successful tenderer shall be converted and adjusted against the Security Deposit.
- i) The Security Deposit shall not carry any interest.

NOTE: Accepting of Security Deposit against Sl.No. (iv) and (vi) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.

- j) Security Deposit shall not be refunded to the contractor except in accordance with terms of contract.

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5. The management of BHEL shall have the right to withhold payment of, or make recoveries from claims due to the contractor in respect of any loss or damage caused or occasioned in respect of the properties of BHEL under the terms and conditions of this arrangement or any payment necessitated due to the infringement of any statutory obligations by the contractor.
6. The contractor shall not transfer or submit the work to any one without the prior written approval of BHEL. The contractor shall either by himself or through a competent agent approved by BHEL authorities, perform the said work.
7. The contractor or his authorized agent approved by BHEL shall be in attendance in BHEL premises during all working hours for supervising the work. For any negligence of the service employed by the contractor or for any loss or damage caused or occasioned by himself, his agents or workmen in respect of the property of BHEL, the contractor shall be personally responsible and shall make good the loss forthwith.
8. The rate quoted are firm for the entire period of contract and are inclusive of all taxes, duties, statutory levies whether Central or State and are not subject to any revision. No increase in rates or extra payment will be allowed on any account. Increase in costs due to levy of new statutory levies under the Central or State Act or enhancement of such existing levies, wages, Ex-gratia, PF etc. due to on statutory ground time to time subsequent to tendering, shall be met by contractor.
9. Whenever under the contract any sum of money shall become recoverable from or payable by the contractor, the same shall be paid by the contractor on demand or such amount may also be deductible from any sum due or from any sum which at any time thereafter becomes due to the contractor under this contract or under any other contract or from his security deposit, in respect of this work or in respect of any other work.
10. If the management of BHEL engages any other contractor or itself complete any part or whole of the work under this contract for any period due to failure of the contractor to engage adequate number of workers or to complete the work, the contractor shall reimburse BHEL, the extra cost involved on this account. The extra cost of engaging such contractor/ or workmen by BHEL will be computed taking relevant factors into consideration including wages for workmen at the rate as per Minimum Wages of BHEL, for recovery from the contractor.
11. All items of work done shall be entered in a register daily and signed and dated by both parties viz., persons authorized for and on behalf of BHEL and the contractor or his agent approved by the company each day on completion of work so that complete record is obtained of all work performed under this contract,.
12. If any controversy regarding performance of any item of work is there it has to be settled before signing on the register by parties on the same day. No objection will be entertained after the contractor/his supervisor has signed in the register.

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13. Without prejudice to any rights or remedies hereunder, if the contractor dies, becomes insolvent or is wound up, BHEL shall have the right to terminate this contract without any liability whatsoever.

14. Contractor shall deploy the required nos. of workmen for execution of the work awarded to him considering the detailed scope of work given hereunder and he or his authorized representative will be solely entitled to instruct such workers about the manner in which the awarded work is to be carried out as per the work instructions, prescribed specifications and as directed by and to the satisfaction of Engineer-in-charge. The contractor shall be fully responsible for the work awarded to him and fulfilling various legal and contractual obligations including those mentioned herein.

15. Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.

16. Contractor shall maintain appropriate records of his employees deployed to carry out the job. Contractor shall provide employment card/identity card with photograph duly verified and attested by the contractor to his employees deployed to execute the work. Contractor shall also indicate the name of the proprietary/partnership firm/company, place of work, contact number and duration of validity of the card etc. in such identity card.

17. Contractor will ensure that the job is executed through his employees on his rolls only and under no circumstances the contractor will deploy any casual employees to carry out the job. Further, the Contractor will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct/misbehavior by any employee, the contractor will replace such employee(s) immediately.

18. Contractor will keep watch on his employees and he will be liable for any pilferage /loss to BHEL due to Acts of omission and commission by his employees. Similarly for any liability to pay compensation to outsiders and his employees on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with contractor.

19. Contractor shall ensure that all precautions are taken for safety of his employees. The contractor shall be responsible for enforcing all safety regulations as applicable inside the factory, while undertaking the work tendered. The contractor shall be responsible for enforcing all safety regulations as applicable on his workmen and shall strictly ensure wearing of safety equipment by them inside the factory. Notwithstanding that BHEL may provide hand gloves & consumables, material handling equipment etc. wherever required, the contractor shall be responsible for their wearing of the safety equipment's/gadgets.

20. The contractor has to provide his workmen uniform distinct different from BHEL employees. The uniform should have logo of the contractors firm/company. The uniform shall be always ensured to be in neat, tidy and wearable condition.

21. In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees and his equipment's, if any from the establishment of BHEL. Contractor shall take necessary insurance policy for his workmen to cover workmen's compensation and accidental cover as may be applicable.

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22. BHEL will provide materials for repairs wherever applicable and agreeable. However, it will be the responsibility of the contractor to ensure that materials to be available for repairs.

23. The contractor shall ensure payment of prescribed minimum wages of BHEL as may be notified and applicable from time to time which shall be obtained by him from the concerned officials of BHEL or statutory minimum wages, whichever is higher. The contractor shall disburse the wages to his labourers on or before 7<sup>th</sup> of every month, and in case if it falls on Sunday/Holiday, payment shall be made on previous day. Such wage payments to his labourers shall be made in the presence of BHEL Engineer-in-charge being BHEL representative and his signature shall be obtained in the Wage Register.

24. For illustrative purposes, the trends of changes of Basic + VDA as per the minimum wages of BHEL at an interval of six months for the last 1 year are given below:

#### WAGES PER DAY

Category	01/04/2012 to 30/09/2012	01/10/2012 to 31/03/2013	01/04/2013 to 30/09/2013	01/10/2013 to 31/03/2014
SKW	Rs.308.69	Rs.309.12	Rs.329.49	Rs.340.12
HSW	Rs.327.28	Rs.327.71	Rs.348.08	Rs.358.71

25. The minimum wages of BHEL (Basic + VDA) may get revised at an interval of six months as and when any DA revision is effected on Central Minimum Wages through Government notifications. Therefore, the contractor may please quote their rates taking into account any future changes in such wage rates anticipating the DA increase during the contract period. Any such increase should be paid over & above the rates of wages shown above under SKW & HSW - Rs.340.12 & Rs. 358.71 respectively.

26. The contractor shall also pay Travelling Allowance @ Rs.30/- per day, Attendance Bonus @ Rs.10/ per day, washing allowance @ Rs.75/- and adhoc allowance Rs.400/- per month to his workers. The quoted rate shall be inclusive of all the above allowances.

Further if any benefits are to be given to Contractor's worker as per BHEL instructions, the same will be on reimbursement basis and will be communicated separately.

27. The rates of wages should be quoted inclusive of ESI & PF. Exact amount of wages remitted to ESI & PF authorities in respect of workmen engaged for the above and the details of amounts remitted towards their PF & ESI for each month shall be submitted to BHEL.

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28. The contractor shall comply with all statutes including but not limited to the provisions of the Factories Act 1948, Child Labour Prohibition Act 1986, Employer's Liability Act, 1938, Industrial Disputes Act 1947, Minimum Wages Act 1948, Payment of Wages Act 1936, Employee's Compensation Act 1923, EPF & MP Act 1952, Payment of Gratuity Act 1972, ESI Act 1948, the Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act 1961, Maternity Benefit Act 1961, Service Tax Rules & other Acts -Central or State and Rules, Regulations and Notifications by the concerned authorities thereto and amendments made thereunder from time to time along with other statutory obligations and relevant labour laws that may be applicable to him in relation to employment of his employees.

29. Contractor shall provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act 1952 to the RPFC upon receiving the order confirming contract on him. Contractor should ensure that the employees allowed entering BHEL premises shall be covered under independent code numbers/exemptions under EPF & MP Act 1952 and ESI Act 1948. Contractor shall also maintain proper records of PF, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall produce proof of deductions as well as remittances.

30. Upon award of work, Contractor shall ensure payment of ESI contribution under ESI Act 1948 and provide ESI membership No. card of each employee.

31. Payment of bonus under the payment of Bonus Act, payment of gratuity under the Gratuity Act, and retrenchment compensation under ID Act will be the sole responsibility of the contractor. Alike, Contractor also shall be solely responsible for non-payment/delayed payment of wages/DA, contributions under EPF & MP Act, ESI Act etc.

32. Over and above the daily wages rate, the contractor shall make payment to his employees deployed under this contract towards leave with wages also.

33. Contractor shall observe provisions of Factories Act 1948 in respect of working hours, holidays, rest intervals, leave and overtime to his employees who may be deployed in BHEL premises. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission from BHEL.

34. Contractor shall furnish proper Returns to the concerned statutory authorities and provide a copy of the same to BHEL.

35. Contractor shall issue wage slips to his employees. In case, the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities & a claim is made against BHEL for whatsoever reason, the security deposit/other dues/running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.

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36. Contractor shall indemnify BHEL against all claims and losses if it suffers under various labour laws, statutes or any civil or criminal law in connection with employees deployed by him.

37. The contractor shall furnish to the Engineer-in-charge at the intervals specified by him, distribution returns showing the number and description, by trades of the work, people employed on the works. The contractor shall also submit to the Engineer-in-charge a true statement on the 4th and 19th of every month in respect of the second half of the preceding month and the first half the current month respectively showing particulars regarding:

- i. The accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and
- ii. The number of female workers who have been allowed maternity benefits as provided in the maternity benefits as provided in the Maternity Benefit Act, 1961 or Rules made there under and the amount paid to them.

38 The liability for any compensation on account of injury sustained by an Employee of the contractor will be exclusively that of the contractor, as BHEL is not the employer for him.

39. The Engineer-in-charge shall, on a report having been made by the inspecting Officer as defined in the Contractor's Labour Regulations, have the power to deduct from the moneys due to the contractor, any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the contract or for non-observance of the said Contract Labour Regulations.

40. The Contractor shall be liable to pay all and any sum or sums that may become payable as contribution, compensation, penalty, fine or otherwise, under the provisions of law wherever applicable to or on behalf of any workmen employed by the contractor as may be demanded by any authority empowered under any of the above relevant Act. Any cost incurred by the Management of BHEL in connection with any claim or proceedings under the said Acts or in respect of loss, injury or improper performance of this contract by the contractor, his workmen, servant and any money which may become payable to the management of BHEL as aforesaid shall be deemed to be deducted by the management of BHEL from any money due or accruing to the contractor by the management of BHEL or may be recovered by the management of BHEL from the contractor in the other manner.

41. The contractor shall apply & obtain license under the Contract Labour (R&A) Act 1970 and comply with the relevant provision of this Act, in respect of the labour employed by him for executing this contract. The contractor shall furnish necessary returns to the authority through the Principal Employer.

42. All the Contractors will have to produce documentary evidence of being a Income Tax Assessee. Income Tax Permanent Account No.(IT PAN No.) and Tax Deduction Account No.(TAN) or Income Tax Clearance Certificate (ITCC) shall be produced. STATUTORY DEDUCTION towards INCOME TAX will be made as per Rules. Income Tax will be deducted in every monthly bills payable to contractor.

43. As regards Employees State Insurance Act, the contractor shall submit Photostat copies of the challans of remittance of the contributions (both the employees contributions and his own contribution thereon) to the ESI Corporation in respect of the employees engaged in BHEL by him for this work for the relevant period before any payment is released by BHEL.

44. BHEL General Conditions of Contract shall fully apply to this work except to the extent modified in these conditions. The contractor shall scrutinize the GCC available in BHEL- EDN and acquaint himself with provisions thereof to the best of his satisfaction.

45. This arrangement under the contract will be deemed purely on temporary license basis & it shall be subject to the extension/renewal purely at the option & discretion of the management of BHEL.

46. The management of BHEL shall be at liberty to terminate the contract by issuing a month's notice to the contractor without assigning any reason what so ever. As regards unsatisfactory performance or non-compliance with any of the terms & conditions of the contract by the contractor, the management of the BHEL shall have the right to terminate the contract forthwith without notice & rearrange the balance work through other agencies at the risk & cost of the contractor and under such circumstances, the security deposit paid by the contractor shall stand forfeited.

47. The contractor shall take, at his own cost the necessary licenses in respect of this work. The expenses in completing the formalities in executing the agreement including execution on stamp paper will also be met by the contractor.

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**BHARAT HEAVY ELECTRICALS LIMITED**  
(ELECTRONICS DIVISION)  
MYSORE ROAD, BANGALORE-560 026

**GENERAL CONDITIONS OF CONTRACT**

It is hereby agreed by me / us that the BHEL General Conditions of Contract Including subsequent amendments / additions / deletions to clauses if any, and conditions pertaining the settlement of disputes by Arbitration form an integral part of the tender documents and that the tender submitted by me/ us is subject to the aforesaid BHEL General Conditions of Contract which has been read and accepted by me/us.

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### ANNEXURE 'C'

#### CLAUSE 20 OF GENERAL CONDITIONS OF CONTRACT LABOUR

The Contractor shall employ labour in sufficient numbers either directly or through sub-contractors to maintain the required date of progress and of quality to ensure workmanship of the degree specified in the contract and to the satisfaction of the Engineer-in-charge. The contractor shall not employ in connection with the works any person who has not completed his eighteen years of age.

The contractor shall furnish to the Engineer-in-charge at the intervals specified by him, A distribution return of the number and description by trades of the work people employed on the works. The Contractor shall also submit on the 4<sup>th</sup> and 19<sup>th</sup> or every month to the Engineer-in-charge a true statement showing in respect of the second half of the preceding month and the first half of the current month (I) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (ii) the number of female workers who have been allowed maternity benefits as provided in the maternity benefit Act, 1961 or Rules made there under and the amount paid to them.

The contractor shall pay to labour employed by him either directly or through sub-contractors wages not less than fair wages as defined in the contractors Labour Regulations. The Contractor shall in respect of labour employed by him either directly or through sub-Contractors comply with or causes to be complied with contractors labour Regulations in regard to all matters provided therein.

The Contractors shall comply with the provisions of the payment of wages Act, 1936, Minimum Wages Act, 1948, Workmen's Compensation Act 1923, Industrial Disputes Act, 1947, Maternity Benefit Act 1961 or any modifications there of or any other law relating thereto and rules made there under from time to time.

The Contractors shall be liable to pay his contribution and the employees' contribution of the State Insurance Scheme in respect of all labour employed by him for the execution of the contract, in accordance with the provision of "The Employees State Insurance Act, 1948", as amended from time to time. The Contractors shall apply to the ESI Authorities, get himself registered with them and obtain a code Number. He shall pay the remittances under his code Number only.

The Contractor shall be liable to pay his contribution and the Employees' contribution towards PF as per Provident Fund Rules and Regulations in respect of all labour employed by him for the execution of the contract. The contractor shall apply to the PF Authorities, get himself registered and obtain a code number from them. He shall pay the remittances towards PF under his code Number only. The Engineer-in – charge shall on a report having been made by an Inspecting Officer as defined in the Contractors Labour Regulations have the power to deduct from the moneys due to the Contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfilment of the conditions of the contract for the benefit of workers, non - payment of wages or of deductions made from

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him or their wages which are not justified by the terms of the contract of non-observance of the said contractor's Labour Regulations.

The Contractors shall indemnify the BHEL against any payment to be made under and for observance of the Regulation aforesaid without prejudice to his right to claim indemnity from his sub-contractor.

In the event of the contractor committing a default or breach of any of the provisions of the aforesaid contractors Labour Regulations, as amended from time to time or furnishing any information or submitting or filling any form/Register/Slip under the provisions of these Regulations which is materially incorrect then on the report of the Inspecting Officers as defined in the Contractors Labour Regulations, the contractor shall without prejudice to any other liability pay to the BHEL a sum not exceeding Rs.50/- as liquidated damages for every default breach or furnishing, making, submitting, filling materially incorrect statement as may be fixed by the Engineer-in-charge and in the event of the contractor's default continuing in this respect, the liquidated damages may be enhanced to Rs.50/-per day for each day of default subject to maximum percent of the estimated cost of works put to tender . The contractor shall defend the case by himself any action brought in by such Government Agencies for non-compliance of any Labour Regulations and / or reimburse the expense incurred by BHEL in this regard The Engineer – in-charge shall deduct such amount from bills or security deposit of the contractor and credit the same to the welfare fund constituted under Regulations. The decisions of the Engineer-in-charge in this respect shall be final and binding.

