



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)

Ref: PSER:PUR:PMX:350(VII):015:(ENQ:21:PP:0015:PUR:14)

Date 16/06/2021

NOTICE INVITING TENDER

NOTE: INTENDING BIDDER TO PARTICIPATE MAY DOWNLOAD FROM WEB SITES

Sealed offers in two part bid system are invited from reputed & experienced bidders (meeting [PRE QUALIFICATION CRITERIA](#) as mentioned in Annexure-1) [through NIC E-Procurement Portal <https://eprocurebhel.co.in> only](#), for the subject job by the undersigned on the behalf of BHARAT HEAVY ELECTRICALS LIMITED as per the tender document. Issue/ forwarding intimation regarding tender to any bidder shall not construe that the bidder is considered to be qualified. Following points relevant to the tender may please be noted and complied with.

1.0 Salient Features of NIT

SL N O	ISSUE	DESCRIPTION
i	TENDER NUMBER	PSER:PUR:PMX:350(VII):015:(ENQ:21:PP:0015:PUR:14)
ii	Broad Scope of job	SUPPLY OF READY MIX CEMENT CONCRETE AT 3X660 MW NPGCL NABINAGAR THERMAL POWER PROJECT, FGD SYSTEM, BIHAR.
iii	DETAILS OF TENDER DOCUMENT	
a	Volume-IA	<i>General conditions of contract (Supply)</i> Applicable.
B	Volume-IB	<i>General conditions of contract (Service)</i> Not Applicable.
C	Volume-IC & ID	<i>Special conditions of contract (Supply & Service-Common)</i> Not Applicable.
D	Volume-IC	<i>Special conditions of contract (Supply)</i> Applicable.
E	Volume-ID	<i>Special conditions of contract (Service)</i> Not Applicable.
F	Volume-IE	<i>Forms & Procedures</i> Applicable.
G	HSEP:14, Rev-00, HSEOCP: 61,R01, & HSEOCP: 61A,R0	<i>HSE Plan and HSE OCP</i> Applicable.
H	Volume-IF	<i>Technical Specification for Ready Mix Cement Concrete</i> Applicable.
I	Volume-III	<i>Price Schedule (Absolute value) – Rev-0</i> Applicable.
iv	ISSUE OF TENDER DOCUMENTS	a) Online through e-procurement platform at (https://eprocurebhel.co.in) b) In BHEL website (www.bhel.com & CPP Portal): For tender view purpose only. Start date of the tender : 16/06/2021 a) Applicable b) Applicable

v	DUE DATE & TIME OF OFFER SUBMISSION	Date: 28/06/2021 , Time: 14:00 Hrs. IST (Offer to be submitted online only through e-procurement platform at https://eprocurebhel.co.in)	Applicable.

vi	TECHNO COMMERCIAL OPENING OF TENDER	Date: 28/06/2021, Time: 16:30 Hrs. IST (online only through e-procurement platform at https://eprocurebhel.co.in, participating bidders may witness the same online only)	Applicable.
vii	EMD AMOUNT	Not Applicable	Not Applicable
viii	COST OF TENDER	Not Applicable	Not Applicable
ix	LAST DATE FOR SEEKING CLARIFICATION	Date: 23/06/2021, Time: 16:30 Hrs. IST	Applicable.
x	SCHEDULE OF PRE BID DISCUSSION (PBD)	<i>Will be intimated later if required.</i>	Not Applicable
xi	INTEGRITY PACT & DETAILS OF INDEPENDENT EXTERNAL MONITOR (IEM)	IEM DETAILS: <i>Refer Relevant Clause below</i>	Applicable
xii	Latest updates	Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications will be hosted in BHEL webpage (www.bhel.com) ; CPP portal & E-Procurement Site https://eprocurebhel.co.in only. Bidders to keep themselves updated with all such information.	<i>Shall be intimated to bidder</i>
XII	Evaluation currency	INDIAN RUPEES(INR)	

2.0 The offer shall be submitted as per the instructions of tender document. Only One set of tender document (**in original, downloaded from website**) signed by authorised company rep. of bidder and stamped on each page shall be submitted as detailed further, as given below. Bidders to note specifically that all pages of tender document, including these NIT pages etc. appearing in the

website for this particular tender shall be submitted by them (after signing/stamping on each page) as a part of their offer. **Price shall not be mentioned by them anywhere in the techno-commercial portion of offer. Price shall be mentioned in the relevant price schedule only and to be submitted in e-procurement portal/platform in the form and manner mentioned in tender.**

For E-PROCUREMENT ASSISTANCE & TRAINING, NIC PORTAL HELPDESK CONTACTS AS PER FOLLOWING: -

For any technical related queries please call at 24 x 7 Help Desk Number
0120-4001 002

0120-4200 462

0120-4001 005

0120-6277 787

Email Support

Address: A) For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical - support-eproc@nic.in

or for any difficulty in downloading the tender from internet website, they should contact this office (Manager , Purchase or SDGM, Purchase Phone no. 033-23398224/8220). No alteration/changes by bidders is permitted in the tender/NIT appeared in the website.

- 3.0 Unless specifically stated otherwise, bidder shall remit cost of tender (non-refundable) and courier charges if applicable, in the form of Demand Draft drawn in favour of Bharat Heavy Electricals Ltd, payable at Kolkata, issuing the Tender, along with techno-commercial offer.
- 4.0 Unless specifically stated otherwise, bidder shall have to deposit EMD through Demand Draft/Pay Order in favour of Bharat Heavy Electricals Ltd, payable at Kolkata. For other details please refer General Conditions of Contract.
- 5.0 **Procedure for Submission of Tenders:** The Tenderers must submit their Tenders as detailed below:

This is an E-tender floated online through our E-Procurement Site <https://eprocurebhel.co.in>. The bidder should respond by submitting their offer online only in our e-Procurement platform at <https://eprocurebhel.co.in>. Offers are invited in two-parts only. No Hard copy bid or bids through email/ fax shall be accepted. Bids are invited in two parts & shall be submitted as described below:

DOCUMENTS TO BE UPLOADED & MODALITY OF UPLOADING

OFFER DESCRIPTION	DOCUMENTS TO BE UPLOADED & MODALITY OF UPLOADING
TECHNICAL OFFER	1.Scanned copy of Covering letter of offer (To be attached in relevant Attachment section) 2. Scanned copy of Entire tender documents signed & stamped in each page by authorized representative of the bidder except price bid (To be attached in relevant Attachment section). 3. Scanned copy of Techno-Commercial Offer (To be attached in relevant Attachment section) 4. Duly filled all annexures except price & unpriced format (To be attached in relevant Attachment section). 5. Copy of records notes of Pre-Bid Conference, if applicable/ pre-bid MOM. (To be attached in relevant Attachment section) 6. Copy of Tender change notice (TCN), if applicable (To be attached in relevant Attachment section) 7. All supporting documents/ Annexures etc. as applicable (To be attached in relevant Attachment section). 8. No deviation certificate in bidder's letterhead as per format given in Tender (To be attached in relevant Attachment section).
PRE-QUALIFICATION PART	9. Pre-qualifying documents with all credentials as per tender. (To be attached in relevant Attachment section)
UNPRICED PRICE BID	10. Price schedule – Unpriced but mentioning only quoted / unquoted against each item as per tender. (To be attached in Unpriced bid Attachment section)
PRICE BID	11. Duly filled in Price Schedule as per tender. (To be attached in price bid Attachment section) Any other document uploaded in the price bid, apart from tendered Price schedule, shall not be taken into cognizance for evaluation of offer.

SPECIAL NOTE:

- A) Your offer & documents submitted along with offer shall be digitally signed & stamped in each page by your authorized representative. No overwriting/ correction in tender documents by bidders shall be allowed. However, if correction is unavoidable, the same may be signed by authorized signatory.
- B) The credentials/documents submitted towards compliance of Pre-qualification requirement shall be physically signed by the authorized signatory & stamped before uploading/submission with the offer in the e-procurement portal.
- C) **All documents/ annexures submitted with the offer shall be properly attached in the respective sections.** BHEL shall not be responsible for any missing documents.
- 6.0 No Deviation with respect to tender clauses and no additional clauses/ suggestions/ in Techno-commercial bid/ Price bid shall normally be considered by BHEL. Bidders are requested to positively comply with the same. Offers with deviation are liable for rejection.
- 7.0 BHEL reserves the right to accept or reject any or all Offers without assigning any reasons thereof. BHEL also reserves the right to cancel the Tender wholly or partly without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD, as applicable). However, BHEL may communicate rejection to the unsuccessful bidder after award of work and acceptance by the successful bidder.
- 8.0 Since the job shall be executed at site, bidders must visit site/ work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation, applicable wage structure, wage rules, etc before quoting for this tender. They may also consult this office before submitting their offers, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions. No additional claim shall be entertained by BHEL in future, on account of non-acquaintance of above.
- 9.0 For any clarification on the tender document, you may seek the same in writing or through e-procurement portal/platform as per specified format within the last date of seeking clarification as per tender. BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to postal delay, and receipt of any query after due date shall not be entertained.
- 10.0 BHEL may decide holding of pre-bid discussion [PBD] with all intending bidders as per date indicated in the NIT. The bidder shall ensure participation for the same at the appointed time, date and place as may be decided by BHEL. Bidders shall plan their visit accordingly. The outcome of pre-bid discussion (PBD) shall also form part of tender.
- 11.0 In case of absence of any queries from bidder(s), their quoted price will be PRESUMED to be final and complete with reference to the tender documents (including Tender change notes (TCNs), clarifications, corrigendum issued by BHEL, if any). Bidders are requested to study the tender documents in detail and prepare their queries/clarifications accordingly. All such queries / clarifications shall be cleared/replied by BHEL. Such clarification letters, corrigendum and/or Tender change notes (TCNs), if issued by BHEL, shall form part of tender document.
- 12.0 In the event of any conflict between requirement of any clause of this specification/ documents/drawings/data sheets etc or requirements of different codes/standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall

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prevail. Any typing error/missing pages/ other clerical errors in the tender documents, noticed must be pointed out before pre-bid meeting/submission of offer else BHEL's interpretation shall prevail & binding on you.

- 13.0 Unless specifically mentioned otherwise, bidder's quoted price shall deemed to be in compliance with tender along with TCNs including PBD, if any.
- 14.0 Bidders shall submit Integrity Pact Agreement (Duly signed by authorized signatory who signs in the offer), **along with techno - commercial bid**. This pact shall be considered as a preliminary qualification for further participation. **The names and other details of Independent External Monitor (IEM) for the subject tender is as given at point (xi) of 1 above.**
- 15.0 The Bidder has to satisfy the Pre-Qualifying Requirements stipulated for this Tender in order to be qualified. The Price Bids of only those bidders will be opened, who will qualify for the subject job on the basis of pre-qualification evaluation & Techno-Commercial bids etc. BHEL reserves the right to reject the bidders with unsatisfactory past performance in the execution of a contract. BHEL's decision in this regard shall be final & binding.
- 16.0 While BHEL reserve the right to open the price bid of the offers in camera, the date & time to open the PRICE BID, tender opening shall be intimated to the bidders in case BHEL decides it to be 'Public opening' and in such a case, **price bid (Volume-III) uploaded in E-Procurement Site <https://eprocurebhel.co.in> will be opened.**
- 17.0 **Validity of the offer shall be for six months from the latest due date of offer submission (including extension, if any) unless specified otherwise.**
- 18.0 **Bidders are required to submit their **BEST** price as per tender Price Schedule format in e-procurement portal/platform in the form & manner as mentioned in tender.**
- 19.0 **BHEL shall be resorting to Reverse Auction (RA) (Guidelines as available on www.bhel.com) for this tender. RA shall be conducted among the techno-commercially qualified bidders.**
Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered for RA. In case any bidder(s) do(es) not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking.
- 20.0 *Bidders are requested to note that the accepted / agreed tender terms (technical, commercial or on Reverse Auction) in their original offer cannot be altered / withdrawn by their own during the processing of tender.*
- 21.0 On submission of offer, further consideration will be subject to compliance to tender & qualifying requirement and customer's acceptance, as applicable.
- 22.0 In case the bidder is an "Indian Agent of Foreign Principals", 'Agency agreement has to be submitted along with Bid, detailing the role of the agent along with the terms of payment for agency commission in INR, along with supporting documents.
- 23.0 The bidders shall not enter into any undisclosed M.O.U. or any understanding amongst themselves with respect to tender.
- 24.0 The bidder shall submit documents in support of possession of 'Qualifying Requirements' duly self-certified and stamped/ digitally signed (as applicable) by the authorized signatory,

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indexed and properly linked in the format for PQR. In case BHEL requires any other documents/proofs, these shall be submitted immediately.

25.0 The bidder may have to produce original document for verification if so decided by BHEL.

26.0 The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL Website (www.bhel.com).

i. Integrity commitment, performance of the contract and punitive action thereof:

a) Commitment by BHEL:

BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

b) Commitment by Bidder/ Supplier/ Contractor:

b.i) The bidder/ supplier/ contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.

b.ii) The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.

b.iii) The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.

If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage includes in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extant guidelines of the company available on www.bhel.com and/ or under applicable legal provisions.

27.0 Corrigendum/ corrigendum/ extension/ addendum, if any, pertaining to this tender will be published in the web sites CPP Portal, www.bhel.com, <https://eprocurebhel.co.in>. etc. or will be issued directly to you, as applicable.

28.0 Unsolicited discounts received after opening of techno commercial bid shall not be considered for evaluation. However, if the party who has submitted the unsolicited discount/rebate becomes the L-1 party, then the awarded price shall be after considering the discount.

29.0 The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL Website (www.bhel.com).

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- 30.0 It may please be noted that applicable Guidelines/Rules in respect of Suspension of business dealings, Vendor Evaluation formats, quality, safety and HSE guidelines, standard T&P hire charges of BHEL etc. may undergo change from time to time and the latest one shall be followed. Latest applicable "Guidelines for Vendor Evaluation" is web based, quality, safety & HSE"; standard T&P hire charges shall be available at site and shall be given to the successful vendors/ subcontractors during execution.
- 31.0 Bidders are requested to note that the accepted / agreed tender terms (technical, commercial or on Reverse Auction) in their original offer can not be altered / withdrawn by their own during the processing of tender.
- 32.0 The Bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.
- 33.0 Suspension of Business dealings with Suppliers/ Contractors: BHEL reserves the right to take action against contractors who fail to perform or indulge in malpractices, by suspending business dealings with them as detailed in Annexure-F.
- 34.0 "For this procurement, the local content to categorize a supplier as a Class-I local supplier/ Class-II local supplier/ Non-Local supplier and purchase preference to Class-I local supplier, is as defined in Public Procurement (Preference to Make in India), Order 2017 dated 04-06-2020 issued by DPIIT. In case of subsequent orders issued by the Nodal Ministry, changing the definition of local content for the items of the NIT, the same shall be applicable even if issued after issue of this NIT, but before opening of Part-II bids against this NIT".

Duly filled & signed Form-1 (Format for local content), as applicable, to be submitted by bidders along with their techno-commercial offer.

- 35.0
- a) Cost of Tender: Not Applicable
 - b) Earnest Money Deposit (EMD): Not Applicable
 - c) Security Deposit (SD): Not Applicable
 - d) Performance Bank Guarantee (PBG): Not Applicable
 - e) Performance Bond: Not Applicable
 - f) Additional Security Deposit: Not Applicable
- 36.0 MSE suppliers can avail the intended benefits in respect of the procurements related to the Goods and Services only (Definition of Goods and Services as enumerated by Govt. of India vide Office Memorandum F. No. 21(8)/2011-MA dtd. 09/11/2016 office of AS & DC, MSME) if they submit along with the offer, attested copies of either Udyam Registration Certificate or EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or Udyog Aadhar Memorandum (UAM) & Acknowledgement or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure – B where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-

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procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.

Any Bidder falling under MSME category, shall furnish the following details & submit documentary evidence/Govt. Certificate etc. in support of the same along with their techno-commercial offer: -

Type under MSME	SC/ST owned	Women owned	Others
Micro			
Small			
Medium			

Note: - If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSME category.

- 37.0 Annexure-B – Terms & conditions of Reverse Auction is enclosed herewith.
- 38.0 Annexure-E – State wise GST Registration nos. is enclosed herewith.
- 39.0 Duly filled & signed Annexure- CPP/I to be submitted by bidders along with their techno-commercial offer.

40.0 Integrity Pact (IP) –

- (a) IP is a tool to ensure that activities and transactions between the Company and its Bidders/ Contractors are handled in a fair, transparent and corruption free manner. Following Independent External Monitors (IEMs) on the present panel have been appointed by BHEL with the approval of CVC to oversee implementation of IP in BHEL.

SI	IEM	Email
1.	Shri Arun Chandra Verma, IPS (Retd.)	acverma1@gmail.com
2.	Shri Virendra Bahadur Singh, IPS (Retd.)	ybsinghips@gmail.com

- (b) The IP as enclosed with the tender is to be submitted (duly signed by authorized signatory) along with techno-commercial bid (Part-I, in case of two/three part bid). Only those bidders who have entered into such an IP with BHEL would be competent to participate in the bidding. In other words, entering into this Pact would be a preliminary qualification.
- (c) Please refer Section-8 of IP for Role and Responsibilities of IEMs. In case of any complaint arising out of the tendering process, the matter may be referred to any of the above IEM(s). All correspondence with the IEMs shall be done through email only.

Note:

No routine correspondence shall be addressed to the IEM (phone/ post/ email) regarding the clarifications, time extensions or any other administrative queries, etc. on the tender issued. All such clarification/ issues shall be addressed directly to the tender issuing (procurement) department's officials whose contact details are provided below:

Details of contact person(s):

Name	Mr. Sriparna Mukherjee	Mr. Avijit Pan
Dept.	Purchase Dept., BHEL PSER, Kolkata	Purchase Dept., BHEL PSER, Kolkata
Address	DJ-9/1, Sector – II, Salt Lake, Kolkata –700091	DJ-9/1, Sector – II, Salt Lake, Kolkata – 700091
Phone	033-2339 8224	033-2339 8220
Email	sriparna@bhel.in	avijitpan@bhel.in
FAX	033-2321 1960	033-2321 1960

41.0 Rights of BHEL:

41.1 To withdraw any portion of work and/or to restrict / alter the quantum of work as indicated in the contract during the progress of work and get it done through other agency and/or by departmental labour to suit BHEL's commitment to its customer or in case BHEL decides to advance the date of completion due to other emergency reasons / BHEL's obligation to its customer.

41.2 To terminate the contract or withdraw portion of work and get it done through other agency, at the risk and cost of the contractor after due notice of a period of 14 days' by BHEL in any of the following cases:

- Contractor's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor including unexecuted portion of work does not appear to be executable within balance available (#) period considering its performance of execution.
- Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
- Non-completion of work by the Contractor within scheduled completion period as per Contract or as extended from time to time, for the reasons attributable to the contractor.
- Termination of Contract on account of any other reason (s) attributable to Contractor.
- Assignment, transfer, subletting of Contract without BHEL's written permission.
- Non-compliance to any contractual condition or any other default attributable to Contractor.

(#) In-case inputs from BHEL/Customer are likely to be delayed or are actually delayed, this delay may also be taken into account while considering balance period available for execution of Contract.

Risk & Cost Amount against Balance Work:

Risk & Cost amount against balance work shall be calculated as follows:

Risk & Cost Amount= [(A-B) + (A x H/100)]

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Where,

A= Value of Balance scope of Work (*) as per rates of new contract

B= Value of Balance scope of Work (*) as per rates of old contract being paid to the contractor at the time of termination of contract i.e. inclusive of PVC & ORC, if any.

H = Overhead Factor to be taken as 5

In case (A-B) is less than 0 (zero), value of (A-B) shall be taken as 0 (zero).

(*) Balance scope of work (in case of termination of contract):

Difference of Contract Quantities and Executed Quantities as on the date of issue of Letter for 'Termination of Contract', shall be taken as balance scope of Work for calculating risk & cost amount. Contract quantities are the quantities as per original contract. If, Contract has been amended, quantities as per amended Contract shall be considered as Contract Quantities.

Items for which total quantities to be executed have exceeded the Contract Quantities based on drawings issued to contractor from time to time till issue of Termination letter, then for these items total Quantities as per issued drawings would be deemed to be contract quantities.

Substitute/ extra items whose rates have already been approved would form part of contract quantities for this purpose. Substitute/ extra items which have been executed but rates have not been approved, would also form part of contract quantities for this purpose and rates of such items shall be determined in line with contractual provisions.

However, increase in quantities on account of additional scope in new tender shall not be considered for this purpose.

NOTE: In-case portion of work is being withdrawn at risk & cost of contractor instead of termination of contract, contract quantities pertaining to portion of work withdrawn shall be considered as 'Balance scope of work' for calculating Risk & Cost amount.

LD against delay in executed work in case of Termination of Contract:

LD against delay in executed work shall be calculated in line with LD clause as per GCC/SCC/TCC/Special note/any other annexure of tender document (in compliance with order of precedence), for the delay attributable to contractor. For limiting the maximum value of LD, contract value shall be taken as Executed Value of work till termination of contract.

Method for calculation of "LD against delay in executed work in case of termination of contract" is given below.

- i) Let the time period from scheduled date of start of work till termination of contract excluding the period of Hold (if any) not attributable to contractor = T1
- ii) Let the value of executed work till the time of termination of contract= X
- iii) Let the Total Executable Value of work for which inputs/fronts were made available to contractor and were planned for execution till termination of contract = Y
- iv) Delay in executed work attributable to contractor i.e. $T2 = [1 - (X/Y)] \times T1$
- v) LD shall be calculated in line with LD clause [as per GCC/SCC/TCC/Special note/any other annexure of tender document (in compliance with order of precedence)] of the Contract for the delay attributable to contractor taking "X" as Contract Value and "T2" as period of delay attributable to contractor.

41.3 Recoveries arising out of Risk & Cost and LD or any other recoveries due from Contractor

Following sequence shall be applicable for recoveries from contractor:

- a) Dues available in the form of Bills payable to contractor, SD, BGs against the same contract.

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- b) Demand notice for deposit of balance recovery amount shall be sent to contractor, if funds are insufficient to effect complete recovery against dues indicated in (a) above.
- c) If contractor fails to deposit the balance amount to be recovered within the period as prescribed in demand notice, following action shall be taken for balance recovery:
 - i) Dues payable to contractor against other contracts in the same Region shall be considered for recovery.
 - ii) If recovery cannot be made out of dues payable to the contractor as above, balance amount to be recovered, shall be informed to other Regions/Units for making recovery from the Unpaid Bills/Running Bills/SD/BGs/Final Bills of contractor.
 - iii) In-case recoveries are not possible with any of the above available options, Legal action shall be initiated for recovery against contractor.

41.4 To terminate the contract or to restrict the quantum of work and pay for the portion of work executed in case BHEL's contract with their customers are terminated for any reason.

42.0 ARBITRATION & CONCILIATION:

42.1 ARBITRATION:

42.1.1 Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted as provided in Clause 2.14.2 herein below or otherwise) in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract (hereinafter referred to as the 'Dispute'), then, either Party may, commence arbitration in respect of such Dispute by issuance of a notice in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice'). The Notice shall contain the particulars of all claims to be referred to arbitration in sufficient detail and shall also indicate the monetary amount of such claim. The arbitration shall be conducted by a sole arbitrator to be appointed by the Head of the BHEL Power Sector Region issuing the Contract within 60 days of receipt of the complete Notice. The language of arbitration shall be English.

The Arbitrator shall pass a reasoned award.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder as in force from time to time shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Kolkata (the place from where the contract is Issued). The Contract shall be governed by and be construed as per provisions of the laws of India. Subject to this provision 42.1.1 regarding ARBITRATION, the principal civil court exercising ordinary civil jurisdiction over the area where the seat of arbitration is located shall have exclusive jurisdiction over any DISPUTE to the exclusion of any other court.

42.1.2 In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable:

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD (Administrative Mechanism for Resolution of CPSEs Disputes) as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 as amended from time to time.

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42.1.3 The cost of arbitration shall initially be borne equally by the Parties subject to the final allocation thereof as per the award/order passed by the Arbitrator.

42.1.4 Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner unless the dispute inter-alia relates to cancellation, termination or short-closure of the Contract by BHEL.

42.2 CONCILIATION:

If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation effect, interpretation or breach of the agreement, contract), which the Parties are unable to settle mutually, arise inter-se the Parties, the same may, be referred by either party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority of BHEL from the BHEL Panel of Conciliators.

Notes:

1. No serving or a retired employee of BHEL/Administrative Ministry of BHEL shall be included in the BHEL Panel of Conciliators.
2. Any other person(s) can be appointed as Conciliator(s) who is/are mutually agreeable to both the parties from outside the BHEL Panel of Conciliators.

The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided in Procedure 2.3 : "Procedure for conduct of conciliation proceedings" (as available in www.bhel.com). The Procedure 2.3: "Procedure for conduct of conciliation proceedings" (as available in www.bhel.com) together with its Formats (as available in www.bhel.com) will be treated as if the same is part and parcel hereof and shall be as effectual as if set out herein in this GCC.

The Contractor hereby agrees that BHEL may make any amendments or modifications to the provisions stipulated in the Procedure 2.3 : "Procedure for conduct of conciliation proceedings" (as available in www.bhel.com) from time to time and confirms that it shall be bound by such amended or modified provisions of the Procedure 2.3 : "Procedure for conduct of conciliation proceedings" (as available in www.bhel.com) with effect from the date as intimated by BHEL to it.

42.3 NO INTEREST PAYABLE TO CONTRACTOR:

Notwithstanding anything to the contrary contained in any other document comprising in the Contract, no interest shall be payable by BHEL to Contractor on any moneys or balances including but not limited to the Security Deposit, EMD, Retention Money, RA Bills or the Final Bill, or any amount withheld and/or appropriated by BHEL etc., which becomes or as the case may be, is adjudged to be due from BHEL to Contractor whether under the Contract or otherwise.

43.0 It may please be noted that Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid, else bid shall be liable for rejection.

All overwriting/ cutting, etc. will be numbered by bid opening officials and announced during bid opening.

Bidder shall submit duly filled & signed Form-2 along with their techno-commercial offer towards compliance of Department of Expenditure's (DoE) Public Procurement Division Order vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020. In this connection, following may be noted:

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms, or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this order means: -
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The beneficial owner for the purpose of (iii) above will be as under:
 1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

 - a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
 - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or

more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.

VI. GeMAR and PTS ID: GEM/GARPTS/01062021/VGOUJKFZC17F

VII .The GeM Seller ID shall be mandatory before placement of order / award of contract for goods and services to the successful bidder(s).

44. The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.

Bidder shall submit duly filled & signed Annexure-VII along with their techno-commercial offer.

- 45 In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders.

In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss / draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s).

Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding

46 Order of Precedence

In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:

- a) Amendments/Clarifications/Corrigenda/Errata etc issued in respect of the tender documents by BHEL
- b) Notice Inviting Tender (NIT)
- c) Price Bid/Schedule – Volume-III

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

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- d) Special conditions of contract (Supply) – Volume- IC & HSE Plan: HSEP:14, Rev-00, HSEOCP: 61,R01 & HSEOCP: 61A,R0
- e) Technical Specification – Volume-IF
- f) General conditions of contract (Supply) – Volume- IA
- g) Forms and Procedures – Volume-IE

for BHARAT HEAVY ELECTRICALS LTD.

Manager (Purchase)

Agency	Contact details	
BHEL, PSER, Kolkata	Address	BHARAT HEAVY ELECTRICALS LIMITED, POWER SECTOR – EASTERN REGION 2ND FLOOR, BLOCK-DJ, PLOT- 9/1, SECTOR, SALT LAKE CITY, KOLKATA – 700 091
	Phone no.	033-23398223, 23398220, 23211690
	FAX no.	033-23211960
	E-mail ID	sriparna@bhel.in ; ujjwalh@bhel.in ; avijitpan@bhel.in
		For E-PROCUREMENT ASSISTANCE & TRAINING, NIC HELPDESK CONTACTS AS PER FOLLOWING: - For any technical related queries please call at 24 x 7 Help Desk Number 0120-4001 002 0120-4200 462 0120-4001 005 0120-6277 787 Email Support Address: A) For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority Technical - support-eproc@nic.in

Enclosure:

- 01. Annexure-1: Pre-Qualification Criteria.
- 02. Annexure-2: Format for No Deviation Certificate.
- 03. Annexure-3: Format for seeking clarification.
- 04. Annexure-4: Check List.
- 05. Annexure-A: Suspension of Business dealings with Suppliers/ Contractors.
- 06. Annexure-B: Terms & conditions of Reverse Auction.
- 07. Annexure-C: CA certificate Format.

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08. Annexure-E: State wise GST Registration nos.
09. Annexure-CPP-GST/I: State wise GST Registration nos.
10. Form-1-Format for Local Content
11. Form-2- *Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020*
12. Annexure-VII
13. Integrity Pact Agreement Format
14. Other Tender documents as per this NIT.