MODEL RULES FOR LABOUR WELFARE. The Contractor shall at his own expense comply with or cause to be complied with model Rules for Labour Welfare as appended to these conditions or rules framed by Government from time to time for the protection of health and for making sanitary arrangements for workers employed directly or indirectly on the works, In case the Contractors fails to make arrangements as aforesaid the engineer-in-charge shall be entitled do so and recover the cost thereof from the contractor.

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## **SAFETY CODE**

### **RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF SAFETY OF MEN, EQUIPMENT, MATERIAL AND ENVIRONMENT**

1. Before commencing the work, contractor submits a “SAFETY PLAN” to the authorised BHEL Official. The ‘SAFETY PLAN’ shall indicate in detail the measure that would be taken by the contractor to ensure safety of men, equipment, material and environment during execution of the work. The plan shall take care to satisfy all requirements specified hereunder. The contractor shall submit Safety Plan along with his offer. During negotiations before placing of work order and during execution of the contract BHEL shall have right to review and suggest modification in the Safety Plan. Contractor shall abide by BHEL decision in this respect.

2. The contractor shall take all necessary safety precautions and arrange for appropriate appliances as per direction of BHEL or its authorised officials to prevent loss of human lives, injuries to personnel engaged, and damage to property and environment.

3. The contractor shall provide to its work force and ensure the use of the following personal protective equipment as found necessary and as directed by the authorised BHEL officials: -

- (i) Safety Helmets conforming to IS-2925: 1984.
- (ii) Safety Belts conforming to IS-3521: 1983.
- (iii) Safety Shoes conforming to IS-1989: 1978.
- (iv) Eye and Face protection devices conforming to IS – 8520: 1977  
and IS-8940: 1978.
- (iv) Hand and body protection devices conforming to:
  - IS-2573: 1975
  - IS-6994: 1973
  - IS-8807: 1978
  - IS-8519: 1977

All tools, tackles, lifting appliances, material handling equipment scaffolds, cradles, safety nets, ladders, equipment's etc. used by the contractor shall be of safe design and construction. These shall be tested and certificate of fitness obtained before putting them to use and from time to time as instructed by authorised BHEL official who shall have the right to ban the use of any item.

All electrical equipment's, connections and wiring for constructions power, its distribution and use shall conform to the requirement of the Indian Electricity Act and Rules. Only electricians licensed by the appropriate statutory authority shall be employed by the contractor to carry out all types of electrical works. All electrical appliances including portable electric tools used by the contractor shall have safe plugging system to source of power and be appropriately earthed. The contractor

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shall not use any hand lamp energized by electric power with supply voltage of more than 24 volts. For work in confined space lighting shall be arranged with power sources of not more than 24 volts.

The Contractor shall adopt all fire safety measures as laid down in the “Code for fire Safety at Construction Sites” issued by the Safety Department of the Construction Management (HQ) of BHEL and as per directions of the authorised BHEL official. A copy of the above referred “Code of Fire Safety at the Construction Sites” shall be made available by BHEL to the contractor for reference, on demand by the contractor, during tendering stage itself.

Where it becomes necessary to provide and/or store petroleum Products, explosives, chemicals and liquid or gaseous fuel or any other substance that may cause fire or explosion, the contractor shall be responsible for carrying out such provisions and/or storage in accordance with the rules and regulations laid down in the relevant government acts, such as Petroleum Act, Explosives Act, Petroleum and Carbides of Calcium Manual of the Chief Controller of Explosives, Govt. of India. etc., Prior approval to the authorised BHEL official at the site shall also be taken by the contractor in all such matters.

The contractor shall arrange at his cost (wherever not specified) appropriate illumination at all work spots for safe working when natural daylight may not be adequate for clear visibility.

The contractor shall be held responsible for any violation of statutory regulations local, state or central and BHEL instructions, that may endanger safety of men, equipment, material and environment in his scope of work or another contractor’s or agency’s. Cost of damages if any, to life and property arising out of such violation of statutory regulations and BHEL instructions shall be borne by the contractor.

In case of a fatal or disabling injury accident to any person at construction sites due to the lapses by the contractor, the victim and/or his/her dependents shall be compensated by the contractor as per statutory requirements. However, if considered necessary, BHEL shall have the right to impose appropriate financial penalty on the contractor and recover the same from payments due to the contractor for suitably compensating the victim and/or his/her dependents. Before imposing any such penalty, appropriate enquiry shall be held by BHEL giving opportunity to the contractor to present his case.

In case of any damage to property by the contractor, BHEL shall have the right to recover cost of such damages from payments from payments due to the contractor after holding an appropriate enquiry.

In case of any delay in the completion of a job due to mishaps attributable to lapses buy the contractor, BHEL shall have to recover cost of such delay from payments due to the contractor, after notifying suitably and giving him opportunity to present his case.

If the contractor fails to improve the standards of safety in its operation to the satisfaction of BHEL after being given a reasonable opportunity to do so; and/or if the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions regarding safety issued by the authorised BHEL official, BHEL shall have the

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right to take corrective steps at the risk and cost of the contractor after giving a notice of not less than seven days indicating the steps that would be taken by BHEL.

The contractor shall submit report of all accidents, fires and property damage, dangerous occurrence to the authorised BHEL official immediately after such occurrence, but in any case not later than twelve hours of the occurrence. Such reports shall be furnished in the manner prescribed by BHEL. In addition, the contractor to the authorised BHEL official shall also submit periodic reports on safety from time to time as prescribed.

Before commencing the work, the contractor shall appoint/nominate a responsible officer to supervise implementation of all safety measures and liaison with his counterpart of BHEL. If safety record of the contractor in execution of the awarded job is to the satisfaction of Safety Department of BHEL, issue of an appropriate certificate to recognize the safety performance of the contractor may be considered by BHEL after completion the job.

#### Additional Conditions

1. The Contractor has to maintain day to day records/log books as per various regulations as directed by the Engineer-in-charge.
2. The Contractor shall carry out all associated works assigned by the Engineer-in-Charge from time to time.
3. The Contractor has to issue ESI card to all Contract labourers engaged by them for this work, immediately on getting Work Order.
4. Failure to employ adequate no. of persons resulting in the suffering of work will be considered as breach of the terms and conditions under this agreement & will entail termination of the contract forthwith and rearrangement of the work through other agencies, at the risk and cost of contractor.
5. The contractor should carry out the work as per the directions and instructions given by the management of BHEL from time to time in writing and failure to do so shall amount to termination forthwith.
6. The persons employed by the Contractor, shall be free from all types of diseases.
7. The contractor shall use consumable materials, if any, supplied by BHEL.
9. The contractor shall use necessary quantity of materials required for the work from time to time as directed by the Engineer-in-charge.
10. The workmen of the contractor shall wear the specified uniforms and suitable badges have to be provided by the contractor. The company is not responsible for any loss or damage to the contractor equipment used for the contracted work.
11. As and when unforeseen or miscellaneous work arises, the contractor will have to carry such works with their existing workmen.

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12. Minimum staff will have to be deployed in various shifts as directed by Engineer-in-charge.
13. Contractor is also required to pay Minimum Ex-gratia @ 8.33% to the labourers engaged for this work as per rules.
14. The contractor is also required to make monthly payment to the labourers on 7<sup>th</sup> of every month engaged by them on their own without linking the receipt of payment from BHEL. If 7<sup>th</sup> falls on Sunday/Holiday, then payment has to be made on previous day.
15. National & festival holidays (i.e. 12 days per year) are paid holidays & Earned leave of 15 days per year for all employees engaged for this contract shall be paid as per Factories Act /Minimum Wages Act.
16. The contractor has to provide entry passes with photo for all the contractor's labourers/supervisory staff working in the factory. The same will be sealed and issued by the security dept. of BHEL.
17. Contractor will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct/misbehavior by any employee, the contractor will replace such employee(s) immediately.
18. Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. If any employees deployed under the contract is found not compliant of these conditions, shall be removed from BHEL premises immediately and suitable substitute shall be made available by the Contractor. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.
19. Contractor will ensure that the job is executed through his employees on his rolls only and under no circumstances the contractor will deploy any casual employees to carry out the job nor shall sub contract the job without prior written permission from BHEL.

### STATUTORY COST FIXED CHARGES

- 1.Wages
- 2.Attendance Bonus @ Rs.10/-per day
- 3.Travelling Allowance @ Rs.30/- per day
- 4.Washing Allowance @ Rs.75/- per month
- 5.Adhoc Allowance @Rs.400/- per month
- 6.Add PF @ 12%
- 7.Add ESI @ 4.75%
- 8.Add Ex-Gratia @ 8.33%
- 9.P.F.Admn.Charges @ 1.61%

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10.Add Contractors Service Tax @ 12.36%

11.Wages for EL 15 days per labour per annum

Uniform and safety material to be issued by the Contractor for his labourers engaged

Sl. No.	Description of item	
1	Supply & stitching of Uniform Terricot (2 Pants + 2 Shirts for each worker)	Two Pairs for each
2	Shoes, Warrior from Liberty with Two pairs of Socks	One Pair for each
3	Gum Boots Full acid/alkali Proof non-glazed with Lining	One Pair for each
4	Hand Gloves PVC Acid/Alkali proof Heavy duty cotton lining inside 16"	Two Pairs for each
5	Hand Gloves – Cotton Khaki Dull 16" Dazzle stitch Universal	Three pairs for each
6	Respiratory Mask	2 NOS for each
7	Safety spectacles Goggles With '0' power toughened glass, movable side shield	1 NO for each
8	Cotton overcoat Polyester earl steel grey length 45" shoulder 22" and Sleeve 22"	1 NO for each
9	Lifebuoy soap	1 No. to each labour every month for 12 months
10	Belt, Cap, Side Lener, Polish etc.	1 No. to each

Note: The brand and specification should be approved by the Engineer-in-charge.

APPROXIMATE MANPOWER REQUIREMENT:

SUPERVISER ; HIGH SKILLED WORKER	1
TECHNICIAN ; SKILLED WORKER	7
ON ROLL	8
SUBSTITUTE	1
<b>TOTAL</b>	<b>9</b>

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### Contractor's Obligations

Contractor shall deploy the required nos. of workmen for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner in which the awarded work is to be carried out as per the prescribed specifications and as directed by Engineer-in-charge. The contractor shall be fully responsible for the work awarded to him and fulfill following obligations.

- 1.1 Contractor shall depute his workmen as per the details given in scope of work. The work shall be executed as per work instructions and to the satisfaction of Engineer-in-charge.
- 1.2 Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.
- 1.3 Contractor shall maintain appropriate records of his employees deployed to carry out the job.
- 1.4 Contractor shall provide employment card/identity card with photograph duly verified and attested by the contractor to his employees deployed to execute the work. Contractor shall also indicate the name of the proprietary/partnership firm/company, place of work, contact number and duration of validity of the card etc. in such identity card.
- 1.5 Contractor will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct/misbehavior by any employee, the contractor will replace such employee(s) immediately.
- 1.6 Contractor shall ensure that all precautions are taken for safety of his employees. The contractor shall be responsible for enforcing all safety regulations as applicable inside the factory, while undertaking the work tendered. The contractor shall be responsible for enforcing all safety regulations as applicable on his workmen and shall strictly ensure wearing of safety equipment by them inside the factory. Notwithstanding that BHEL may provide hand gloves & consumables, material handling equipment etc. wherever required, the contractor shall be responsible for their wearing of the safety equipment's/gadgets.
- 1.7 The contractor has to provide his workmen uniform distinct different from BHEL employees. The uniform should have logo of the contractors firm/company. The uniform shall be always ensured to be in neat, tidy and wearable condition. In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees and his equipment's, if any from the establishment of BHEL.
- 1.8 BHEL will provide materials for repairs wherever applicable and agreeable. However, it will be the responsibility of the contractor to ensure that materials to be available for repairs.



GENERAL TERMS & CONDITIONS :

Engineer-in-charge shall give overall instructions to the contractor or his authorised representative for the jobs to be carried out. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or on employer-employee relationship. Supervision of work shall be done by the contractor/his authorized Supervisor exclusive for this work only.

- 1.10 The contractor shall maintain regular contact with the designated Engineer-in-charge of BHEL and will interact on matters relating to the work awarded under this contract.
- 1.11 In case the contractor does not carry out the contractual/statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days' time failing which, BHEL reserves the right to terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.
- 1.12 The decision of BHEL regarding interpretation of any terms and conditions set forth in this agreement shall be final and binding on the contractor.
- 1.13 The contractor shall commence the work immediately on receipt of the order and the contract shall remain valid for a period of THREE MONTHS from the date of commencement of Job contract. The parties reserve the right to extend the contract on mutually agreed terms and conditions.
- 1.14 Penalty at the rate of 0.5% per week will be levied, up to a maximum of 10% of the unexecuted portion of contract value; for the delay in execution of work.

CLAUSE 58 OF GENERAL CONDITIONS OF CONTRACT

ARBITRATION:

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works,

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or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Executive Director/General Manager of BHEL and if the Executive Director/General Manager is unable or unwilling to act to the sole Arbitration of some other person appointed by the Executive Director / General manager willing to act as such Arbitrator. There will be no objection if the arbitrator so appointed is an employee of BHEL or an employee of any other unit of BHEL and that he had to deal with the matters to which the contract relates and that in the course of its duties as such he had expressed views on all or any of the matters in dispute or difference. The Arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, such Executive Director / General Manager as aforesaid at the time of such transfer vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by such Executive Director/General Manager or an employee appointed as arbitrator as aforesaid should act as arbitrator and the arbitrator shall give reasons for the award.

Subject as aforesaid the provision of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is a term of a contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrator(s) may from time to time with consent of the parties extend the time, for making the publishing the award. The work under the contract shall, if reasonably possible, continue during the arbitration proceeding and no payment due or payable to the contractor shall be withheld on account of such proceedings. The arbitrator shall be deemed to have entered on the reference on the date he issued notice to both the parties fixing the date of the hearing. The arbitrator shall give a separate speaking award in respect of each dispute or difference referred to him.

The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

### **HEALTH, SAFETY & ENVIRONMENTAL POLICY**

The Management is committed to be an environmentally sound company in its activities, products, services and to provide safe and healthy working environment covering its employees, products & services as an integral part of business performance through :

- Compliance with applicable Legislation and Regulation
- Setting objectives and targets to eliminate/control/minimise environmental pollution, risks due to Occupational Health and Safety Hazards.
- Promotion of activities for conservation of resources by environmental management with focus on oil, electrical energy and chemicals.
- Enhancement of Environmental, Safety and Occupational Health awareness amongst employees, customers, suppliers, contractors by proactive communication.
- Regular evaluation and pro-active measures for prevention & control of environmental pollution/accidents/occupational diseases.

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- Appropriate training of employees and interested parties on Health, Safety & Environmental (HSE) aspects.
- Formulation and maintenance of HSE Management Programs for continual improvement.
- Periodic review & audit of HSE Management System to ensure its continuing suitability, adequacy and effectiveness.
- Communication of HSE Policy to all employees and interested parties.
- Co-operation with concerned agencies/regulatory bodies engaged in HSE activities.

Date:

### **SITE INSPECTION CERTIFICATE**

This is to Certify that, I / We.....  
 ..... had inspected the  
 proposed construction site thoroughly and understood the scope of works to be  
 carried out in line with construction drawings / designs / data / Bill of  
 quantities/schedule of items /specifications as brought out in the Tender as  
 desires by BHEL.

Agreeable to all Terms & Conditions of Contract and assure to complete the  
 work within the stipulation time frame.

Signature of the contractor

Name :  
 Seal

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## ELECTRONIC FUNDS TRANSFER (EFT) OR PAYLINK DIRECT CREDIT FORM

Please Fill Up the form in CAPITAL LETTERS only:

TYPE OF REQUEST (Tick one): CREATE \_\_\_\_\_ CHANGE: \_\_\_\_\_

BHEL Vendor/Supplier Code: \_\_\_\_\_

Company Name: \_\_\_\_\_

Permanent account Number(PAN): \_\_\_\_\_

Address: \_\_\_\_\_


City: \_\_\_\_\_

PINCODE

--

STATE

--

Contact Person(s) \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-Mail-Id: \_\_\_\_\_


1.Bank Name: \_\_\_\_\_

2.Bank Address: \_\_\_\_\_

3.Bank Telephone No: \_\_\_\_\_

4.Bank Account no: \_\_\_\_\_

5.Account Type: Saving/Cash Credit \_\_\_\_\_

6.9Digit Code Number of Bank and branch \_\_\_\_\_

Appearing on MICR cheque issued by Bank \_\_\_\_\_

7.Bank Swift Code (applicable for EFT only) \_\_\_\_\_

8.Bank IFSC Code(applicable for RTGS) \_\_\_\_\_

9.Bank IFSC Code (applicable for NEFT) \_\_\_\_\_


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I hereby certify that the particulars given above are true, correct and complete and that I, as a representative for the above named Company, hereby authorize BHEL,EDN, Bangalore to electronically deposit payments to the designated bank account. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL/Transferring Bank responsible. This authority remains in full force until BHEL - EDN Bangalore receives written notification requesting a change or cancellation.

I have read the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under ECS/EFT.

Date:

Authorized Signatory:

Designation:

Company seal

Telephone No. with STD Code

### **BANK CERTIFICATE**

We certify that \_\_\_\_\_ has an Account No \_\_\_\_\_ with us and we confirm that the bank details given above are correct as per our records.

Date:

Place:

(.....)

Signature

---

Please return completed form alongwith a blank cancelled cheque or photocopy thereof to: Bharat Heavy Electricals Ltd., Electronics Division, Mysore Road, BANGALORE -560026

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ANNEXURE-I

## Special Terms and Conditions

1. For emergency contact, the details of contact persons of the Contractor such as their telephone numbers/mobile shall be furnished to Fire Brigade/Fire Officer.
2. Before starting Daily / Weekly /monthly maintenance/attending breakdown calls, your personnel should report to our Fire Officer/ Fire brigade staff and take concurrence from them.
3. Your supervisory staff should know the TAC Rules.
4. Your Supervisory staff and other staff should know the basic principles of theory of all types of fire and they should know how to put off the fire by using the appropriate fire extinguishers. In case of fire immediately they must attend the fire calls and extinguish the fire with the help of Fire Brigade staff and other fire volunteers/employees.
5. Your staff should be fully familiar with the BHEL firefighting equipment for maintenance, using them during emergency and train others.
6. Your staff should wear uniform and shoes without fail.
7. **You shall arrange to provide minimum of 7 persons every day for 365 days. You have to maintain attendance and take the signature**

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## Scope and Responsibility

A Maintenance of the firefighting systems and installations in good condition and efficient working order at all times with the requirement specified in Fire Protection Manual of Tariff Advisory Committee. (TAC)

### DAILY CHECKS

1. Inspect the water flow in the hydrant line by opening the control valve which are planned for PMI
2. Clean pump house equipment including pipelines

#### Daily checking of Static Water tanks.

- Main Electrical pumps to be started.
- Any defects noticed on the above, it should be informed to Fire Officer and set right the same.
- Water level to be checked (visual inspection) in the static water tanks, If water level is less than standard marking in the water tank report to the BHEL Fire Officer.

#### Monthly checking

- Main diesel pump to be started automatically when pressure drops to 2.5 kg /sq.cm/ 35 PSI.
- Any defects noticed on the above, it should be informed to Fire Officer and set right the same.
- Audit to be carried out as per the check list and report to be submitted to Fire Officer.

Audit check points are as follows:-

- Sl. No. of the hydrant.
- Condition of the painting
- Glass condition
- Door, handle and key position
- Male cap with chain
- Lugs condition
- Control Valve
- Rubber washer condition
- 2 hoses condition (once in 6 months hose performance test to be conducted)
- Branch pipe
- Water flow

### Quarterly Checks

- In addition to the monthly checking points Diesel and Engine oil to be checked

### Half Yearly ( 6 Months Once)

- Painting of hydrant posts and boxes to be carried out as per the instructions of Fire Officer when required.
- Hydrant hoses to be washed with mild soap and water , dry hose by natural ventilation in the hoist, re-roll and keep them in the boxes.(record to be maintained)
- Examine couplings and avoid dropping couplings.

B Ensuring availability of “Round the Clock Firefighting Service”.

### Attending Fire Calls

In case of any fire call from office / shop / other locations immediately attend such fire calls and extinguish the fire by using the right type of fire extinguishers. To use the fire extinguishers necessary training classes to be attended.

### Lift Calls

In case of any Lift call from office / shop / other locations immediately attend Lift calls and open the lift door by using the manual operation key which is kept near the lifts. To use / know the operation of opening and closing of lift doors necessary training classes to be attended.

### Other Calls

In addition to those mentioned above, all emergency calls to be attended e.g. leakage of Gas, oil, air, water etc. and assist Fire Brigade personnel and also to attend other duties as may be assigned by the Inspector/ Fire Services, Fire Officer, Safety Officers connected to fire safety activity.

### Essential Requirement of personnel through the Contractor

1. Supervisor
  - Must be Diploma / Degree holder
  - Must go round the factory every day and check all the firefighting equipment, its position, cleanliness, due dates, leakage if any, plan for maintenance as per check list and schedule, record in the register, visit to critical fire prone machine areas, welding areas for immediately informing concerned regarding any lacunae.
  - Shall plan for rotation of staff, shift changes, weekly off, reliever arrangements
  - Shall submit a Daily report.
2. Technicians for Hydrant System & Maintenance of Fire Extinguishers
  - Must be SSLC/ ITI qualified
  - Must have- training at Fire Institutes / 1-2 years Industrial experience.
  - Shall have knowledge of Fire Hydrant system and extinguishers.

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- Must be ready to come to attend any emergency calls during holidays, Sundays, night time etc..
- Shall assist FES staff during firefighting by switching on pumps, holding branch pipes, open and close control valves etc.

## Man Power distribution

Sl No	Designation	Responsible for	Shift to be attended
01	Engineer / Supervisor	Over all responsible for the above activity	General shift 1 No
02	Technician for fire Hydrant system, Foam units, hose reels, pump house, Sluice Valves,  Technician for all type of portable fire extinguishers (CO2, DCP, FOAM, Water CO2, ABC	Responsible for complete maintenance of Fire hydrant systems, attend fire calls, false calls, lift calls, conduct visual check daily, cleaning of complete Pump house at main complex and including pumps, pipelines carryout PMI once in a month as per check list, the cylinders once in 3 months, prepare PMI report and submit.  Responsible for complete maintenance of extinguishers, attend fire calls, false calls, lift calls, conduct visual check daily, cleaning of complete FAS including cylinders, carryout PMI once in a month as per check list, Weigh the cylinders once in 3 months, prepare PMI report and submit.	I SHIFT ; 2 NOS II SHIFT ; 2 NOS III SHIFT ; 2 NOS

This work instruction applies to Supervisors and Technicians of contractor. It contains basic rules on maintenance and protecting the Firefighting equipment. - Fire detection.

SL.NO	FIRE EQUIPMENT	As on June 2012	Maintenance Schedule	Cleaning	HP Test
	Fire Extinguisher	Qty. – Nos.			
1	CO2 Type		Quarterly	Daily, allotted quantity	3 years
1.1	3 kgs	191 Nos			
1.2	4.5 kgs	100 Nos			
1.3	6.8 kgs	81 Nos			
1.4	22.5 kgs	3 Nos			
2	DCP Type		Quarterly	Daily	3 years
2.1	5 kg	89 Nos			
2.2.	10 kgs	48 Nos			
2.3	22.5 kgs	1			
2.4	50 kgs	3			
2.5	70 kgs	1			
3	FOAM Type		Half yearly	Daily	3 years
3.1	9 ltrs	73 Nos			
3.2	50 ltrs	4 Nos			
3.3	Foam monitors	2 Nos			

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4	Water CO <sub>2</sub> Type		Half yearly	Daily	3 years
4.1	9 ITS	153			
4.2	50 LTS	4			

SL.NO	FIRE EQUIPMENT	As on June 2012	Maintenance Schedule	Cleaning	HP Test
	Fire Extinguisher	Qty. – Nos.			
5	ABC				
	1 kGS	42			
	2 KGS	50			
	5 KGS	250			
6	Fire Hydrants	52	Monthly	Daily	
7	Hydrant Hoses	250	Half yearly	Daily	3 years
8	Branch Pipes	60	Half yearly		
9	Static water tanks	2 Nos.	Daily	2 years	

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SL.NO	FIRE EQUIPMENT	As on June 2012	Maintenance Schedule	Cleaning	HP Test
10	Foam Monitor	3		Monthly	
11	Water Monitor	6		Monthly	
12	Trolley Monitor	2		Monthly	
13	Fire Blankets	2	Monthly	Daily	
14	Fire Buckets	200	Half yearly	Daily	
15	Breathing apparatus	1	Monthly	Daily	5 years
16	Helmets	8 Nos	Monthly	Monthly	-

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## PLAN FOR MAINTENANCE EACH EQUIPMENT

Sl No	Type of Equipment	Total Quantity	Maintenance schedule	Daily maintenance
1	Fire Hydrant System -	100 Nos	Once in 3 months	
2	Fire Hydrant Hoses	250 Nos	Once in 3 months	
3	Discharge Nozzles	100 Nos	Once in 3 months	
4	Static water tanks	2 Nos	Daily visual check	Daily Visual check
5	Sluice Valves	19 Nos	3 months	
6	First Aid hose reels	5 Nos	Monthly	
7	Emergency Exits	20 Nos	Monthly	
8	Fire Blankets	2 Nos	Monthly	
9	Fire Buckets	200 Nos	Monthly	
10	CO2 Type fire extinguisher 4.5 kg	100 Nos	Once in 3 months	
11	22.5 kg	3 Nos.	Once in 3 months	
12	DCP Type fire extinguisher		Once in 3 months	
	5 kg capacity	89		
	10 kg capacity	46		
	22.5 kg capacity	1		
	50 kg capacity	3		
	70 kg capacity			
13	Foam type fire extinguishers		Once in 3 months	
	9 ltrs capacity	73		
	50 ltrs capacity	4		
14	Water CO2 Type	153 Nos	Once in 3 months	
15	Signage boards		Once in 3 months	
16	Breathing apparatus	1		

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**BHARAT HEAVY ELECTRICALS LIMITED**

**ELECTRONICS DIVISION**

**BANGALORE – 560026**

**GENERAL CONDITIONS OF CONTRACT  
FOR  
LUMP-SUM, ITEM-RATE AND PERCENTAGE  
CONTRACT**

CONTRACTOR

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## REVISED GENERAL CONDITIONS OF CONTRACT w.e. f. 1-4-1975

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## 1. DEFINITIONS

In these general conditions of contract, the following terms shall have the meaning hereby assigned to them except where the context otherwise requires:

- a) The “CONTRACT” means the documents forming the tender and acceptance thereof , together with all the document referred therein including general and Special Conditions of Contract, Schedules ‘A’, ‘B’, ‘C’, ‘D’, ‘E’ and/or General Summary attached to the form of tender, the Karnataka P.W.D. Schedule of Rates as amended up to 1979-80 the specifications and the Drawings. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The “TENDER DOCUMENTS” means the form of tender, the applicable schedules ‘A’, ‘B’, ‘C’, ‘D’, ‘E’ and/or General and Special conditions of contract and the specifications and / or drawings as given to contractors on payment for the purpose of preparing their tenders
- c) The ‘WORK’ means the work described in the tender documents, in individual work orders and/or accompanying drawings and specifications as may be issued from time to time to the Contractor by the Senior Engineer (Civil) deputy manager (projects) or the Engineer- in- charge within the powers conferred upon them, including all modified or additional works and obligations to be carried out either at the site or at any Factory workshop or other place as required for the performance of the contract.
- d) The “SITE” means the land and /or other places on, in, into or through which the work is to be executed under the contract or any adjacent land , path or street which may be allotted to or used for the purpose of carrying out the contract.
- e) The “CONTRACTOR” means the individual, firm or company, whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or company, or the successors of the firm or Company and the permitted assigns of such individual or the firm or company.



- f) The abbreviations DGM/P, Sr. M/P, S.E/C means Dy. General Manager /Projects, Senior Manager / Projects, and Senior Engineer / Civil respectively, who direct the contract and the letters E/C means Engineer / Civil in-charge of the particular work pertaining to the contract.
- g) The “Engineer – in – charge” means the Engineer / Civil deputed by Senior / Civil to supervise the work, or part of the work.
- h) “APPROVED” and “DIRECTED” means the approval or direction of the DGM/P. Sr. M/P, or S.E/C. or person deputed by them for the particular purpose.
- i) “BHARAT HEAVY ELECTRICALS LIMITED” hereinafter referred to as BHEL SHALL mean the board of directors, Resident Director, General Manager/ Project Administrator or other Administrative Officers, of the said company including the project officer, Sr. Manager / Projects, or Senior Engineer / Civil, Engineer/ Civil authorized to invite tenders and enter into the contracts for works on behalf of “Bharat Heavy Electrical Limited”, Unit: Electronics Division, Mysore Road, Bangalore – 26.
- j) In the case of lump sum contracts, CONTRACTOR’S PERCENTAGE” means the percentage offered by the contractor as addition to or deduction from the cost of buildings, or other works listed in schedule, ‘A’ to provide a lump sum quotation for performance of the contract inclusive of all extra costs, profit, establishment charges, carriage, insurance etc., complete.

In the case of percentage rate contracts, “Contractor’s percentage” shall, if the context so permits, mean the

uniform percentage tendered by the contractor and accepted by the Accepting Officer, and the expression

“CONTRACT RATE” shall likewise mean the rates in the K.P.W.D. schedule of rate as amended up to

1979 - 80 as adjusted by the said Contractor’s percentage, if any.

- k) The “CONTRACTOR SUM” means the sum accepted, or the sum calculated in accordance with the prices accepted in the tender and / or the contract rates as payable to the Contractor for the entire execution and full completion of the work.
- l) The “FINAL SUM” means the actual amount payable under the contract by BHEL, to the Contractor for the entire execution and full completion of the work.
- m) The “DATE OF COMPLETION” is the date or dates for completion of the whole or any part of the work as set out in or ascertained in accordance with the individual work orders or the tender documents, or any subsequent agreed amendment thereto.
- n) A “WEEK” means seven days without regard to the number of hours worked or not worked in any day in that week.
- o) A “DAY” means a day of 24 (Twenty four) hours irrespective of number of hours worked or not in that day A “WORKING DAY” means any day other than that prescribed by the Negotiable instruments ACT as being a holiday, consists of the number of hours of labour as commonly recognized by good employers in the trade in the District where the work is carried out or as laid down in the BHEL Regulation.
- p) “DEVIATION ORDER” means any an order given by the Senior Engineer/Civil or Engineer-in-charge to effect an alteration, addition or deduction, which does not radically affect the scope of nature of the contract.
- q) “EMERGENCY WORK” means any urgent measures which, in the opinion of the Engineer-in-charge, become necessary during the progress of the work to obviate any risk of accident or failure or which become necessary for security.
- r) “PROVISIONAL SUM” or “PROVISIONAL LUMPSUM” means a lump-sum include by the BHEL in the tender documents and represent the estimated value of work for which details are not available at the time of inviting the tender.
- s) “PROVISIONAL ITEMS” means items for which approximate quantities have been included in the tender documents.
- t) “DAY WORK” means on item of work requiring the employment of labour with or without materials as the case may be, which, in the opinion of the Senior Engineer /Civil-in-charge, is not capable of being evaluated by the accepted methods of measurement or assessment and is paid for on the basis of the actual labour and materials utilised on the particular item of work referred to.