ANNEXURE – 1**PRE QUALIFICATION CRITERIA**

JOB	“SUPPLY OF READY MIX CEMENT CONCRETE AT 3X660 MW NPGCL NABINAGAR THERMAL POWER PROJECT, FGD SYSTEM, BIHAR.”
TENDER NO	PSER:PUR:PMX:350(VII):015:(ENQ:21:PP:0015:PUR:14)

SL NO	CRITERIA
1.0	FINANCIAL CRITERIA
(A)	BIDDER SHOULD HAVE AVERAGE MINIMUM ANNUAL FINANCIAL TURNOVER INR 1435.88 lac DURING THREE CONSECUTIVE FINANCIAL YEARS 2017-18, 2018-19 AND 2019-20 AND HAVING POSITIVE NET WORTH AS ON LATEST AUDITED ACCOUNTS AS SUBMITTED FOR PARA 1(C).
(B)	BIDDER MUST HAVE EARNED PROFIT IN ANY ONE OF THE THREE CONSECUTIVE FINANCIAL YEARS 2017-18, 2018-19 AND 2019-20. AUDITED BALANCE SHEET AND PROFIT & LOSS ACCOUNT OF THE COMPANY FOR THE ABOVE MENTIONED FINANCIAL YEARS, NEED TO BE SUBMITTED IN SUPPORT OF ABOVE.
(C)	IN CASE AUDITED BALANCE SHEET AND PROFIT & LOSS ACCOUNT HAS NOT BEEN SUBMITTED FOR THAT THREE CONSECUTIVE YEARS INDICATED ABOVE, THEN THE APPLICABLE FINANCIAL AUDITED STATEMENTS SUBMITTED BY THE BIDDERS AGAINST THE REQUISITE YEARS WILL BE AVERAGED FOR THREE YEARS.
(D)	IF FINANCIAL STATEMENTS ARE NOT REQUIRED TO BE AUDITED STATUTORILY, THEN INSTEAD OF AUDITED FINANCIAL STATEMENTS, FINANCIAL STATEMENTS ARE REQUIRED TO BE CERTIFIED BY CHARTERED ACCOUNTANT
2.0	TECHNICAL CRITERIA
2.1	a) BIDDER SHOULD HAVE EXPERIENCE OF SUPPLYING RMC OR EXECUTION OF CONCRETING WORK OF ANY GRADE WITH BIDDER'S OWN ARRANGEMENT OF BATCHING PLANT INCLUDING SUPPLY OF ALL REQUIRED MATERIAL EXCEPT CEMENT WHICH CAN EITHER BE IN BIDDER'S OR BUYER'S SCOPE WITH ANNUALIZED QUANTITY OF CONCRETE PRODUCTION OF VOLUME ATLEAST 13500 CUM IN TWELVE CONSECUTIVE MONTHS IN THE LAST SEVEN YEARS ENDING ON THE ' LATEST DATE OF BID SUBMISSION' IN ONE RUNNING/COMPLETED PROJECT. OR b) BIDDER SHOULD HAVE EXPERIENCE OF SUPPLYING RMC OR EXECUTION OF CONCRETING WORK OF ANY GRADE WITH BIDDERS OWN ARRANGEMENT OF BATCHING PLANT INCLUDING SUPPLY OF ALL REQUIRED MATERIAL EXCEPT CEMENT WHICH CAN EITHER BE IN BIDDERS OR BUYERS SCOPE WITH ANNUALIZED QUANTITY OF CONCRETE PRODUCTION OF VOLUME AT LEAST 20800 CUM WITHIN A COMMON PERIOD OF TWELVE CONSECUTIVE MONTHS IN CUMULATIVE OF TWO RUNNING / COMPLETED CONTRACTS IN THE LAST SEVEN YEARS ENDING ON THE ' LATEST DATE OF BID SUBMISSION' IN ONE RUNNING/COMPLETED PROJECT. OR c) BIDDER HAVING EXPERIENCE IN ALL THE FOLLOWING DURING LAST 7 YEARS CAN ALSO PARTICIPATE IN THE TENDER: I. HAVING INTEGRATED CEMENT PLANT WITH CLINKERING FACILITY AND ANNUAL CEMENT PRODUCTION CAPACITY OF MINIMUM 1.0 LAC MT. AND II. HAVING BATCHING PLANT/PLANTS OF COMBINED CAPACITY OF MINIMUM 48 CUM/HR. AND III. HAVING EXPERIENCE IN SUPPLY OF READY MIX CONCRETE.
CONTD...	

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	SUPPORTING DOCUMENTS NEED TO BE SUBMITTED IN SUPPORT OF ABOVE.
2.2	BIDDER SHOULD HAVE VALID PAN RELEVANT SUPPORTING DOCUMENT SHALL BE SUBMITTED

GENERAL

A	CONSORTIUM / JV BIDDING IS NOT ALLOWED.
B	AFTER SATISFACTORY FULFILLMENT OF ALL THE ABOVE CRITERIA, OFFER SHALL BE CONSIDERED FOR FURTHER EVALUATION AS PER NIT AND ALL OTHER TERMS OF THE TENDER.
C	THE BIDDER SHOULD HAVE ACHIEVED THE CRITERIA SPECIFIED IN THE PRE-QUALIFICATION CRITERIA, EVEN IF THE CONTRACT HAS NOT BEEN COMPLETED OR CLOSED.
E	BIDDER SHALL SUBMIT ABOVE PRE-QUALIFICATION CRITERIA FORMAT, DULY FILLED-IN, SPECIFYING RESPECTIVE ANNEXURE NUMBER AGAINST EACH CRITERIA AND FURNISH RELEVANT DOCUMENT IN THE RESPECTIVE ANNEXURES IN THEIR OFFER.
F	BIDDER MUST NOT BE UNDER BANKRUPTCY CODE PROCEEDINGS (IBC) BY NCLT OR UNDER LIQUIDATION / BIFR, WHICH WILL RENDER HIM INELIGIBLE FOR PARTICIPATION IN THIS TENDER, AND SHALL SUBMIT UNDERTAKING TO THIS EFFECT.
NOTE:	
1.0	CONSIDERATION OF OFFER WILL BE SUBJECT TO CUSTOMER'S APPROVAL OF BIDDER.

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ANNEXURE - 2**FORMAT FOR NO DEVIATION CERTIFICATE**
(To be submitted in the bidder's letter head)

To,
BHARAT HEAVY ELECTRICALS LIMITED,
Power Sector - Eastern Region,
Plot no 9/1, DJ Block, Sector – II, Salt Lake City,
Kolkata – 700 091

SUB	NO DEVIATION CERTIFICATE	
JOB	“SUPPLY OF READY MIX CEMENT CONCRETE AT 3X660 MW NPGCL NABINAGAR THERMAL POWER PROJECT, FGD SYSTEM, BIHAR”	
REF	1.0	PSER:PUR:PMX:350(VII):015:(ENQ:21:PP:0015:PUR:14) dated 16/06/2021
	2.0	ALL OTHER PERTINENT ISSUES TILL DATE.

Dear Sir/Madam,

With reference to above, this is to confirm that as per tender conditions, we have visited site before submission of our offer and noted the job content & site conditions etc. We also confirm that we have not changed/ modified the tender documents as appeared in the website/ issued by you and in case of such observance at any stage, it shall be treated as null and void.

We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated in the above referred NIT. We hereby confirm our unqualified acceptance to all terms & conditions, unqualified compliance to technical specification, integrity pact (if applicable) and acceptance to reverse auctioning process.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null & void.

We confirm to have submitted/uploaded offer/documents in accordance with tender instructions with acceptance of the terms & conditions of the tender by us and as per aforesaid references.

Thanking you,

Yours faithfully,

(Signature, date & seal of authorized
representative of the bidder)

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ANNEXURE - 3

FORMAT FOR SEEKING CLARIFICATION

JOB	“SUPPLY OF READY MIX CEMENT CONCRETE AT 3X660 MW NPGCL NABINAGAR THERMAL POWER PROJECT, FGD SYSTEM, BIHAR”.
TENDER NO.	PSER:PUR:PMX:350(VII):015:(ENQ:21:PP:0015:PUR:14)

Sl no	Reference clause of tender document	Existing provision	Bidder's query	BHEL's clarification

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ANNEXURE - 4**CHECK LIST****NOTE:- Tenderers are required to fill in the following details and no column should be left blank**

1	Name and Address of the Tenderer		
2	Details about type of the Firm/Company		
3.a	Details of Contact person for this Tender	Name : Mr/Ms Designation: Telephone No: Mobile No: Email ID: Fax No:	
3.b	Details of alternate Contact person for this Tender	Name : Mr/Ms Designation: Telephone No: Mobile No: Email ID: Fax No:	
4	EMD DETAILS	DD No: Date : Bank : Amount: Please tick (✓) whichever applicable:- ONE TIME EMD / ONLY FOR THIS TENDER	
5	Validity of Offer	TO BE VALID FOR SIX MONTHS FROM DUE DATE	
		APPLICABILITY(BY BHEL)	ENCLOSED BY BIDDER
6	Whether the format for compliance with PRE QUALIFICATION CRITERIA (ANNEXURE-I) is understood and filled with proper supporting documents referenced in the specified format	Applicable	YES / NO
7	Audited profit and Loss Account for the last three years	Applicable	YES/NO
8	Copy of PAN Card	Applicable	YES/NO
9	Whether all pages of the Tender documents including annexures, appendices etc are read understood and signed	Applicable	YES/NO
10	Integrity Pact	Applicable	YES/NO
11	Declaration by Authorised Signatory	Applicable	YES/NO
12	No Deviation Certificate	Applicable	YES/NO
13	Declaration confirming knowledge about Site Conditions	Applicable	YES/NO
14	Declaration for relation in BHEL	Applicable	YES/NO
15	Non Disclosure Certificate	Not Applicable	YES/NO
16	Bank Account Details for E-Payment	Applicable	YES/NO
17	Capacity Evaluation of Bidder for current Tender	Not Applicable	YES/NO
18	Tie Ups/Consortium Agreement are submitted as per format	Not Applicable	YES/NO
19	Power of Attorney for Submission of Tender/Signing Contract Agreement	Applicable	YES/NO
20	Analysis of Unit rates	Not Applicable	YES/NO
21	Annexure-D – Exim bank Undertaking.	Not Applicable	YES/NO

NOTE: STRIKE OFF 'YES' OR 'NO', AS APPLICABLE. TENDER NOT ACCOMPANIED BY THE PRESCRIBED **ABOVE APPLICABLE DOCUMENTS** ARE LIABLE TO BE SUMMARILY REJECTED.

DATE :**AUTHORISED SIGNATORY**

(With Name, Designation and Company seal)

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ANNEXURE-A

1.0	<u>Suspension of Business dealings with Suppliers/ Contractors</u>
1.1	BHEL reserves the right to take action against Suppliers/ Contractors who fail to perform or indulge in malpractices, by suspending business dealings with them.
1.2	Suspension of business dealings with Suppliers/ Contractors could be in the form of following: -- a) Hold within the unit for specific item(s)/ material category(ies)/ type of work(s) for one year. b) Hold within the unit for all item(s)/ material category(ies)/ type of work(s) for two years c) Banning across BHEL for all items/ material category(ies)/ type of work(s) for three years. The Supplier may be either put on hold or banned, as detailed hereinafter on the basis of one or more of the category wise reasons as enumerated hereunder.
1.3 1.3.1	Hold within the unit for a specific item(s)/ material category(ies)/ type of work(s) shall be imposed in the following cases, if i) In the last three consecutive supplies of a specific material category, average quality rating, as provided in the supplier performance rating (SPR) as per SEARP, falls below 80% of the quality weightage. This is irrespective of supplies against PO(s) having single/ multiple delivery schedules. Note: Not applicable in cases for erection works of Power Sector Regions, where separate guidelines for evaluation of capacity of bidders is being followed. ii) Two consecutive delays, for reasons of delay attributed to the Supplier, in execution of the contracts where delay occurred is such that a) prescribed maximum LD time limits of the contracts is exceeded or b) delay period has equaled/ exceeded half the original delivery period specified in the contracts whichever among the above is earlier. iii) a) Overall SPR (Supplier Performance Rating) in that particular Unit in line with SEARP falls below 60% of the specific material category. b) Bids of contractors (in PS-MSX portal) shall not be considered (if average score of last six months falls 60% or below as per guidelines for evaluation of capacity of bidders formula).

1.3.2	Hold within the unit for all item(s)/material category(ies)/ type of work(s) shall be put in the following cases, if i) Supplier tampers with tendering procedure affecting ordering process. ii) Supplier has misused BHEL documents/ drawings/ technical information or has breached the confidentiality agreement with BHEL. iii) after placement of order, Supplier fails to execute the contract. iv) within warranty period as per contract, Supplier continues to supply low/ less/ non-performing equipment/ services, repetitive failures, remains non-responsive. v) Wherever risk purchase clause (amounting to more than 5% of contract value) has been
1.4	Banning across BHEL shall be imposed in following cases, if
1.4.1	i) After price bid opening but before placement of order, Supplier withdraws his offer or varies it in any manner within the validity period. ii) "Supplier is found to be responsible for submitting fake/ false/ forged documents, certificates, or information or misrepresentation/ wilful suppression of facts, or has resorted to unethical, illegal means or has forged BHEL documents, certificates etc. for securing business, meeting PQR or for enlistment in BHEL or with customers other than BHEL." iii) In spite of warnings, the Supplier persistently violates or circumvents the provisions of labour laws/ regulations/ rules or other statutory requirements. iv) Supplier is found to be involved in cartel formation or in any other act so as to influence the bidding process or influence the price. v) The Supplier has indulged in malpractices or misconduct such as bribery, corruption and fraud, pilferage, coercion etc. vi) The Supplier is found guilty by any court of law for criminal activity/ offences involving moral turpitude in relation to business dealings. vii) Supplier is found to have obtained any internal information/ documentation of BHEL by unauthorized means. viii) The foreign Principals along with the representing Agent shall be banned together if information submitted by them about their precise relationship, commission/ remuneration etc. payable/ receivable and other particulars as asked by BHEL, as per the extant guidelines regarding dealing with Agents of Foreign Suppliers is found false/ incorrect, at any stage. ix) Supplier has substituted, damaged, failed to return, or unauthorizedly disposed off free issue materials/ tools etc. of BHEL.
1.4.2	A Supplier can also be banned with the approval of Director (E, R&D) provided a direction to this effect has been received from the administrative ministry of the Government.

Note: Above shall be applicable along with [Guidelines for "Suspension of Business dealings with Suppliers/ Contractors"](http://www.bhel.com) available in BHEL website <http://www.bhel.com>. These shall form part of tender documents.

Annexure -B

Terms & Conditions of Reverse Auction

Against this enquiry for the subject item/ system with detailed scope of supply/service as per tender specifications, BHEL *shall be resorting* to “REVERSE AUCTION PROCEDURE” i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. *Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered for RA.*
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained for participation in the reverse auction.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax /e-mail the Compliance form (annexure III) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at “Total Cost to BHEL” which is inclusive of all cost elements in line with terms & conditions of the tender for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VI) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. *Bidders shall be required to read the “Terms and Conditions” section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the “Business Rules of Reverse Auction”, which will be communicated before the Reverse Auction.*
12. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines for suspension of business dealings (as available on www.bhel.com)*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
13. Reverse Auction will be conducted if two or more bidders are techno-commercially qualified. In case of two or three qualified bidders, there shall be no elimination of H1 bidder (whose quote is highest in sealed envelope price bid). In case of four qualified bidders, the H1 bidder shall be eliminated whereas in case of five qualified bidders, H1 & H2 bidders shall be eliminated. However, in case of six or *more qualified bidders are available, RA would be conducted amongst first 50% of the bidders arranged in the order of prices from lowest to highest. Number of bidders eligible for participating in RA would be rounded off to*

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next higher integer value if number of qualified bidders is odd (e.g. if 7 bids are qualified, then RA will be conducted amongst lowest four bidders). However, there will be no elimination of qualified bidders who are MSE or qualifying under PPP-MII, Order 2017, irrespective of the number of bidders qualifying techno-commercially. In case of multiple H1 bidders, all H1 bidders (excluding MSEs and bidders qualifying under PPP-MII, Order 2017) shall be removed provided minimum two bidders remain in fray, else no H1 removal.

Annexure -C

Certificate by Chartered Accountant on letter head

This is to Certify that M/S, (hereinafter referred to as 'company') having its registered office at is registered under MSMED Act 2006, (Entrepreneur Memorandum (Part-II) / UAM / Udyam Registration No..... dtd:, Category: (Micro/Small). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006:

Rs.....Lacs

2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:

Rs.....Lacs

3. **For Enterprises (having EM-Part-II / UAM):** Investment in plant and machinery or equipment is Rs.....Lacs and turnover is Rs.....Lacs {as notified in MSME notification no. S.O. 2119 (E) dated 26-06-2020}.

4. **For Enterprises (Udyam, registered under Udyam Registration Portal):** Investment in plant and machinery or equipment is Rs.....Lacs and turnover is Rs.....Lacs {as notified in MSME notification no. S.O. 2119 (E) dated 26-06-2020}.

(Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs for Micro I Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category {Micro/Small} (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O.No.3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature) Name-

Membership number-

Seal of Chartered Accountant

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ANNEXURE-E

State wise GST Registration nos.		
Sl. No.	State / UT	GST Reg. No.
1	Andhra Pradesh	37AAACB4146P7Z8
2	Assam	18AAACB4146P1ZE
3	Bihar	10AAACB4146P1ZU
4	Chandigarh	04AAACB4146P1ZN
5	Chattishgarh	22AAACB4146P1ZP
6	Daman & Diu	25AAACB4146P1ZJ
7	Delhi	07AAACB4146P1ZH
8	Gujarat	24AAACB4146P1ZL
9	Haryana	06AAACB4146P1ZJ
10	HP	02AAACB4146P1ZR
11	Jharkhand	20AAACB4146P5ZP
12	Karnataka	29AAACB4146P1ZB
13	Kerala	32AAACB4146P1ZO
14	Maharashtra	27AAACB4146P1ZF
15	MP	23AAACB4146P1ZN
16	Punjab	03AAACB4146P2ZO
17	Rajasthan	08AAACB4146P1ZF
18	Tamil Nadu	33AAACB4146P2ZL
19	Telangana	36AAACB4146P1ZG
20	Tripura	16AAACB4146P1ZI
21	UP	09AAACB4146P2ZC
22	Uttarakhand	05AAACB4146P1ZL
23	West Bangal	19AAACB4146P1ZC
24	Mizoram	15AAACB4146P1ZK
25	Orissa	21AAACB4146P1ZR
26	Arunachal Pradesh	12AAACB4146P1ZQ

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Annexure- CPP-GST/I**Please arrange to submit this filled-up format along with Tender**

Name of the Company	
Address of Company*	
Company Registration Number*	
Name of Partners / Directors	
ALL THE STATES WHERE BIDDER HAS A PLACE OF BUSINESS*	
ALL ADDRESS OF VENDOR MENTIONING THEIR PIN AS PER THE LATEST GST REGISTRATION*	
GSTN OF ALL THE ABOVE NOTED PLACES OF VENDOR*	
Bidder Type: Indian/ Foreign*	
City*	
State*	
Country*	
Postal Code*	
PAN/TAN Number*	
Company's Establishment Year	
Company's Nature of Business*	
Company's Legal Status* {limited /undertaking/joint venture/partnership/other}	
Company Category* {micro unit as per MSME/small unit as per MSME/medium unit as per MSME/Ancillary unit/project affected person of this company/ssi/ other}	
Enter Company's Contact Person Details	
Title(Mr. / Mrs. / Ms. / Dr. / Shri)*	
Contact Name*	
Date Of Birth*	
Correspondence Email*	
(Correspondence Email ID can be same as your Login ID. All the mail correspondence will be sent only to the Correspondence Email ID.)	
Designation	
Phone*	
Fax*	
Mobile*	

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)**POWER SECTOR EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091****फैक्स/Fax : +91 33 23211960****फोन/Phone : बोर्ड/EPABX : +91 33 23398000, Dir: +91 33 23211690**

Form-1 (Format for local content)

Format for Certification from Chartered Accountant regarding Local content (LC) for Product/ Services/ Works

Date:

_____, S/o, D/o, W/o _____, Resident of _____ do hereby solemnly affirm and declare as under:

That the percentage of local content for the Product/ Services/ Works offered by the bidder/supplier against the subject tender (**TENDER NO: PSER:PUR:.....**) is ____%. We certify that the item(s) offered meets the local content requirement for < **Class-I Local Supplier / Class-II Local Supplier/ Non-Local Supplier**, **tick the applicable option** >. We are also enclosing the details of the location(s) at which the local value addition is made.

That I agree to abide by terms and conditions of Department of Industrial Policy & Promotion issued vide Notification No: P-45021/2/2017-B.E.-II Dated: 15-06-2017 & P-45021/2/2017-PP (BE-II) Dated: 28-05-2018, of Department of Promotion of Industry and Internal Trade issued vide Notification No: P-45021/2/2017-PP(BE-II) Dated: 29-05-2019 & P-45021/2/2017-PP (BE-II) Dated: 04-06-2020.

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records before the procuring entity or any other authority so nominated by the Government of India for the purpose of assessing the LC.

That the LC for all inputs which constitute the said Product/ Services/ Works has been verified by me and I am responsible for the correctness of the claims made therein

That in the event of the LC of the Product/ Services/ Works mentioned herein is found to be incorrect and not meeting the prescribed LC norms, based on the assessment of an authority so nominated by the Government of India and I will be liable as under clause 9 (f) of **Public Procurement (Preference to Make in India) order 2017**.

I agree to maintain all information regarding my claim for LC in the Company's record for a period of 2 years and shall make this available for verification to any statutory authorities

- i. Name and details of the Local supplier (registered Office, Manufacturing and location, nature of legal entity)
- ii. Date on which this certificate is issued
- iii. Product / Services/ Works for which the certificate is produced
- iv. Procuring agency to whom the certificate is furnished
- v. Percentage of LC claimed.
- vi. Name and contract details of the unit of the manufacturer
- vii. Sale Price of the product
- viii. Ex-Factory Price of the product
- ix. Freight, insurance and handling
- x. Total Bill of Material
- xi. List and total cost value of inputs used for manufacture of the Products/ Services/ Works
- xii. List and total cost of inputs which are locally sourced. Please attach LC certificates from local suppliers, if the input is not in-house.
- xiii. List and cost of inputs which are imported, directly or indirectly

For and behalf of _____ **<Name of Firm/ entity>**

Authorized signatory of Firm/ entity

<Insert Signature, Stamp of Authorized signatory, Name, Designation & Contact No and date

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FORM – 2

(To be submitted in the bidder's letter head)

In-line with Department of Expenditure's (DoE) Public Procurement Division Order vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.07.2020

Job: “

E-Tender No.: PSER:PUR:PMX:350(VII):015:(ENQ:21:PP:0015:PUR:14) dated 16/06/2021

“I/We have read the clauses pertaining to Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/We hereby certify that I/We the bidder <Name of the Bidder.....> is/are not from such a country or, if from such a country, has been registered with the Competent Authority. I/We hereby certify that I/We the bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]”.

For and behalf of _____ (Name of the bidder)

(Signature, date & seal of authorized representative of the bidder)

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ANNEXURE-VII

DECLARATION

Date: -----

Job: SUPPLY OF READY MIX CEMENT CONCRETE AT 3X660 MW NPGCL NABINAGAR THERMAL POWER PROJECT, FGD SYSTEM, BIHAR.

E-Tender No.: PSER:PUR:PMX:350(VII):015:(ENQ:21:PP:0015:PUR:14) dated 16/06/2021

To: -----
Address: ----- BHEL, -----

Email: -----

Sub: **Details of related firms and their area of activities**

Dear Sir/Madam,

Please find below details of firms owned by our family members that are doing business/registered for same item with BHEL, -----(NA, if not applicable)

1	Material Category/ Work Description	
	Name of Firm	
	Address of Firm	
	Nature of Business	
	Name of Family Member	
	Relationship	
2	Material Category/ Work Description	
	Name of Firm	
	Address of Firm	
	Nature of Business	
	Name of Family Member	
	Relationship	
...		

Note: I certify that the above information is true and I agree for penal action from BHEL in case any of the above information furnished is found to be false.

Regards,

(-----)

From: M/s-----
Supplier Code: -----
Address: -----

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TENDER NO – PSER:PUR:PMX:350(VII):015:(ENQ:21:PP:0015:PUR:14)		
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Providing Ready Mix Concrete
for 3x660 MW
NPGCL Nabinagar FGD Project , Bihar



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Power Sector– Eastern Region
Plot–DJ9/1, Sector-II, Salt Lake
Kolkata-700091

TENDER NO – PSER: PUR: PMX:350(VII):015:(ENQ:21:PP:0015: PUR:14)		
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2.0	SCOPE OF THE CONTRACT
3.0	SITE VISIT
4.0	OPEN SPACE FOR OFFICE & STORAGE
5.0	WATER
6.0	ELECTRICITY
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8.0	INSPECTION, TESTING AND INSPECTION CERTIFICATES
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12.0	TIME SCHEDULE/ COMPLETION PERIOD
13.0	PRICE BID, CONTRACT PRICE & EVALUATION OF PRE-QUALIFICATION CRITERIA
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16.0	PRICE VARIATION CLAUSE/ ESCALATION
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18.0	QUALITY CONTROL & QUALITY ASSURANCE
19.0	QUALITY ASSURANCE PROGRAMME
20.0	GENERAL REQUIREMENTS – QUALITY ASSURANCE
21.0	HEALTH, SAFETY & ENVIRONMENT
22.0	SPECIFIC REQUIREMENTS FOR ISO 9002
23.0	INTEREST BEARING RECOVERABLE ADVANCE (IBRA)
24.0	OVER RUN CHARGES
25.0	LIQUIDATED DAMAGES
26.0	GUARANTEE / WARRANTY
27.0	EXTENSION OF TIME FOR COMPLETION
28.0	PERFORMANCE BOND
29.0	CERTIFICATE TOWARDS COMPLETION
30.0	SPLITTING OF THE CONTRACT
31.0	CIVIL LABORATORY
32.0	CONSTRUCTION SCHEDULE
33.0	MATERIAL HANDLING
34.0	TOOLS & PLANTS (TO BE PROVIDED BY CONTRACTOR)
35.0	OTHER TERMS

ANNEXURE- A: LIST OF EQUIPMENTS FOR CIVIL SITE LABORATORY

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VOLUME-IC	SPECIAL CONDITIONS OF CONTRACT (SCC)	PAGE 3 OF 29

The Special Conditions of Contract (SCC) inscribed hereunder shall be read and construed along with General Conditions of Contract (GCC, Supply) and in case of any conflict or inconsistency, the provision of the Special Conditions of Contract, shall prevail.

1.0	PROJECT SYNOPSIS AND GENERAL INFORMATION
1.1	NTPC (for NABINAGAR POWER GENERATING COMPANY LTD.) is setting up integrated FGD System for three units of 3x660 MW Super Thermal Power Project (coal based) at Nabinagar, District- Aurangabad, State of Bihar. The plant is located in Aurangabad district of Bihar at a distance of about 15 Kms. From Barun in Aurangabad district of Bihar and is approachable from NH-2 through a 20 Kms (approx.) long single lane metaled road. The Aurangabad city is about 55 Kms. From Project site. Nearest Railway station is Ankhora on Sone – Garwa Road Section of Eastern Central Railway at about 1.0 Kms. From the project site. Nearest Airport: The nearest airport at Gaya is at a distance of about 120 Kms from project site. The distances of site from Patna Airport and Varanasi Airport are about 250 Kms & 220 Kms respectively.
2.0	SCOPE OF THE CONTRACT
2.1	The scope of work includes the followings: 1. Procurement, Supply, storing, of approved quality aggregates, Cement, admixtures etc. for ready mix concrete of various grades as per details given in BOQ or elsewhere in the contract document. 2. Establishment of Design mix of various grades as per IS-456 and IS-10262 or equivalent Standard. 3. Production of ready mix concrete in computerized automatic batching plant of required capacity as per quality norms and as per Field Quality Plan (FQP) approved by Customer. 4. Conducting various tests in established ready mix concrete testing Laboratory at site as per FQP. 5. Supply of ready mix concrete at batching plant in transit mixers placed by respective vendors of BHEL or at site by transit mixers provided by you.
2.2	Mix design (as per BOQ) for all concreting shall be carried out from a reputed & approved laboratory of BHEL / NTPC, contractor may add admixture for minimizing of cement content in line with relevant IS code as advised by BHEL time to time without any additional cost. Some of the design mixes are available at site. Vendor may adopt the existing design mixes or design may be carried out from listed approved laboratory for NPGCL Nabinagar Project.