## Chapter-II

### scope of contract

#### 2. HEADING TO THE CONTRACT

The heading to these conditions shall not affect the interpretation thereof

#### 3. CONTRACT DOCUMENTS:

The accepting officers shall furnish to the Contractor on demand “FREE OF COST” three copies of signed Drawing and one copy of the signed agreement comprising of preamble to Agreement, General and Special Specifications, Schedules ‘A’ ‘B’ ‘C’ ‘D’ and ‘D’ etc., (but excluding General Conditions of Contract and Drawing) and three copies of all further drawings issued during the progress of work.

However, for any additional copies of the agreement or drawings required by the Contractor, the same will be supplied on payment the Specified Cost.

The contractor shall keep one copy of all the drawings and of the specifications on the site and the Engineer-in-charge or his representative shall at all reasonable times have access to them.

#### 4. WORK TO BE CAREED OUT :

The Contract shall, expect as provide under Schedules ‘B’ and ‘C’ include all labour , materials, tools, plant , equipment and transport which may be required in preparation

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for , and in the execution and full completion of the work. Schedule 'A' shall be deemed to have been prepared in accordance with good practice and recognized principles and unless otherwise stated , the descriptions given therein shall be held to include waste on materials, carriage and cartage, lead ,return of empties , hosting, setting, fitting in position and all other labour necessary in and for the entire execution and full completion aforesaid. Any error in description or quantity in Schedule 'A' or any omission there from shall not vitiate the Contract or release the Contractor from the execution of the whole or any part of the work comprised therein according to the drawings and specifications, or from any of his obligations under the contract. The insertion of the name of any firm of suppliers in the Tender Document is for the purpose of obtaining a particular class or quantity of materials or workmanship but the articles or materials specified may be obtained from any other firm subject to the prior written approval of the Senior Engineer / Civil / Engineer/Civil.

In the case of a discrepancy between Schedule 'A' the Specifications and/or the drawings, the accepting officer shall be the sole deciding authority as to which shall prevail and his decision shall be final and conclusive. If neither drawings nor specifications contain any mention of minor details of construction, which in the opinion of the Accepting Officer whose decision shall be final and conclusive, are responsible and obvious and fairly intended for the satisfactory completion of the work, such details shall be provide by the Contractor without any extra cost as if they were specially mentioned and shall be deemed to be included in the contract.

The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution and completion of the work. No extra charges consequent on any misunderstanding in this respect or otherwise will be allowed.

##### **5. PROVISIONAL ITEMS:**

The full amount of provisional lump-sum and the value annexed to each provisional item inserted in the Tender documents shall be deducted from the contract sum and the value of work ordered and executed there under shall be ascertained by measurement or valuation as for deviations.

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No work under these items is to be begun without instructions in writing from the Engineer- in –charge.

The extend of quantities or items described as “ provisional “ shall not be held to guarantee or limit the amount and description of the work to be executed by the Contractor either respect of the item concerned or the work as a whole.

No addition or deduction shall be made by the Contractor to the amount of the provisional lump-sums as included in the tender documents.

## **6. DEVIATIONS:**

The contractor shall not make any alteration to or omission from the work as described in the tender documents except in pursuance of the written instruction of the Engineer – in charge. No such deviation from the work described in the tender documents shall be valid unless the same has been specifically confirmed and accepted by the Accepting Officer in writing and incorporated in the contract.

The accepting Officer may deviate, either by way of addition or deduction, from the work so described, provided that the contractor sum be not thereby varied on the whole by more than the percentage set out in the tender documents. The value of all additions and deductions will be added to, or deducted from the contract sum. Whenever the Accepting Officer intends to exercise such a right, his intention shall specify the deviation which are to be made, the lump-sum assessment or the proposed basis of payment, the extra time allowed, if, any and the date for completion of the entire contract.

Any objection by the Contractor to any matter concerning the order shall be notified by him in writing to the Senior Engineer (Civil) / Engineer-in-charge within SEVEN DAYS from the date of such order, but under no circumstances shall the work be stopped (unless so order by the Senior Engineer/Civil /E/C owing to differences or controversy that may arise from such an objection. In the absence of such a notification of objection, by the contractor, he will be deemed to have accepted the ordered and the conditions stated therein. In the event of the contractor, failing to agree with the Senior

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Engineer/ Civil /E/C regarding the terms of the proposed deviation, the objection shall be referred to the DGM/P/Sr.M/P, whose decision shall be final, conclusive and binding on the Contractor.

## 7. **TIME:**

Time is the essence of the contract and is specified in the tender document or in each individual work order.

As soon as possible after the contract is let or any substantial work order is placed and before work under it is begun, the Senior Engineer/Civil or Engineer-in-charge and the contractor shall (if so required by the Sr. E/C) agree to a time and Progress chart. The chart shall be prepared in direct relation to the time stated in the tender documents or the Work Order for the completion of the individual items thereof, and/or the contract or Orders as a whole. It shall indicate the forecast of the dates for the commencement and completion of the various trade processes or sequences of the work, and shall be amended as may be required by agreement between the Sr. E/C or Engineer-in-charge, and the contractor within the limitation of the time imposed in the tender documents or ORDER.

In the absence of any specific Time and Progress Chart to be agreed to between the Contractor and the Sr. E/C. or Engineer –in-charge, the contractor shall ensure and maintain uninterrupted progress of the work such that the entire work shall be completed within the time imposed in the tender document or order and that the proportion of work completed up to any time in relation to the entire work to be done under the Contract or Order shall not be less than the proportion that the time elapsed bears to total time of completion provided in the tender Document or Order.

The Contractor shall suspend the execution of the work, or any part or parts thereof whenever called upon in writing by the Engineer –in –charge to be so, and shall not resume work thereon until so directed in writing by the Engineer –in –charge. The Contractor will be allowed an extension of time for completion not less than the period of suspension but no other claim in this respect for completion or otherwise howsoever will be admitted. This may also be extended to allow for alteration of work made by the deviation order.

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## **8. STORES AND MATERIALS:**

The contractor shall, at his own expense, supply all stores and materials required for the contract, other than those listed in Schedule 'B' which may be provided by Bharat Heavy Electricals Limited at the rates detailed therein subject to their availability at the place of issue indicated therein. All stores and materials to be supplied by the Contractor shall be of the best kind as described in the Specifications and the Contractor shall,

if required by the Engineer –in- charge furnish him with proof to his satisfaction that the store and materials so comply with the specifications.

The contractor shall, at his own expense and without delay, supply samples of stores and materials proposed to be used in the execution of the work for the approval of the Engineer-in charge, who may reject all stores and materials not corresponding either in quality or character to the approved samples.

In the case of stores provided under Schedule 'B' the Contractor shall bear the cost of loading, transporting to site, unloading, storing under cover as required, assembling & jointing the several parts together as necessary and incorporating & fixing these stores & materials in the work, including all preparatory work of whatever description that may be required, and closing, preparing, loading and returning empty cases or containers to the place of issue without any extra charges.

## **9. DELAY AND EXTENSION OF TIME:**

If, in the opinion of senior Engineer/Civil/engineer/Civil the work is delayed:

- i) by reason of abnormally bad weather, or
- ii) by reason of serious loss or damage by fire, or
- iii) by reason of civil commotion, local combination of workmen, strike or lockout, affecting any of the trades employed on the work, or
- iv) by delay on the part of the agency or tradesman engaged by BHEL in executing work not forming part of this contract, or

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- v) by reason of any other cause which in the absolute discretion of the Sr. M/P. Sr. E/C. or E/C is (when he is the Accepting Officer of the Contract) beyond the contractors control, then in any such case, the Accepting Officer, on the recommendation of the Sr. E/C., E/C (or higher authority) may make fair and reasonable extension in the completion dates of the individual items of work or the contract as a whole. Such extension which will be communicated to the contractor by the Sr. E/C. /E/C. in writing shall be final and binding on the contractor. No other claim in this respect for compensation or otherwise howsoever is admissible. Upon the happening of any such event causing delay, the contractor shall immediately give notice thereof in writing to the Sr. E/C/E/C but shall do all that may reasonably be required to the satisfaction of the Sr. E/C/E/C to proceed with the work.

#### **10. PATENT RIGHTS:**

The contractor shall fully indemnify BHEL, or the agent, servant, or employee of BHEL, against any action, claim or proceeding relating to infringement or the use of any patent or design or any alleged patent or design rights, and shall pay any royalties which may be payable in respect of any article/ or part thereof included in the contract.

In the event of any claims being made or action brought against BHEL, or any agent, or servant or employee of BHEL., in respect of any of the matters aforesaid, the contractor shall not apply when such increment has taken place in complying with the specific directions issued by the BHEL but the contractor shall pay any royalties payable in respect of any such use.

#### **11. OCTROI AND OTHER DUTIES:**

All charges on account of Octroi, Terminal or Sales Tax and / or other duties on materials obtained for the work (excluding materials provided by BHEL, on payment) shall be borne by the contractor.

#### **12. ROYALTIES:**

Royalties fixed from time to time as per prevalent local rules will be recovered for materials, which the contractor may be allowed to remove from quarries situated on land which is in charge of the BHEL, authorities.

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**13. PLANT AND EQUIPMENT:**

The contractor, shall at his own expenses, supply all tools, plant and equipment (hereinafter referred to as T & P) required for the execution of the contract, as specified in the tender documents.

**14. ASSIGNMENT OR TRANSFER OF CONTRACT:**

The contract shall not, without the prior written approval of the Accepting Officer, assign or transfer the contract or any part thereof, or any share, or interest therein to any other person. No sum of money which may become payable under the contract shall be payable to any person other than the contractor unless the prior written approval of the Accepting Officer to the assignment or transfer of such money is given.

**a) SUB-CONTRACT:**

The contractor shall not sub-let any portion of the contract without the prior written approval of the Accepting Officer

**15. COMPLIANCE TO REGULATION AND BYE-LAWS :**

The contractor shall conform to the provisions of any statute relating to the work and regulations and bye-law of any local authority and water and of any water and lighting Companies or Under takings with those systems the works is proposed to be connected. He shall before making any variation from the drawings or the specification that may be necessitated for such connection give the Senior Engineer /civil /E/C notice, specifying the variation proposed to be made and the reason therefore and shall not vary out any such variation until he has received instructions from the Senior Engineer/ Civil /E/C in respect thereof. The contractor shall be bound to give all notices required by statute regulations or bye-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

## CHAPTER-III

**PERFORMANCE OF THE CONTRACT****16. SECURITY DEPOSIT**

Upon acceptance of the tender, the successful tenderer shall remit the security deposit with Bharat Heavy Electricals Ltd within the time as specified in the Letter of Intent.

The rate of Security Deposit will be as below:

Up to Rs.10 Lakhs	10%
Above Rs. 10 Lakhs up to Rs.50lakhs	Rs .1 Lakhs + 7.5% of the amount exceeding Rs. 10 Lakhs
Above Rs.50 Lakhs	Rs. 4 Lakhs + 5% of the amount exceeding Rs. 50 Lakhs

The contractor should submit the Security Deposit before the start of the work.

- i) Cash (as permissible under the income Tax Act).
- ii) Pay order, demand draft in favour of BHEL.
- iii) Local cheques of scheduled banks, subject to realization.
- iv) Securities available from Post Offices such as National Saving Certificates, Kisan Vikas Patras etc., (Certificate should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back)
- v) Bank Guarantee from scheduled Banks/Public financial Institutions as defined in the companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The Bank Guarantee format should have the approval of BHEL.
- vi) Fixed Deposit Receipt issued by scheduled Banks/Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- vii) Security Deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of the work and balance 50% may be recovered from the running bills.
- viii) EMD of the successful tenderer shall be converted and adjusted against the Security Deposit.
- ix) The Security Deposit shall not carry any interest.

NOTE: Accepting of Security Deposit against Sl. No. (iv) and (vi) above will be subject to hypothecation or endorsement on the documents in favour on BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.

For extra items of work and deviated quantities, security deposit will be recovered at 10% of the value of deviated amount. The security deposit will be released as stipulated under clause 16(IV) of GCC.

**17. ORDERS UNDER THE CONTRACT:**

All orders, notices etc. to be given under the contract shall be in writing, type script of printed and if sent by registered post to the address given in the tender of the

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contractor , shall be deemed to have been served on the date when in the ordinary course they would have been delivered to him.

The contractor shall carry out without delay all orders given to him.

#### **18. ADMISSION TO SITE:**

The contractor shall not enter on (other than inspection purposes) or take possession of the site unless permitted to do so by the Senior Engineer/Civil/E/C. The portion of the site to be occupied by the Contractor will be clearly defined and marked on the site plan, and the contractor will on no account be allowed to extend his operations beyond these areas.

The Contractor shall provide, if necessary, or required at the site, temporary access thereto and shall alter, modify and maintain the same as required from time to time. He shall take out and clear away the access route when no longer required restoring the area to its original conditions.

The Senior Engineer/Civil/E/C shall have power to execute other works (whether or not connected with the work in the contract agreement) in the site contemporaneously with the execution of the original work and contractor shall give reasonable facilities for this purpose.

BHEL, reserves the right of taking over, at any time, and portion of the site which they may require and the contractor shall at his own expense clear such portion forthwith. No photographs of the site or of the work or any part thereof shall be taken, published or otherwise circulated, without the prior approval of the Senior Engineer/Civil/E/C.

No such approval shall however exempt the contractor from complying with any statutory provisions in regard to the taking and publication of such photographs.

BHEL officials connected with the contract shall have the right of entry to the site at all times.

Senior Engineer/Civil/E/C shall have the power to exclude from the site any person whose admission thereto may, in his opinion, be undesirable for any reason whatsoever.

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## 19. CONTRACTOR'S SUPERVISION:

The Contractor shall either himself supervise the execution of the Contract or shall appoint a competent Agent approved by the senior Engineer/Civil/E/C to act in his stead.

The contractor shall employ on Engineer/Agent having at least a 'Degree of Bachelor of Civil Engineering' from a recognised University/on any work with a Contract value exceeding rupees two lakhs and having at least a 'Diploma in Civil Engineering' from a recognised college on work with a contract value exceeding Rs. 50,000/- but not exceeding rupees two lakhs.

The employment of an Engineer/Agent as aforesaid, the Senior Engineer/Civil/E/C capable possession of a recognised technical qualification and is in opinion of the Senior Engineer/Civil/E/C capable of receiving instructions of the Engineer-in-charge and of executing the work to the satisfaction of the Engineer-in-charge.

If the contractor fails to appoint a suitable Engineer/Agent as aforesaid, the Senior Engineer/Civil/E/C shall have full powers to suspend the execution of work and stop payment of any advances that may have become due until such date as a suitable Engineer/Agent is appointed and the contractor shall be held responsible for the delay caused to the work and no extension of time on this account shall be given to him as stipulated in condition (9) above.

Orders given to the contractors Agent/Engineer shall be considered to have the same force as if they had been given to the contractor himself.

The contractor or his agent shall be in attendance at the site during all working hours and shall superintended the execution of work with such additional assistance in each trade as the Senior Engineer/Civil/E/C may consider necessary.

The contractor or his accredited agent shall attend, when required and without making any claim for doing so, either the Office of the Engineer-in-charge or the work-site to receive instructions.

The Senior Engineer/Civil/E/C shall have full powers, and without assigning any reason, to require the contractor immediately to cease to employ in connection with

this contract any agent, servant or employee whose continued employment is, in his opinion, undesirable.

The contractor shall not be allowed any compensation on this account.

## 20. **LABOUR:**

The contractor shall employ labour in sufficient numbers either directly or through sub-contractors to maintain the required date of progress and of quality to ensure workmanship of the degree specified in the contract and to the satisfaction of the Engineer-in-charge. The contractor shall not employ in connection with the works any person who has not completed his fifteen years of age.

The contractor shall furnish to the Engineer-in-charge at the intervals specified by him, a distribution return of the number and description by trades of the work people employed on the works. The contractor shall also submit on the 4<sup>th</sup> and 19<sup>th</sup> of every month to the Engineer-in charge a true statement showing in respect of the second half of the preceding month and the first half of the current month (i) the accident that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (ii) the number of female workers who have been allowed maternity benefit as provided in the maternity benefit Act, 1961 or Rules made there under and the amount paid to them.

The contractor shall pay to labour employed by him either directly or through sub-contractors wages not less than fair wages as defined in the contractor's labour regulations.

The contractor shall in respect of labour employed by him either directly or through sub-contractors comply with or cause to be complied with contractors Labour Regulations in regard to all matters provided therein.

The contractor shall comply with the provisions of the payment of Wages Act, 1936, Minimum Wages Act, 1948, Employers Liability Act 1938. Workman's Compensation Act, 1923, industrial Disputes Act, 1947, Maternity Benefit Act, 1961 and Mines Act 1952 or any other law relating thereto and rules and there under from time to time.

The contractor shall be liable to pay his contribution and the employees' contribution to the State Insurance Scheme in respect of all labour employed by him for the execution of the contract, in accordance with the provision "The Employees" State

Insurance Act, 1948” as amended from time to time. In case the contractor fails to submit full details of his account of labour employed and the contribution payable, the Engineer-in-charge shall recover from the running bills of contractor an account of contribution as assessed by him. The amount so recovered shall be adjusted against the actual contribution payable for employees’ State Insurance.

The Engineer-in-charge shall on a report having been made by an inspecting Officer as defined in the contractors labour regulations have the power to deduct from the moneys due to the Contractor any sum required or estimated to be required for making good the loss suffered by a workers by reason of non-fulfillment of the conditions of the contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the contract or non-observance of the contractors labour Regulations.

The contractor shall indemnify the BHEL against any payments to be made under for observances of the Regulations aforesaid without prejudice to his right to claim indemnify from this sub-contractors.

In the event o the Contractor committing a default or breach of any of the provisions of the aforesaid Contractors Labour Regulations, as amended from time to time or furnishing any information or submitting or filling any form/Resister/Slip under the provisions of these regulations which is materially incorrect then on the report of the Inspecting Officers as defined in the Contractors Labour Regulation, the contractor shall without prejudice to any other liability pay to the BHEL a sum not exceeding to Rs.50/- as liquidated damages for every default breach or furnishing, making, submitting, filling materially incorrect statement as may be fixed by the Engineer-in-charge and in the event of the contractors default continuing in this respect, the liquidated damages may be enhanced to Rs. 50/- per day for each day of default subject to a maximum percent of the estimated cost of woks put to tender.

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The Engineer-in-charge shall deduct such amount from bills or security deposit of the contractors and credit the same to the Welfare fund constituted under Regulations. The decision of the Engineer-in-charge in this respect shall be final and binding.

### **MODEL RULES FOR LABOUR WELFARE:**

The contractor shall at his own expense comply with or cause to be complied with model Rules for Labour Welfare as appended to these conditions as rules framed by

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Government from time to time for the protection of health and for making sanitary arrangements for workers employed directly or indirectly on the works. In case the contractor fails to make arrangements as aforesaid, the Engineer-in-charge shall be entitled to do so and recover the cost thereof from the Contractor.

### **SAFETY CODE:**

The contractor shall at his own expense arrange for the safety provisions as appended to these conditions or as required by the Engineer-in-charge, in respect of all labour directly or indirectly employed for performance of the works and shall provide all facilities in connection therewith. In case the contractor fails to make arrangements and provide necessary facilities as aforesaid, the Engineer-in-charge shall be entitled to do so and recover the cost thereof from the contractor.

Failure to comply with model Rules for Labour Welfare, Safety Code, or of the provisions relating to report on accidents and to grant of maternity benefits to female workers shall make the Contractor liable to pay to the BHEL as liquidated damages an amount not exceeding Rs 50/- for each default or materially incorrect statement. The decision of the Engineer-in-charge in such matters based on reports from the Inspecting Officers as defined in the contractors Labour Regulation as appended to these conditions shall be final and binding and deductions for recovery of such liquidated damages may be made from any amount payable to the Contractor.

### **21. WATER :**

The contractor shall allow in his tender and provide at his cost all water required for the work or his employees on the work, together with all pipes and fittings or other means that may be necessary or required to ensure a proper and ample supply of water for all purpose connected with the work.

In the event of a provision existing in the Tender documents for supply of water on payment by Bharat Heavy Electricals Limited, water will be supplied from the BHEL supply System, or other sources at any points fixed by the Senior Engineer/Civil on the site of work. The contractor shall make necessary arrangement for lifting, pumping, carrying or conveying the water as required at his own cost. The levy of water charges to be borne by the Contractor in such case shall be specifically mentioned in the Tender documents.

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## **22. TEMPORARY WORKSHOPS, STORES ETC :**

The Contractor shall, during the progress of the work provide, erect and maintain at his own expenses all necessary temporary workshops, store, offices etc., required for the proper and efficient execution of the work. The planning, sitting and erection of these bldgs. shall have the approval of the Engineer-in-charge and the Contractor shall at all times them tidy and in a clean and sanitary condition to the entire satisfaction of the Engineer-in-charge.

On completion of the work all such temporary buildings shall be cleared away and the site restored and left in a clean and tidy condition to the entire satisfaction of the Engineer-in-charge.

## **23. STORES AND MATERIALS ON SITE :**

All stores and materials required for the work are to be deposited by the Contractor only in places to be indicated by the Engineer-in-charge.

Where in accordance with the contract stipulations certain Stores and Materials (for incorporation in the work) are to be issued to the Contractor by the BHEL as detailed under Schedule 'E' such times will be so issued only to the extent required for the actual completion of the work as stipulated in the Contract. The decision of the Senior Engineer/Civil/E/C regarding the quantities to be issued as above shall be final and binding on the Contractor. For any excess quantities consumed on the work their cost will be recovered from the Contractor at punitive rates which will be 100% (hundred percent) more than the issue rates of the BHEL.

In regard to the materials and stores which may be issued to the contractor by BHEL the Contractor shall give the Engineer-in-charge reasonable notice in writing of his requirements of such stores and materials and on the approval of his demand being notified to him, he shall make immediate arrangements for drawing the same. Such stores and materials shall be transported by Contractor at his own expenses direct from the place of issue to the site of the work, unless prior written approval is obtained from the Engineer-in-charge to take them to a store or workshop elsewhere.

The Contractor shall have to build a weather-proof shed for the storage of cement required for 15 days consumption of the work.

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BHEL officers connected with the Contract shall have the power at any time to inspect and examine any stores or materials indented to be used in or on the work, whether on the site or at any place where the same are lying and the contractor shall give necessary facilities for such inspection and examination.

The Engineer-in-charge shall be entitled to have tests made of any stores or materials supplied by the Contractor who shall provide at his own expense all facilities which the Engineer-in-charge may require for this purpose. If at the discretion of the Engineer-in-charge an independent expert is employed to make any such tests his charges shall be borne by the contractor only if the test discloses that the said stores or materials are not in accordance with the provisions of the contract.

Should the Senior Engineer/Civil/E/C consider at any time during the construction or re-construction, on prior to the expiry of the 'MAINTENANCE PERIOD', that the stores or materials provided by the Contractor are unsound or of a quality inferior to that contract for, or otherwise not in-accordance with the Contract, (in respect whereof the decision of the Senior Engineer/Civil/E/C shall be final and conclusive) the contractor shall on demand, in writing from the Sr. E/C. E/C specifying the stores or materials complained of, notwithstanding that the same may have been inadvertently passed, certified and paid for, forthwith remove the stores or materials so specified and provide other proper and suitable store or materials at his own expense; to the entire satisfaction of the Sr. E/C. E/C and in the event of his failing to do so within a period to be specified by the Sr. E/C. E/C in his demand aforesaid, the Sr. E/C.E/C may replace within others the stores or materials complained of at the risk and expense in all respects of the Contractor. The liability of the contractor under this condition shall not extend beyond the maintenance period aforesaid except as regards stores or materials, which the Sr. E/C.E/C shall have previously given notice of to the contractor to replace. (Maintenance period for any work under this organization will be six months from the date of actual completion of the particular work and handing over to BHEL).

All stores and materials brought to the site shall become and remains the property of BHEL and shall not be removed from the site without the prior written approval if the Senior Engineer/Civil/E/C. However, when the work is finally completed the Contractor shall at his own expense forthwith remove from the site all surplus stores and materials originally supplied by him and upon such removal; the same shall rest in and become the property of contractor. All BHEL stores and materials issued to Contractor for incorporation or fixing in the work and which, making due allowance for reasonable wear and tear/or waste, have not on completion of the work been so

incorporated of fixed, shall be returned by the Contractor at his own expense to the place of issue.

Credit for surplus and/or materials returned by the contractor to BHEL will be given to him at a price based on the prevailing market rate but not exceeding that at which the said stores and materials were originally issued to him but due consideration shall be given to the allowance claimed by BHEL in respect of any depreciation or damages suffered by the stores and/or materials whilst in the custody of the contractor regarding which the decision of Sr. E/C/E/C shall be final and conclusive.

If , in the opinion of the Sr. E/C/E/C (which shall be final and conclusive) any stores supplied by BHEL have either during currency of the work or after completion of the work whilst under the custody of the contractor, become damaged to such an extent that they cannot be usefully utilized, either in the same work or in other works, the Sr. E/C.E/C shall not accept the stores and in the extent of his rejecting , the Contractor shall be charged for the said stores at a rate fixed by the Accepting Officer. The Contractor shall not be entitled to any claim what-so-ever on this account.

#### **23a. DEFECTS LIABILITY PERIOD:**

the contractor shall be responsible to make good and remedy at his own expenses within such period as may be stipulated by the Engineer-in-charge, any defect which may develop or may be noticed before the expiry of the maintenance period of six months hereto from the certified date of completion and intimation f which has been sent to the contractor within seven days of the expiry of the said period by a letter sent by hand delivery or by registered post.

#### **24. TOOLS AND PLANT ON SITE :**

All tools, plant and equipment brought to the site shall become the property of BHEL and shall not be removed from the site without the prior written approval of the Senior Engineer/Civil/E/C. When the work is finally completed or the Contractor is determined for reasons other than the defaults of the contract, he shall forthwith remove from the site all tools, plants, equipment etc., (other than those as may have been provided by BHEL) and upon such removal, the same shall revert in, and become the property of the contractor.

#### **25. STATEMENT OF HIRE CHARGES :**

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Monthly detailed statement of the hire charges incurred in respect of BHEL tools, plants, equipment etc., shall be given to the contractor by the Engineer-in-charge.

**26. PRECAUTIONS AGAINST RISKS :**

The contractor shall be responsible for providing at his own expense, for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose until the works have been handed over complete in all respect to the Engineer-in-charge.

The contractor shall provide all watchmen necessary, for the protection of the site, the work, the materials, the tools, plant, equipment and anything else lying on the site during the progress of the work. He shall solely be responsible for and shall take all reasonable and proper steps for protecting, securing , lighting and watching all places on or about the work and the site which may be dangerous to any person whom so ever.

**27. NOTICES AND FEES :**

The contractor shall give all notices required by any statutory provision or by the regulations and/ or bye-laws of any local authority and / or of any Public Service, Company or Authority affected by the work or with whose system the same area or will be connected. The contractor shall pay and indemnify BHEL against any fees and charges, demandable by law under such Acts, Regulations and/ or bye-laws in respect of the work and shall make and supply all drawings and plans required in connection with any such notice.

**28. SETTING OUT OF THE WORKS AND PROTECTIVE AND MAINTAINING SIGNALS AND WORKS :**

The engineer-in-charge shall supply dimensioned drawing, levels and other information necessary to enable the contractor to set out the work. The contractor shall at his own expense set out accurately according to the drawing and figured dimension thereon, all the work comprised in the contract and any extras or additions thereto and shall be solely responsible for their being so set out the executed.

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All bench marks, pegs, signals, on the surface, alignment stones, milestones and all similar marks weather put in by BHEL Authority for the purpose of checking the contractors work or in the nature of permanent survey marks will during the tender of the contract, be under the care of the contractor who shall, at his own expense, take all proper and reasonable precautions and care to preserve and maintain them in their true position. In event of these marks being disturbed or obliterated by accident or due to any other cause whatsoever, the same may, if deemed necessary to be replaced by the Sr.E/C/. E/C at contractors expense and the cost thereof deducted from any money then or thereafter becoming due to the contractor.

Where requested by the contractor, the level marks center line and chainage pegs corresponding to those shown on the drawing will be pointed out to the contractor on the ground but all bench marks or chainage pegs additional to those shown on the drawing will be set out by BHEL authorities.

**29. SITE DRAINAGE :**

All water that may accumulate on the site during the process of the work, or in trenches and excavations shall be removed to the entire satisfaction of the Engineer-in-charge and at Contractors expense.

**30. EXCAVATIONS, RELICS ETC :**

Material of any kind obtained from excavation on the site shall remain the property of BHEL and shall be disposed off as the Engineer-in-charge directs.

All gold, silver, oil and other materials of any description and all precious stones, coins, treasured, relics, antiquities and other similar items which may be found in or upon the site shall be the property of Bharat Heavy Electricals Limited and Contractor shall duly preserve the same to the satisfaction of the BHEL and shall from time to time deliver the same to such person or person as the Bharat Heavy Electricals Limited, may appoint to receive the same.

**31. FOUNDATIONS :**

The contractor shall not lay any foundations until the excavations for the same have been examined and approved in writing by the Engineer-in-charge.

**32. COVERING-IN WORK :**

The contractor shall give reasonable notice in writing to the Engineer-in-charge whenever any work is to be permanently covered up or concealed, whether by earth or

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other means so that it can finally be inspected or measured, if necessary. In default of so doing, the contractor shall, if required by the Engineer-in-charge uncover such work at his own expense.

### **33. APPROVL OF WORKS BY STAGES :**

All work embracing more than one process shall be subject to examination and approval at each stage thereof and the contractor shall give due notice in writing to the Engineer-in-charge when each stage is ready. In default of such notice being received, the Engineer-in-charge shall be entitled to approve the quality and extent thereof at any time he may choose and in the event of any dispute, the decision of the Senior Engineer/Civil thereon shall be final and conclusive.

### **34. EXECUTION OF THE WORK :**

The work shall be executed in a workman-like manner and to the satisfaction in all respects of the Engineer-in-charge.

The Engineer-in-charge will communicate or confirm his instructions to the Contractor in respect to the execution of the work in a “work Site Order Book” maintained at his office and contractor shall visit this office daily and shall confirm receipt of such instructions by signing the relevant entries in this book. Such entries will rank as order or notices in writing within the intent and meaning of these conditions.

### **35. DAY WORK :**

No day-work shall be performed without the prior written instructions of the Accepting Officer.

The Contractor shall give to the Engineer-in-charge reasonable notice of the start of any work ordered to be executed by day-work and shall deliver to the Senior Engineer/Civil-in-charge/E/C within two days of end of each pay-week return in duplicate giving full detailed accounts of labour and materials for that pay week. One copy of each of these returns, if found correct, will be certified by the Engineer-in-charge and returned to the contractor and must be produced at the time of adjustment of accounts.

An invoice in duplicate signed by the Contractor or his agent shall be sent with each delivery of materials for day-work and the contractor will be furnished with a receipt

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signed by the Engineer-in-charge specifying the description, quantities weight or measurement (as the case may be) of the articles approved, reference will be made in this receipt in the return aforesaid and the receipt itself is to be produced in support of the Contractors bill.