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2.3	The work to be performed under this specification consists of providing all labour, materials, consumables, equipment, temporary works, temporary storage sheds for contractors own use, temporary colony for labour and staff, temporary site offices, constructional plant's transportation / handling and all incidental items not shown or specified but reasonably implied or necessary for the completion of subject scope, all in strict accordance with the specifications including revisions and amendments thereto as may be required during the execution of work.
2.4	Batching plant area along with 6m wide & approx. 150 m long approach road shall have to be properly hard surfaced with interlocking pavers or brick bats etc. with adequate drainage system. There should be separate area for parking of bulker and transit miller.
2.5	Minimum Two-month stock of raw material including admixture are to be maintained all time at batching plant. Initially tentative minimum monthly requirement would be 1500 cum. Approximate 7500- 8500 Cum of ready mix concrete monthly may have to be supplied during peak period i.e. except rainy season as per requirement if BHEL. In rainy season the approximate quantity shall be 3500 – 4500 cum monthly. Separate shed for storage of cement and admixture is to be made.
2.6	SANITARY The Contractor shall furnish and maintain sanitary facilities for the use of all personnel engaged in the Work under this Contract. These facilities shall be subject to the approval by the Employer.
2.7	The scope shall also include testing of material & ready mix concrete in laboratory with necessary equipment for conducting relevant tests as required. Instruments used in Lab shall have valid calibration certificate from authorized agency.
2.8	All quality standards & other technical requirements shall be strictly adhered to. The Bidder shall fully apprise himself regarding prevailing conditions at the site, climatic conditions including monsoon pattern, soil conditions, local conditions and site specific parameters and shall include for all such conditions and contingent measures in the bid, including those which may not have been specifically mentioned in the specifications.
2.9	All works under this specification, unless specified otherwise, shall conform to the latest revision of Indian Standard Specifications and Codes of Practice. In case any particular aspect of work is not covered specifically by customer Specification, any other IS standard practice as may be specified by the Engineer shall be followed.
3.0	SITE VISIT
3.1	Contractor should visit site and acquire full knowledge & information about site conditions prevailing at site and in and around the plant premises together with all the statutory, obligatory, mandatory requirements of various authorities before submission of the bid in line with the above, site visit confirmation will be required to be submitted by the bidder with the technical bid.
4.0	OPEN SPACE FOR OFFICE & STORAGE
4.1	Open spaces for material storage yard & construction of temporary site office (bunk office) may be allocated as made available by the customer / BHEL free of cost. Contractor has to make his own arrangements for labour colony including Electricity and water for the labour colony outside the plant premises.
4.2	Construction of necessary stores and storage of materials shall be in contractor's scope. BHEL shall provide available space as received from customer on mutually agreed basis. Security of stores & work place shall be in Contractor's scope.

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4.3	REMOVAL OF TEMPORARY FACILITIES When the Work is completed all such temporary structures and facilities shall be removed from the Site and the area shall be restored to its original condition.
5.0	WATER
5.1	BHEL will provide single point supply for construction & drinking water inside the project premises for office free of cost.
5.2	Further necessary network for construction & drinking water system shall be done by the bidder at his own cost.
5.3	Contractor should arrange for water for labour colony of their own.
5.4	BHEL shall not be responsible for any inconvenience or delay caused due to any interruption of water supply and the contractor shall claim no compensation for delay in work for such interruption. Contractor may make standby arrangement for water at their own cost.
5.5	Contractor will have to arrange for storage of water to meet the day-to-day requirement.
5.6	The availability of water (construction as well as drinking) may be limited. Contractor shall ensure that no water is wasted. In this regard the contractor shall take all necessary measure towards preservation of water.
6.0	ELECTRICITY
6.1	BHEL shall provide construction power free of charge at 415V level at one point. Contractor has to make their own distribution arrangement to draw electricity. Overall area illumination will be provided by BHEL. However, for night working contractor should arrange illumination as and when required by them.
6.2	The bidder shall have to provide earth leakage circuit breaker at each point wherever human operated electrical drives/ T&Ps are deployed.
6.3	The power supply will be from the available grid. BHEL shall not be responsible for any inconvenience or delay caused due to any interruption of power supply/ variation in voltage level and no compensation for delay in work can be claimed by the contractor due to such non-supply on the grounds of idle labour, machinery or any other grounds.
6.4	Bidder will have to arrange sufficient illumination at their own work areas.
6.5	The contractor should ensure that the work in critical areas is not held up in the event of power breakdown. In the event of breakdown in the electric supply, if the progress of work is hampered, it will be the responsibility of the contractor to step up the progress of work after restoration of electric supply so that overall progress of work is not affected.
6.6	The contractor shall have to make arrangement at their own cost for illumination that will be required in the working area for execution of the work & safety of workmen.
6.7	Contractor shall make arrangement of electricity of their own for labour colony.
7.0	MATERIAL SUPPLY
7.1	SUPPLY OF MATERIALS – All requisite approved quality materials viz. cement aggregates, sand, admixtures and consumables (like gas, electrodes etc. and other materials required for the work) shall be supplied by the contractor in time during execution. BHEL shall not supply any materials for this work.
7.1.1	Cement shall be as per Technical specification and description mentioned in the respective items of BOQ.
7.1.2	Test certificates in respect of Cement for each consignment to be furnished and also to be tested as per FQP before use. The contractor shall submit the consumption statement of cement used in the works along with bill.

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8.0	INSPECTION, TESTING AND INSPECTION CERTIFICATES
8.1	The engineer, his duly authorized representative and / or an outside inspection agency acting on behalf of BHEL / owner shall have access at all reasonable times to inspect & examine the materials & workmanship of the works during its manufacture and if part of the works is being manufactured or assembled on other premises or works, the vendor shall obtain for the engineer and for their duly authorized representative permission to inspect as if the works were manufactured or assembled on vendor's own premises or works. Necessary arrangement for carrying out inspection including supply of labour, IMTEs, area illumination and scaffolding, if required will be vendor's responsibility and same has to be carried out within the quoted price.
8.2	Before any materials, leaves the place of manufacture, BHEL shall be given the option of witnessing inspections & tests for compliance with specifications & related standards. The vendor shall give the engineer / inspector 15 days written notice of any material being ready for testing. Such test shall be to the vendor's account except for the expenses of the inspector. The engineer / inspector, unless the inspection is waived will attend such tests within 15 days of the date on which the equipment is notified as being ready for test / inspection, failing which the vendor may proceed with test which shall be deemed to have been made in the inspector's presence and he shall forthwith forward to the Inspector duly certified copies of test reports.
8.3	In all cases where the vendor provides the tests at the premises of the vendor or any sub-vendor, the vendor except where otherwise specified shall provide free of charge such items as labour, materials, electricity, fuel, water, stores, apparatus and instruments as may be reasonably demanded by the engineer/ inspector to carry out effectively such tests on the equipment in accordance with the contract and shall give facilities to the engineer/ inspector to accomplish testing.
9.0	INSURANCE
9.1	BHEL shall arrange comprehensive MCE (marine cum erection) Insurance Policy for total project supply & services including balance of plant package covering transit risks & loss, destruction or damage during handling at Site, Storage, civil works ,erection, testing and commissioning up to trial operation completion of unit including theft, sabotage, fire, lightning and other natural calamities.
9.2	Contractor shall report to BHEL in writing any damages to equipment/components on receipt, storing, and during withdrawal of the materials from stores, in transit to site and unloading at place of work and during erection and commissioning till trial operation completion including handing over. The above report shall be as prescribed by BHEL site management. Any consequential loss arising out of non-compliance of this stipulation will be borne by contractor.
9.3	The contractor will take necessary precautions/ due care to protect the material at Project site, while in his custody from any damage/ loss till the same is handed over to BHEL/ customer at Project site. For lodging/ processing of insurance claim the contractor will submit necessary documents. BHEL will reserve the right to recover the loss from the contractor as detailed below in case the damage/loss is due to negligence/ carelessness on the part of the contractor. In case of theft of material under contractor's custody, the same shall be reported to police by the contractor immediately and copy of FIR and subsequently police investigation report shall be submitted to BHEL/ customer for taking up with insurance. However, this will not relieve the contractor of his

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	contractual obligation for the materials in his custody.
9.4	In case the damage/loss/theft of materials are attributable to negligence/failure in discharging the duties and obligations of the contractor, the expenses incurred for repair/replacement of such components in excess of the amount realized from the underwriters, limited to Normal Excess (Deductible Franchise) shall be recovered from the contractor.
9.5	Other conditions of Insurance shall be as per relevant clause of GCC/SCC.
10.0	DEVIATIONS/ CLARIFICATIONS Normally no deviation with respect to tender is acceptable to BHEL. However, in case of unavoidable circumstances, the bidder may submit their query for seeking clarifications of BHEL as per modality stipulated in NIT or may submit the same along with his offer as per prescribed schedule/ format without any ambiguity. Any assumptions, presumptions, deviations etc. indicated or implied anywhere by the bidder except those indicated in the deviation schedule/ format will not be recognized and will not form a part of consideration / offer. In the absence of such filled-up schedule / format it will be understood and agreed that the bidder's offer is based on strict conformance to the specification and no negotiation would be allowed in this regard. BHEL reserve the right not to recognize any/ all deviations submitted after opening of the bid.
11.0	DEWATERING Contractor shall ensure at all times that his work area & approach / access roads are free from accumulation of water, so that the materials are safe and the operation of plant / progressive delivery schedule are not affected. No separate claim in this regard shall be admitted by BHEL. No separate payments for dewatering of subsoil, surface water or catchments water, if required, at any time during execution of the work including monsoon period shall be considered by BHEL.
12.0	TIME SCHEDULE/ COMPLETION PERIOD 1. The Ready Mix Ready mix concrete (RMC) are likely to be required in stages for a period of 28 (Twenty Eight) months. Successful bidder, in consultation with site In-charge can be allowed for reduction of T&P, manpower deployed, after completion of major civil works. Contract period will be 28 (Twenty Eight) months from the date of start of work, as certified by Construction Manager, NPGCL FGD site. 2. Mobilization at site shall be done within 45 days from date of written intimation from BHEL. The exact date of start of work shall be reckoned based on certificate of Construction Manager, BHEL.

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	3. 4. Weekly & daily requirement of RMC shall be finalized with designated representative of BHEL suitably and production/supply to be made accordingly. Records of such requirements shall be properly maintained. 5. The scope of work under this contract is deemed to be completed only when so certified by the site engineer of BHEL. The decision of BHEL in this regard shall be final and binding on you.
13.0	PRICE BID, CONTRACT PRICE & EVALUATION OF PRE-QUALIFICATION CRITERIA Bidders should quote prices in INR as per format, Volume-III provided in the tender. Bids shall be evaluated based on grand total price quoted.
14.0	TERMS OF PAYMENT
14.1	The contractor shall submit his running bill (RA bill) once in a month at the end of each month in line with payment terms / billing schedule indicated below. The RA bill complete in all respects accompanied by BHEL engineers certified / measurement sheet, jointly signed, will be paid after passing of the bill subject to completeness & correctness. The measurement will be taken as specified in terms & conditions of contract and certified by the BHEL engineer of actual work. However, no extra payment shall be made in the event of delay in release of payment. 95% pro-rata monthly RA payment shall be considered for payment based on monthly work completion certificate to be issued by BHEL engineer as per approved BBU/Price Schedule. The payment shall be released within 60 days from the date of receipt of complete invoice along with all necessary documents including Engineering Certificate.
14.2	Out of above 95%, 3% of gross bill amount shall be paid in the following manner on certification by BHEL engineer after compliance of each of following activity in each month. In case of non-fulfilment of respective activity by contractor in each month, no payment shall be made by BHEL against corresponding activity and no claim of bidder at a later date, whatsoever, in this regard shall be entertained by BHEL.
14.2.1	0.7 % shall be paid on compliance of housekeeping of contractor's working area and store/ office areas.
14.2.2	0.3 % shall be paid on compliance of general illumination of contractor's working area and stores, office area.
14.2.3	0.2 % shall be paid on compliance of applicable OHSAS requirement as per guidelines of BHEL/ PSER and as specified in the tender.
14.2.4	0.3 % shall be paid on compliance of applicable safety requirement as per guidelines of BHEL/ PSER and as specified in the tender.
14.2.5	1.5% shall be paid on submission of soft & hard copies of MSQR (Monthly Site Quality Report) related to all Field Quality activities which have to carry out at site as per approved FQP.
14.3	Balance 5% shall be paid after completion of warranty period of 3 months from the date of completion of work and handing over back of site / land to BHEL / NTPC.
14.4	Contractor shall make their own arrangement for making payment of impending labour wages and other dues in the meanwhile.
14.5	Contractor has to submit entry gate pass for cement and admixture required for the

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	work to BHEL. Contractor have to submit entry gate pass along with royalty paid certificate for Fine & coarse aggregate required for the work to BHEL. In absence of the above their corresponding RA bills shall not be processed.
14.6	Subject to any deduction which BHEL may be authorized to make under the contract, the contractor shall on the certification of the BHEL engineer at site, be entitled to payment explained hereunder.
14.7	The bills will be sent to BHEL, Site Finance for scrutiny and payment will be made after processing / verification only.
14.8	The measurement will be taken by BHEL engineer as per relevant clause of specification and IS standard and certify regarding actual work executed in measurement book and bills for work. However no additional payment shall be made in the event of delay in release of payment beyond the stated period.
14.9	All admissible recovery / adjustment, etc. shall be made from interim payable amount.
14.10	BHEL site at its discretion may split up percentage break up and effect payment to suit the site condition, cash flow requirement, according to the progress of work.
14.11	Payment shall be made as per order from BHEL site office . Paying Authority: GM/ Construction Manager, BHEL site office 3X660 MW NPGCL-Nabinagar Project. Dist.- Aurangabad.Bihar The quoted / accepted price shall remain Firm throughout the contract period Including extension period, if any. However, price variation shall be paid / recovered as per relevant clause.
15.0	TAXES, DUTIES ETC
15.1	All taxes excluding GST & BOCW Cess (as specified elsewhere in the tender) but including, Charges, Royalties, any State or Central Levy and other taxes for materials if any obtained for the work and for execution of the contract shall be borne by successful bidder and shall not be payable extra by BHEL. Any increase of above at any stage during execution of contract, including extension of the contract, shall have to be borne by successful bidder contractor. Bidder's quoted/ accepted rates/ price shall be inclusive of all such requirements.
15.2	GST along with Cess (as applicable) legally leviable & payable by successful bidder as per GST Law shall be paid by BHEL, extra. Hence, bidder shall not include GST along with Cess (as applicable) in their quoted rates/ price.
15.3	Successful bidder shall furnish proof of GST registration with GSTN Portal covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by successful bidder on BHEL for this project / work.
15.4	Since GST on output will be paid by BHEL separately as enumerated above, bidder's your quoted rates / price should be after considering the Input Credit under GST law at bidder's end.
15.5	TDS under Income Tax shall be deducted at prevailing rates on gross invoice value from the running bills (RA bills) unless exemption certificate from the appropriate authority / authorities is furnished.
15.6	TDS under GST shall be deducted at applicable rates on gross invoice value from the

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	running bills (RA bills).
15.7	Bidder shall note that GST Tax Invoice complying with GST Invoice Rules (Section 31 of GST Act & Rules referred thereunder) wherein the 'Bill To' details shall encompass following. BHEL GSTN – Refer attached GSTN code table of BHEL. Name - BHARAT HEAVY ELECTRICALS LIMITED Address - Shall be intimated later. Specific details of BHEL GSTN, Name and Address as stated above, have been specified elsewhere in the tender.
15.8	Successful bidder to intimate immediately on the day of removal of goods (in case of any supply of goods) to BHEL along with all relevant details and send a scanned copy of Tax Invoice to BHEL through following communication mode for enabling BHEL to meet its GST related compliances. Portal address. and Email address – Shall be intimated later. Specific details of above shall be intimated to successful bidder by BHEL at appropriate juncture.
15.9	In case of delay in submission of above mentioned documents on the date of despatch, BHEL may incur penalty / interest for not adhering to Invoicing Rules under GST Law. The same will be liable to be recovered from successful bidder, in case such delay is not attributable to BHEL.
15.10	In case of raising any Supplementary Tax Invoice (Debit / Credit Note), successful bidder shall issue the same containing all the details as referred to in Section 34 read with Section 31 of GST Act & Rules referred there under.
15.11	Successful bidder shall comply with the Time Limit prescribed under the GST Law and rules thereof for raising of the Tax Invoice. If any supply of goods is applicable, successful bidder shall also ensure prompt delivery of goods after despatch.
15.12	Bidder shall note that in case GST credit is delayed / denied to BHEL due to delayed / non receipt of goods and / or Tax Invoice or expiry of the timeline prescribed in GST Law for availing such ITC, or any other reasons, not attributable to BHEL, GST amount shall be recoverable from successful bidder along with interest levied/ leviable on BHEL, as the case may be.
15.13	Successful bidder shall upload the invoices raised on BHEL in GSTR-1 within the prescribed time as given in the GST Act. Bidder shall note that in case of delay in declaring such invoice in your return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from the successful bidder along with interest levied / leviable on BHEL.
15.14	Way Bill: Successful bidder to arrange for way bill / e-waybill for any transfer of goods for the execution of the contract. Successful bidder has to make their own arrangement at their cost for completing the formalities, if required, with Issuing Authorities, for bringing materials, plants & machinery at site for execution of the works under this contract, Road Permit / Way Bill, if required, shall be arranged by successful bidder and BHEL will not supply any Road Permit/ Way Bill for this purpose.
15.15	Any new taxes & duties, if imposed subsequent to due date of offer submission as per NIT & TCN, by statutory authority during contract period (including extension, if the same is not attributable to you), shall be reimbursed by BHEL on production of relevant supporting document to the satisfaction of BHEL. However, you shall obtain prior approval from BHEL

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	before depositing new taxes and duties.		
15.16	Benefits and / or abolition of all existing taxes must be passed on to BHEL against new taxes, if any, proposed to be introduced at a later date.		
15.17	TCS CLAUSE		
15.17.1	You may collect TCS under section 206C(1H) of Income Tax Act, 1961 if applicable		
15.17.2	In case, you collect TCS under section 206C(1H) of Income Tax Act, 1961, following compliance is required. TAN and PAN of vendor should appear in all invoices/claims. Copy of TAN /TCS registration is to be submitted. Amount of TCS and Assessable value on which TCS has been calculated should be specified clearly in the invoice. You shall be required to submit certificate of TCS in Form no. 27D within 15 days from the due date for furnishing the statement of tax collected at the source.		
15.17.3	In case, you do not collect TCS under section 206C(1H) of Income Tax Act, 1961, following declaration is to be submitted alongwith each invoice: - “I/We hereby declare that I/We are not required to collect TCS under section 206C(1H) of Income Tax Act, 1961, on this bill.		
15.17.4	In event of failure to comply with the provisions of the Act, or proper certificate not issued, or if tax collected but not remitted to the Government, or for any other reason and thereby causing loss to BHEL, the same shall be recoverable from the vendor with applicable interest.		
15.17.5	You shall comply with all statutory amendment/notifications in this respect. - PAN of BHEL : AAACB4146P - The last payment as per payment terms shall be linked with confirmation of receipt of TCS certificates from vendor.		
16.0	PRICE VARIATION CLAUSE/ ESCALATION		
16.1	ESCALATION / PRICE VARIATION CLAUSE shall be applicable as detailed below:		
16.1.1	In order to take care of variation in cost of execution of work on either side, due to variation in the index of Cement, Aggregate & Diesel, Price Variation Formula as described herein shall be applicable		
16.1.2	85% component of Contract Value shall be permitted to be adjusted for variation in various relevant indices during execution of work. The remaining 15% shall be treated as fixed component.		
16.1.3	SL NO	CATEGORY	INDEX COMPONENT (K)

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	i)	Cement	Monthly index numbers for ORDINARY PORTLAND CEMENT as per Office of the economic Adviser. (website: http://eaindustry.nic.in/home.asp)	45
	ii)	Aggregates	Monthly index numbers for STONE, CHIP as per Office of the economic Adviser. (website: http://eaindustry.nic.in/home.asp)	35
	iii)	Diesel	Monthly index numbers for HSD as per Office of the economic Adviser. (website: http://eaindustry.nic.in/home.asp)	5
16.1.4	Payment / recovery due to variation in index shall be determined on the basis of the following notional formula without any initial absorption, in respect of the identified components viz Cement, Aggregate & Diesel. $P = K \times R \times (X_n - X_o) / X_o$ Where P = Amount to be paid / recovered due to variation in the Index for Cement, Aggregates & diesel. K = Percentage component applicable for Cement, Aggregate & Diesel.. R = Value of work done for the billing month X_n = Revised Index / price for Cement, Aggregates & diesel for the billing month under consideration. X_o = Index / price for Cement, Aggregates & diesel as on the Base date.			
16.1.5	Base date shall be calendar month of the date of LOI.			
16.1.6	PVC shall not be payable for the Supplementary / Additional Items, Extra works executed on man day rates basis.			
16.1.7	You shall furnish necessary monthly indices for Cement, Aggregate & Diesel from the relevant websites along with your Bills.			
16.1.8	You will be required to raise the bills for price variation payments on a monthly basis along with the running bills irrespective of the fact whether any increase / decrease in the index for relevant categories has taken place or not. In case there is delay in publication of bulletins (final figure), the provisional values as published can be considered for payments and arrears shall be paid / recovered on getting the final values.			
16.1.9	PVC shall be applicable for the entire original contract period plus the extended period. However the Total Quantum of Price Variation amount payable/ recoverable shall be regulated as follows:			
16.1.10	For the portion of backlog attributable to you, the PVC will be based on the average of the indices for the period of the original contract period.			
16.1.11	For the period of Force Majeure, the PVC will be limited to the indices applicable at the beginning of the force majeure period.			
16.1.12	For the portion of backlog attributable to BHEL, the PVC will be as per the indices applicable for the respective months.			
16.1.13	The total amount of PVC shall be limited to 10% of executed contract value. Executed contract value for this purpose is exclusive of PVC, ORC, Supplementary / Additional Items, Extra works executed on man day rates basis.			

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17.0	PROJECT MANAGEMENT/ CONSTRUCTION MANAGEMENT
	To meet the need of construction management at site, contractor shall provide the following services within quoted / accepted rates.
17.1	PLANNING & MONITORING
17.1.1	The bidder shall prepare a detail supply schedule (L-3) as per requirement given in this document. This network must conform to the overall supply schedule. The bidder should also ensure monitoring of these activities at least weekly basis to start with and on daily basis whenever required by BHEL.
17.1.2	The bidder will have to Supply & install of 01 Nos. PC (multimedia PC work station Pentium- Core-i5-650, 3.2 GHZ or above, 500 GB HDD, 4 GB RAM, 100 /1000 MBPS LAN card) of HP / HCL / COMPAQ / ZENITH or equivalent make with w`indow 10 or higher, 64 bit (with roll back to 32 bit O/S and required software like MS Office 2013 or higher, AutoCAD 2014 or higher, ADOBE PDF CREATOR with 1 nos. Multifunction (scanner / copy / print) & 1 No. A4 Colour laser printer as per instruction of BHEL for exclusive use of BHEL. These computers / printer / Multifunction shall remain Vendors property and they will be allowed to take out the same after closing of contract. The contractor shall provide data / information etc. in prescribed formats for periodical updating of the progress reports, material management reports, updating of network pertaining to the contractor's scope of work etc. The contractor shall also provide 01 (One) Number computer operator and 01 (one) number service staff for miscellaneous service for BHEL's use at site / Kolkata for reconciliation, progress review & day-to-day planning purpose, documentation etc. These facilities are to be provided within 30 days from LOI date till completion of scheduled contract period. If BHEL does not avail the service of computer / printer / personnel as per requirement, BHEL shall have the right to deduct the amount as per following rates on prorated basis, from contractor's RA bill or any other dues.
17.1.2.1	@ Rs 20,000 (Twenty thousand)/ month for each computer operator or at actual (rate +30%) if BHEL arranges this facility, whichever is lower.
17.1.2.2	@ Rs 12,000 (Twelve thousand)/ month for each computer with printer or at actual (rate +30%) if BHEL arranges this facility, whichever is lower.
17.1.2.3	@ Rs 16,000 (Sixteen thousand)/ month for each service staff or at actual (rate +30%) if BHEL arranges this facility, whichever is lower.
17.1.2.4	In the event of the contract period getting extended beyond the stipulated contract period for reasons not attributable to the bidder, the bidder will be reimbursed at the mentioned rate above at sl no 17.1.2.1 & 17.1.2.3 or (actual+5%), whichever is lower, if the services of operator/service staff are being used by BHEL however no any extra payment shall be done for providing of computer/printer during the period extended beyond the stipulated contract period.
17.1.3	The contractor's site office must have facilities of communications like Fax, E-mail, and telephone with STD facility within a month from LOI.
17.2	PROGRESS REPORTING

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17.2.1	The bidder shall submit monthly progress reports for work force, materials, consumables (cement, aggregates, admixtures etc.) and other as per pro-forma considered necessary by BHEL. In case of any failure on contractor's part to comply with this, BHEL may at its discretion, consider to withhold part payment against their RA bills.	
17.2.2	The progress report shall indicate the progress achieved against planned with reasons indicating delays, if any, and shall give the remedial actions which the contractor intends to take to make good the slippage or lost time, so that further works again proceed as per the original program and the slippages do not accumulate and effect the overall program.	
17.2.3	The daily work force reports shall clearly indicate the work force deployed, category-wise specifying also the activities in which they are engaged.	
17.2.4	Weekly progress review meetings will be held at site during which actual progress during the week vis-à-vis scheduled program shall be discussed or actions to be taken for achieving targets. For discussions, the contractor shall present program of subsequent week. The contractor shall constantly update / revise his work program to meet the overall requirement.	
17.2.5	Periodic progress reviews on the entire activities of execution in respect of supply of ready mix ready mix concrete will be held once in a month at Kolkata / site. These meetings will be attended by reasonably higher officials of the contractor and will be used as a forum for discussing all areas where progress needs to be speeded up. The contractor shall be further responsible for ensuring that suitable steps are taken to meet various targets decided upon such meetings.	
17.2.6	During the contract / extended contract period contractor shall take an average ten colour digital photograph (soft copy) / slides each month (not less than two per week) of the works during progress. In case of failure in providing such photograph in each month, an amount of Rs. 5000/- per month shall be deducted from contractor's RA bill.	
17.3	SITE ORGANIZATION	
17.3.1	The contractor shall maintain a site organization of adequate strength in respect of manpower, construction machinery and other implements at all time for smooth execution of the contract headed by a competent construction manager for site operations with sufficient level of authority to take site decisions. The vendor will submit organization chart (showing the name of SITE-IN-CHARGE) with individual bio-data indicating various levels of experts to be posted for supervision and execution, quality, material management, planning, safety, etc. The organization shall be reinforced from time to time, as required to make up slippage (if any) from the schedule without any commercial implication to BHEL. The organization chart is to be submitted within 10 days from the date of LOI.	
17.3.2	Following (minimum) engineering manpower with power plant construction background to be deployed at site by the successful vendor for their day to day supervision etc.	
17.3.2.1	Qualified safety officer (exclusive for safety supervision).	One No.
17.3.2.2	Quality Engineer & Quality Assistant	One no Engineer (Minimum 5 years' Experience) One Quality assistant (min. Diploma In Civil Engineering)
17.3.2.3	Deputation of above man-power shall be jointly decided at site in line with requirement.	

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17.3.2.4	Engineer / supervisor for other functions like store & purchase, material management, fin, administration etc. are to be provided as per site requirement and not considered above.
17.3.2.5	In the event of non-deputation of engineer/ supervisor by the bidder as per above agreed schedule, BHEL shall reserve the right to deduct Rs. 55000/- per man-month for engineer, Rs. 45000/- per man-month for the supervisor / safety officer / Assistant from RA bills. Further induction of manpower regarding site supervisor & site engineer will be decided at site as per requirement without any financial implication.
17.3.2.6	BHEL reserves the right to reject or approve the list of personnel proposed by the contractor. The persons whose bio-data have been approved by BHEL will have to be posted at site and deviation in this regard will not be permitted unless specific & reasonable justification is made.
17.3.2.7	In addition to above, a well experienced qualified engineer to be designated, as 'Project Co-coordinator', shall be deployed by the contractor. Such engineer shall have adequate exposure on the job and shall remain fully involved in all planning activities, guidance etc. to contractor's own team during the complete execution period of contract.
17.3.2.8	The contractor should also submit to BHEL for approval a list of T&Ps along with their fitness certificates. The tools & tackles shall not be removed from site without written permission of BHEL.
17.3.2.9	Parallel working of all installed batching plants is envisaged. Hence every batching plant should have independent Batching Plant operator, Transit mixer operator and adequate supporting staff round the clock to cater all the batching plants as per requirement. However, with prior intimation routine maintenance shall be allowed phase wise.
18.0	QUALITY ASSURANCE & QUALITY CONTROL
18.1	INSPECTION & FIELD QUALITY ASSURANCE
18.1.1	Contractor shall carry out all activities conforming to the approved Field Quality Plan (FQP) & technical instructions as revised from time to time. 'Total Quality' shall be the watchword of the work and contractor shall strive to achieve the quality standards, procedures laid down by BHEL. He shall follow all the instructions as per BHEL drawings and quality standards. Contractor shall provide the services of quality assurance engineer as per the relevant clauses.
18.1.2	Preparation of quality assurance log sheets and protocols with customer / consultants / statutory authority, welding logs, NDE records, testing & calibration records and other quality control and quality assurance documentation as per BHEL engineer's instructions, is within the scope of work / specification. These records shall be submitted to BHEL / customer for approval from time to time.
18.1.3	The protocols between contractor and customer / BHEL shall be made for correctness of foundations, materials, procedures, at each stage of installation, generally as per the requirement of customer / BHEL. This is necessary to ensure elimination of errors and to avoid accumulation and multiplication of errors.
18.1.4	A daily log book (with proper indexing) should be maintained by every supervisor / engineer of contractor, for respective area of work, on the job for detailing and incorporating alignment/ clearance / centering / levelling readings and inspection details of various equipment, etc. This log book shall be always accessible to BHEL engineers. High pressure welding (as applicable under the scope of this contract) details like serial number of weld joints, welders name, date of welding, details of repair, heat treatment

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	etc. will be documented in welding log as per BHEL Engineer's instructions. Record of radiography (as applicable under the scope of this contract) containing details like serial number of weld joints, date of radiography, repairs, if any, re-shots etc shall also be maintained as per BHEL Engineer's instructions. Record of heat treatments (as applicable under the scope of this contract) performed shall be maintained as prescribed by BHEL.
18.1.5	The performance of welders (as applicable under the scope of this contract) will be reviewed from time to time as per the BHEL standards. Welders' performance record shall be furnished periodically for scrutiny of BHEL's Engineer. Corrective action as informed by BHEL shall be taken in respect of those welders not conforming to these standards. This may include removal/ discontinuance of concerned welder(s). Contractor shall arrange for the alternate welders immediately.
18.1.6	Only welders duly authorized by BHEL / customer / consultant after welder qualification test as per ASME Sec-Ix / AWS D1.1 (as applicable) shall be engaged on the work. All the welders shall carry identity cards as per the proforma prescribed by BHEL / Customer / Consultant.
18.1.7	Any re-laying or re-termination of cables / re-erection of instruments / recalibration of instruments etc. required due to contractor's mistake and found at any stage inspection, shall be carried out by the contractor at no extra cost. Repair / rectification procedure to be adopted to make any job acceptable shall be subject to the approval of BHEL.
18.1.8	Weekly Quality Review Meeting at site shall be organised by BHEL to discuss quality issues and next weeks inspection plans. Site in-charge of the contractor along with QAEs of the contractor must be present in the meeting with closure report of the issues raised by BHEL in the previous meetings.
18.2	REQUIREMENT OF ISO 9001
18.2.1	BHEL: PSER is accredited with ISO 9001 certification and as such this work is subject to various audits to meet ISO 9001 requirements.
18.2.2	The basic philosophy of the Quality Management System under ISO 9001 is to define the organizational responsibility, work as per documented procedures, verify the output with respect to acceptance norms, identify the non-conforming product / procedure and take corrective action for removal of non-conformance specifying the steps for avoiding recurrence of such non-conformities, & maintain the relevant quality records. The non-conformities are to be identified through the conduct of periodical audit of implementation of quality systems at various locations/stages of work. Suppliers / vendors of various products / services contributing in the work are also considered as part of the quality management system. As such the contractor is expected not only to conform to the quality management system of BHEL but also it is desirable that they themselves are accredited under any quality management system standard.

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18.2.3	BHEL reserves the right to carry out quarterly quality audits and quality surveillance of the systems and procedures of contractor's quality management. Contractor shall provide all necessary assistance to enable BHEL to carry out such audit & surveillance.
18.2.4	Quality audits / approval of the results of test & inspection will not prejudice the right of BHEL to reject an equipment service not giving desired performance and shall not in no way limit the liabilities and responsibilities of the contractor in earning satisfactory performances of equipment / service as per specification.
18.3	MMEs / MMRs
18.3.1	Contractor shall ensure deployment of reliable and calibrated MMEs (Measuring and Monitoring Equipment). The MMEs shall have test / calibration certificates from authorised / Government approved / Accredited agencies traceable to National / International Standards. Re-testing / re-calibration shall also be arranged at regular intervals during the period of use as advised by BHEL Engineer within the contract price. The contractor will also have alternate arrangements for such MMEs so that work does not suffer when the particular equipment / instrument is sent for calibration. Also if any MMEs not found fit for use, BHEL shall have the right to stop the use of such item and instruct the contractor to deploy proper item and recall i.e. repeat the readings taken by that instrument, failing which BHEL may deploy MME and retake the readings at Contractor's cost.
18.3.2	Contractor shall provide all the Measuring Monitoring Equipment (MMEs) required for completion of the work satisfactorily. These MMEs shall be of brand, quality and accuracy specified by BHEL Engineer and should have necessary calibration and other certificates as per the requirement of BHEL Engineer. Decision of BHEL Engineer regarding acceptance or otherwise of the measuring instruments / gauges / tools for the work under this specification, is final and binding on the contractor. BHEL shall give an indicative list of MMEs required for this work else where in this contract and to be made available by the contractor. The list will be reviewed by BHEL site as per the requirement of approved FQPs and the contractor shall meet any augmentation needed wherever required.
18.3.3	It is the responsibility of the contractor to prove the accuracy of the testing / measuring / calibrating equipment brought by him based on the periodicity of calibration as called for in the BHEL's quality assurance standards/BHEL Engineer's instructions.
18.3.4	Re-work necessitated on account of use of invalid MMEs shall be entirely to the contractor's account. He shall be responsible to take all corrective actions, including resource augmentation if any, as specified by BHEL to make-up for the loss of time.
18.3.5	In the courses of erection, it may become necessary to carry repeated checks of the work with instruments recently calibrated, re-calibrated. BHEL may counter / finally check the measurements with their own MMEs. Contractor shall render all assistance in conduct of

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	such counter / final measurements.
18.4	INSPECTION BY TS / FES / QA ENGINEERS OF BHEL UNITS / ENGINEERING CENTRES
18.4.1	Apart from day-to-day inspection by BHEL Engineers stationed at Site and Customer's Engineers, stage inspection of equipment under erection and commissioning at various stages may also be conducted by teams of Engineers from Field Engineering Services of BHEL's Manufacturing Units, Quality Assurance teams from Field Quality Assurance, Unit/Factory Quality Assurance and Commissioning Engineers from Technical Services etc. Contractor shall arrange all labour, tools and tackles etc along with proper access for such stage inspections free of cost.
18.4.2	Any modifications suggested by BHEL FES and QA Engineers' team shall be carried out. Claims of contractor, if any, shall be dealt as per applicable clause of the contract, and provided such modifications have not arisen for reasons attributable to the contractor.
18.5	CONFORMANCE TO THE STATUTORY REQUIREMENTS (AS APPLICABLE UNDER THE SCOPE OF THE CONTRACT)
18.5.1	The work to be executed under these specifications has to be offered for inspection, at appropriate stages of work completion, to various statutory authorities for compliance with applicable regulations. The work related statutory inspections, though not limited to, are as under: 1) Inspectorate of Steam Boilers and Smoke Nuisance 2) Electrical Inspector 3) Factory Inspector, Labour Commissioner, PF Commissioner and other authorities connected to this project work. The scope includes getting the approvals from the statutory authorities, which includes arranging for inspection visits of statutory authority periodically as per BHEL Engineer's instructions, arranging materials for ground inspection, taking rub outs for stamping of the pressure parts / pipes to be offered for inspection, submitting co-related inspection reports, documents, radiographs etc and following up the matter with them. Contractor shall also make all arrangements for offering the Products / Systems for inspection at location, as applicable, to the concerned authority.
18.5.2	Contractor should be qualified to execute pressure parts & piping work coming under the purview of IBR or Competent Inspecting Authority, for which he should register himself with CIB of state concerned / Competent Inspector. Contractor also should be aware of the latest Boiler regulations and Electricity Act, including the amendments thereof, as applicable under the scope of this contract.
18.5.3	Contractor shall comply with 'Qualification Tests for welders engaged in welding of Boilers and Steam Pipes under Construction, Erection and Fabrication at Site in India and in repairing Boilers and steam pipes by welding' in line with Chapter XIII of Indian Boiler

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	Regulations-1950, for testing his welders / men / workers, including all associated fees, procedures, required instruments and equipment and their calibration there of. It shall be contractor's responsibility to obtain approval of Statutory Authorities, wherever applicable, for the conducting of any work which comes under the purview of these authorities, at his cost.			
18.5.4	The following fees shall be excluded from scope of Contractor: 1. Registration Fee as per Regulation 385 of Chapter IX of Indian Boiler Regulations-1950 or Registration Fee as per prevailing statutory boiler regulations. 2. Fees for inspection of Boiler at the site of Construction as per Regulation 395 A, sl no 4 of Chapter IX of Indian Boiler Regulations- 1950. However all other fees like visit fees charged by the Boiler Inspector and other arrangements for his visit or visits till satisfactory completion of work, shall be included in scope of Contractor.			
18.6	STORAGE & PRESERVATION OF WELDING ELECTRODES & OTHER BHEL-ISSUED MATERIAL			
18.6.1	The contractor shall be responsible for storage & preservation of welding electrodes & other BHEL-issued materials as per BHEL Storage & Preservation Guidelines / Instructions.			
18.7	PENALTIES ON VENDORS / SUB-CONTRACTORS AGAINST NON-COMPLIANCE OF QUALITY NORMS			
Sl. No.	Nature of Non-compliance	Penalty for Domestic Project	Penalty for Export Project	Remarks
GENERAL				
18.7.1	Unavailability of QAE deployment schedule (duly approved by BHEL Site) matching with manpower requirement of approved L2 schedule	0.10%	0.10%	Against each RA bill
18.7.2	Unavailability of required number of QAE with proper experience & NDT certification as per the requirement of the Contract	Rs.1,000.00	\$16.00	Per person per day
18.7.3	Not attending quality meeting of BHEL by nominated member of vendor / sub-contractor	Rs.2,000.00	\$32.00	Per meeting
CALIBRATION				

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18.7.4	Use of MMEs without valid calibration certificate	Rs.1,000.00	\$16.00	Per equipment per instance
18.7.5	Use of NDT equipment, welding equipment without having valid calibration certificate / condition not as per requirement	Rs. 1,000.00	\$16.00	Per equipment per instance

WELDING & NDT

18.7.6	Unqualified welders carrying out welding / tack welding	Rs. 1,000.00	\$16.00	Per welder per instance. (Gatepass of the person shall be withheld)
18.7.7	Not using portable oven for welding consumables	Rs. 500.00	\$8.00	Per welder per instance. (The consumables in the oven shall be confiscated)
18.7.8	Not using electrodes pre-baked in baking oven	Rs. 500.00	\$8.00	Per instance. (The subject consumables shall be confiscated)
18.7.9	Not using welding consumables of approved make & not using correct type of electrode as per approved EWS / Drawing / WPS	Rs. 1,000.00	\$16.00	Per instance. (The subject consumables shall be confiscated)
18.7.10	Non-removal of welding slag and spatters after welding	Rs. 500.00	\$8.00	Per joint
18.7.11	Not using NDT equipment as prescribed in the manual / FQP / guidelines / Contract	Rs. 1,000.00	\$16.00	Per equipment per instance
18.7.12	Welder doing welding without valid job card	Rs. 500.00	\$8.00	Per instance

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18.7.13	Discrepancy observed in the weld joints identified by BHEL / Customer for RT vs RT film offered	Rs. 2,000.00	\$32.00	per joint
MATERIAL MANAGEMENT				
18.7.14	Non-maintenance of grid pillar marking	Rs. 200.00	\$3.00	Per location week
18.7.15	Mismatch of location of material in store area w.r.t. location mentioned in stock register	Rs. 500.00	\$8.00	Per instance
18.7.16	Non-compliance of Preservation of material as per storage & preservation manuals	Rs. 1,000.00	\$16.00	Per equipment
18.7.17	Not offering received material for verification within stipulated time as per contract	Rs. 500.00	\$8.00	Per instance
PAINTING & ALLIED WORKS				
18.7.18	Not using primer / paints of approved make and as per Specifications	Rs. 1,000.00	\$16.00	Per instance
18.7.19	Painting without proper surface preparation as per approved schedule / drawing / FQP	Rs. 500.00	\$8.00	Per instance
PROTOCOLS & LOG SHEETS				
18.7.20	Delay in preparation of Protocols / Logsheets as per approved FQP within 3 days of completion of checks	Rs. 200.00	\$3.00	Per protocol per day delay
18.7.21	Delay in offering inspection of Bought-out Items / Consumables / Aggregates (for items which need site inspection as per approved QP) within 3 days of receipt of material at site	1% of the item value of the LOT	1% of the item value of the LOT	per item per day delay after receipt of material

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18.7.22	Delay in submission of required documents (viz. Invoice, Inspection Release Note, COC, MDCC, MTC as the case may be) of Bought-out Items (shop inspection items / consumables) within 3 days of receipt of material at site.	1% of the item value of the LOT	1% of the item value of the LOT	per item per day delay after receipt of material
NOTE: Any non-conformity requiring dismantling / rework, attributable to vendor / sub-contractor, shall be penalized at a rate mentioned above or cost to BHEL, whichever is higher.				
19.0	DELETED			
20.0	DELETED			
21.0	HEALTH, SAFETY & ENVIRONMENT			
21.1	Vendor has to follow HSE norms at project site during execution of entire contract period and the applicable HSE norms are noted in Tender Document for HSE norms having Document Title: Health, Safety and Environment Plan for Site Operation by Subcontractors			
22.0	DELETED			
23.0	INTEREST BEARING RECOVERABLE ADVANCE/ MOBILISATION ADVANCE			
	Not applicable for this tender			
24.0	OVER RUN CHARGES			
	Not applicable in this tender.			
25.0	LIQUIDATED DAMAGES			
25.1	Since time is the main essence of the contract, the mobilization by bidder is to be made within the time limit prescribed in relevant clause of the tender. In case contractor fails to mobilize within the period specified in the contract, BHEL will reserves the right to levy liquidated damages at the rate of 0.5% (half percent) of the awarded contract value delayed for each week of delay or part thereof without prejudice to any other relief or compensation due to BHEL under any other conditions of the order subject to a maximum limit of 10% of total contract value. In case of delay in mobilization of bidder, for reasons not attributable to BHEL, the 'Liquidated Damages' clause shall be strictly enforced, unless extension of delivery date is granted through an amendment to the work/ purchase order.			
25.2	PENALTY FOR NON-PERFORMANCE			
25.2.1	If the contractor fails to maintain the required production / supply of ready mix concrete in time for which delay occurs in the completion of the works, vendors/agencies as deployed suffers due to non-availability of ready mix concrete in time as well as BHEL suffers financially under such circumstances BHEL reserves the right to recover the cost of compensation with BHEL overhead up to 30%, limited to 10% of the contract value. The amount of such shall be recovered from any money as due or which may become due to the contractor and/or from the bank guarantees / security deposit of the contractor. To impose such penalty, BHEL will not be required to prove that BHEL has incurred financial loss of such amount or proof of payment.			
25.3	However the overall LD and Compensation for Non-Performance will be limited to 15% of			

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	Contract Value.
25.4	In case of any nonconformity observed during the execution of contract, BHEL reserve the right to cancel the whole order / contract or a portion thereof at the risk & cost of the contractor and the contractor shall be liable to BHEL for any excess costs thereof.
26.0	GUARANTEE / WARRANTY
26.1	The contractor will be responsible for the quality of ready mix concrete supplied, quality of materials / design of ready mix concrete mix. In case the ready mix concrete fail to give the required strength, the cost of re-test, demolition & other cost / charges shall be recovered from the vendor. Decision of Engineer in this regard is final & binding on the vendor.
26.2	Guarantee / warranty period shall be 3 months from the date of supply of last lot of ready mix concrete & submission of accepted test results of ready mix concrete specimens. Commencement of guarantee period shall be from the date completion of work under this contract as certified by BHEL.
27.0	EXTENSION OF TIME FOR COMPLETION
27.1	If the completion of work as detailed in the scope of work gets delayed beyond the contract / completion period due to reasons not attributable to contractor, the contractor shall make request for an extension of the contract and BHEL at its discretion may extend the contract. However such extension shall not entitle the vendor for price revision or price compensation other than PVC.
27.2	However, if any 'Time extension' is granted to the contractor to facilitate continuation of work and completion of contract, due to backlog attributable to the contractor alone, then it shall be without prejudice to the rights of BHEL to impose penalty / LD for the delays attributable to the contractor, in addition to any other actions BHEL may wish to take at the risk and cost of contractor.
27.3	A joint program shall be drawn for the balance amount of work to be completed during the period of 'Time Extension', along with matching resources to be deployed by the contractor as per specified format. Review of the programme and record of shortfall shall be done.
27.4	During the period of 'Time extension', contractor shall maintain their resources as per mutually agreed program
27.5	At the end of total work completion as certified by BHEL engineer, and upon analysis of the total delay, the portion of time extensions attributable to (i) Contractor, (ii) Force majeure conditions, and (iii) BHEL, shall be worked out and shall be considered to be exhausted in the same order. The total period of time extensions shall be the sum of (i), (ii) and (iii) above and shall be equal to period between the scheduled date of completion and the actual date of completion of contract. LD shall be imposed/ levied for the portion of time extensions attributable solely to contractor after adjusting delay attributable to BHEL& Force majeure and recoverable from the dues payable to the contractor.
28.0	PERFORMANCE BOND
	Performance bond is not applicable.
29.0	CERTIFICATE TOWARDS COMPLETION
	The work under the scope of the contractor shall be deemed to have been completed in all respects only when so certified by BHEL / owner. The decision of BHEL in this regard shall be final and binding on the contractor.
30.0	SPLITTING OF THE CONTRACT
	Not Applicable

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31.0	CIVIL LABORATORY		
31.1	Contractor shall establish and maintain civil laboratory with necessary equipment (as per Annexure-A) for conducting relevant tests at site, as required. Instruments used in Lab shall have valid calibration certificate from authorized calibration agency. The Laboratory building shall be of 4.5 m x 10.5 m (minimum) in area with false ceiling along-with air condition area of 27 Sqm. Raised platform (600mm wide) with stone / tile finished up to 1.0m high dado above platform level to be provided. At least 2 Nos. Computer, printer, scanner to be provided with required numbers of good quality table & chairs to be provided. Necessary electrical wiring for operation of various equipment / instrument and other use to be provided. Bidder has to submit a layout drawing of laboratory along with the bid. Subsequently, before start of construction of laboratory, the lay-out drawing shall be approved by BHEL engineer.		
31.2	Ready mix concrete Cubes shall be taken at site as per FQP / instruction of BHEL and the same shall be tested at Site / Govt. approved laboratory / Institution if required at your own cost.		
31.3	Other than above mentioned test, any testing required to be carried out at site as per FQP / joint discussion at site and technical specification have to be arranged by you for all the works at your own cost		
32.0	CONSTRUCTION SCHEDULE		
32.1	Entire work shall be carried out in accordance with the broad supply schedule given below, within the stipulated period. Within 30 days of LOI, the contractor shall discuss with BHEL site engineer & furnish detail construction schedule (L-3/ L-4) indicating all major activities and get it approved from BHEL engineer. This schedule will undergo review and based on progress vis-à-vis project requirement, contractor shall have to submit revised schedule for approval of BHEL.		
32.1.1	Sl no.	Major Milestone	Time from date of intimation from BHEL
	1	Report to Construction Manager / BHEL Site	10 days
	2	Completion of Installation of 1 st Batching Plant.	45 days
	3	Completion of Installation of 2 nd Batching Plant	As per requirement.
	4	Completion of finalisation & approval of Design Mixes of ready mix concrete	50 days
	5	Start of production of Ready mix concrete	60 days
32.2	Contractor shall establish mix design for all ready mix concrete grades by taking trial mix at site after submission of Design Mix of various Ready mix concrete grades or from authorized agency (As per BHEL / Customer approval). Contractor shall ensure adding of admixture and minimizing of cement content in line with relevant BS Code.		
32.3	The contractor shall plan his work in such a manner so as to meet the overall project schedule, in consultation with BHEL/ NTPC engineer		
32.4	Contractor shall submit daily work program based on above construction schedule. Deferment of above schedule is not acceptable. Contractor will adhere to schedule and resource planning to be augmented to ensure completion as per schedule.		
32.5	Periodic progress reviews on the entire activities of execution in respect of supply & works in scope of contractor will be held once in a month at Kolkata / site. These meetings will be attended by reasonably higher officials of the contractor and will be used as a forum for discussing all areas where progress needs to be speeded up. The contractor shall be further responsible for ensuring that suitable steps are taken to meet various targets		

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	decided upon such meetings.	
32.6	Above schedule is indicative. The contractor shall plan his work in such a manner so as to meet the overall project schedule, in consultation with BHEL/BIFCL Engineer.	
33.0	MATERIAL HANDLING	
33.1	No material is envisaged to be issued by BHEL in this contract.	
33.2	However, all the materials (to be supplied by you as envisaged & cement) are to be handled by you and you will be solely responsible for safe custody of the same.	
34.0	TOOLS & PLANTS (TO BE PROVIDED BY CONTRACTOR)	
34.1	Tentative list of T&P to be deployed by contractor for successful completion of work is detailed below. It may be noted that the list is not exhaustive and is only for general guidance. The contractor is required to provide all necessary T&P measuring (calibrated) instruments & handing equipment to maintain work progress for timely completion of total work as per contract. In case of project requirement, some activities may have to pre-pone, in such cases the contractor may have to deploy additional T&P. Quoted rate shall be inclusive of such emerging requirements. However, contractor shall submit deployment plan of all T&P along with tender bid.	
34.2	Following Major T&Ps to be deployed by contractor within the indicated time from date of LOI / hand over of site which is applicable.	
	Major T&P items	Time from date of intimation from BHEL
34.2.1	1 No. 40'0" x 8'0" or 2 Nos. 20'0" x 8'0" office Porta Cabin or equivalent.	Within 20 days
34.2.2	2 Nos. Pay loader, 1 no pay loader with minimum capacity of 1.2 Cum	Within 45 days
34.2.3	Total 60 Cum/Hr. capacity of Automatic Batching Plant with Printing facility with required Silo for storing of Cement to be commissioned at Site. Total numbers of batching plant shall be restricted to 2 Nos	Within 60 days
34.2.4	1 Nos. DG set 125KVA	Within 45 days
34.2.5	Ready mix concrete Testing Lab 1 AC Lab 4.50 m x 4.50 m and 1 Non-AC Lab 4.50 m x 6.00 m with required Equipment & Instrument as per Annexure - A	Within 60 days
34.2.6	Ready mix concrete compressive strength testing moulds– 100 Nos.	Within 50 days
34.2.7	1 no drinking water tank – 1000 lit.	Within 40 days
34.2.8	2 Nos. self-priming water pump 5HP (diesel / electric)	Within 45 days
34.2.9	2 Nos. dumper	Within 40 days
34.2.10	2 Nos. Welding rectifier	As per requirement
34.2.11	Portable fire extinguishers as below: Soda acid – 2 sets. Dry chemical powder – 2 sets CO2 – 2 sets. Water & sand bucket (4 buckets in one stand) – 2 sets. Fire hose with nozzle (50 M length) – 2 sets	Within 60 days
34.3	In the event of any failure on the part of the contractor to deploy T & P to sustain desired work progress, BHEL may at his discretion also terminate the contract on this ground and	

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	take out any or whole amount of the contract from the scope of the contractor. In the event of failure of contractor to deploy necessary and sufficient T&P/ IMTEs to maintain work progress, BHEL will be at liberty to arrange the same at the risk & cost of contractor including transportation cost of same from any of BHEL site/ other agency & charges as applicable shall be deducted from contractor's RA bill. Decision of BHEL in this regard will be final & binding on contractor.
34.4	One no. Batching Plant shall not be more than 1 year old and rest all Batching Plant shall not be more than 2 years old. All the batching plants shall maintain adequate spares to cater immediate day to day maintenance.
34.5	T&P shown in the above mentioned list are tentative based on planned progress requirement, construction schedule and material availability at site. It is to be reviewed and mutually agreed with CM, BHEL site periodically from time to time for mobilization of major T&Ps, and the same have to be adhered to. No change will be permitted without written approval of Construction Manager, BHEL site. Further requirement will be reviewed time to time at site and contractor will provide additional T&P/equipment to ensure completion of entire work within schedule time without any financial implication to BHEL. All other T&Ps shall be provided by the contractor without any extra cost to BHEL. Vendor will give advance intimation & certification regarding capacity etc. prior to dispatch of heavy equipment.
34.6	All T&P and all IMTEs, which are required for successful and timely execution of the work covered within the scope of this tender, shall be arranged and provided by the contractor at his own cost in working condition.
34.7	In the event of non mobilisation of any T&P by the successful bidder and as a result progress of work suffered, BHEL reserves the right to deduct suitable amount from the dues of the bidder, with assigning reasons thereof on market Rate.
35.0	OTHER TERMS
35.1	All other term & conditions of this specification shall be governed by the pertinent provisions of GCC and other volumes of this tender, as applicable.

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ANNEXURE- A
LIST OF EQUIPMENTS FOR CIVIL SITE LABORATORY

SL NO.	NAME OF TEST	NAME OF EQUIPMENT	SIZE OF EQUIPMENT	IS REF.
1	Initial & final setting time, Consistency of cement	Vicat Apparatus with desk pot	Standard	IS 5513
2	Abrasion value test	Los Angles Abrasion testing machine	Standard	IS 2386
3	Aggregate Impact value test	Aggregate Impact value testing machine.	Standard	IS 9377
4	Aggregate crushing value test	Crushing value apparatus	Standard	IS 2386
5	Flakiness index	Thickness gauge for measuring flakiness index.	Standard	IS 2386
6	Elongation Index	Elongation gauge	Standard	IS 2386
7	Bulk density, voids and bulking apparatus	Measuring cylinders	3, 5, 10 & 15 liters cylinders	
8	Ready mix concrete Compressive test	Digital Compressive Testing Machine.	2000KN capacity	IS 2505
9	Cement cube casting	Cube mould	70.6 x 70.6 x 70.6 mm, 09 Nos. minimum	IS 10086
10	Ready mix concrete Cube Testing	Ready mix concrete Cube Mould	150x150x150mm, minimum 120 Nos.	IS 10086
11	Workability of ready mix concrete	Slump cone	Standard, at least 04 nos	IS 456
12	Specific gravity of aggregates	Pycnometer	Standard, at least 02 nos	IS 383
13	Cement mortar vibration	Motorised vibration machine for cement cube casting	Standard	IS 4031
14	Course aggregate Sieve analysis (Ready mix concrete & Road Works)	Sieve set	450mm dia GI Frames Size: 125 mm, 90 mm, 75 mm, 63 mm, 53 mm, 40 mm, 20 mm, 16 mm, 12.5 mm, 10 mm, 4.75 mm, Pan and cover (2 Sets)	IS 383
15	Fine aggregate sieve analysis	Sieve set	200 mm dia Brass sieves; Size 4.75 mm, 2.36 mm, 1.18 mm 600 micron, 300 micron, 150	IS 383

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			micron, 75 micron, 75 micron, Pan and cover (2 Sets)	
16	Seive Shaker	Motorised Sieve shaker	Mfg. Catalogue	
17	Silt content check	Sand silt content beaker	Standard	

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Process Control Accessories				
Sl	Description of Equipment	Specification	Size / No.	
1	Hot air oven	Temperature range 50° C to 300° C	600 x 600 x 600 mm (min. size)	
2	Electronic balance	600g x 0.01g, 10Kg and 50 kg	3 nos.	
3	Physical balance	5 kg capacity	Loose weights up to 5 kg	
4	Thermometer	Temperature 0°C to 50°C	1 No. Digital & 2 Analogue.	
5				
6	Measuring jars	100ml, 200ml, 500ml & 1000 ml	2 nos. set of each size	
7	Gauging trowel	100mm & 200 mm with wooden handle	4 nos.	
8	Spatula	100mm & 200 mm with long blade wooden handle	2 nos. each size	
9	Stainless steel scoop	2 kg and 5 kg	2 nos. each	
10				
11	Digital pH meter	0.1 least count	02 nos.	
12				
13				
14	GI tray	600 x 450 x 50 mm, 450 x 300 x 40 mm, 300 x 250 x 40 mm	02 nos. each	
15	Electric mortar mixer	0.25 CUM capacity.	01 no	
16	Rebound hammer test	Digital Rebound hammer	01 nos.	IS 13311
17	Ultrasonic pulse velocity test	UPV apparatus for ready mix concrete	01 No.	