In the case of Lump-sum contracts, the rates to be changed and the percentage addition for profit and establishment charges, etc, will be agreed upon between the Accepting Officer and the Contractor prior to the execution of the work.

### **36. INSPECTION OF THE WORK :**

BHEL Offers concerned with the Contractor shall have power at any time to inspect and examine any part of the work and the contractor shall give such facilities as may be required to given for such inspection and examination.

Should E/C/E/C consider at any time during the expiry of maintenance period, that any work has been executed with unsound, imperfect or unskilled workmanship or of quality inferior to that contracted for or not otherwise in accordance with contract [in respect whereof the decision of the sir. E/C. shall be final and conclusive] the contractor shall, on demand in writing from the Sr. E/C.E/C specifying the fault notwithstanding that the same may have been inadvertently passed, certified and paid for, forthwith rectify or remove and reconstruct the work of specified, in whole or in part as the case may be require at his own expense to the entire satisfaction of the Sr. E/C. E/C in his demand aforesaid, the Sr. E/C. may carry out the work by other means at the risk and expense in all respect of the contractor. However, the liability of the contractor under this condition shall not extend beyond the maintenance period except as regard workmanship which the Sr. E/C .E/C shall have previously given notice of to contractor to rectify.

### **37. RESPONSIBILITY FOR BUILDING :**

In the event of any building ,or part of any building being handed over to the Contractor for the execution of work thereto under the provisions of the Contract, he shall give a written receipt for all fixtures, glass etc., and he shall be required make good at his own expense all damages resulting any cause whatsoever while in his charge and on completion of the work to deliver up the said building or part thereof a clean state complete in every particular to the entire satisfaction of the Engineer-in-charge.

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**38. INSURANCE OF WORKS AGAINST DAMAGE AND LOSS DUE TO FIRE, TEMPEST, FLOODS, EARTHQUAKE, RIOT AND AGAINST DAMAGE BY AIR-CRAFT.**

The contractor shall, within one month after the date of acceptance of the contract, insure the work against loss and damage by fire, tempest, floods, earthquake, riots and against damage by air-craft with an insurance office approved by the Accepting Officer. Such insurance shall be effected in the name of BHEL and shall be for the full value of the contract sum. The Contractor shall lodge with the BHEL policies and receipt of the premiums for such insurance and shall maintain such policies in force until the entire completion of the work as certified by the Senior Engineer/Civil/E/C.

If the contractor fails to comply with the terms of this condition that the Accepting Officer may insure the work and may deduct the amount of premiums from any money become payable to the contractor or may at his discretion refuse payment of any advances to the Contractor until the contractor shall complied with the terms of the condition.

Such insurance whether effected by the Accepting Officer or the Contractor shall not be a limit or bar to the liability and obligation of the contractor to complete the entire work in all respects as certified by the Senior Engineer/Civil/E/C.

In case of such a loss or damage as aforesaid, the money payable under any such insurance shall be received and may be retained by the BHEL until the work is finally completed and shall then be credited to the contractor in the final statement of accounts in the event of his contract not having been previously cancelled under these conditions.

**39. DAMAGE AND LOSS TO PRIVATE PROPERTY & INJURY TO WORKMAN :**

The contractor shall at his own expense reinstate and make good to the satisfaction of the Sr. E/C/E/C and pay compensation for any injury, loss or damage occasioned to any property or rights whatever including property and rights of BHEL, (or Agents, servants or employees of BHEL) the injury loss or damage arising out of or in any way in-connection with the execution of purported execution of the contract and further the contractor shall indemnify BHEL against all claims enforceable against BHEL (or any

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agent, servant or employee of BHEL or which would be so enforceable against BHEL) where a private person, in respect of any such injury (including injury resulting in death loss or damage to any person) whose property, including all claims which may arise under the workman's Compensation Act or otherwise.

#### **40. COMPLETION:**

The works shall be completed to the entire satisfaction of the Engineer-in-charge and in accordance with the Contractors forecast of Time and Progress where operative, and all unused stores and materials, tools plant, equipment, temporary buildings, and things shall be removed and the site cleared of rubbish and all waste materials and delivered up clean and tidy to the satisfaction of the Engineer-in-charge at the Contractors expense on/or before the Scheduled date of completion.

The BHEL shall have power to take over from the Contractor from time to time such sections of the work as have been completed to the satisfaction of the Engineer-in-charge.

The Senior Engineer /Civil/E/C shall certify to the Contractor the date on which the work is completed and the state thereof.

The Senior Engineer/Civil/E/C shall also certify, to the Contractor the state of the work at the end of the maintenance period, where applicable.

#### **41. COMPENSATION FOR DELAY:**

If the contractor fails to maintain the required progress in terms of condition 7 or to complete the work and clear the site on or before the contracted or extended the period of completion, he shall, without prejudice to any other right or remedy of the BHEL on account of such breach, pay as agreed compensation an amount calculated as stipulated below or such smaller amount as may be fixed by the BHEL on the contract value of the work for every week that the progress remains below that specified in condition 7 or that the work remains incomplete.



This will also apply to items or a group of items for which separate period of completion has been specified.

For this purpose the term 'contract value' shall be the value at contract rates of the work as ordered.

- a) completion period (as originally stipulated)  
not exceeding 6 months. .... @ 1 percent per week
- b) Completion period (as originally stipulated)  
Exceeding 6 months and not exceeding 2 years..... @ 1 / 2 percent per week
- c) Completion period (as originally stipulated)  
exceeding 2 years ..... @ 1 / 4 percent per week

Provided always that the total amount of compensation for delay to be paid under condition shall not exceed the under noted percentage of the contract value or of the contract value of the item of group of items of work for which a separate period of completion is given :

- b) completion period (as originally stipulated)  
not exceeding 6 months. .... @ 10 percent per week
- b) Completion period (as originally stipulated)  
Exceeding 6 months and not exceeding 2 years..... @ 7 1/2 percent per week
- c) Completion period (as originally stipulated)  
Exceeding 2 years ..... @ 5 percent per week

The amount of compensation may be adjusted or set off against any sum payable to the Contractor under this or any other contract with the BHEL.

#### **42. LAWS GOVERNING THE CONTRACT :**

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This contract shall be governed by the Indian Laws for the time being in force.

#### **43. CANCELLATION OF CONTRACT FOR CORRUPT ACTS :**

The Accepting Officer, whose decision shall be final and conclusive, shall, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to Bharat Heavy Electricals Limited, cancel the contract in any of the following cases and the contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default.

If the contract shall:

- a) Offer or give or agree to give to any person in BHEL, service any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract for BHEL service,  
OR
- b) Enter into a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to the Accepting Officer,  
OR
- c) Obtain a contract with BHEL as a result of RING tendering or by non-bonafide methods of competitive tendering without first disclosing the fact in writing to the Accepting Officer.

#### **44. CANCELLATION OF CONTRACT FOR INSOLVENCY, ASSIGNMENT OR TRANSFER OR SUB LETTING OF CONTRACT :**

The Accepting Officer, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases:-

If the contractor:

- a) Being an individual, or if a firm any partner thereof, shall at any time be adjusted bankrupt or have a receiving order or orders for administration of his Estate made against him or shall take any proceeding, for liquidation or composition under

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Bankruptcy Act for the time being in force or make any conveyance or assignment of his effects of composition or arrangements for the benefit of his creditor or purport to do so, or if any application be made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditor;

OR

- b) Being a company, shall pass a resolution or the court shall make an order for the liquidation of its affairs, or a Receiver or a Manager or behalf of the departures holders shall be appointed or circumstances shall arise which entitle the court or debenture holders to appoint a Receiver or Manager;

OR

- c) Assigns, transfers, sub-let or attempt to assign transfer or sub-let any portion of the work without the prior return approval of the Accepting Officer.

Whenever the Accepting Officer exercise his authority to cancel the contract under this condition he may complete the work by any means at the contractor risk and expense provided always that in the event of the cost of completion (as certified by Sr. E/C/E/C which is the final and conclusive ) being less than the contract cost, the advantage shall accrue to the BHEL and that if the cost of completion exceeds the moneys due to the contractor under the contract, the contractor shall either pay the excess amount ordered by Sr. E/C/E/C or the same shall be recovered from the contractor by other means.

In case of BHEL completes the work under the provisions of this condition of cost of such completion to be taken into account in determining the excess cost to be charged to the contractor under this condition shall consist of this cost of material purchased and /or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the Sr. Manager (P) Sr. E/C/E/C whose decision shall be final and conclusive.

#### **45. CANCELLATION OF CONTRACT IN PART OR IN FULL FOR CONTRACTORS DEFAULT :**

If the contractor;

- a) Makes default in commencing the work within reasonable time form date of handing over of the site and continuous in that state after a reasonable notice from senior/Engineer /Civil E/C;

OR

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- b) In the opinion of the Sr. E/C/E/C at any time, whether before or after the date or extended date for completion, make default in proceeding with the work, with due diligence and continues in that state after a reasonable notice from Sr.E/C/E/C.
- c) Fails of comply with any of terms and conditions of the contract or after reasonable notice in writing with orders properly issued there under :
- d) Fails to complete the work, work order and items of work with individual dates for completion and clear the site on or before the date of completion, or fails to achieve the progress as set out under clause 7 of these General Conditions of Contract.

The Accepting Officer may, without prejudice to any other rights or remedies which shall have accrued or shall accrue thereafter to BHEL cancel the contract as a whole or in part thereof or only such work order or items of work in default from the contract. Whenever the Accepting Officer exercises his authority to cancel the contract as a whole or in part under this condition he may complete the work at the contractor risk and cost, provided always that in the events of the cost of completion (has certified by Sr. E/C/E/C which is final and conclusive ) being less than the contract cost, the advantage shall accrue to the BHEL if the cost of the excess amount ordered by Sr. M.P./Sr. E/C/E/C or the same shall be received from the contractor by other means.

In case of BHEL completes the work or any part thereof under the provisions of this condition the cost of such completion to be taken into account in determining the excess cost to be charged to the contractor under this condition shall consist of the cost of the material purchased and /or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the Sr. M.P. /Sr. E/C/E/C. whose decision shall be final and conclusive.

#### **46. TERMINATION OF CONTRACT OF DEATH :**

Without prejudice to any of the rights or remedies under this contract, if the contractor dies, Accepting Officer shall have the opinion of terminating the contract without compensation to the contractor.

#### **47. SPECIAL POWER OF DETERMINATION:**

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If at any time after the Acceptance of the tender, BHEL shall for any reason whatsoever not required the whole or any part of the work, to be carried out, the Sr. M.P./Sr. E/C/E/C shall give notice in writing of the fact to the contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the force closing of the work.

He shall be paid at Contact rate, for the full amount of the work executed including such additional works, e.g. clearing of site, etc., as may be rendered necessary by the said fore-closing. He shall also be allowed reasonable payment (as decided by the Accepting Officer) for any expenses sustained on account of labour and materials collected but which could not be utilised on the work, as verified the Sr. E/C Neither shall the contractor has any claim for compensation on account of any alterations having been made in the original specifications drawings, designs and instructions, involving any curtailment of the work as originally contemplated.

#### **48.FAIR WAGE :**

- a) The Contractor shall pay not less than the 'Fair Wage' to labourers engaged by him on the work.  
'Fair Wage' means wage whether for time or piece work notified at the time of inviting tenders for the work and where such wages have not been notified, the wages prescribed by the Sr. Manager/Projects/Sr.E/C/E/C for the stations at which the work is done.
- b) The contractor shall, notwithstanding the provision of any contract to the contrary, cause to be paid a 'Fair Wage' to labourers indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work, as if the labourers had been directly employed by him.
- c) In respect of all labours directly or indirectly employed on the work for the performance of the contractors part of this Agreement, the contractor shall comply with or cause to be complied with the BHEL contractor's labour Regulations (appended hereto as Annexure 'A' to these conditions) in regard to payment of wages, wage period, deductions from wages, recovery of wages, not paid and deductions, unauthorisedly made, maintenance of wage book, wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and all other matters of a like nature.

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- d) The Senior Engineer /Civil/E/C concerned shall have the right to deduct from the moneys due to the Contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the condition of the contract for the benefit of the workers, non-payment of wages or of deductions made from this or their wages which are not justified by the terms of the contract or non-observance of the regulations.
- e) Vis-à-vis BHEL the Contractor shall be liable primarily for all payments to be made under the contract and for the observances of the Regulations aforesaid without prejudice to his right to claim indemnity from his sub-contractor's.
- f) The regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

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## CHAPTER-IV

**VALUATION AND PAYMENT****49.RECORDS AND MEASUREMENTS :**

All items having a financial value shall be entered in the BHEL Measurement Book so that a complete record is obtained of all works performed under the contract.

Building etc. priced in schedule 'A' as a unit lump-sum will be entered by number at the unit lump-sum.

Work carried out for agreed lump-sums will be described and similarly recorded.

Lump-sum omissions will be entered for deduction. Measurement shall be restricted to that required to ascertain the financial liability of BHEL under the contract.

Work which fails to be measured in detail shall be measured physically, without reference to any local custom that may obtain excepting where it may otherwise be directed I the tender documents. The measurements shall be taken jointly by any person duly authorised on the part of the BHEL and by the contractor. The Engineer-in-charge shall give reasonable notice in writing to the Contractor of appointment for measurement.

The contractor shall, without extra charge, provide assistance with appliances and other things necessary for measurement.

The Contractor shall bear all the cost of measurement of his work.

Measurement shall be entered in the BHEL Measurement book and signed and dated by both parties each day at the site on completion of measurement. If the contractor objects to any of the measurement recorded on behalf of the BHEL a note that effect will be made in the BHEL measurement book or against the item or items objected to; and such note shall be signed and dated by both the parties engaged in taking the measurement.

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If, as a result of such objection, it becomes necessary to re-measure the work wholly or in part, the expense of such re-measurement shall be borne by the party requiring the measurement to be re-taken provided that a net error is found by this re-measurement to amount to less than 5% (five percent) of the value as recorded by the first measurement. But, where the net errors amount to 5% and over of the said value, then the cost is to be borne by the other party. If any case, of the net value of errors found exceeds Rs. 500/- the expense of re-measurement is to be borne by the other party.

If the Contractors representative fails to attend when required, the Engineer-in-charge shall have power to proceed by himself to take measurements and in that case these measurements shall be accepted by the Contractor as final.

The contractor shall, once every month submit to the Senior Engineer/Civil/E/C with a copy to the Sr. M/P/details of his claims for the work done by him up to and including the previous months which are not covered by his contract Agreement in any of the following respects.

- a) Deviation from the items and Specifications provided in the contract documents.
- b) Extra items/New items of work.
- c) Quantities in excess of those provided in the contract schedule.
- d) Items in respect of which rates have not been settled. He should, in addition, furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done upto and including the period under report.

## **50. VALUATION OF DEVIATIONS :**

Rate for deviated items of work will be fixed as follows:

- I.** For any item of work required to be carried out after the contract has been awarded and which is not covered by Contractors Schedule but is covered by K.P.W.D. schedule of rates the rate payable for such a fresh item will be derived from K.P.W.D. Schedule by the method of proportion as follows:

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- a) IN the same proportion to the rate in K.P.W.D. Schedule of Rates as the tendered rate for the nearest analogous items of work in Contractors Schedule bears to the rate for the particular analogous item or work in K.P.W.D. schedule of Rates.
  - b) If a single appropriate analogous item of work is not available in both Schedule Contractor's and K.P.W.D. Schedule then the method of proportion will be applied to the nearest analogous group of items available in both the Schedules referred i.e. in the same proportion as the total tendered cost of that particular group of items (the sum of the products of the tendered rates and the quantities for which orders are placed) bears to the total cost of the same items and quantities at the K.P.W.D. Schedule of Rates.
  - c) If even an appropriate analogous group of items is not available in Contractor's Schedule and K.P.W.D. Schedule, then the methods of proportion will be applied to all those items of the whole work, which are available in both the Schedules and for which orders have been placed on the Contractor, i.e., In the same proportion as the total cost of all these items of work (the sum of the products of the tendered rates and the quantities for which orders are placed) bears to the total cost of the same items and quantities at the K.P.W.D. Schedule of Rates.
- II.** If any work not covered by any of the foregoing is ordered on the Contractor, the basis of payment shall be decided by the Accepting Officer whose decision shall be final and conclusive and binding on the parties.