	TECHNICAL SPECIFICATION FOR READY MIX CEMENT CONCRETE	PROJECT: 3 x 660 MW NPGCL Nabinagar TPP FGD System, Bihar.
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 BHEL Maharatna Company	TECHNICAL SPECIFICATION FOR READY MIX CEMENT CONCRETE	PROJECT: 3 x 660 MW NPGCL Nabinagar TPP FGD System, Bihar.
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1.00.00	SCOPE
1.01.00	General This specification covers all the requirements, described hereinafter for general use of Plain and Reinforced Cement Concrete work in Structures and locations, cast-in-situ or precast, and shall include all incidental items of work not shown or specified but reasonably implied or necessary for the completion of the work. Special requirements for structures such as reinforced concrete chimney, cooling towers, etc. have been covered under the respective specifications. Those specifications shall be used in conjunction with this specification.
1.02.00	IS: 456 shall form a part of this specification and shall be complied with unless permitted otherwise. For any particular aspect not covered by this Code, appropriate Code, specifications and/or replacement by any International code of practice as may be specified by the Engineer shall be followed. All codes and Standards shall conform to its latest revisions. A list of IS codes and Standards is enclosed hereinafter for reference. However, should the list be not exhaustive and does not cover any aspect of the work, then relevant Indian and, in its absence, relevant International code shall apply
2.00.00	General
2.01.00	Work to be provided for by the Contractor
	The work to be provided for by the Contractor, unless otherwise specified shall include but not be limited to the following: a) Furnish all labour, supervision, services including facilities as may be required under statutory labour regulations, materials, forms, templates, supports, scaffolds, approaches, aids, construction equipment, tools and plants, transportations, etc. required for the work. b) Submit for approval detailed schemes of all operations required for executing the work, e.g. Material handling, Concrete mixing, Placement of concrete, services, Approaches, etc. c) Design and submit for approval concrete mix designs required to be adopted on the job.

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	d) Furnish samples and submit for approval results of tests of various properties of the following : i) The various ingredients of concrete ii) Concrete e) Provide all incidental items not shown or specified in particular but reasonably implied or necessary for successful completion of the work in accordance with the specifications. f) For supply of certain materials normally manufactured by specialist firms, the Contractor may have to produce, if directed by the Engineer, a guarantee in approved proforma for satisfactory performance for a reasonable period as may be specified, binding both the manufacturers and the Contractor, jointly and severally.
2.02.00	Work by Others
	No work under this specification will be provided by any agency other than the Contractor unless specifically mentioned elsewhere in the contract
2.03.00	Information to be submitted by the Tenderer
2.03.01	With Tender
	The following technical information's are required with the tender: a) Source and arrangement of processing of aggregates proposed to be adopted. b) Type of plant and equipment proposed to be used.
2.03.02	After Award
	The following information and data including samples where necessary shall be submitted by the contractor progressively during the execution of the contract. a) Programme for Installation & Commissioning of the RMC plant: Within 15 days of the award of contract, the contractor shall submit a Master Programme for Installation & Commissioning of the RMC plant. b) Samples Samples of the following materials and any other materials proposed to be used, shall be submitted as directed by the Engineer, in sufficient quantities for approval. Approved samples will be preserved by the Engineer for future reference. The approval of the Engineer shall not, in any way, relieve the

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	Contractor of his responsibility of supplying materials of specified qualities: i) Coarse and fine aggregates ii) Admixtures c) Design Mix Design mix as per Clauses 2.01.00 (c) & 3.04.00 of this specification giving proportions of the ingredients, sources of aggregates and cement, along with accompanying test results of trial mixes as per relevant I.S., is to be submitted to the Engineer for his approval before it can be used on the works. d) Test Reports for Cement & admixtures. e) Inspection Reports Inspection Reports in respect of any item of work as may be desired by the Engineer as per this specification. f) Test Reports Reports of tests of various materials and concrete as required under Clause 4.00.00 for Sampling & Testing of this specification g) Any other data which may be required as per this specification.
2.04.00	Conformity with Design Once the mix designs developed by the Contractor as per the I.S. Specifications and established to the satisfaction of the Engineer by trial mixes shall be permitted to be used by the Engineer, the choice being dictated by the requirements of designs and workability. The methods of mixing, conveyance as per requirement, Making test samples, curing, protection and testing of concrete will be as approved or directed by the Engineer
2.05.00	Materials to be used
2.05.01	General Requirement All materials whether to be incorporated in the work or used temporarily for the construction shall conform to the relevant IS Specifications unless stated otherwise and be of best approved quality.
2.05.02	Cement Ordinary Portland cement of grade-43 as per IS:269-2015 / fly ash based Portland Pozzolana cement conforming to IS:1489 (Part-1) shall preferably be used in reinforced / plain cement concrete works for all areas other than for the critical

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	structures identified below. However, other types of cement such as ordinary Portland cement conforming to IS:269, Portland slag cement conforming to IS:455 respectively can be used under special circumstances. Cement used in all concrete mixes shall be in general of grade 33/43 unless design requires a higher grade. Ordinary Portland cement shall be used for following structure. - Spring supporting decks of all machine foundations. - Structures requiring grade of concrete of M30 and above. In special cases, Rapid Hardening Portland Cement, Low Heat Cement, Sulphate resistant cement, high strength Ordinary Portland Cement etc. may be permitted or directed to be used by the Engineer.
2.05.03	Aggregates Aggregates shall be natural or crushed gravel or crushed rock and free from deleterious material. It shall comply with the requirements of IS-383. All fine and coarse aggregate shall be tested for susceptibility to Alkali Silicate reaction in a laboratory approved by the Engineer.
	a) Coarse Aggregate Aggregate of sizes ranging between 4.75 mm and 150 mm will be termed as Coarse Aggregate. Only Coarse Aggregate from approved quarries and conforming to IS: 383 will be allowed to be used on the works. Coarse aggregates consisting of hard, strong and durable pieces of crushed stone and shall be free from organic or clay coatings and other impurities like disintegrated stones, soft flaky particles etc. and any other material liable to affect the strength, durability or appearance of concrete. Aggregates other than crushed stone conforming to the provisions of specification may be used if permitted by the Engineer. Washing of aggregates by approved means shall be carried out, if desired by the Engineer. Grading of coarse aggregates shall generally conform to IS: 383 and shall be such as to produce a dense concrete of the specified proportions and strength and of consistency that will work readily into position without segregation. If by the analysis the deficiency of a particular grain size is found, which could affect the density of the concrete, the Engineer may ask the Contractor to avoid such quantities of aggregate of the particular size or and such quantity of

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	aggregate of any particular size to achieve the required grading as per IS:383.
	b) Fine Aggregate Aggregate smaller than 4.75 mm and within the grading limits and other requirements set in IS: 383 are termed as Fine Aggregate or Sand. Only Fine Aggregate from approved sources and conforming to the above IS Specification will be allowed to be used on works. In certain cases there may be two types of sand, one very fine and the other very coarse. In such cases, the two types shall be combined to meet the requirements of a particular zone of IS: 383. In all cases, the preferred zone is Zone - II. In certain cases crushed stone sand may be added to natural sand in order to achieve the required grading. Crushed stone sand alone may be used only with the approval of the Engineer. Sand shall be hard, durables, clean and free from adherent coatings or organic matter and shall not contain clay balls or pellets. The sand shall be free from impurities such as iron pyrites, alkalis, salts, coal, mica or other laminated materials in such forms or quantities as to affect adversely the hardening, strength, durability or appearance of concrete or to cause corrosions to any metal in contact with such concrete
2.05.04	Water Water for use in Concrete shall be clear and free from injurious oils, acids, alkalis, organic matter, soluble silts or other deleterious substances which may cause corrosion, discolouration, efflorescence etc. Normally potable water is found to be suitable. Generally, IS: 3550 will be followed for routine tests. Acceptance test for water shall be as per IS: 3025, and Table-1 of IS: 456. In case of doubt regarding development of strength, the suitability of water for making concrete shall be ascertained by compressive strength and initial setting time tests as per method of tests in accordance with the requirements of IS-516 & IS- 4031 respectively. The pH value of water shall generally be not less than 6.
2.05.05	Admixture Only admixtures of approved quality will be used when directed or permitted by the Engineer. The different types of admixtures, which may be necessary to satisfy the concrete mix and the design requirement, shall be as per IS-9103 and may be one of the followings:

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	a) Accelerating admixture b) Retarding admixture c) Water reducing admixture d) Air entraining admixture e) Water proofing admixture The contractor shall inform the Engineer about the type of admixture which he is planning to use in different areas within the scope of work for the approval of the Engineer. The admixture shall be of proven make and from a reputed manufacturer. It should not have any adverse effect on strength, durability of concrete and reinforcement. Super plasticizers conforming to IS: 9103 or ASTM C-494 shall only be used as admixture having the above properties either individually or in a combination as per the direction of the Engineer.
2.06.00	Storage of Materials
2.06.01	General All materials shall be stored so as to prevent deterioration or intrusion of foreign matter and to ensure the preservation of their quality and fitness for the work. Any material, which has deteriorated or has been damaged or is otherwise considered defective by the Engineer, shall not be used for concrete and shall be removed from site immediately, failing which, the Engineer shall be at liberty to get the materials removed and the cost incurred thereof shall be realised from the Contractor's dues. The Contractor shall maintain up-to-date accounts of receipt, issue and balance (stack wise) of all materials. Storage of materials shall conform to IS: 4082.
2.06.02	Cement Sufficient space for storage, with open passages between stacks, shall be arranged by the Contractor to the satisfaction of the Engineer. Cement shall be stored off the ground in dry, leak proof, well-ventilated warehouses at the works in such a manner as to prevent deterioration due to moisture or intrusion of foreign matter. Cement shall be stored in easily countable stacks with consignment identification marks. Consignments shall be used in the order of their receipts at site. Sub-standard or partly set cement shall not be used and shall be removed from the site, with the knowledge of the Engineer, as soon as it

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	is detected.
2.06.03	Aggregates Aggregates shall be stored on raised surface constructed by providing planks or steel plates or on concrete or brick masonry pavement. Each size shall be kept separated with wooden or steel or concrete or masonry bulkheads or in separate stacks and sufficient care shall be taken to prevent the material at the edges of the stock piles from getting intermixed. Stacks of fine and coarse aggregates shall be kept sufficiently apart with proper arrangement of drainage. The aggregates shall be stored in easily measurable stacks of suitable depths as may be directed by the Engineer.
2.07.00	Quality Control
	Contractor shall establish and maintain quality control for different items of work and materials as may be directed by the Engineer to assure compliance with contract requirements and maintain and submit to the Engineer records of the same. The quality control operation shall include but not be limited to the following items of work: a) Admixture: Type, quantity, physical, and chemical properties that affects strength, workability, and durability of concrete. For air entraining admixtures, dosage to be adjusted to maintain air contents within desirable limits. b) Aggregate: Physical, chemical and mineralogical qualities. Grading, moisture content and impurities. c) Water: Impurities tests. d) Cement: Tests to satisfy relevant IS Specifications. e) Grades of Concrete: Usage and mix design, testing of all properties. f) Batching & Mixing: Types and capacity of plant, concrete mixers and transportation equipment.
3.00.00	Installation All installation requirements shall be in accordance with IS: 456 and as supplemented or modified herein or by other best possible standards where the specific requirements mentioned in this section of the specification do not cover all the aspects to the full satisfaction of the Engineer.
3.01.00	Washing and Screening of Aggregates Washing and screening of coarse and fine aggregates to remove fines, dirt, or

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	other deleterious materials shall be carried out by approved means as desired by the Engineer.
3.02.00	Admixture All concrete shall be designed for normal rate of setting and hardening at normal temperature. Variations in temperature and humidity under different climatic conditions will affect the rate of setting and hardening, which will, in turn, affect the workability and quality of the concrete. Admixtures including plasticisers of approved make may be used with the Engineer's approval in accordance with IS-456 to modify the rate of hardening, to improve workability or as an aid to control concrete quality. The Engineer reserves the right to require laboratory test or use test data, or owner satisfactory reference before granting approval. The admixture shall be used strictly in accordance with the manufacturer's directions and/or as directed by the Engineer.
3.03.00	Grades of Concrete Concrete shall be in one of the grades designated in IS: 456. Grade of concrete to be used in different parts of work shall be as shown on the drawing. In case of liquid retaining structures, IS: 3370 will be followed. Minimum cement content shall be as per IS: 456.
3.04.00	Proportioning and Works Control
3.04.01	General "Design Mix Concrete" and "Nominal Mix Design" is defined as follows for use in this specification: a) Proportioning of ingredients of concrete made with preliminary tests by designing the concrete mix. Such concrete shall be called "Design Mix Concrete". b) Proportioning of ingredients of concrete made without preliminary tests adopting nominal concrete mix. Such concrete shall be called "Nominal Mix Concrete". As far as possible, design mix concrete shall be used on all concrete works. Nominal mix concrete, in grades M-15 or lower only may be used if shown on drawings or approved by the Engineer. In all cases the Proportioning of

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	ingredients and works control shall be in accordance with IS: 456 and shall be adopted for use after the Engineer is satisfied regarding its adequacy and after obtaining his approval in writing.
3.04.02	Mix Design Criteria Concrete mixes will be designed by the Contractor to achieve the strength, durability, and workability necessary for the job, by the most economical use of the various ingredients. In general, the design will keep in view the following considerations: a) Consistent with the various other requirements of the mix, the quantity of water should be kept at the lowest possible level. b) The nominal maximum size of coarse aggregate shall be as large as possible within the limits specified. c) The various fractions of coarse and fine aggregates should be mixed in such a proportion as to produce the best possible combined internal grading giving the densest and most workable mix. d) The finished concrete should have adequate durability in all condition, to withstand satisfactorily the weather and other destruction agencies, which it is expected to be subjected to in actual service. e) The mix design shall have required workability and characteristic strength as per IS: 456. The quantity of cement, aggregates, and admixtures shall be determined by mass. The requirement of adequate structural strength is catered for by the choice of proper grade of concrete in structural design. The Contractor will strictly abide by the same in his design of concrete mix installation. Various trials shall be given by the contractor with specific cement content on each trial. In some cases, plasticizers and other admixtures may be necessary to achieve the desired results.
3.05.00	Strength Requirements The strength requirements of both design mix and nominal mix concrete where ordinary Portland Cement or Portland Blast furnace slag cement is used, shall be as per IS:456. All other relevant clauses of IS:456 shall also apply.

3.06.00	Minimum Cement Content The minimum cement content for each grade of concrete shall be as per IS:456. Contractor has to consider actual environmental exposure condition at site. Based on various tests results and as per Engineer, the environment condition shall be adopted for which minimum cement content shall be considered. No extra payment shall be made on account of any variation in environment condition. a) Sufficient number of trial mixes (to be decided by the Engineer) will be taken at the laboratory for the various designs and graphs of w/c ratio Vs crushing strengths at various ages will be plotted. b) All tests will be done in presence of the Engineer who shall be the final authority to decide upon the adoption of any revised minimum cement content. The Contractor will always be responsible to produce quality concrete of the required grade as per the acceptance criteria of IS: 456. c) The Engineer will always have the unquestionable right to revise the minimum cement content as decided above, if, in his opinion, there is any chance of deterioration of quality on account of use of lower cement content or any other reason.
3.07.00	Water-Cement Ratio The choice of water-cement ratio in designing a concrete mix will depend on:- a) The requirement of strength. b) The requirement of durability.
3.07.01	Strength Requirement In case of "Design Mix Concrete" the water-cement ratio of such value as to give acceptable test results as per IS: 456, will be selected by trial and error. The values of water-cement ratios for different grade and mix designs will have to be established after conducting sufficiently large number of preliminary tests in the laboratory to the satisfaction of the Engineer. Frequent checks on test will have to be carried out and the water-cement ratios will be revised if the tests produce unsatisfactory results. Notwithstanding anything stated above the Contractor's responsibility to produce satisfactory test results and to bear all the

	consequences in case of default remains unaltered. In case of nominal mix concrete, the maximum water-cement ratio for different grades of concrete is specified in Table-5 of IS: 456 and no tests are necessary. The acceptance test criterion for nominal mix concrete shall be as per IS: 456.		
3.07.02	Durability Requirement Tables 4 & 5 of IS: 456 give the maximum water-cement ratio permissible from the point of view of durability of concrete subjected to adverse exposure to weather, sulphate attacks, and contact with harmful chemicals. Impermeability may also be an important consideration. Whenever the water-cement ratio dictated by Durability consideration is lower than that required from strength criteria, the former should be adopted. In general the water cement ratio between 0.4 and 0.45 will be desirable to satisfy the durability requirement and from the consideration of impermeability of concrete. The contractor may propose lower water cement ratio as mentioned above by addition of a suitable plasticizer/super-plasticizer. Trial mix shall be carried out accordingly. However, the contractor has to propose specifically along with field trials in the event of lower cement content if found suitable along with a plasticizer.		
3.08.00	Workability The degree of workability necessary to allow the concrete to be well consolidated and to be worked into the corners of formwork and around the reinforcement and embedments and to give the required surface finish shall depend*on the type and nature of structure and shall be based on experience and tests. The usual limits of consistency for various types of structures are given below:		
	TABLE-V LIMITS OF CONSISTENCY		
	Degree of workability	Slump in mm with Standard Cone as per IS: 1199	Use for which concrete is suitable
		Min	Max
	Very low	0	25
			Large Mass concrete structure with heavy compaction equipments, roads

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	Low	25	50	Uncongested wide and shallow R.C.C. structures
	Medium	50	100	Deep but wide RCC structures with congestion of reinforcement and inserts
	High	100	150	Very narrow and deep RCC structures with congestion due to reinforcement and inserts
	Note: Notwithstanding anything mentioned above, the slump to be obtained for work in progress shall be as per direction of the Engineer. With the permission of the Engineer, for any grade of concrete, if the water has to be increased in special cases, cement shall also be increased proportionately to keep the ratio of water to cement same as adopted in trial mix design for each grade of concrete. No extra payment will be made for this additional cement. The workability of concrete shall be checked at frequent intervals by slump tests.			
3.09.00	Size of coarse Aggregates The maximum size of coarse aggregates for different locations shall be as follows unless otherwise directed by the Engineer			
	Very narrow space			12 mm
	Reinforced concrete Except foundation			20 mm
	Ordinary Plain concrete and Reinforced concrete foundations			40 mm
	Mass concrete			80 mm
	Lean concrete			40 mm
	Grading of coarse aggregates for a particular size shall conform to relevant I.S. Codes and shall also be such as to produce a dense concrete of the specified proportions, strength and consistency that will work readily into position without segregation. Coarse aggregate will normally be separated into the following sizes and stacked			

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	separately in properly designed stockpiles. 80 mm to 40 mm, 40 mm to 20 mm and 20 mm to 5 mm. In certain cases it may be necessary to further split the 20 mm to 5 mm fraction into 20 mm to 10 mm and 10 mm to 5 mm fractions. This separation of aggregates in different size fractions is necessary so that they may be remixed in the desired proportion to arrive at a correct internal grading to produce the best mix.
3.09.01	Temperature control of concrete in top decks of machine foundations as extra payable over RCC item of BOQ: The temperature of fresh concrete shall not exceed 23°C when placed. A suitable measuring device for measuring the temperature of concrete as approved by the Engineer shall be used. For maintaining the limiting temperature of the 23°C, crushed ice shall be used as mixing water. The ice shall be formed of water conforming IS: 456. The Contractor shall establish the quantity of crushed ice to be mixed in order to achieve the limiting temperature of 23°C.
3.09.02	Base raft of Turbo Generator foundations and top decks of all machine foundations shall be cast in a continuous operation without any construction joint.
3.10.00	Mixing of Concrete Ingredients of the concrete mix shall be measured by weight. Concrete shall always be mixed in mechanical mixer. Water shall not normally be charged into the drum of the mixer until all the cement and aggregates constituting the batch are already in the drum and mixed for at least one minute. Mixing of each batch shall be continued until there is a uniform distribution of the materials and the mass is uniform in colour and consistency, but in no case shall mixing be done for less than 2 (two) minutes and at least 40 (forty) revolutions after all the materials and water are in the drum. When absorbent. Aggregates are used or when the mix is very dry, the mixing time shall be extended as may be directed by the Engineer. Mixers shall not be loaded above their rated capacity as this prevents thorough mixing. The entire contents of the drum shall be discharged before the ingredients for the next batch are fed into the drum. No partly set or remixed or excessively wet

	concrete shall be used. Such concrete shall be immediately removed from site. Each time the work stops, the mixer shall be thoroughly cleaned & when the next mixing commences, the first batch shall have 10% additional cement at no extra cost to the Owner to allow for loss in the drum. Regular checks on mixer efficiency shall be carried out as directed by the Engineer as per IS: 4634 on all mixers employed at site only those mixers whose efficiencies are within the tolerances specified in IS: 1791 will be allowed to be employed. Batching Plant shall conform to IS: 4925. The measuring gauges of batching plant shall be periodically calibrated for which the contractor shall provide standard weights. The accuracy of all gauges shall be within limits prescribed by the Engineer. When hand mixing is permitted by the Engineer, for unimportant out of the way locations in small quantities, it shall be carried out on a water-tight platform and care shall be taken to ensure that mixing is continued until the mass is uniform in colour and consistency. In case of hand-mixing, 10% extra cement shall be added to each batch at no extra cost to the owner.
3.17.00	Cold Weather Concreting When conditions are such that the ambient temperature may be expected to be 5°C or below during the placing and curing period, the work shall conform to the requirement of IS: 456 and IS: 7861.
	3.18.00 Hot Weather Concreting When depositing concrete in very hot weather, the Contractor shall take all precautions as per IS: 7861 and stagger the work to the cooler parts of the day to ensure that the temperature of wet concrete used in massive structures does not exceed 38°C while placing. Positive temperature control by pre-cooling, post cooling or any other method, if required, will have to be done by the contractor at no extra cost.
3.19.00	Concreting under water When it is necessary to deposit concrete under water it shall be done in accordance with the requirements of IS: 456.

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4.00.00	SAMPLING AND TESTING
4.01.00	General The Contractor shall carry out all sampling and testing in accordance with the relevant Indian Standards and as supplemented herein for the following items at his own cost unless otherwise specified in this specification. The Contractor shall get the specimens tested in a laboratory approved by the Engineer and submit to the Engineer the test results in triplicate within 3 (three) days after completion of the test.
4.02.00	Cement Representative samples will be taken from each consignment of cement received from the manufacturer/supplier for carrying out the tests for fineness (by hand sieving), setting time and compressive strengths as per guidelines of IS: 269. Soundness Tests may also be required to be carried out if required by the Engineer. The Contractor shall carry out the tests without any expense to BHEL. No cement from a particular consignment/batch will be used on the works unless satisfactory 3 (three) days and 7 (seven) days test results for compressive strength are known. The Engineer and Contractor will jointly associate themselves with the tests irrespective of whether they are carried out by the BHEL or the Contractor. These tests are of great importance, as their results will have a bearing on the acceptance of concrete or otherwise as per the terms and conditions of the Contract.
4.03.00	Aggregates The contractor shall carry out any or all the tests on aggregates as may be required by the Engineer in accordance with IS: 2386 PARTS-I to VIII. The acceptance criteria of the samples tested shall be in accordance with the requirements of the relevant Indian Standards
4.04.00	Water Sampling and Testing of water being used for concrete works as per IS: 3550 will be carried out by the Contractor at regular intervals and whenever directed by the Engineer. The acceptance criteria will be as per IS: 456
4.05.00	Admixture

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4.05.01	Air Entraining Agents Initially, before starting to use A.E.A., relationship between the percentage of air entrained and the cylinder cube crushing strength vis-a-vis quantity of A.E.A. used for all types of concrete will be established by the Contractor by carrying out sufficiently large number of tests. After that, at regular intervals and whenever directed by the Engineer, the Contractor will check up the actual percentages of air entrained and corresponding crushing strengths to correlate with the earlier test results.
4.05.02	Other Admixtures Tests for establishing the various properties of any other admixtures, which may be required to be added, shall be carried out by the Contractor.
4.06.00	Concrete The sampling of concrete, making the test specimens, curing and testing procedure etc. shall be in accordance with IS: 516 and IS: 1199, the size of specimen being 15 cm cubes. Normally, only compression tests shall be performed but under special circumstances the Engineer may require other tests to be performed in accordance with IS: 516. Sampling procedure, frequency of sampling and test specimen shall conform to IS: 456. To control the consistency of concrete from every mixing plant, slump tests shall be carried out by the Contractor every two hours or as directed by the Engineer. Slumps corresponding to the test specimens shall be recorded for reference. The acceptance criteria of concrete shall be in accordance with IS: 456. Concrete work found unsuitable for acceptance shall have to be dismantled and replacement is to be done as per specification by the Contractor at his own cost. In the course of dismantling, if any damage is done to the embedded items or adjacent structures, the same shall be made good, free of charge by the Contractor, to the satisfaction of the Engineer.
5.00.00	ACCEPTANCE CRITERIA
5.01.00	Standard Deviation Standard deviation shall be based on test results and determination of Standard deviation shall conform to IS: 456.

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5.02.00	Acceptance Criteria The strength requirements and acceptance criteria shall conform to IS: 456.
5.03.00	Inspection and Core Tests Inspection of concrete work immediately after stripping the formwork and core test of structures shall conform to IS: 456.
5.04.00	Load Test Load tests of structural members as per IS:456 may be required by the Engineer, when the strength of test specimen results falls below the required strength. If the member shows evident failure, the Contractor shall make the structure adequately strong free of cost to BHEL. The entire cost of load testing shall be borne by the Contractor. If a portion of the structure is found to be unacceptable, it shall be dismantled and replaced by a new structure as per specification. The entire cost of dismantling and replacement and restoration of the site being borne by the Contractor. If, in the course of dismantling, any damage is done to the embedded items and or other adjacent structures, the same will be made good, free of charge by the Contractor to the satisfaction of the Engineer.
6.00.00	Laboratory and Field Testing
6.01.00	The field laboratory for QA and QC activities shall be constructed and set-up by the Contractor in line with the indicative field QA&QC laboratory set-up enclosed at Annexure-I. The Laboratory building shall be constructed and installed with the adequate facilities to meet the requirement of envisaged test setup. Temperature and humidity controls shall be available wherever necessary during testing of samples. The quality plan shall identify the testing equipment / instrument, which the Contractor shall deploy and equip the field quality laboratory for meeting the field quality plan requirements. The Contractor shall furnish a comprehensive list of testing equipment / instrument required to meet the planned/scheduled tests for the execution of works for OWNER acceptance/ approval. The Contractor shall mobilize the requisite laboratory equipment and QA&QC manpower at least 15 days prior to the planned test activity as per the schedule of tests.
6.02.00	All equipment and instruments in the field shall be calibrated before the commencement of tests and then at regular intervals, as per the manufacturer's

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	recommendation and as directed by the OWNER. The calibration certificates shall specify the fitness of the equipment and instruments within the limit of tolerance for use. Contractor shall arrange for calibration of equipment and instruments by an NABL / NPL accredited agency and the calibration report shall be submitted to OWNER.	
6.03.00	The tests which cannot be carried out in the field laboratory shall be done at a laboratory of repute. This includes all IITs, NCB, CSMRS, reputed government / autonomous laboratories / organizations, NITs and other reputed testing laboratories. The test samples for such test shall be jointly selected and sealed by the engineer and thereafter these shall be sent to the concerned laboratory through the covering letter signed by OWNER engineer. The test report along with the recommendations shall be obtained from the laboratories without delay and submitted to OWNER.	
6.04.00	Based on the schedule of work agreed with the engineer-in-charge and the approved FQP, the Contractor shall prepare a schedule of tests and submit them to the engineer-in-charge and organize to carry out the tests as scheduled /agreed.	
7.00.00	LIST OF I.S. CODES AND STANDARDS FOR REFERENCE	
	All work under this specification shall, unless specified otherwise, conform to the latest revisions and/or replacements of the following or any other Indian Standard Specifications and Codes of Practice. In case any particular aspect of work is not specifically covered by Indian Standard Specifications, any other standard practice, as may be specified by the Engineer, shall be followed :-	
	IS: 269	Indian Standard Specification for Ordinary Portland Cement
	IS: 383	Indian Standard Specification for Coarse and Fine Aggregates from Natural Sources for Concrete
	IS: 455	Indian Standard Specification for Portland Slag Cement
	IS: 456	Indian Standard Code of Practice for Plain and Reinforced Concrete
	IS: 516	Indian Standard Specification for Methods of Test for Strength of Concrete
	IS: 1200	Indian Standard Specification for Method of (Part-II) Measurement Cement Concrete Works
		Indian Standard Specification for Portland - Pozzolona Cement -

TECHNICAL SPECIFICATION FOR READY MIX CEMENT CONCRETE

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FGD System, Bihar.

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IS: 1489	Part 1 & 2
IS: 1791	Indian Standard Specification for Batch Type Concrete Mixers
IS: 2386	Indian Standard Specification for Methods of Test for Aggregates for Concrete - Part-I to VIII
IS: 2430	Indian standard specification for method of sampling of Aggregate for concrete
IS: 2514	Indian Standard Specification for Concrete Vibrating Tables
IS: 2645	Integral Cement water proofing compound
IS: 2722	Indian Standard Specification for Portable Swing Weigh Batchers for Concrete (Single and Double Bucket type)
IS: 2770	Indian Standard Specification for Method of Testing Bond in Reinforced Concrete. Part - 1: Pull out Test
IS: 3025	Indian Standard Specification for Methods of Sampling and Test (Physical and Chemical) for Water & waste water - Part - 1 to 37
IS: 3550	Indian Standard Specification for Method of Test for Routine Control for Water used in Industry
IS: 3812	Indian Standard Specification for Fly Ash for Use as Pozzolana & Admixture
IS: 4031	Indian Standard Specification for Method of Tests for Hydraulic Cement - Part - 1 to 14
IS: 4082	Indian Standard Specification for Recommendation on Stacking and Storage of Construction Materials at site
IS: 4634	Indian Standard Specification for Method of Testing Performance of Batch-type Concrete Mixers
IS: 4925	Indian Standard Specification for Concrete Batching and Mixing Plant
IS: 4926	Indian Standard Specification for Ready Mixed Concrete
IS: 5512	Indian Standard Specification for Flow Table for use in Tests of Hydraulic Cement and Pozzolanic Materials
IS: 5513	Indian Standard Specification for Vicat Apparatus
IS: 5515	Indian Standard Specification for Compaction Factor Apparatus
IS: 5816	Indian Standard Specification for Method of Test for Splitting Tensile



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		Strength of Concrete Cylinders
IS: 5891		Indian Standard Specification for Hand Operated Concrete Mixers
IS: 6452		Indian Standard Specification for High Alumina Cement for Structural Use
IS: 6909		Indian Standard Specification for Super sulphated Cement
IS: 6925		Indian Standard Specification for Method of Test for Determination of Water Soluble Chloride in Concrete Admixtures
IS: 7320		Indian Standard Specification for Concrete Slump Test Apparatus
IS: 7861		Indian Standard Specification for (Part-I Recommended Practice for hot and cold & II) Weather Concreting
IS: 7969		Safety Code for Storage and Handling of Building Materials
IS: 8041		Indian Standard Specification for Rapid Hardening Portland cement
IS: 8142		Indian Standard Specification for Determining Setting time of Concrete by Penetration Resistance
IS: 9103		Indian Standard Specification for Admixtures for Concrete.
IS: 10262		Recommended Guideline for concrete Mix Design
IS: 12330		Indian standard specification for sulphate resisting Portland cement
IS: 12600		Indian standard specification for low heat Portland cement

Annexure-I			
INDICATIVE LIST OF BOUGHT OUT ITEMS FOR READY MIX CONCRETE WORKS			
Sl. No	Bought out Item	Proposed Make	Proposed list of Manufacturers
1	Cement		
2	Construction Chemicals admixtures, waterproofing, accelerators,		
3	Any other specific high value and critical bought out Item required, meeting the specification requirements		
Note: The Bidders are required to indicate the list of proposed manufacturers/ sub-vendors for			

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each of the BOI in their Bid proposal, which shall be discussed for finalization at post bid stage

Annexure-II		
LIST OF RMC FIELD QUALITY ASSURANCE LABORATORY APPARATUS		
SL NO	DESCRIPTION	QUANTITY
1	Cube moulds - 150 mm (ISI marked)	144
2	Cube moulds - 70.6 mm	18
3	Cube testing machine with two dial gauge and brick plate attachment	2 sets of 2000 kN capacity each
4	Digital thermometer - 200°C	6
5	Electrical oven	1
6	IS sieve set along with sieve shaker – 75 µ, 150 µ, 300 µ, 600 µ, 1.18 mm, 2.36 mm, 4.75 mm, 6.3 mm, 10 mm, 12.5 mm, 16 mm, 20 mm, 22.4 mm, 25 mm, 31.5 mm, 40 mm, 50 mm, 53 mm, 63 mm, 80 mm, 90 mm, 120 mm, 125 mm, pan	1 Set for Sand & 1 set for coarse aggregate
7	Measuring cylinder (glass) 50 ml, 200 ml, 500 ml	2 each
8	Physical balance Digital 10 kg capacity L.C. – 1 gm	1
9	Platform balance – Digital: 200 kg capacity	1
10	Pycnometer	2
11	Slump cone with tamping rod	4
12	Specific gravity bottle – 50 ml	2
13	Air entrainment meter capacity – 0.005 cum	2
14	English type trowel	4

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15	Impact testing machine	1
16	Le-Chatelier apparatus with water bath	2
17	Measuring cylinder (plastic) 50 ml, 100 ml, 200 ml, 500 ml	1
18	pH meter	1
19	Screw gauge	2
20	Spatula	4
21	Standard sand grade 1, 2, 3 500 kg	each
22	Stop watch - Digital	1
23	Thermometer ordinary 50°C	5
24	Vernier calipers - Digital	1
25	Vicat apparatus	2
26	Weigh Boxes	4
27	Cylindrical measures: - capacity 0.01 cum, Dia (I) – 250 mm, Height – 280 mm, (I) with tamping rod as per IS 1199.	1
28	Rapid Curing Water Tank (IS: 1199)	1
29	Flow Table for self compacting Concrete	1

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INDICATIVE QUALITY PLAN



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SUPPLIERS NAME AND ADDRESS		FIELD QUALITY PLAN				PROJECT:	NORTH KARANPURA STPP (3X660 MW)		
 BHEL, PS:ER, KOLKATA		ITEM : Civil Work of FGD, GHP & LHP	QP NO. : PP-18-02-NKP-QLY-UT-QA-102			PACKAGE:	FGD SYSTEM PKG		
		SUB-SYSTEM : GEOTECH INVESTIGATION, FOUNDATIONS, EXCAVATION & FILL, SITE LEVELLING, CONCRETE, ROAD, BUILDING ETC.	REV. NO. : 0			CONTRACT NO.	4410-109		
			DATE : 30/11/2018			MAIN CONTRACTOR	BHEL, PS:ER, KOLKATA		
SL No	Activity and operation	Characteristics / instruments	Class of check	Type of Check	Quantum Of check	Reference Document	Acceptance Norms	Format of Record	Remarks
1	2	3	4	5	6	7	8	9	10
1	GENERAL REQUIREMENTS								
A	Setting up of Field QA&QC laboratory	As agreed / required	A	Physical	Once prior to start of work	Tech Specs and Const. Drawings	SR	√	Lab shall be setup by BHEL / BHEL sub-vendor with minimum equipments as per Annex-I
B	Availability of requisite laboratory set up and equipment in good working condition well before commencement of concerned activity	As agreed / required	A	Physical	Once prior to start of work and thereof monthly	Tech Specs and Const. Drawings	SR	√	
C	Sampling for testing of building materials, concrete mix design etc.	As agreed / required	A	Physical	Once per each source	Tech Specs and Const. Drawings	SR/TR	√	Test report along with the recommendations from specialist agency to be submitted to NTPC.
D	Submission of schedule of tests to be done monthly / quarterly and maintenance of the same on a computer connected to LAN of NTPC for monitoring	-	A	Physical	Once prior to start of work and thereof monthly	Tech Specs and Const. Drawings	SR	√	
E	Stacking and storage of construction materials and components at site	As per IS:4082	B	Physical	Random	Tech Specs and Const. Drawings and IS: 4082	SR	√	
F	All bought out items to be procured from the approved vendor and on approval of Quality plans by NTPC as per inspection Category	-	B	Verification of TC and/or Testing	100%	NTPC Tech. Spec. /BOQ	SR/LB	√	The TC submitted should bear proper identification or correlation with the batch of material supplied and same shall be brought out in the challan / consignment note.
G	Submission of list of Bought out items and their vendors for each of the bought out item identified for approval within the period agreed in LoA.	-	A	Physical	One time	NTPC Tech. Spec. /BOQ	SR/LB		To be submitted to NTPC for approval with a copy to site.
3.0	MATERIALS								
3.1	CEMENT								
	Retesting of cement	as per IS:4031	A	Testing	At Random	As per relevant IS Codes	Test Report / LB	√	Each consignment of cement shall be duly correlated with manufacturer's TC, in case the cement is supplied by the contractor one sample from each lot shall be tested for setting time and compressive strength. Acceptance norms shall be as per relevant IS. If cement is stored more than 60 days in godown of contractor same shall be retested for comp. Strength & setting time.



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SUPPLIERS NAME AND ADDRESS		FIELD QUALITY PLAN				PROJECT:	NORTH KARANPURA STPP (3X660 MW)			
 BHEL, PS:ER, KOLKATA		ITEM : Civil Work of FGD, GHP & LHP		QP NO. : PP-18-02-NKP-QLY-UT-QA-102		PACKAGE:		FGD SYSTEM PKG		
		SUB-SYSTEM : GEOTECH INVESTIGATION, FOUNDATIONS, EXCAVATION & FILL, SITE LEVELLING, CONCRETE, ROAD, BUILDING ETC.		REV. NO. : 0		DATE : 30/11/2018		CONTRACT NO. 4410-109		
				PAGE : 02 OF 24		MAIN CONTRACTOR		BHEL, PS:ER, KOLKATA		
Sl. No	Activity and operation	Characteristics / Instruments		Class of check	Type of Check	Quantum Of check	Reference Document	Acceptance Norms	Format of Record	Remarks
1	2	3		4	5	6	7	8	9	10
3.2	Coarse Aggregate	Moisture content	as per IS:2386	B	Physical	Once for each stack of 100 Cu.M. or part there of	IS : 456 IS : 383/Tech Spec	SR/LB	√	during monsoon when this has to be done every day before start of concreting
ii		Specific gravity, water absorption	IS:2386	A	Physical	Once for each source & for every change of source	IS: 2386 Part-III, IS:383/Tech Spec	IS:456, SR/LB/ Test Report	√	
iii		Sieve analysis, flakiness index, elongation index,	IS:2386	B	Physical	One per 100 cum., or part thereof	IS: 2386 Part-I, Spec	IS:383/Tech SR/LB	√	
iv		Deleterious materials (coal & lignite, clay lumps, material finer than 75 micron sieve, soft fragment, shale)	IS:2386	A	Physical	Once per source/ on every change of source	IS: 2386 Part-II, IS:383/Tech Spec	SR/LB/ Test Report	√	
v		Soundness	IS:2386	A	Physical	-do-	IS: 2386 Part-V, IS:383	SR/LB/ Test Report	√	
vi		Alkali aggregate reactivity		A	Physical	-do-	IS: 2386 (Part-VII), IS:383 /Tech Spec/ASTM C-1260 / ASTM 1293	SR/LB/ Test Report	√	The aggregate type (deleterious/innocuous result should be supported by petrographic examination
vii		Petrographic examination	IS:2386 Pt VIII	A	Physical	-do-	IS: 2386 Part-VIII, IS:383 /Tech Spec	SR/LB/ Test Report	√	
viii		Crushing value abrasion value and impact value	IS:2386	A	Physical	-do-	IS:383, IS-2386 Part IV/Tech Spec	SR/LB/ Test Report	√	
3.3	Fine Aggregate									
i		Moisture content, water absorption	balance , oven etc	B	Physical	To be done every day before start of	IS: 2386 Part-III IS:383	SR/LB/ TR	√	
ii		Deleterious materials (coal & lignite, clay lumps, material finer than 75 micron sieve, soft fragment, shale)	IS:2386	B	Physical	Once per source & for on every change of source	IS: 2386 Part-II, IS:383	SR/LB/ TR	√	
iii		All other tests similar to coarse aggregates as mentioned above.					IS-2386, IS-383	SR/ LB / TR	√	except test for flakiness index, elongation index, abrasion value, impact value
3.4	Water									
i		Complete Testing as per IS:456-2000	Buret, conical flask, pipette etc	B	Testing	One per 3 month for each source.	IS:456-2000	SR/LB/ TR	√	

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SUPPLIERS NAME AND ADDRESS		FIELD QUALITY PLAN				PROJECT:	NORTH KARANPURA STPP (3X660 MW)				
	BHEL, PS:ER, KOLKATA	ITEM : Civil Work of FGD, GHP & LHP		QP NO. : PP-18-02-NKP-QLY-UT-QA-102		PACKAGE:	FGD SYSTEM PKG				
		SUB-SYSTEM : GEOTECH INVESTIGATION, FOUNDATIONS, EXCAVATION & FILL, SITE LEVELLING, CONCRETE, ROAD, BUILDING ETC.		REV. NO. : 0		CONTRACT NO.	4410-109				
				DATE : 30/11/2018		MAIN CONTRACTOR	BHEL, PS:ER, KOLKATA				
				PAGE : 02 OF 24							
Sl. No	Activity and operation	Characteristics / Instruments		Class of check	Type of Check	Quantum Of check	Reference Document	Acceptance Norms	Format of Record		Remarks
1	2	3		4	5	6	7	8	9	D*	10
3.5	CONCRETE										
i	Concrete Mix Proportioning	Design Mix Concrete	As agreed / required	A	Testing	Once per source & for on every change of source for each grade of concrete (above grade M15)	IS 456	Test Report	√		Mix Design to be vetted by any NTPC approved institute / IITs / NITs
ii		4 Trial mixes to ascertain the workability and cube strength	As agreed / required	A	Physical	One for each mix proportion	NTPC tech specification	SR/LB	√		
iii		Crushing strength (works Tests cubes)	IS:516	A	Physical	One set of 6 cubes per 50 CuM or part thereof for each grade of concrete per shift whichever is earlier.	IS:516, IS:456, NTPC Tech. Spec.	SR/LB / Test Report	√		Mix. of 6 cubes for each mix, 3 specimen shall be tested at 7 days remaining 3 shall be for 28 days comp. Strength.
iv		Workability - slump test	IS:1199	B	Physical	At the time of concrete pouring at site every two hrs	IS:456 / NTPC Tech. Spec.	SR/LB/ TR	√		
v		Water content		B	Physical	Once per shift	As per approved design mix.	SR/LB	√		At batching plant
3.5.1	Admixtures for Concrete	Type of admixture	As per IS:9103	A	EIC-FOA/NTPC Approved source and review of MTC/ test reports	For each lot received at site	Designed mix and IS:9103	Test Report	√		Admixture of appd. Brand and tested quality shall be used (each lot of admixture will included with brochure in which the type of admixture and its properties shall be clearly indicated)
		Suitability	As per IS:9103	B	Physical	For each lot received at site	Designed mix and IS:9103	SR/LB/ TR	√		Relative density, pH and slump retention on each batch / lot of admixture and to compare these properties with MTC

LEGENDS :

* Records identified with tick (√) shall be essentially included by supplier in QA documentaion

Class A : Critical, Class B : Major, Class C : Minor

Class A checks shall be witnessed by NTPC FQE, Class B checks shall be witnessed by NTPC site Engineer/Supervisor, Class C checks shall be witnessed by BHEL Site engineer

SR - Site Register, TR- Test Report, IR - Inspection Report, MTC - Manufacturer's Test Certificate



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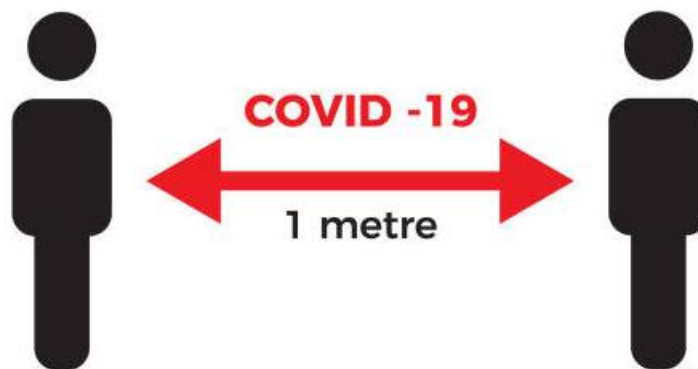
Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

Purpose	➤ To resume work in a safe manner after Lock down due to COVID-19 Outbreak ➤ To ensure health & safety of personnel and prevention of infection during operations ➤ To ensure HSE Management & Control during operations	Scope	PS Regions
Background	➤ The purpose of this procedure is to resume construction works at BHEL project sites in the event of 'Construction activities' being permitted by the Government/District Administration/Statutory Authorities. ➤ By following this OCP the chain of corona spread will largely be contained and works can be done safely. ➤ All precautionary measures are to be ensured at site and labor colonies so that the labor force feels safe and secure at work place and act in a productive manner. ➤ This OCP also lays down guidelines to handle cases of infection		
Applicability	➤ This OCP applies to all BHEL employees and its subcontractors working at project sites. ➤ It also covers guidelines for medical personnel, security personnel, visitors and others		
Responsibility	Concerned Site In-charge / Site HSE Head/Package Head		
Performance Criteria	Number of cases of violations from these guidelines. All violations must be recorded and compliance for the same immediately/ within day		
References	➤ Corporate HSE Circular BHEL:CO: SOP: COVID-19 : 01 ➤ Corporate Guidelines regarding disinfection for Prevention of COVID-19 in BHEL Offices, Townships, Hospitals, Factories and other common places (No. AA:HR:MR 1 (C) dated 20-03-2020) ➤ OHSAS : 18001 , ISO : 14001:2015, ISO 45001:2018 ➤ ICMR & WHO Guidelines for COVID 19 ➤ Govt. of India Guidelines being issued from time to time ➤ Guidelines issued by National Centre for Disease Control and other agencies of Govt. of India ➤ WHO Guidelines being issued from time to time		

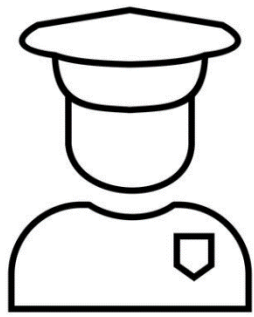
Prepared by	Reviewed by	Approved By
Task Force: Rohit Kumar, SM/ PSHQ-HSE Nitesh K. Meena, DM/ PSNR-HSE Saswajeet Raut, SE/PSER-HSE Navin Sadh, SE/ PSWR-HSE Sandeep Dalal, SE/ PSSR-HSE	HSE Heads/ PS-Regions: S. C. Meena, AGM/ PSNR B Tirkey, AGM/ PSER R. O. Jadhao, AGM/ PSWR Mukesh Shrivastava, AGM/ PSSR	Head/ HSE, PSHQ: Santosh Nair, GM

General PPEs & Precautions

Maintain Social Distance of at least 1 meter **Minimum (more the better)**



Precautions at all times is necessary. Even a single lapse can lead to infection

	Face shield/ mask must be worn by all at all times and disposed/ cleaned properly		Protective clothing must be worn		Protective gloves as identified in Safety Data Sheet
	Appropriate footwear with substantial uppers must be worn		Mandatory requirements are specified and must be followed. Report any accidents.		
	Spray to disinfect personal items/ areas		Spray to disinfect public places/ infrastructures/ tools etc.	Strictly No Shaking Hands	
	Hazmat suits and special PPEs for medical personnel and other officials with more probability of coming into contact with infected		Strict security & control at Gate to avoid entry into site/office premises of infected persons and persons without necessary PPEs, unauthorized personnel, animals etc.		



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Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

General

1. This procedure is applicable for all personnel working at Project Site, including staff, workers, officials, medical and security personnel, cleaners, housekeeping staff etc. It also includes visitors including drivers, cleaners, doctors, nurses, etc. entering the site premises
2. These are broad guidelines that may be followed in order to ensure the purpose of this OCP is met.
3. The procedure refers specifically to COVID-19 disease caused by SARS-CoV-2 Virus, but is applicable to similar highly infectious respiratory illnesses as well
4. This procedure is branches out of Corporate HSE Circular **BHEL: CO: SOP: COVID-19: 01 – ‘Standard Operation Procedure for Work Resumption after Lockdown’**. In case of any ambiguity & duplicity, Corporate HSE Circular & Guidelines and Govt. guidelines to be followed
5. This procedure is necessary to ensure continuation of business operations in order to avoid mandatory lockdown due to an infection. All precautions to be taken seriously due to the contagiousness and mortality rate of this disease. Even a slight lapse can lead to infections and shut down of site operations for the mandatory notified period
6. The physical distancing guidelines of minimum 1 m indicated in this document to be reviewed in line with latest Govt. guidelines and ensured appropriately

Detailed Procedures & Controls are given below

Procedures and Controls		
S No	Activity	Responsibility
1	<u>Deployment/ Nomination of COVID Marshall</u> a. BHEL and Agencies shall nominate COVID Marshalls, who will be responsible for monitoring the COVID prevention measures and apprising management on the same. b. Every agency shall nominate COVID Marshall, who shall report to BHEL COVID Marshall c. BHEL COVID Marshall shall be nominated by Site In-charge in consultation with Site HSE Head. d. BHEL COVID Marshall shall be the Nodal COVID Marshall for the site, and having overall responsibility.	Agency, BHEL
2	<u>Directions for Newly Joining Workers/ Officials</u> a. Mandatory health check-up for every worker/ official joining the site b. An undertaking to be submitted by every worker/ official which shall specify if he/she had been in contact with a Covid-19 positive case, and other health-related details (as per Format HSEOCP61-F01) c. All newly joining workers/ officials, shall follow the applicable procedures/ guidelines as laid out by Govt./ statutory authorities pertaining to quarantine, prior to joining work	Agency, BHEL
3	<u>Routine HSE Management Activities During COVID-19</u> a. Due to the stress on existing medical facilities due to COVID-19 pandemic, it is imperative to take utmost precautions and avoid any incidents during operations. b. All activities to be carried out in safest manner possible with all necessary precautions. c. All activities to be carried out using least amount of paperwork and physical proximity as far as possible. The methodology to issue Permit etc. can be decided by Site Management. All necessary precautions before starting activity to be ensured and regularly monitored by concerned execution and HSE Team.	Agency, BHEL



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	d. As far as possible, meetings & classroom trainings to be avoided. Essential meetings can be carried out by following the relevant guidelines e. HSE Observer App to be used to monitor HSE Activities and follow up with agencies for closure of non-conformities. Follow up can also be carried out through Phone/ Video Call etc. f. Apart from monitoring of HSE requirements, monitoring of COVID-19 precautions by workers and BHEL and Agency Officials also to be carried out	
4	<u>Strict Control at Gates</u> a. Strict Control at the Gate/ Banning Entry to Anyone Not Wearing Masks i. Security personnel at the gate may erect a barricade preferably approx. 10 meters from the gate and only allow personnel who are wearing proper masks inside. ii. Public address system may be used to warn any non-compliant visitors iii. Near entry gate, round markers at minimum 1-meter distance to be ensured so that distancing is ensured iv. A hand-wash or hand sanitiser facility is preferable at the gate to allow entry after hand wash or hand sanitisation. These are also to be provided at key locations to enable hand wash / hand sanitisation before starting work, before eating, etc. v. Gutkha, Paan, tobacco etc. to be banned from the site. Spitting to be strictly prohibited. vi. Screening at Gate with Contactless Thermometer & Action on Suspected Cases 1) Security Personnel at the Gate to screen each person entering the premises using a non-contact infrared thermometer, which is duly serial numbered and calibrated. 2) In case any site worker/ official is found to have fever more than 99 Degrees Fahrenheit or found coughing/ sneezing, he/she may be advised rest till recovery and entry to be permitted after obtaining clearance from medical officer/assistance/attendants. b. Any parcel/courier person should be stopped at gate only. Parcel to be collected from gate by concerned person preferably with provision of Special Box (wood/metal/plastic or the like) that can be sanitized daily. A provision of drop box at front of BHEL site office may also be deployed for receiving document like letter/invoice, etc. Parcels to be properly sanitized prior to opening. c. Any construction material received at site, unless properly sanitized, to be kept undisturbed for at least 3 days and to be used only after that period. d. Don't allow any new vehicle without concerned BHEL engineer permission. e. Ensure that number of persons coming inside and going outside is matching, agency wise. f. Visitor entry in site office to be avoided as far as possible.	Security, Agency, BHEL
5	<u>Maintaining Strict Social Distancing during site/office activities – minimum 1 meter distance between any two personnel to be Enforced Strictly</u> a. During meetings, classroom training programmes like induction training and on-the job training, toolbox talks and other gatherings, following precautions may be ensured: i. Preferably, such meetings to be avoided and communication carried out through other means (email, phone, pamphlets etc.) ii. At door, hand sanitizer or soap and water to be ensured for sanitizing hands during entry & exit by each individual iii. Only limited number of personnel to be called in training/ meeting, so as to ensure distance of minimum 1 meters between two participants iv. Each participant to wear mask	Agency/ BHEL



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- v. In case any individual is symptomatic/ coughing/ sneezing, he/ she may be taken to quarantine area by the medical/ first aid personnel, and medical assistance sought from specialized hospital, etc
- vi. Persons may be allowed to attend the induction training/ meeting only after temperature screening if felt necessary.
- b. **Social Distancing During Toolbox Talks**
During Toolbox Talks, minimum 1 meter distance between any two workers to be ensured
- c. **During site execution activities:**
 - i. For all site execution activities, social distancing is to be maintained. In case this is not possible due to nature of work, speciality of work, etc, ensure sensitisation of the labour/staff involved and use of appropriate PPEs, especially mandatory face mask. In any case, close working to be allowed only in special circumstances and ensuring these activities are preferably time staggered to the extent possible
 - ii. Ensure hand wash / hand sanitisation facility at key places and these are topped up regularly
- d. **In office premises:**
 - i. Sharing of items like pens, water bottles etc. in office premises to be avoided
 - ii. Seating arrangement to be ensured to ensure minimum 1 meter distance
 - iii. Doors preferably to be in open condition to avoid contact
 - iv. All common touch points to be regularly disinfected.

6

Mandatory Face Masks for Everyone at All Times

- a. Face masks, and other necessary PPEs to be provided to all workers as per guidelines of Govt/ statutory authorities
- b. Those responsible for sanitation and cleaning of areas to be given coveralls
- c. **The Govt of India advisory available at following link gives details on how to prepare, use and clean such masks.**
<https://www.mohfw.gov.in/pdf/Advisory&ManualonuseofHomemadeProtectiveCoverforFace&Mouth.pdf>
 - i. The workmen/staff may use home-made masks/ "gamchha" (गमछा) provided they are used effectively and constantly.
 - ii. All site personnel to wear masks as specified at all times except possibly while having lunch/ tea. During that period, a distance of minimum **2 meters** to be maintained between two persons.
 - iii. Minimum two masks to be ensured for each person – one can be used and other washed. Daily washing with detergent is mandatory
 - iv. Strict directions for usage, washing of mask to be given to workers and officials. Masks are not to be touched from outside, and are to be put in soap solution on reaching residential quarters.
 - v. There must not be a sharing of face covers and a face cover must be used by only one individual
 - vi. Regular awareness by way of posters or daily briefing to be provided regarding correct usage, handling, washing, disposal etc of face masks/*gamchhas*/cloth etc

Concerned Individual/ Supervisor



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d. Types of Masks and Use case scenarios

i. Homemade/ Reusable Face Covers:

- 1) Such home/ self-made face covers may be preferably used by all personnel. In case they can arrange better masks, same may be allowed.
- 2) In any case, no person to be permitted in site premises without a mask.

ii. Triple Layer Surgical Masks

- 1) These are disposable masks to be given to visitors/ used by workers and officials as per requirement.

iii. N95 Masks

- 1) Medical, security, and other officials, who come into contact with large number of people during the course of the day to be given N95 Masks
- 2) In addition, infected personnel and who are suspected of infection to use specialized masks as indicated by doctor

e. Minimum two sets of masks to be ensured with everyone so that one can be used while other is washed

7

Mask cleaning/ disposal

The Govt of India guidelines in above link also give details on how to wash and dispose the masks. Same to be followed.