The selection of analogous item or analogue group of items referred to above shall be done by the Sr. E/C./E/C. Where the rates for deviated items or new items of work can be derived by the selection of different analogous items or analogous group of items, the lowest of all such derived rates shall be taken as the correct rate. In the case of the contracts for which the Sr. E/C.,E/C is the Accepting Officer, all disputes regarding the settlement of rates of deviated or new items of work shall to the Sr. M/P. whose decision shall be final and conclusive.

## **51.REIMBURSEMENT/REFUND ON VARIATION IN PRICE, MATERIALS :**

In after submission of the tender and/or during the progress of the works, the price of any materials (not being a material supplied from the BHEL, stores in accordance with the Conditions of the Contract) is increased or decreased by an Act of Legislature (Central or state) and /or any notification there under or on account of new duties or

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levies such as Octroi or on account of increase or decrease in such duties affecting the price of materials required for incorporation in the works or the price of any item to be incorporated in the works and made from materials of which the price has increased or decreased as aforesaid and the Contractor has thereupon to pay in respect of such material or item a price which is higher or lower than the price of that material or item as prevailing immediately before the passing of such Act or levying, increasing/decreasing of such duty, the BHEL., shall in case of increase in price or the duty reimburse the Contractor the increase in price or additional increased duty paid by the Contractor and in case of decrease in price, the BHEL shall be entitled to a refund of the reduction in duty. Provide however no reimbursement or refund shall be made if the increase/decrease is not more than plus 10% of the said price, the reimbursement or refund shall be made only on the excess over 10% provided always that any such increase shall not be payable if, in the opinion of the Sr. M/P whose decision shall be final and conclusive the increase is attributable to the delay in the execution of the contract within the control of the Contractor, or that any such increase has become operative after the contracted/or extended date completion of the work or items of work in question.

The Contractor shall, for the purpose of this condition, keep such books of account and other documents as are necessary to show the account of any increase claimed or any reduction available and shall allow inspection of the same by any duly authorised representative of the BHEL and further shall at the request of the Sr. E/C/E/C. furnish for verification such other information of the Sr. E/C/E/C may require.

The contractor shall within a reasonable time of his becoming aware of any alteration in the prices of any such materials, give notice thereof in writing to the Sr. E/C/E/C stating that the rate is submitted in pursuance to this condition together with all information relating thereto which he may be in a position to supply.

## **52.ADVANCES ON ACCOUNT :**

No payment shall be made for work estimated to cost less than Rupees One Thousand till after the whole of the work shall have been completed and a certificate of completion given by the Competent authority.

In the case of work estimated to cost more than Rupees One Thousand the contractor may at intervals of not less than one month or as otherwise provided for in the Contract documents, counting from the date on which order to the commence work given by Sr. E/C/E/C submit claims on BHEL forms for payment of advance on account of work done and of materials delivered in connection with the Contract.

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The Contractor shall be paid in respect of such claims to the extent approved and passed by the Sr. E/C.E/C subject a maximum of 90% o the value of the work actually executed in site provided the work has been executed to the satisfaction of the Engineer-in-charge. The certificate of the Sr. E/C. E/C regarding such approval and passing of the sums so payable shall be final and conclusive against the Contractor.

“After the full amount of Security Deposit is made up through the 10% deductions from ‘On Account’ bills, 100% of all subsequent bills may be made to the Contractor”.

The Contractor may also be paid during the progress of the work 75% of the value of any materials which are in the opinion of the Engineer-in-charge in accordance with contract, and are actually required for incorporation in the work and which have reasonably been brought to the site in-connection therewith and are adequate stored an/or protected against damage by weather or other causes, but which have not at the time of payment of the advance been incorporated in the work. Payment of such advances however shall be purely at the discretion of the Sr. M/P/Sr.E/C.,/E/C provided always that payments shall not be made under these periodical certificates in respect of perishable materials like lime, cement, timber, sand kankar etc.

Any sums/due from the Contractor on account of tools and plant, stores or any other items provided by BHEL shall be deducted from the respective advances.

The Senior Engineer/Civil/E/C shall from time to time certify the sums payable to the Contractor after retaining the reserves.

Any certificate relating to work done or materials delivered may be modified or corrected by any subsequent interim certificate or by the final certificate and no certificate of the Sr. E/C/E/C supporting an advance payment shall itself be conclusive evidence that any work or materials to which it relates are in accordance with the contract. All such intermediate payments shall be regarded as advances against the final payment only and shall not be considered as an admission of the due performance of the contract or any part thereof in respect or the accruing of any claim whatsoever. Such intermediate payments shall not conclude, determine or effect in any way the powers of the Sr. E/C/E/C as to the final settlement and adjustment of the account or otherwise, or in any way vary or affect the Contract.

### **53.FINAL BILL :**

As soon as possible after the completion of the work to the satisfaction of the Engineer-in-charge, the contractor shall forward a certified final account on BHEL forms, in

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duplicate. It shall be accompanied by all abstracts, vouchers etc., in support thereof and shall be prepared in the manner prescribed by the Senior Engineer /Civil/E/C. No claim will be entertained after the receipt of the final bill.

The contractor shall be entitled to be paid the final sum less the value of payments already made on account, subject to certification of the final bill by the Sr. E/C/E/C any sums due from the contractor on account Tools and plant, Stores or any other items provided by BHEL not yet recovered from the contractor shall be deducted from the final sum aforesaid.

No charge shall be allowed to the contractor on account of the preparation of the final bill.

#### **54.PAY MENT OF BILLS :**

All payments to be made to the Contractor under this contract shall be by “Crossed Cheque” marked

“A/C payee only” (within a reasonable time after the certification by the Sr. E/C/E/C at the.....  
 .....located in the station where either the work is executed or service rendered or at their branch nearest to the station where the Office of the Senior Engineer/Civil/E/C is located.)

#### **55.RECOVERY FROM CONTRACTOR :**

Whenever under the contract any sum of money shall be recoverable from or payable by the contractor the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

#### **56.POST TECHNICAL AUDIT OF WORK AND BILLS :**

BHEL reserve the right to carry out a post-payment audit and technical examination of the work and final bill including all supporting vouchers, abstract etc., and to enforce recovery of any sums becoming due as a result thereof in the manner provided in the proceeding sub-paragraph's provided however that no such recovery shall be enforced after three years of passing the final bill.

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**57.REFUND OF SECURITY DEPOSIT :**

50% of the Security Deposit mentioned in condition 16 above, may be refunded to the contractor in respect all contract on completion of work and after payment of final bill and the balance 50% on expiry of the maintenance period, (Described under clause 23) provided the contractor shall have rendered a “No Demand Certificate.” In case of works where maintenance period is not involved 100% of the security deposit may be refunded after payment of final bill provided that the contractor shall have rendered a “No Demand Certificate.”

**58.ARBITRATION :**

Except where otherwise provided for in the contract all question and disputes relating to the meaning of the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or has been other questions, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, design, drawing, specification, estimate, instruction, orders or these conditions or otherwise concerning the works of the execution of failure to execute the same whether arising during the program of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Managing Director/Chief Engineer of BHEL and if the Managing Director/Chief Engineer is enable or unwilling to Act, to a sole arbitration of some other person appointed by the Managing Director/General Manager/Chief Engineer, willing to Act s such arbitrator. The cases referred to arbitration shall be other than those for which the decision of the Sr. M/P./D.C.E/Sr.E/C. is expressed in the contract to be final and conclusive. There will be no objection if the arbitrator so appointed is an employee of BHEL and that he had deal with the matters to which the contracts relates and that in the course of his duties such he had expressed views of on all or any of the matters in dispute or difference. The arbitrator to whom to matter is originally referred being transferred by vacating his office or being enable to act for any reason, such Managing Director/ General Manager/Chief Engineer as aforesaid at the time of such transfer, vacation of office or inability to act, shall account another person to act as arbitrator in accordance with the terms of the contract, such person shall be entitled to proceed with the reference from the state at which it was left by his predecessor.

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Subject as aforesaid the provision of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrator (s) may from time to time with consent of the parties enlarge the time, for making and publishing the awards.

The work under the contract shall, if reasonable possible, continue during the arbitration proceedings and no payment due to payable to the contractor shall be withheld on account of such proceedings.

The Arbitrator shall be deemed to have entered on the reference on the date he issue notice to both the parties fixing the date of the first hearing.

The Arbitrator shall give a separate award in respect of each dispute or difference referred to him.

The venue of arbitration shall be such place as may be fixed by the arbitration in his sole discretion.

The award of the arbitrator shall be final, conclusive and binding all parties to this contract.

## **ANNEXURE- 'A'**

### **BHEL CONTRACTOR'S LABOUR REGULATIONS. (See condition 20)**

#### **1. DEFINITION:**

In these regulations, unless otherwise expressed or indicated, the following words and expressions shall have the meaning hereby assigned to them.

- a) "Labour" means workers employed by a contractor directly or indirectly through a sub-contractor, or by an agent on his behalf on a payment not exceeding Rs. 500/- per month.
- b) "Fair Wage" means wages, which shall include wages for weekly day of rest and other allowances, whether for time or piece work, after taking in to consideration prevailing market rates for similar employment in the neighborhood but shall not be less than the minimum rates of wages fixed under the Minimum wages Act.
- c) "Contractor" for the purpose of these Regulations shall include on agent or sub-contractor employing labour on the work taken on contractor.
- d) "Inspecting Officer" means any Labour Enforcement Officer or Assistant Labour Commissioner of the Chief Labour Commissioner's organisation.
- e) "Form" means a form appended to these Regulations.

#### **2. NOTICE OF COMMENCEMENT:**

The contractor shall, within seven days of commencement of the work, furnish in writing to the Inspecting Officer of the area concerned the following information, with copy to the Engineer- in charge.

- a) Name and situation of the work.
- b) Contractor's name and address.
- c) Particulars of the Department for which the work is undertaken.
- d) Name and address of the sub-contractors as and when they are pointed.
- e) Commencement and probable duration of the work.
- f) Number of workers employed and likely to be employed.
- g) 'Fair Wages' for different categories of workers.

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3. I) Number of hours which shall constitute a normal working day. The number of hours which shall constitute a normal working day for an adult shall be NINE hours. The working day of an adult worker shall be so arranged that of intervals, if any for rest it shall not spread over more than 12 hours on any day, when an adult worker is made to work for more than NINE hours on any day or for more than 48 hours in any week he shall in respect of overtime work, be paid wages at double the ordinary rate of wages.

II) Weekly day of rest: Every worker shall be given a weekly day of rest, which shall be fixed and notified at least 10 days in advance. A worker shall not be required or allowed to work on the weekly rest day unless he has or will have a substitution rest day, on one of the five days immediately before or after the rest day, provided that no substitution shall be made which will result in the worker working for more than 10 days consecutively without a rest day for a whole day.

Where in accordance with the foregoing provisions a worker works on the rest day and has been given a substituted rest day he shall be paid wages for the work done on the weekly rest day at the overtime rate of wages.

NOTE: The expression 'Ordinary rate of wages' means the fair wage the worker is entitled to.

**4. DISPLAY OF NOTICE REGARDING WAGES, WEEKLY DAY OFF REST ETC.**

The Contractor shall before he commences his work on contract display and correctly maintain and continue to display and correctly maintain in a clean legible condition in conspicuous places on the works, notice in English and in the local Indian languages, spoken by majority of workers, giving the rate of fair wages, the hours of work for which such wages are payable, the weekly rest days workers are entitled to and name and address of the Inspecting Officer. The Contractor shall send a copy of each of such notice to the Inspecting Officers and the Engineer's in charge.

**5. FIXATION OF WAGE PEIODS:**

The contractor shall fix wage periods in respect of which wages shall be payable. No wage period shall normally exceed one work.

**6. PAYMENT OF WAGES:**

- i) Wages due to every worker shall be paid to him direct. All wages shall be paid in current coins or currency or in both.

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- ii) Wages of every worker employed on the contractor shall be paid where the wages period is one week, within three days from the end of the wage period, and in any other case before the expiry of the 7<sup>th</sup> day or 10<sup>th</sup> day from the end of the wage period according as the number of workers does not exceed 1,000 or exceeds 1000.
- iii) When employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before expiry of the day succeeding the one on which his employment is terminated.
- iv) Payment of wages shall be made at the work site on a working day except when the work is completed before expiry of the wage period, in which case final payment shall be made at the work site within 48 hours of the wage period, in which case final payment shall be made at the work site within 48 hours of the last working day and during normal working time.

**Note:**

The term “working day” means a day on which the work, on which labour is employed, is in progress.

**7. REGISTER OF WORKMEN:**

A register of workmen shall be maintained in the form appended to these regulations and kept at the work site or as near to it as possible, and the relevant particulars of every work men shall be entered therein within 3 days of his employment.

**8. EMPLOYMENT CARD:**

The contractor shall issue an employment card in the form appended to these regulations to each worker on the day of work or entry into his employment. If a worker has already any such card with him issued by the previous employer the contractor shall merely endorse that employment card with relevant entries. On termination of employment the employment card shall again be endorsed by the contractor and returned to the worker.

**9. REGISTER OF WAGES ETC:**

- i) A register of wages- cum-muster roll in the form appended to these regulations shall be maintained and kept at the work site or as near to it as possible.
- ii) A wage slip in the form appended to these regulations shall be issued to every worker employed by the contractor at least a day prior to disbursement of wages.

**10. FINES AND DEDUCTIONS WHICH MAY BE MADE FROM WAGES:**

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- i) Wages of worker shall be paid to him without any deductions of any kind except the following:
  - a) Fines.
  - b) Deductions for absence from duty, i.e. from the place or the places where by the terms office employment is required to work. The amount of deduction shall be in proportion to the period for which he was absent.
  - c) Deduction for damage to or loss of goods expressly entrusted to the employed person for custody, or for loss of money which he is required to account for, where such damage or loss is directly attributable to his neglect or default ;
  - d) Deduction for recovery of advances or for adjustment of over payment of wages. Advances granted shall be entered in a register ; and
  - e) Any other deduction which the BHEL may from time to time allow.
- ii) No fines shall be imposed on a worker save in respect of such acts and omissions on his part as have been approved by the chief Labour Commissioner.
- iii) No fines shall be imposed on a worker and no deductions for damage for loss shall be made from his wages until the worker has been given an opportunity of showing – cause against such fines or deductions.
- iv) The total amount of fines which may be imposed in any one wage period on a worker shall not exceed an amount equal to three Paise in rupee of the wages payable to him in respect of that wage period.
- v) No fine imposed on a worker shall be recovered from him in installments, or after expiry of sixty days from the date on which it was imposed. Every fine shall be deemed to have been imposed on the day of the act or omission in respect which it was imposed.
- vi) The contractor shall maintain both in English and the local Indian language a list, approved by the Chief labour Commissioner, clearly stating the acts and omissions for which penalty or fine may be imposed on a workman and display it in good condition a conspicuous place on the work site.
- vii) The contractor shall maintain a register of deductions for damage or loss in the forms appended to these regulations which should be kept at the place of work.
- a) Full particulars of the labourers who met with the accident.
- b) Sex.
- c) Age.
- d) Rates of wages.

- e) Nature of accident and cause of accident.
- f) Time and date of accident.
- g) Date and time when admitted in hospital.
- h) Date of discharge from the hospital.
- i) Period of treatment and result of treatment.
- j) Percentage of loss of earning capacity and disability as assessed by Medical officer.
- k) Claim required to be paid under Workmen Compensation Act.
  