In addition,

- a. For re-usable masks, in labor colony, separate area for cleaning masks to be identified, wherein all workers to wash the masks using detergent and water
- b. Cleaning of masks and availability of backup to be ensured by officials as well.
- c. **Safe disposal of Masks, Infected clothing, items etc.**
 - i. Each location to have separate bin for collecting used disposable masks and possibly infected items.
 - ii. All these bins to be collected daily and disposed of by trained staff wearing proper PPEs

Concerned Individual, Agency, BHEL

8

Provision of Food & Refreshments

- a. **Workers:** Tea for workers may be avoided. In case necessary, strict social distancing to be ensured, besides hand washing. It is preferable to let the labour bring their own cups/glasses or else use of disposable paper based cups to be encouraged
 - i. Tea cups may be arranged by the server and picked by worker in contactless manner.
 - ii. Food for workers may be served in packets.
 - iii. **Preparation:** Common food preparation to be carried out under strict hygiene with cooks wearing gloves and masks. A guard specifically to monitor the health of the cooks may be deployed, who can warn the management regarding any possible health issues.
 - iv. At tea/ food distribution area, social distancing norms to be ensured
- b. **Officials:** As far as possible, home cooked food to be preferred. In case not possible, packed food to be delivered at each seat, prepared in hygienic fashion as above

Agency/ BHEL



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9

General Precautions in Site Areas

Agency/ BHEL

- a. Workers to be instructed to maintain social distancing of minimum 1 m at all time (tool box meeting, tea time lunch time, gate entry time and drinking/service water area)
- b. Daily Tool Box Meeting to also include awareness about COVID 19 and precautionary measures to prevent spread.
- c. No other group meeting to be conducted preferably.
- d. Contractor to keep their working area clean and hygienic. Disinfectant spray/powders to be applied daily at common places (eating place, drinking water area, service water area and transport vehicles)
- e. All the workers during resting also, to maintain physical distance of at least 1 meter. Subcontractor has to disinfect the rest shelter at regular intervals.
- f. Subcontractor may keep sanitizer/hand wash in sufficient numbers at all common points.
- g. All hanging load must be inspected before starting work. A committee can be formed by each contractor to ensure all these pre start up inspections are done and submit the report to BHEL.
- h. Sanitizer may be kept at stair case entrance, lift entry point etc. Lifts to be avoided to the extent possible, and staircases preferred
- i. If any worker is found with COVID-19 symptom, he/she has to be sent to quarantine chamber immediately by medical personnel and medical assistance sought. Contractor to maintain extra room to keep person with symptom in quarantine.
- j. Workers may be advised to keep separate water bottles. Common water bottles/mugs/glasses to be preferably avoided.
- k. Contact Biometric attendance system is strictly prohibited till such advisory is in place.

l. Regular disinfection of all Areas, Equipment and facilities

- i. Each agency to prepare the disinfecting plan and act accordingly.
 - ii. A dedicated disinfectant gang to be identified for the task by each agency. The disinfectant gang to be provided full body suits for the task.
 - iii. All areas (including office premises, site areas, chairs, tables, furniture etc.), tools & equipment to preferably be disinfected by dedicated gang every day before resumption of work.
 - iv. Common touch points like handrails, lift buttons, door/window knobs or handles, vehicle door handles, taps, conference room & dining hall tables/chairs, common sofas/chairs, visitor sofa/chairs, files & folders, etc to preferably be disinfected regularly at frequent intervals every day.
 - v. Pool vehicles, to be disinfected after every use. Social distancing to be maintained inside the common pool vehicles as per Govt./ statutory body guidelines.
- m. Provision of Disinfectant Spraying Machine and Disinfectant Chemical**
- i. Provision of disinfectant machine may be deployed for faster disinfection of surfaces, premises, offices etc.
The indicative composition of disinfectant chemicals is given in Corp HR Circular No. AA:HR:MR 1 (C) dated 20-03-2020
- n. Disinfecting the operator/driver touch points of Vehicles/cranes, T&Ps etc.**
Disinfection to also be carried out for all Cranes, Vehicles, Equipment, consoles, T&Ps etc. which come into contact with operating personnel.
- o. Mandatory Disinfecting of all PPEs, Tools & Items on daily basis**
All PPEs, Tools & Items to be disinfected mandatorily before use/ issue and also those in stores.



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	p. Posters on COVID-19 q. Sufficient Posters on COVID-19 to be ensured across the site in languages understood by most workers. Contractor to display precautionary measures, 'Do's and Don'ts' at prominent places in languages spoken by their workers. r. Provision of Hand-Hygiene at Site 1) In order to ensure hand-hygiene at site, wash basins with sufficient flowing water (going to drain after washing – not re-usable) to be installed at various locations. Here flowing water means water flowing from any tap or poured from tanker/sump/tank etc. Dipping hands into water in buckets/tanks/sumps etc for the purpose of washing is strictly prohibited as it is counter-productive. 2) Brief guidelines for hand washing are as below: - Soap to be provided at each wash basin and replenished regularly. - Washing with soap for at least 20 seconds is recommended. - As a general guideline, for every 100 workers, 1 wash-basin may be provided at site areas. - Close queue to be avoided near wash-basins and 1-meter distance to be maintained. Round markers at 1-meter distance can be ensured as guidance s. Penalty - To ensure compliance penalty may be imposed in line with district administration norms or higher for not wearing mask or violating social distancing guidelines. - Concerned subcontractor may also be warned of stricter penalties in case of continued negligence	
10	<u>Labor Colony</u> Following guidelines for COVID Prevention in labor colony may be followed: - All relevant guidelines in Corporate HSE Circular BHEL:CO: SOP : COVID-19 : 01 to be followed - HSEOCP No. 61A for Labor Colony. - Any other guidelines issued by applicable Govt/ Statutory authorities	Agency/ BHEL
11	<u>Provision of Quarantine Chambers</u> - In labor colony/ near site, a temporary home quarantine/ isolation chamber may be set up to keep possible infected cases (with cough, cold, fever or other symptoms) until further medical help arrives. Quarantine chamber should be away from labor colony tenements. - Similar arrangement of quarantine chambers may be set up at Site premises. - Necessary arrangements for quarantine shall be as per Govt./ statutory body guidelines	Agency/ BHEL
12	<u>Action in case any individual is suspected of COVID infection or showing symptoms</u> In case any suspected COVID-19 case is found or an individual is showing symptoms like cough/ cold/ fever etc.: - Immediately alert BHEL HQ & Corporate office, Customer, Local authorities/ district administration, etc - Arrange to take the individual to the COVID testing or COVID care facility as per advise of local authorities/district administration - Sanitize and disinfect immediately all the areas where the person would have visited in the Project premises and labour colony etc.	Agency/ BHEL



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	d. Co-operate with the local authorities in identifying and tracing individuals who might have come in close contact with the suspected person. Take immediate action as advised by the local authorities/ district administration, customer, etc including cordoning off or sealing of the area. e. Apprise BHEL offices and customer regularly.	
13	<u>Liaison with Specialty Hospitals for COVID-19</u> a. Liaison with specialty hospitals for COVID-19 test/treatment facility, for timely care to suspected individuals, and advice. b. Information regarding local authorities dealing with COVID to be maintained c. Addresses of COVID centers for possible scenarios to be maintained	BHEL
14	<u>Hazmat Suits and N95 Masks for Medical Personnel</u> Medical Personnel at site to be provided hazmat suits besides N95 masks	BHEL
15	<u>Training/ Awareness regarding COVID-19</u> All site personnel to be given inputs on COVID-19 regularly covering following broad topics: (Workers may be given Pep Talk once a month through Audio-Visual Medium and daily through toolbox talks and officials to be informed in internal meetings as and when they happen. Every meeting to begin with brief discussion on COVID-19 and need to ensure precautions like masks and social distancing). Suggested topics are given below: a. What is COVID-19 & How it spreads through coughing, sneezing and touching mucous membranes like mouth, eyes after touching infected surface b. What are the symptoms of COVID-19, namely coughing accompanied with fever and flu-like symptoms including running nose and sneezing c. The highly infectious spread, Number of infections and fatalities in the world from this disease d. Fatality rate from COVID-19 varies from 1-10% and individuals with preexisting conditions like heart diseases, diabetes, kidney & liver problems, smokers are more vulnerable to have serious effects from Coronavirus infection e. How COVID-19 infected individual can be asymptomatic, but can still infect friends and family members. Infected individual can be immune, but friends and family members can develop serious issues, so it is best to be protected to avoid problems for friends & family and especially elders f. According to studies, Coronavirus can stay on surfaces from few hours to few days, so touching of unknown surfaces to be avoided and hands washed/ sanitized frequently g. There is no cure/ vaccine for this disease so far h. Prevention is the only cure i. Best way to save oneself is to wear mask at all times and not to touch surfaces and protect oneself from infection from respiratory droplets	Agency/ BHEL
16	<u>Keeping Updated on COVID-19 in the Area/ Locality</u> Site to remain vigilant about any reported COVID-19 cases in the vicinity and take appropriate precautions/actions as advised by the local authorities/district administration	Agency/ BHEL



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17	<u>Staggered Shifts to Avoid Contact during Commute</u> - Staggered deployment of labour/staff to be ensured to prevent accumulation of people in work areas as well as in common transport vehicles. Aim is to ensure distance of minimum 1 meter between two occupants - Drivers to also wear protective masks, preferably N95 - Proper air circulation and ventilation to be ensured in vehicles	Agency/ BHEL
18	<u>Air circulation, filtering and ventilation in Office Premises & Training Halls</u> - Air circulation to be ensured in closed areas - Well ventilated areas/rooms preferred to air conditioning, to the extent possible	Agency/ BHEL
19	<u>Guidelines to handle outside papers (eg. At Weigh bridge area, LR copies, gate passes, documents, etc.)</u> - All involved personnel to strictly maintain 1-meter distance and all social distancing and other guidelines - PPES like Face mask and gloves to be necessarily worn by the dealing person. - If required, papers to be handled using long forceps, ironed on both sides using hot iron, and then handled (with gloves) - The driver/ visitor must always wear mask and maintain distance	Agency/ BHEL
20	<u>General/ Other</u> - Shift roster should be followed, - Mass gathering meetings should not be conducted. Communications/meetings to be preferably through telephone, Mail, WhatsApp, Web-ex, etc. Face to face meetings to be preferably avoided. In case of unavoidable situations, social distancing to be maintained. - Canteen to remain closed preferably. - Committee may be formed to monitor implementation of COVID-19 prevention steps besides hygiene and fulfillment of essential needs at labor colony. - Office common areas may be sanitized daily (door handle, pantry, washrooms, common printers and other common areas) - Vehicle seats and door handle to be sanitized daily. - Vehicle arrangement to be made so as to maintain social distancing. Extra persons should not travel in the vehicle. As per Corporate HSE circular, not more than 3 personnel to travel in a single site vehicle (6 seater) at a time - After lock down period, on resumption of work, all office equipment such as PC, Printers, AC, etc. are to be disinfected and started one by one after checking for any wear & tear due to rodent acts during lockdown. Banning animals from site: As per recent reports, Coronavirus is also spreading to animals. Hence, all animals may preferably be expelled from site.	Agency/ BHEL

Note:

- Other precautions as deemed necessary by concerned sites may be ensured in order to ensure strict precautions to prevent even a single case of Coronavirus Infection
- Responsibilities are only indicative – to be decided at Site Level

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Some Useful Links

A. Internet links of Govt and other authoritative sources on COVID-19 and Coronavirus are listed below:

1. MyGov COVID-19-19 Page: <https://www.mygov.in/COVID-19/>
2. Preventive Measures (Advisory) : <https://www.mohfw.gov.in/pdf/PreventivemeasuresDOPT.pdf>
3. Guidelines for Home Quarantine: <https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>
4. Guidelines for COVID-19 Quarantine Facilities: <https://ncdc.gov.in/WriteReadData/l892s/90542653311584546120.pdf>
5. Posters, Dos, Don'ts on COVID-19: <https://www.mohfw.gov.in/>
6. Miscellaneous guidelines and circulars: <https://www.nhp.gov.in/whatsnew>
7. Advisory for Ensuring Safe Drinking Water : <https://www.mohfw.gov.in/pdf/advisorydrinkingwaterpdf.pdf>

B. World Health Organization:

1. Infection Prevention & Control : <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/infection-prevention-and-control>
2. Advice for Public : <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
3. Points of Entry & Mass Gatherings: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/points-of-entry-and-mass-gatherings>

Coronavirus Self Declaration Form

- 1) Name:
- 2) Age:
- 3) Father's Name:
- 4) Agency:
- 5) Identification Number.....Identification Type.....
- 6) Arriving from:
- 7) Are you arriving from any COVID Hot Spots or Containment Zones? If Yes, please give details:

- 8) Have you come in contact in with relatives/ friends/ people infected, suspected or diagnosed with COVID-19 in last 21 days? If Yes, please provide your relationship with people and your last contact date with them:

- 9) Have you been advised quarantine/ isolation or undergone treatment w.r.t. COVID-19? If Yes, please provide details (date, duration, location, medical report etc.):

- 10) Please state if you have experienced/ are experiencing any of the following symptoms:

Symptom	Yes	No
i) Fever		
ii) Cough		
iii) Shortness of Breath		
iv) Persistent pain in the Chest		

I acknowledge that the information I have given is accurate and complete.

Date:

Place:

Signature:



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Site to follow all the general safety precautions as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by
18/04/2020	00	-	-	First Issue	As indicated on Page 1
01/06/2020	01	-	Besides general improvements/ corrections, modifications as below: Added (Other clauses shifted by 2): 1. Deployment of COVID Marshalls 2. Directions for newly Joining Workers/ Officials; Addition of Format F1 Edited: 4. Construction material, unless sanitized to be kept undisturbed for 3 days 6. Sanitization staff to be given coveralls 10. Reference to OCP 61A for COVID Prevention in labor colony added	New Govt. guidelines/ general improvements	PSHQ-HSE



OPERATIONAL CONTROL PROCEDURE

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OCP No. : 61A

Prevention of COVID-19 Infection in Labor Colony

Purpose	➤ To ensure necessary precautions in Labor Colony in order to prevent spread of Infectious diseases like COVID-19 among residents	Scope	PS Regions
Applicability	➤ This SOP applies to labor colonies at project sites.		
Responsibility	Concerned Site In-charge / Site HSE Head/Package Head		
Performance Criteria	Number of cases of violations from these guidelines. Violations must be recorded and compliances be done for the same immediately/ within a day		
References	➤ HSEOCP:61 and all References therein This OCP is an Annexure to HSEOCP 61)		

Procedures and Controls

S No	Activity	Responsibility
1	General a. Norms for social distancing, training/ awareness, face masks, disinfection, sanitization, gate entry, quarantine, medical, action in case of suspect COVID cases etc. as indicated in HSEOCP:61, Corporate HSE Circular BHEL:CO: SOP: COVID-19 : 01 and Govt. guidelines b. Each labor colony will be secured preferably by a boundary wall and gate, manned by a guard. Only workers with valid ID cards to be let inside c. New workers should not be allowed to enter colony without health checkup.	Agency, BHEL
2	Precautions for Living Rooms & Common Areas in Labor Colony a. Spacing of minimum 2 meters between living areas of workers inside a room may be maintained. Preferably, the living area of each worker may be partitioned using sheet of cloth, plastic etc. b. Rooms to be properly ventilated as far as possible c. Sanitation to be given prime importance and personal hygiene to be promoted d. Outside every common facility, eg. Toilet, washroom, food hall/ canteen etc., provision of washbasin with water (flowing water preferably) and soap (preferably liquid soap) to be ensured e. Round markers with chalk at 1-2 meter distance to prevent crowding at each common facility like toilet, washroom, drinking water point, washing area, mess/ canteen etc. f. Staggered shift planning – In case the capacity of infrastructure and facilities like toilets, washrooms, canteen etc. is not sufficient, workers can be assigned staggered shifts so as to not overwhelm the facilities. A group can depart before the next group starts to get ready. Detailed assessment and planning in this regard is to be carried out by each concerned agency g. Face masks shall be worn by everyone inside the colony premises (Refer 1(a)). h. Sanitisation/Disinfection of all areas to be carried out regularly (Refer 1(a)). i. Spitting of Pan. Gutkha etc. inside the colony and urinating etc. outside the toilets to be strictly avoided j. Regular visits by Doctors to the labor colony can be arranged on non-working day for check-up of all workers k. Banning animals from labor colony: As per recent reports, Coronavirus is also spreading among animals. Hence, all animals to preferably be expelled from labour colony. l. Necessary social distancing to be ensured during cooking and taking food. Separate water bottles, utensils etc to be preferably maintained by each worker to prevent infection. Common cooking to be preferably avoided. In case necessary, adequate care to be taken especially w.r.t. health and well-being of the cook and maintaining proper distance during serving food/ tea etc.	Agency/ BHEL



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Prevention of COVID-19 Infection in Labor Colony

- m. Identification of “COVID Wardens” (CWs) by each agency for maintaining the following:
 - i. Keeping an eye on the health of workers and report any suspected cases of fever, coughing etc. to the management
 - ii. Keeping an eye on the social distancing measures in the labor colony and report any non-conformances to the management.
 - iii. Educate the workers about social distancing and COVID prevention measures.
- n. **Training/ Awareness regarding COVID-19**
 - i. Workers to be instructed to maintain social distancing of minimum 1 m at all time
 - ii. **Posters on COVID-19:** Sufficient Posters on COVID-19 to be ensured across the labor colony in languages understood by most workers.
 - iii. All workers to be instructed to inform any suspected cases of illness (individual or others) to an emergency contact number of CW, The emergency contact numbers and CW contact numbers to be displayed at prominent locations
- o. **Commute to/ from Labor Colony**
 - i. Social distancing precautions and masks to be strictly ensured during commute between labor colony and site. Govt. guidelines on occupancy of the vehicles to be followed.
 - ii. In case vehicles are used, concerned drivers to be instructed to keep a watch on the occupants following the necessary social distancing measures and wearing masks.
- p. **Inspection & Review**
 - i. Daily Inspection by concerned COVID Wardens and reporting to Agency
 - ii. Regular inspection by Agency & BHEL

Note:

1. Other precautions as deemed necessary by concerned sites may be ensured in order to prevent Coronavirus Infections. This OCP suggests minimum requirements. However, Sites may consider alternative actions based on feasibility and circumstances, while adhering to GOI/District Administration/Local Authority guidelines, issued from time to time for social distancing, sanitation, use of face masks, etc
2. Responsibility assignments are only indicative – to be decided at Site Level



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Prevention of COVID-19 Infection in Labor Colony

Site to follow all the general safety precautions as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

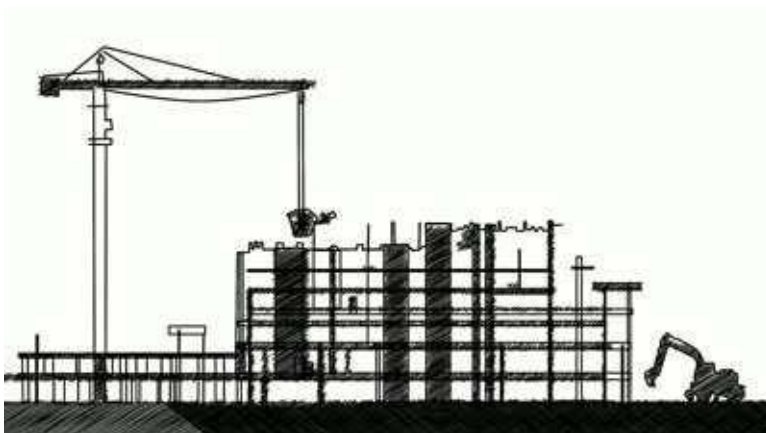
Record Title	Record No.	Location	Responsibility	Retention Period

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by
27/04/2020	00	-	-	First Issue	PSHQ-HSE



HEALTH, SAFETY and ENVIRONMENT PLAN

For

SITE OPERATIONS

By

SUB-CONTRACTORS

POWER SECTOR- EASTERN REGION

 PS-ER	HEALTH, SAFETY AND ENVIRONMENT PLAN FOR SUB-CONTRACTORS (GENERAL)	Doc. No.: HSEP:14-ER
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DOCUMENT ISSUE SHEET

	PREPARED BY	APPROVED BY
NAME	Saswajeet Rout	Bishwanath Tirkey
DESIGNATION	Senior Engineer (HSE), PSER-HQ, Kolkata	Addl. GM (HSE), PSER-HQ, Kolkata
SIGNATURE		
ISSUED BY: Saswajeet Rout, Sr. Engineer (HSE), PSER-HQ, Kolkata		
ISSUED TO: All sites of BHEL-PSER		
COPY NO: E-Copy		
DATE OF ISSUE: 08.05.2020		

THIS PLAN SUPERSEDES THE STANDARD HSE PLAN

बी एच ई एल  PS-ER	HEALTH, SAFETY AND ENVIRONMENT PLAN FOR SUB-CONTRACTORS (GENERAL)	Doc. No.: HSEP:14-ER
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HSE PLAN FOR SITE OPERATIONS BY BHEL'S SUBCONTRACTORS AT A GLANCE

BEFORE START	SIGNING OF MOU	
	Agree to comply to HSE requirement- Statutory and BHEL's	Agree to accept BHEL's decision on release of 1.5% (as specified in the contract) of Gross bill Amount or part thereof or otherwise (non-release), based on our HSE performance as evaluated by BHEL during the execution period
PLAN	HSE ORGANISATION	
	Manpower 1 (one) safety officer for every 300 workers or part thereof 1(one) safety-supervisor for every 150 workers 1(one) safety-steward/ supervisor for every 50 workers As per Cl. 7.1	HSE Roles and responsibilities - All employees as per 7.2.1 - Site In-charge & Package In-charges- As per clause 7.2.2 - Safety officer- As per clause 7.2.3
	HSE Planning for Man, Machinery / Equipment/ Tools & Tackles	
PROVIDE	HSE INFRASTRUCTURE	
	- PPEs - Drinking Water - Washing Facilities - Latrines and Urinals - Provision of shelter for rest - Medical facilities	- Canteen facilities - Labor Colony - Emergency Vehicle - Pest Control - Scrapyard - Illumination - Crèches (if required)
TRAIN	HSE TRAINING , AWARENESS & PROMOTION	
	Training - Induction training - Height work and other critical areas - Tool Box talk & Pep Talk - Job Specific Training	Awareness & Promotion - Posters & Signage - Emergency Contact/Information Display - Banner - Competition & Awards
COMMUNICATE	HSE COMMUNICATION	
	Incident Reporting - Accident- Fatal, Major & Minor - Property damage - Near Miss Safety Performance Reporting	Event Reporting - Celebrations - Training - Medical camp - Motivational Activities

HEALTH, SAFETY AND ENVIRONMENT PLAN FOR SUB-CONTRACTORS (GENERAL)

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EXECUTE SAFELY

SAFETY DURING WORK EXECUTION

PERMIT TO WORK

Height work (above 2 meters), Hot Work, Heavy Lifting, Confined Space, Radiography, Excavation (More than 1.22 meters), Lockout / Tag out

OPERATIONAL CONTROL

• Welding, Gas Cutting Grinding • Rigging, Signaling • Cylinder- Storage & Movement • Demolition work • T&Ps • Chemical Handling • Electrical works • Painting	• Fire • Scaffolding • Height work • Working Platform • Excavation / Civil Work • Ladder • Lifting • Hoisting appliance • Hard Barricading

HOUSE KEEPING

WASTE MANGEMENT

TRAFFIC MANAGEMENT

ENVIRONMENTAL CONTROL

EMERGENCY PREPAREDNESS AND RESPONSE PLANNING

CHECKS

HSE AUDITS & INSPECTION

• Daily Checks • Inspection of Height work • Inspection of PPEs • Inspection of T & Ps	• Inspection of Cranes & Winches • Inspection of Welding and Gas cutting • Inspection of elevators etc.

HSE PERFORMANCE EVALUATION PARAMETERS

NON CONFORMANCE

PENALTY for NON CONFORMANCE

Refer Clause 16 Incremental
penalty

For repeated violation by the same person, the penalty would be double of the previous penalty

For repeated fatal incident in the same contract / package, incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to the previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

COMPENSATION TO ACCIDENT VICTIMS

Refer Clause 17

Employee Compensation Act, 1922

Other Acts and Guidelines relevant to employee compensation



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ORGANIZATION OF THIS DOCUMENT

- **GENERAL SECTION**
- **SECTION A:**
MAIN REQUIREMENTS APPLICABLE IN FULL
- **SECTION B:**
SPECIAL REQUIREMENTS
- **ANNEXES**

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1. PURPOSE

- 1.0** The purpose of this HSE Plan is to provide for the systematic identification, evaluation, prevention and control of general workplace hazards, specific job hazards, potential hazards and environmental impacts that may arise from foreseeable conditions during installation and servicing of industrial projects and power plants.
- 1.1** This document shall be followed by BHEL's Sub-Contractors at all installation and servicing sites. In case BHEL has contractual HSE obligations towards customer, this document will be followed in conjunction with (BHEL's) customer specific requirements, ensuring that applicable systems, controls and checks of both are implemented in letter and spirit.
- 1.2** In case the customer has any specific requirement, the same is to be fulfilled but may not include financial inclusion.
- 1.3** This document shall be followed unless otherwise mentioned in TCC (technical condition of contract) or elsewhere in NIT or contract documents. This supersedes all HSE clauses in GCC.
- 1.4** Although every effort has been made to make the procedures and guidelines in line with statutory requirements, in case of any discrepancy relevant statutory guidelines must be followed.

2. SCOPE

The document is applicable on all activities and assets including managerial, supervisory, professional, technical, clerical and other workers including contract laborers; and equipment operating under the control of BHEL's Subcontractors at all installation / servicing activities of BHEL Power Sector as per the relevant contractual obligations.

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3. OBJECTIVES

The HSE Plan reflects that BHEL places high priority upon the Occupational Health, Safety and Environment at workplaces. The Sub-contractor shall:

Health & Safety

- Prevent injury and ill health of all persons at site ('Persons' refers to all personnel including managerial, supervisory, professional, technical, clerical and other workers including contract laborers)

Environment

- Prevent pollution to environment and ensure protection of environment taking into account interested party concern and conservation of resources and reduction of wastage

Legal Requirements

- Comply at all times with the relevant statutory and contractual HSE requirements.

Planning & Resources

- Ensure that all work planning takes into account all persons that may be affected by the work.
- Ensure timely provision of resources to facilitate effective implementation of HSE requirements.

Competency, Training & Awareness

- Provide trained, experienced and competent personnel. Ensure medically fit personnel only are engaged at work.
- Provide all personnel with adequate information, instruction, training and supervision on the safety aspect of their work.

Maintenance of Equipment

- Ensure fitness testing of all T&Ps. Lifting appliances like cranes, chain pulley blocks etc. are certified by competent authority.

Safety during Operations

- Provide and maintain plant, places and systems of work that are safe and without risk to health and the environment.
- Effectively control, co-ordinate and monitor the activities of all personnel on the Project sites including subcontractors in respects of HSE.
- Establish effective communication on HSE matters with all relevant parties involved in the Project works.

HSE Improvement

- Capture the data of all incidents including near misses, process deviation etc. Investigate and analyze the same to find out the root cause
- Ensure timely implementation of correction, corrective action.
- Ensure continual improvement in HSE performance



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GOALS AND TARGETS

- ❖ To achieve “Zero Incident at Site” (LTI)
- ❖ 100% compliance of all legal/statutory requirements related to HSE.
- ❖ 100% Health, Safety and Environmental Induction training attendance for all workers.
- ❖ 100% High Risk activities to be carried out only after approved Method Statement, HIRA / Aspect-Impact / JSA / OCP and Permit to Work are implemented.
- ❖ 100% PPEs compliance in high and medium risk activities.
- ❖ 100% monitoring of all Work Areas
- ❖ 100% detection of non-conformities in work area and 100% closure within specified time
- ❖ 100% incident (near miss, minor, major, other) reporting, recording and reviewing for corrective actions.
- ❖ Regular Safety Reviews to assess HSE program compliance and 100% closure of any recognized gaps to continually improve safety management and incident prevention.

4. REFERENCES

1. ALL CONTRACTUAL HSE REQUIREMENTS INCLUDING THIS DOCUMENT
2. ALL APPLICABLE ACTS, RULES & REGULATIONS
3. BHEL POWER SECTOR HSE MANAGEMENT SYSTEM
 - I. HSE PROCEDURES (13.1.1)
 - II. WORK PERMITS (See Clause 13.1.2)
 - III. OPERATIONAL CONTROL PROCEDURES (See Clause 13.1.3)
 - IV. FORMATS (See Clause 21)
4. BHEL CORPORATE STANDARD PPE GUIDELINES
5. RELEVANT INDIAN STANDARDS FOR SAFETY (See Annexure 02)

(Note: Wherever, the date or revision number of a document is not mentioned, latest revision is implied)

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5. *BHEL HEALTH, SAFETY & ENVIRONMENT POLICY:*

In BHEL, Health, Safety and Environment (HSE) responsibilities are driven by our commitment to protect our employees and people we work with, community and environment. BHEL believes in zero tolerance for unsafe work/non-conformance to safety and in minimizing environmental footprint associated with all its business activities. We commit to continually improve our HSE performance by:

- Developing safety and sustainability culture through active leadership and by ensuring availability of required resources.
- Ensuring compliance with applicable legislation, regulations and BHEL systems.
- Taking up activities for conservation of resources and adopting sound waste management by following Reduce/Recycle/Reuse approach.
- Continually identifying, assessing and managing environmental impacts and Occupational Health & Safety risks of all activities, products and services adopting approach based on elimination/substitution/reduction/control.
- Incorporating appropriate Occupational Health, Safety and Environment criteria into business decisions, design of products & systems and for selection of plants, technologies and services.
- Imparting appropriate structured training to all persons at workplace and promoting awareness amongst customers, contractors and suppliers on HSE issues.
- Reviewing periodically this policy and HSE Management Systems to ensure its relevance, appropriateness and effectiveness.
- Communicating this policy within BHEL and making it available to interested parties.