- l) Date of payment of compensation.
- m) Amount paid with details of the person to whom the same was paid.
- n) Authority by whom the compensation was assessed.
- o) Remarks.

#### **11. REGISTER OF ACCIDENTS:**

The contractor shall maintain a register of accidents in such form as may be convenient at the work place but the same shall include the following particulars :-

#### **12. PRESERVATION OF REGISTERS:**

The register of workmen and the Register of wages-Cum-Muster Roll required to be maintained under these Regulations shall be preserved for 3 years after the date on which the last entry is made therein.

#### **13. ENFORCEMENT:**

The Inspecting Officer shall either on his own motion or on a complaint received by him carry out investigations and send a report to the Engineer-in-charge specifying the amount representing / workers dues and amount of penalty to be imposed on the contractor for breach of these regulations, that have to be recovered from the contractor, indicating full details of the recoveries proposed and the reasons, there for. It shall be obligatory of the part of the Engineer-in-charge on receipt of such a report to deduct such amounts from payments due to the contractor.

#### **14. DISPOSAL OF AMOUNTS RECOVERED FROM THE CONTRACTORS:**

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The engineer in charge shall arrange payment to workers concerned within 45 days from receipt of a report from the Inspecting Officer except in cases where the contractor had made an appeal under regulation, 16 of these regulations. In cases where there is an appeal, payment of worker dues would be arranged by the Engineer in charge, wherever such payments arise, within 30 days from the date of receipt of the decision of the Regional Labour Commissioner (RLC).

**15. WELFARE FUND:**

All moneys that are recovered by the Engineer-in-charge by way of workers due which could not be disbursed to workers within the time-limit prescribed above, due to reasons such as where about or workers not being known, death of a worker, etc., and also amounts recovered as penalty, shall be credited a fund to be kept under the custody or BHEL for such benefits and welfare of work man employed by the contractors.

**16. APPEAL AGAINST DECISION OF INSPECTING OFFICER:**

Any person aggrieved by a decision of the Inspecting Officer may appeal against such decision to the Regional Labour Commissioner concerned within 30 days from the date of decision, forwarding simultaneously a copy of his appeal to the Engineer-in-charge. The decision of the Regional Labour Commissioner Shall be final and binding upon the contractor and the work men.

**17. REPRESENTATION OF PARTIES:**

- i) A workmen shall be entitled to be represented in any investigation or enquiry under these Regulations by an officer of a registered trade union of which the said trade union is affiliated or where the work man is not a member of any registered trade union, by an officer of a registered trade union, connected with, or any other workmen employed in, the industry in which the worker is employed.
- ii) A contractor shall be entitled to be represented in any investigation of enquiry under these Regulation by an officer of an association of contractors of which he is member or by an officer of a Federation of associations of contractors to which the said association is affiliated or where the contractor is not a member of any association of employers, connected with, or by any other employer engaged in the industry in which the contractor is engaged.
- iii) No party shall be entitled to be represented by a legal practitioner in any investigation or enquiry under these Regulations.

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**18. INSPECTION OF BOOKS AND OTHER DOCUMENTS:**

The contractor shall allow Inspection of the registers and other documents prescribed under these regulations by inspecting officers and the Engineer-in-charge or his authorized representative at any time and by the worker or his agent on receipt of due notice at convenient time.

**19. INTERPRETATION ETC:**

On any question as to the application, interpretation or effect of these Regulations, the decision of the Chief Labour Commissioner or Deputy Chief Labour Commissioner (Central) shall be final and binding.

**20. AMENDMENTS:**

Central Government may, some time to time, add to or amend the Contractors Labour Regulations and issue such directions as it may consider necessary for the proper implementation of the Contractors Labour Regulations for the purpose of removing any difficulty which may arise in the administration thereof, based on which the BHEL Contractors Labour Regulation here in contained shall be subject to revision.

**BHEL SAFETY CODE (See condition 20)**

- i) Suitable scaffolds shall be provided for workmen for all work that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When a ladder is used one extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well, suitable footholds and handholds shall be provided on the ladder and the ladder shall be given an inclination not steeper than  $\frac{1}{4}$  to 1 ( $\frac{1}{4}$  horizontal and 1 vertical).
- ii) Scaffolding or staging more than 3.25 meters above the ground or floor, swing or suspended from an overhead support or erected with stationery support, shall have a guard rail properly attached, bolted, braced and otherwise secured at least 1 meter high above the floor or platform of such scaffolding or staging and extending along with the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery or materials, such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
- iii) Working platform, gangways and stairways shall be so constructed that they do not sag unduly or unequally, and if height of a platform or gangway or stairway is more than 3.25 meters above ground level it shall be closely boarded, have adequate width and be suitably fenced, as described in 2 above.

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- iv) Every opening in floor of a building or in a working platform shall be provided with suitable means to prevent fall of persons or materials by providing suitable fencing or failing with a minimum height of 1 meter.
- v) Safe means of access shall be provided to all working platform and other working places, every ladder shall be securely fixed. No portable single ladder shall be over 9 meters in length. Width between side rails in a rung ladder shall in no case be less than 30cm. For ladders up to and including 3 meters in length. Uniform step spacing shall not exceed 30 cm.

Adequate precautions shall be taken to prevent danger from electrical equipment. No materials on any of the sites shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The contractor shall provide all necessary fencing and lights to protect public from accidents and shall be bound to bear expenses of defense of every suit action or other proceedings at law that may be brought by any person for injury sustaining owing to every suit action or other proceedings at law that may be brought by any person for injury sustaining owing to neglect of the above precautions, and pay any damages and costs which may be awarded in any such suit, action or proceedings to any such person or which may with the consent of the contractor be paid to compromise any claim by any such person.

#### **6. EXCAVATION AND TRENCHING:**

All trenches, 1.5 meters or more in depth, shall at all times be supplied with at least one ladder for each 30 m length or fraction thereof. Ladder shall to be extended from bottom of trench to at least, 1 meter above surface of the ground. Sides of a trench 1.5 meters or more in depth shall be stepped back to give suitable slope, or securely held by timber bracing, so as to avoid the danger of sides collapsing. Excavated materials shall not be placed within 1.5 meters of the edge of trench or half the depth of trench, whichever is more. Cutting shall be done from top to bottom. Under no circumstances shall undermining or undercutting be done.

#### **7. DEMOLITION:**

Before any demolition work is commenced and also during the process of the work.

- a) All roads and open areas adjacent to the work site shall either be enclosed or suitably protected;
- b) No electric cable or apparatus which is liable to be source of danger over a cable or apparatus used by operator shall remain electrically charged.
- c) All present steps shall be taken to prevent danger to persons employed, from risk or fire or explosion or No floor, roof or other part of a building shall be so overloaded with debris or materials as to render it unsafe.

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8. All necessary personal safety equipment as considered adequate by the Engineer-in-charge shall be available for use of persons employed on the site and maintained in a condition suitable for immediate use and the contractor shall take adequate steps to ensure proper use of equipment by those concerned.
  - a) Workers employed on mixing asphaltic materials cement and lime mortars/concrete shall be provided with protective footwear and protective goggles.
  - b) Those engaged in handling any materials which is injurious to the eye shall be provided with protective goggles.
  - c) Those engaged in welding works shall be provided with welder's protective eye shields.
  - d) Store breaker shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
  - e) When workers are employed in sewer and manholes which are in use, the contractor shall ensure that manholes covers are opened and manholes are ventilated at least for an hour before workers are allowed to get in to them. Manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accident to public.
  - f) The contractor shall not employ men below the age of 18 and women on the work of painting with products containing lead in any form. Wherever men above the age of 18 or employed on the work of lead painting the following precautions shall be taken.
    - i) No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
    - ii) Suitable face masks shall be supplied by the contractor for use by workers when paint is applied in the form of spray or a surface having lead paint is dry rubbed and scrapped.
    - iii) Overalls shall be supplied by the Contractor to workmen and adequate facilities shall be provided to enable working painters to wash during and cessation of work.
9. When work is done near any where there is risk of drowning, all necessary equipment shall be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provision made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.

10. Use of hoisting machine and tackles including their attachments, encourage and supports shall conform to the following:
  - a) i) These shall be of good mechanical construction, sound material an adequate strength and free from defects and adequate strength, and free from defects.
  - ii) Every rope used in hoisting or lowering materials or as a means of suspension shall be durable quality and adequate strength, and free from defects.
  - b) Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years shall be in-charge of any hoisting machine including any scaffolding winch or give signals to operator.
  - c) In case of every hoisting machine and of every chain, ring, hook, shackle, swivel and pulley block used in hoisting, or lowering or as means of suspension safe working load shall be ascertained by adequate means. Every hoisting machine and all gear referred to above shall have the safe working load plainly marked thereon. In case of a hoisting machine having a variable safe working load, each safe working load, and the conditions under which it is applicable shall be clearly indicated. No part of any machine or any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
  - d) In case of departmental machine, safe working load shall be notified by the Engineer-in-charge. As regards contractors machines the contractor shall notify safe working load of each machine to the Engineer-in-charge wherever he brings it to site of work and get it verified by the Engineer-in-charge.
11. Motors gearing, transmission, electric wiring and other dangerous parts of hoisting appliances shall be provided with efficient safeguards, hoisting appliances shall be provided with such means as will reduce to the minimum risk of accidental descent of load. Adequate precautions shall be taken to reduce to the minimum risk of any part of a suspended load becoming accidentally displaced. When workers are employed on electrical installations which are already energised, insulating mats, working apparel such as gloves, sleeves, and boots, as may be necessary shall be provided. Workers shall not wear any rings; watches carry keys or other materials which are good conductors of electrically.
12. All scaffolding, ladders and other safety devices mentioned or described herein shall be maintained in a safe condition and no scaffold, ladder or equipment shall be altered or removed while it is in use. Adequate washing facilities shall be provided at or near the places of work.



13. These safety provisions shall be brought to the notice of all concerned by display on a notice board at a prominent place at the work spot. Persons responsible for ensuring compliance with the safety code shall be named there on by the contractor.
14. To ensure effective enforcement of the rules and regulations relating to safety precautions, arrangements made by the contractor shall be open to inspection by the Engineer-in-charge or his representative and the inspection officers as defined in the contractor's Labour Regulations.
15. Notwithstanding the above conditions 1 to 14, the Contractor is not exempted from the operation of any other Act or Rule in force.

**FORM OF REGISTER OF WORKMEN**  
**(Regulation 7)**

- (i) Name \_\_\_\_\_ and \_\_\_\_\_ address \_\_\_\_\_ of \_\_\_\_\_ the contractor:.....
- (ii) Number \_\_\_\_\_ and \_\_\_\_\_ date \_\_\_\_\_ of \_\_\_\_\_ the contract agreement/work order:.....
- (iii) Name \_\_\_\_\_ and \_\_\_\_\_ address \_\_\_\_\_ of \_\_\_\_\_ the department awarding the contract:.....
- (iv) Nature \_\_\_\_\_ of \_\_\_\_\_ the contract and \_\_\_\_\_ location \_\_\_\_\_ of \_\_\_\_\_ the work:.....
- (v) Duration \_\_\_\_\_ of \_\_\_\_\_ the contract:.....

Sl. No.	Name and Surname of the workers.	Age & Sex	Father/Husband's Name	Nature of employment & designation	Permanent home address of employee (Village, Dist.,	Present address	Date of commencement of employment	Date of termination or leaving of employment	Signature or Thumb impression of the employee	Remarks
1	2	3	4	5	6	7	8	9	10	11

CONTRACTOR

EMPLOYER

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**FORM OF EMPLOYMENT CARD**  
**(Regulation 8)**

- (i) Name \_\_\_\_\_ and \_\_\_\_\_ sex \_\_\_\_\_ of \_\_\_\_\_ the  
worker:.....
- (ii) Father's/Husband's  
Name:.....
- (iii) Address:.....  
.....
- (iv) Age \_\_\_\_\_ or \_\_\_\_\_ date \_\_\_\_\_ of  
birth:.....  
....
- (v) Identification  
marks:.....  
...

Particulars of next of kin (wife/husband and children, if any, or/dependent next of kin in case of the worker has no wife/husband or child):

Name:.....

.....

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Full address of  
dependents:.....  
(Specify village, Dist., and  
State):.....

Sl. No.	Name and address of Employer (specify whether a contractor or a sub-contractor)	Particulars of location of work site and description of	Total period for which the worker is employed ( From : To: )	Actual Number of days worked	Leave taken (No. of days should be specified )	Nature of work done by the worker	Wage rate with particulars of office of unit in case piece	Total wages earned by the worker during the period shown under Col.5	Remarks	Signature of the employer
1	2	3	4	5	6	7	8	9	10	11

N.B: For the worker employed at one time one piece-work basis and at another on daily wages, relevant entries in respect of each type of employment should be made separately.

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**FORM OF WAGE SLIP**  
(REGULATION 9)

(i) Name \_\_\_\_\_ of \_\_\_\_\_ the  
contractor.....  
....

(ii) Place.....  
.....

---

1. Name of the workers with  
father's/husband's Name :

2. Nature of employment :

3. Wage period :

4. Rate of wages payable :

5. Total attendance/unit of  
Work done :

6. Dates on which overtime  
worked. :

7. Overtime wages. :

8. Gross Wages, payable :

9. Total deductions (indicating  
nature of deduction).

10. Net Wages Payable :

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CONTRACTOR'S SIGNATURE/  
EMPLOYEES SIGNATURE/  
THUMB IMPRESSION.  
IMPRESSON.

THUMB

## FORM OF REGISTER OF WAGES-CUM-MUSTER ROLL

(Regulation 9)

- (vi) Name and address of the contractor:.....
- (vii) No. & Date of the contract agreement/work order:.....
- (viii) Name and address of the dept. awarding the contract:.....
- (ix) Nature of the contract and location of the work:.....
- (x) Duration of the contract:.....
- (xi) Wage period:.....  
.....

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EMPLOYER

							Fair wage s payab le.	Wages paid.		Overtime worked.				Deduction from wages.									
Serial Number	No. and	Father's/husband	Sex	Designation	Daily	Total	Basic	D.A and other	Basic	D.A.and other	Date	No. of hours.	Over time	Total wages	Fine	Deduction for	House rent.	Revenue of	Other	Net wages	Date of	Signature or thumb	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

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**FORM OF REGISTER OF**

**DEDUCTIONS FOR DAMAGE OR LOSS CAUSED TO THE BHEL BY  
THE NEGLECT OR DEFAULT OF THE EMPLOYED PERSONS.**

(Regulation No. 10 (vii).

Sl.No.	Name	Father's/ Husband's Name.	Sex	Dept.	Damage or loss caused with date	Whether worker showed cause against deduction if so, enter date	Date and amount of deduction	Number of in statement if any	Date on which	Remarks.
1	2	3	4	5	6	7	8	9	10	11

**FORM OF REGISTER OF FINES (REGULATIONS No. 10 (VII))**

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Sl.No.	Name	Father's/ Husband's Name.	Sex.	Dept.	Nature and date of the offence for which fine imposed	Whether workman showed cause against fine or not, enter date.	Date of wages.	Date and amount of fine imposed.	Date on which fine released.	Remarks.
1	2	3	4	5	6	7	8	9	10	11

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PART-II - PRICE BID

**(To be submitted in a separate sealed cover)**

Name of work: JOB CONTRACT FOR FIRE FIGHTING SERVICES  
INSIDE THE FACTORY PREMISES

No. of page: 2 No.

CONTRACTOR

EMPLOYER

## SCHEDULE

Name of work : Job Contract for Fire Fighting Services inside the  
Factory premises

Description	Unit	Qty	Rate/per month (in figs & words) Rs. Ps.
Annual Maintenance Contract for Fire Fighting Services installed at our Factory premises as per Annexure-I enclosed	Lumpsum per month	12 Months	

Total Rupees in words :

.....  
 .....  
 .....  
 .....

CONTRACTOR

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