Atul Sobti
Chairman & Managing Director

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6. TERMS AND DEFINITIONS

6.0 INCIDENT

Work- related or natural event(s) in which an injury or ill health (regardless of severity) or fatality, damage to property/environment occurred, or could have occurred.

6.1 NEAR MISS

An incident where no ill health, injury, damage or other loss occurs, but it had a potential to cause, is referred to as "Near-Miss incident".

6.2 MAN-HOURS WORKED

The total number of employee hours worked by all employees including subcontractors working in the premises.

It includes managerial, supervisory, professional, technical, clerical and other workers including contract laborers.

Man-hours worked shall be calculated from the payroll or time clock recorded including overtime. When this is not feasible, the same shall be estimated by multiplying the total man-days worked for the period covered by the number of hours worked per day. The total number of workday for a period is the sum of the number of men at work on each day of period. If the daily hours vary from department to department separate estimate shall be made for each department and the result added together.

6.3 FIRST AID CASES (FAC)

First aid cases include:

1. Visit to a physician or a licensed health care professional solely for observation or counselling
2. Conduct of diagnostic procedures like X rays, blood test including the prescription medications used solely for diagnostic purposes (e.g. eye drops to dilate eyes)
3. Using a non-prescription medicine at non-prescription strength (for medication available in both prescription and non-prescription form as recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for record keeping purposes);
4. Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
5. Cleaning, flushing or soaking wounds on the surface of the skin;
6. Using wound coverings such as bandages, Band-Aids TM, gauze pads, etc.; or using butterfly bandages or Steri-Strips TM (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
7. Using hot or cold therapy;
8. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for record-keeping purposes);

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9. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
 10. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
 11. Using eye patches;
 12. Removing foreign bodies from the eye using only irrigation or a cotton swab;
 13. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
 14. Using finger guards;
 15. Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
 16. Drinking fluids for relief of heat stress.
- No other treatments are considered first aid.

6.4 MEDICAL TREATMENT CASES (MTC)

An incident involved with an injury or illness that needs medical attention beyond First-aid as per 6.3 above.

6.5 **Dangerous Occurrence** is defined as:

- (1) Collapse or failure of lifting appliances or hoist or conveyors or other similar equipment/machine;
- (2) Collapse or failure of a crane, derrick, winch, hoist or other appliance used in raising or lowering persons or goods or any part thereof, or the overturning of a crane;
- (3) Explosion or fire causing damage to the structure of any room or place in which persons are employed, or to any machine or plant, resulting in the complete suspension of ordinary work;
- (4) Electrical short circuit or failure of electrical machinery, plant or apparatus, attended by explosion or fire, causing structural damage involving its stoppage or disuse;
- (5) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas;
- (6) Collapse in whole or part from any cause whatsoever of any roof, wall, floor, Structure or foundation forming part of the construction site in which persons are employed;
- (7) Total or partial collapse of any overburden, face, tip or embankment on the Construction site;
- (8) The overturning of, or collision with any object by any bulldozer, dumper, excavator, grader, lorry or shovel loader, or any mobile machine used for the handling of any substance on the construction site.

6.6 **Fire:** Except Dangerous occurrence, any incident involving fire.

6.7 **Property Damage:** Except Dangerous Occurrences and Fire, any incident of property (materials, building, equipment etc) getting damaged.

6.8 TYPE OF INCIDENT / ACCIDENT & THEIR REPORTING:

The categories of Incident / accident are as follows:

Non-Reportable Cases or NON-LTI: (Including First-aid cases as per 6.3 and MTC as per 6.4)

Minor: In this case the injured person resumes duty within 48 hours of incident.

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Reportable Cases (LTI or Loss Time Injury Cases):

Major: In this case the injured person is disable for 48 hours or more and is not able to perform his duty. (as per IS 3786). It includes fatality.

All incidents must be reported orally immediately and in writing within 24 hours of time of incident. However, in case of fatality, it shall be reported to the statutory authority within prescribed timeline through proper channel. Internal reporting shall be done within 6 hours of time of the incident

6.9 TOTAL REPORTABLE FREQUENCY RATE

Frequency rate is the number of Reportable Lost Time Injury (LTI) per one Million Man hours worked. Mathematically, the formula read as:

$$\frac{\text{Number of Reportable LTI}}{\text{Total Man Hours Worked}} \times 1,000,000$$

6.10 SEVERITY RATE

Severity rate is the Number of days lost due to Lost Time Injury (LTI) per one Million Man hours worked. Mathematically, the formula reads as:

$$\frac{\text{Days lost due to LTI}}{\text{Total Man Hours Worked}} \times 1,000,000$$

6.11 FREQUENCY SEVERITY INDEX (FSI)

$$\text{Frequency Severity Index, FSI} = \sqrt{\text{FR} \times \text{SR} / 1000}$$

6.12 INCIDENCE RATE

Incidence Rate is the Number of LTI per one thousand manpower deployed. Mathematically, the formula reads as:

$$\frac{\text{Number of LTI} \times 1000}{\text{Average number of manpower deployed}}$$

6.13 JOB SAFETY ANALYSIS

A job safety analysis (JSA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JSA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are job hazard analysis (JHA) and job hazard breakdown.



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6.14 SAFETY WALK

It's a walk (conducted periodically) by an official through a portion or whole of a site as an HSE officer, noting down HSE observations, speaking to concerned workmen and supervisor on observation, recording and reporting to in charges of agencies, getting the same rectified with personal follow up - to send out a strong message on Management's commitment to safety.

6.15 HEAVY & COMPLEX LIFTING

A heavy and complex lifting activity includes:

1. Lifting above 50 Tons
 2. Tandem Lifting using multiple cranes
 3. Total load exceeding 75% of capacity of crane
 4. Lift of unusual difficulty or geometry or rigging
 5. Lift over operating units
 6. Any other lift as decided by site HSE / Erection
- In any case, Job Safety Analysis to be carried out for any lift above 5 Tons.

6.16 SAFETY COMMITTEE

As per the BOCW, Safety Committee shall be constituted if there are more than five hundred or more construction workers are employed at any site. As per the Factories Act, 1948 it is for 250 workers. It shall be represented by equal number of representatives of employer and construction workers.

6.17 NIGHT WORK

Work conducted after sunset when only a fraction of total manpower is available

Section-A

Main Requirements

(Applicable in Full)



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7. HSE ORGANISATION

7.1 DEPLOYMENT

7.1.1 Minimum Number (Availability per contract / package per Working Shift)

7.1.1.1 HSE Officer	7.1.1.2 HSE Supervisor	7.1.1.3 HSE Steward / Observer
1 per 300 workers or part thereof as a minimum or as mandated by applicable legal requirements, whichever more stringent	1 per 150 workers or part thereof	1 per 50 workers or part thereof

7.1.1.4 The safety officers shall be engaged directly by the sub-contractor, whereas safety supervisors and safety stewards may be from the agencies engaged by the sub-contractor.

7.1.1.5 Deployment Plan:

- 7.1.1.5.1 These shall be minimum one HSE officer along with HSE supervisor and HSE steward in the aforesaid ratio for every shift for each unit of Boiler/ESP/Power House & TG/ Chimney/ Whole of Cooling Tower.
- 7.1.1.5.2 For Civil works and other BOP items, deployment shall be broadly as specified in the above table. But BHEL shall finally approve the deployment based on nature and volume of jobs, Risks and hazards associated etc.
- 7.1.1.5.3 The deployment plan of Safety manpower at various locations shall be submitted to BHEL for approval by subcontractor

BHEL reserves the right to demand more safety personnel than what is stipulated here and change the deployment pattern



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7.1.2 QUALIFICATION & EXPERIENCE

All Degrees/ Diplomas shall be recognized by State Council for Technical Education & Vocational Training (SCTE & VT) / All India Council for Technical Education (AICTE) / University

7.1.2.1 HSE Officer	7.1.2.2 HSE Supervisor	7.1.2.3 HSE Steward / Observer
A. i. Recognized degree in any branch of Engg. or Tech. or Architecture with practical experience of working in a building or other construction work in supervisory capacity for a period of not less than two years, or Recognized diploma in any branch of Engg. or Tech with practical experience of working in a building or other construction work in supervisory capacity for a period of not less than five years. ii. Recognized degree or diploma in Industrial safety ii. (Preferably) have adequate knowledge of the language spoken by majority of the workers at the construction site. Alternatively: B. Graduation Degree in Science with Physics & Chemistry and degree or diploma in Industrial Safety (from any Indian institutes recognized by AICTE or State Council of Tech. Education of any Indian State) with practical experience of working in a building, plant or other construction works (as Safety Officer, in line with Indian Factories Act, 1958) for a period of not less than five years.	As a minimum, (s)he shall possess: A recognized graduation Degree in Science (with Physics & Chemistry) or a recognized diploma in Engg. or Tech. with: a. Minimum Two years of practical experience in construction work environment and b. Should possess requisite skills to deal with construction safety & fire related day-to-day issues.	As a minimum, (s)he shall possess: 1. Class XII pass certificate and 2. Trained in fire-fighting as well as in safety / occupational health related subjects, with: a. Minimum two year of practical experience in construction work environment and b. Should have adequate knowledge of the local language spoken by majority of the workers at the construction site.

7.1.3 HSE IN-CHARGE

In case there are more than one HSE Officers with any subcontractor, one of them, who is senior most by experience (in HSE discipline), may be designated as HSE In-Charge. Duties & responsibilities of such person shall be commensurate with that of relevant statute and primarily to coordinate with top management of Client and subcontractors.

7.1.4 AVAILABILITY AND PENALTY FOR NON-DEPLOYMENT:

Subcontractor shall ensure physical availability of safety personnel at the place of specific work location including where Height Work Permit is required/granted. No work shall be started in any area until above safety personnel & concerned Site Engineer of subcontractor are physically deployed at site.

The Subcontractor shall prepare an organization chart identifying the areas of operations, responsibilities and reporting structure of all safety personnel and submit the same to BHEL.

The subcontractor shall deploy sufficient safety officers, supervisors and safety-stewards, as per numbers & qualifications mandated in this Section since mobilization of first batch of manpower and add more in proportion to the added strength in work force. Any delay in deployment will attract a penalty at following rates:

Non-deployment of HSE Officer	–	Rs 50000 per man-month
Non-deployment of HSE Supervisor	–	Rs 30000 per man-month
Non-deployment of HSE Steward	–	Rs 20000 per man-month

Penalty shall be collected for the period of non-availability of safety personnel after allowing a grace period of 15 days for finding a replacement.

7.1.5 QUALIFICATION OF CRANE & WINCH OPERATORS, DRIVERS etc.:

The Crane and Winch Operators, Drivers, Riggers and other professionals deployed shall be qualified and experienced, and have valid license for the class of vehicle / machinery as applicable. The subcontractor shall certify competence of these persons in writing as and when they join.

Crane/Winch operator should have certificate on subject course or owner experience certificate in letterhead.

7.1.6 In case the statutory requirements i.e. State or Central Acts and / or Rules as applicable like the Building and Other Construction Workers' Regulation of Employment and Conditions of Service- Act,1996 or State Rules (wherever notified), the Factories Act, 1948 or Rules (wherever notified), etc. are more stringent than above clarifications, the same shall be followed.

7.1.7 **BILLING:** Deployment of Safety manpower as per this clause **shall be** a billable item.

7.1.8 The Subcontractor shall verify & authenticate credentials of the HSE personnel detailed in this Section and furnish Bio-Data/Resume / Curriculum Vitae of the safety personnel as above for BHEL / Owner's approval, at least 1 month before the mobilization. The Subcontractor, whenever required, shall arrange submission of original testimonials / certificates of their Safety personnel, to BHEL / Owner (for verification/scrutiny, etc.)

7.1.9 Prior approval of CVs by BHEL for Safety Officer and Safety Supervisor is mandatory, however BHEL has right to check suitability of Safety Stewards as well.

7.2 HSE RESPONSIBILITIES

The subcontractors shall communicate the HSE responsibilities as indicated in this section to relevant employees in written Form and ensure awareness of the same

7.2.1 ALL EMPLOYEES

1. To be aware of, get involved in and ensure implementation of all HSE related Systems and Procedures including but not limited to:
 - a) BHEL HSE Management System including HSE Procedures and OCPs
 - b) Work Permit System
 - c) Emergency Preparedness Response Plans
 - d) Contractual HSE requirements
 - e) Legal Requirements
 - f) Penalty System
 - g) Training requirements
2. To ensure that the persons engaged in respective area follow the safety rules like using appropriate PPEs.
3. To keep track of repetitive minor or major incident observation/ report and submit to BHEL.
4. To prepare HIRA / JSA as required and submit to BHEL for verification.
5. To record all incidents including near miss and report to BHEL.
6. To adopt safe working practices at all times and act as role model for Safety
7. To take immediate corrective action actions in case any non-conformity is observed on product / process / system with respect to Occupational Health, Safety and Environment.
8. In case any particular activity / work has extremely high consequential risk or high environmental impact, same shall be brought to the notice of BHEL Package In-charge before starting the work.
9. To interfere/ stop work as & when identified unsafe.
10. To maintain & promote improved level of house-keeping all the time at site.
11. To support/co-operate with audit team members as & when safety audits are carried out.
12. To involve in investigation, if any incident occurs in his work area.
13. To participate in safety promotional programmes.
14. To attend the safety committee meeting, if member/ invitee
15. To ensure that only fit T&Ps and qualified persons are engaged for all activities.
16. Shall ensure that person working above 2.0 meter should use Safety Harness tied to a life line/stable structure.
17. Shall ensure that materials are not thrown from height. Cautions to be exercised to

prevent fall of material from height.

18. Shall ensure that all T&Ps engaged are tested for fitness and have valid certificates from competent authorities.

7.2.2 SITE IN –CHARGE & PACKAGE IN-CHARGES OF SUBCONTRACTOR

1. All requirements as per 7.2.1
2. **Shall ensure fulfillment of HSE requirements of BHEL contract as given in this document.**
3. Shall engage qualified safety manpower as per this document at all times.
4. Shall adhere to the rules and regulations mentioned in this document, practice very strictly in his area of work in consultation with his concerned engineer and the safety coordinator.
5. Shall screen all workmen for health and competence requirement before engaging for the job and periodically thereafter as required.
6. Shall ensure that all the workers are engaged after undergoing induction training.
7. Shall arrange for all necessary PPEs like safety helmets, belts, full body harness, shoes, face shield, hand gloves etc. before starting the job. Shall ensure that no working men /women carry excessive weight more than stipulated in Factory Rule Regulation R57.
8. Shall ensure that provisions stipulated in contract Labor Regulation Act 1970, Chapter V C.9, canteen, rest rooms/washing facilities to contracted employees at site.
9. Shall report all incidents (Fatal/Major/Minor/Near Miss) to the Site engineer /HSE officer of BHEL.
10. Shall conduct Safety Walks and safety inspections, and act as a role model for Safety.
11. Shall ensure that Horseplay is strictly forbidden.
12. Shall ensure that adequate illumination is arranged during night work.
13. Shall ensure that all personnel working under subcontractor are working safely and do not create any Hazard to self and to others.
14. Shall ensure display of adequate signage/posters on HSE.
15. Shall ensure that mobile phone is not used by workers while working.
16. Shall ensure conductance of HSE audit, mock drill, medical camps, induction training and training on HSE at site.
17. Shall ensure full co-operation during Client/External /Customer HSE audits.
18. Shall ensure submission of look-ahead plan for procurement of HSE equipment's and PPEs as per work schedule.
19. Shall ensure adequate valid fire extinguishers are provided at the work site.
20. Shall ensure availability of sufficient number of toilets /restrooms and adequate drinking water at work site and labor colony.
21. Shall ensure adequate emergency preparedness
22. Site In-charge also involve in the induction training so as to share knowledge of some incident and guide the worker to perform work safely.
23. Shall ensure power source for hand lamps shall be maximum of 24 v.
24. Shall ensure temporary fencing should be done for open edges if Hand – railings and Toe-

guards are not available.

25. Shall be responsible for the periodic testing of T&Ps (winches / crane /hydra/tools/equipment so on.) and Pressure Vessels as per applicable codes and submit report to BHEL
26. Shall be member of site HSE committee and attend all meetings of the committee

7.2.3 HSE OFFICER OF SUBCONTRACTOR

1. All requirements as per 7.2.1
2. Carry out safety inspection of Work Area, Work Method, Men, Machine & Material, P&M and other tools and tackles.
3. Facilitate HIRA and Aspect/Impact Study in the area and ensure control measures.
4. Highlight the requirements of safety through Tool-box / other meetings.
5. Help concerned HOS to prepare Job Specific instructions for critical jobs.
6. Maintain record and conduct investigation of all incident/dangerous occurrences & recommend appropriate safety measures.
7. Advice & co-ordinate for implementation of HSE permit systems, OCPs & MPs.
8. Convene HSE meeting & minute the proceeding for circulation & follow-up action.
9. Plan procurement of PPE & Safety devices and inspect their healthiness.
10. Report to BHEL on all matters pertaining to status of safety and promotional programmes at site level.
11. Encourage raising Near Miss Report on safety along with, improvement initiatives on safety.
12. Facilitate administration of First Aid
13. Facilitate screening of workmen and safety induction.
14. Conduct fire Drill and facilitate emergency preparedness
15. Design campaigns, competitions & other special programs to promote safety in the workplace.
16. Notify non-conformance to safety norms observed during site visits / site inspections.
17. Recommend to Site In-charge, immediate discontinuance of work until rectification, of such situations warranting immediate action in view of imminent danger to life or property or environment.
18. To decline acceptance of such PPE / safety equipment that do not conform to specified requirements.

7.2.4 HSE SUPERVISOR OF SUBCONTRACTOR

1. All requirements as per 7.2.1
2. To assist Safety officer

7.2.5 HSE STEWARD / OBSERVER OF SUBCONTRACTOR

1. All requirements as per 7.2.1
2. To monitor allotted area for Safety violations, take required action and inform the concerned Safety Supervisor / Officer

3. To assist Safety Officer and Safety Supervisor

7.2.6 HSE DOCUMENTS, SYSTEMS & PROCEDURES:

BHEL shall provide the subcontractor soft copies of all applicable HSE Procedures, Work Permits, Operational Control Procedures, Formats and any other instructions required for the implementation of HSE Management System before commencing operations at site. Subcontractor shall ensure the availability of the same.

7.2.7 IMPORTANT SITE EHS RULES RESULTING IN POSSIBLE EXPULSION FROM SITE

- ❖ Pre-employment Medical fitness is compulsory for all workers.
- ❖ EHS induction in mandatory for all new workers, supervisor and engineers, subcontractor managers etc.
- ❖ No visitors are allowed for site visit without safety induction.
- ❖ **Mandatory PPEs are**
 - ✓ Safety helmet,
 - ✓ Hard toe safety shoes,
 - ✓ Safety glasses
 - ✓ Reflective vest
 - ✓ Full/half sleeve (at least 4-inch-long) shirt
 - ✓ Full length pant/trousers for male and preferably Salwar Kameez for female
- ❖ **Zero Tolerance Safety Rules**
 - Violation of Fall protection / not anchoring & wearing safety harness above 6 feet,
 - Work without PTW
 - Child labor at site
- ❖ Restricted Use of cell phone in the working zone, operating vehicle/crane and at height. Encourage the people not to bring mobile phones inside the project premises.
- ❖ All vehicle being used at site to be in good condition in all respect.
- ❖ All electrical installations should have individual 30 mA ELCBs
- ❖ **Fighting:** Fighting anywhere on the Project site, including in parking areas, is strictly forbidden; violators will be barred from site and possibly subjected to legal action by local authorities.
- ❖ **Horseplay:** Running, pushing, practical jokes, and other horseplay are forbidden on the project site, including in parking areas.
- ❖ **Gambling:** Gambling on the Project site is not permitted
- ❖ **Alcohol & Drugs:** Intoxication or possession of alcohol or illegal drugs is strictly forbidden.
- ❖ **Weapons:** Possession of weapons on the Project site is strictly prohibited
- ❖ **Asbestos Material:** No asbestos material is allowed to use in Project Site
- ❖ **Hair:** Anyone working on site property with scalp hair longer than the top of his/her shoulders must tie-up and restrains the hair within the hard hat or coveralls, shirt or jacket collar.
- ❖ **Jewelry:** Loose necklaces, dangling earrings and bracelets shall not be worn when working on the Project site.



POWER
SECTOR

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- ❖ **Contact Lens:** While the site does not prohibit the wearing of contact lens, BHEL Project does not recommend their use.
- ❖ **Use of Empty Drums:** Use of empty drums to climb up and work is banned. Proper stool/ ladder/ stage required to be used if intended to work at height.
- ❖ Projects must comply in full with all applicable EHS local and national legislation. In circumstances where there is a conflict between local or national legislation and client requirements, the higher (more protective) requirement must prevail.
- ❖ All persons working on suspended scaffolds/cradles/gondolas must wear and use appropriate fall prevention equipment so as to protect them effectively at all times when they are at risk from any failure of any part of the scaffold/cradle/gondola, including its suspension system
- ❖ **Construction Trucks/Vehicles**
 - ✓ Vehicles must be equipped with proper seat belts for driver and passengers. All persons riding in vehicles must be advised of the requirement that seat belts are to be used whenever the vehicles are being operated.
 - ✓ The subcontractor is responsible for assuring the overall safe condition of vehicles assigned to its projects.
 - ✓ The speed limit on the project site is a maximum of 20 Km/hr.
 - ✓ Any person found operating or driving in a reckless or careless manner without regard for the safety of other employees or the general public will be immediately removed for the equipment they were operating and permanently prohibited from operating or driving any equipment on the project.
 - ✓ Any mobile equipment found to be unsafe or defective must be immediately removed from service and sent for repair or replacement. The subcontractor must ensure that the proper repairs have been made prior to putting the equipment back into service.
- ❖ **Construction Material Handling Heavy Equipment**
 - ✓ No equipment may be modified without equipment manufacturer's authorization.
 - ✓ Rollover Protective Structures must be provided for all equipment as required.
 - ✓ Seat belts must be provided and used by operators of all equipment that has a Rollover Protective Structure.
 - ✓ All bi-directional equipment must be equipped with an operable horn that must be used as needed when the machinery is moving in either direction.
 - ✓ All bi-directional equipment must also have an operable alarm in addition to the horn.
 - ✓ All equipment must be provided with a multi-purpose (class A, B, and C) fire extinguisher mounted in an easily accessible location.
 - ✓ Braking systems, controls, safety devices must be maintained in effective operating condition.
 - ✓ The operator must inspect the equipment at the beginning of the shift and test for acceptable

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- ✓ operation as per the equipment's manufacturer's instructions. Inspections must be documented and filed.
- ✓ Only qualified personnel must be allowed to operate equipment. Qualification must be documented and filed.

In case any worker violates any of the EHS rules identified by BHEL as above, following punitive action shall be taken:

First Offence	Second Offence	Third Offence	Fourth Offence
Oral warning	Gate Pass Punched	Gate pass punched (second)	Gate Pass Punched(third) and person sent out of the gate Photo of concerned worker to be displayed on Notice boards and prominent locations.

BHEL has the right to send out such person even earlier than fourth offence after considering the severity of the offence and/or the persons track record related to following general/EHS rules.

BHEL reserves right to expel even concerned supervisor or engineer as well in case of repeat of such cases of indiscipline.

Note:

The appellate authority in this case shall be the BHEL Site In-charge whose decision shall be final on the matter and binding on all parties.

8. PLANNING FOR HSE

A. Identifying Hazards / Risks & Aspects / Impacts and implementing control measures

- Subcontractor shall identify all OHS Hazards and Risks applicable to all activities in scope as per *HSEP01: HSE Procedure for OHS Hazards and Risks*, and plan & implement the required control measures.
- Subcontractor shall identify all Environmental Aspects and Impacts applicable to all activities in scope as per *HSEP02: HSE Procedure for Environmental Aspects and Impacts*, and plan & implement the control measures.

B. Register of Regulations:

Subcontractor shall prepare a register of applicable rules and regulations in the scope as per

HSEP03: HSE Procedure for Register of Regulations and plan to ensure compliance.

The detailed plans and registers in A and B to be submitted to BHEL for review and approval within 60 days of start of work at site.

Note: The plans above are dynamic and shall be periodically reviewed as per BHEL requirement.

8.1 MOBILISATION OF MACHINERY / EQUIPMENT / TOOLS

1. Subcontractor shall furnish to BHEL, the Test Certificates issued by the jurisdictional competent persons of machinery, equipment and other T&Ps to be deployed at site, before deployment. BHEL reserves the right to disallow the same if found non-conforming to HSE / legal requirements
2. As a further measure to ensure that machinery, equipment and tools being mobilized to the construction site are fit for purpose and are maintained in safe operating condition and comply with legislative and owner requirement, inspection shall be arranged by in-house expert / competent authority (preferable) for acceptance. **(Report Format: HSEP:14-F15)**
3. **The equipment considered for this purpose shall include all those in the T&P list in the tender document. Conventional Hydra crane with carriage in front shall not be permitted. Other models like FX or TRX series of Escorts or equivalent shall be permitted.**
4. In the course of work, the subcontractor shall notify the BHEL Engineer, of his intention to bring on to site any equipment or any container, with liquid or gaseous fuel or other substance which may create a hazard.
5. The Engineer shall have the right to prescribe the condition under which such equipment or container may be handled and used during the performance of the works and the subcontractor shall strictly adhere to such instructions.
6. The Engineer shall have the right to inspect any construction tool and to forbid its use, if in his opinion it is unsafe. No claim due to such prohibition will be entertained.
7. Following items should be only ISO certified and not more than 2 yr. of purchase
 - i. Chain pulley block
 - ii. Wire rope slings
 - iii. Grinding machine and wheel and buffing wheel
 - iv. Gas cutting equipment
8. Following equipment should not be more than 5 Yr. old
 1. Welding machine
 2. Vibrator Machine
 3. Concrete cutter
 4. DB/Electrical panel
9. **Office Infrastructure** - subcontractor shall arrange a computer / Laptop with Network

connection, chair and table for HSE Staff to facilitate HSE reporting and recordkeeping.

8.2 MOBILISATION OF MANPOWER

1. As a measure to ensure that manpower being mobilized to the construction site is fit and competent for safe working, screening arrangement shall be made by the sub-contractor to ensure fulfillment of contractual as well as legislative requirement by:
 - i. Ensuring the required qualification/ training/ certification/ license and experience for the job as per Section 7 of this document & applicable legal requirements
 - ii. **Medical Checkup:** Examination of medical fitness shall be conducted through qualified medical professional for all workers to be deployed. (Record: Format No. HSEP14:F02). For height workers, height phobia test to be carried out as qualification criteria.
 - iii. **Induction Training:** Induction training of all workers to be ensured as per clause 9.1 and HSEP04: *HSE Procedure for Training & Awareness* (Record: Format No. HSEP14:F03)

Only on successfully meeting above criteria, permanent gate passes to be issued.

2. The subcontractor shall strictly adhere to the maximum daily working hours and other requirements as per applicable laws and shall not engage any employee below 18 years of age.
3. The subcontractor shall take special care of the employees affected with occupational diseases under rule 230 and schedule II of BOCW Rules. The employees not meeting the fitness requirement should not be engaged for such job.
4. Ensure that the regulatory requirements of excessive weight limit (to carry / lift / move weights beyond prescribed limits) for male and female workers are complied with.
5. System for Issue of Gate Passes to authorized personnel only shall be ensured at site
6. The subcontractor shall keep accurate and updated records of all manpower preferably in soft form
7. The subcontractor shall ensure appropriate infrastructure for workers as per Clause 8.4.

8.3 PROVISION OF PPEs

1. Adequate numbers of Personnel Protective Equipment (PPEs), will be made available at site & their effectiveness and regular use by all will be ensured
2. The PPEs shall conform to the relevant standards as listed in Annexure 02, and bear ISI mark.
3. The following matrix recommends usage of minimum PPEs against the respective job. For details, the respective OCPs to be referred.

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Sl. No	Type of work	Suggested PPEs
1	Work at height	Double lanyard full body harness with rope grab (as applicable), retractable Fall arrestor (specific cases), Safety nets (single / double)
2	Concrete and asphalt mixing	Nose mask, hand glove, apron, gum boot, goggles
3	Welders/ Grinders/ Gas cutters	Welding/face screen, apron, hand gloves, nose mask and ear muffs if noise level exceeds 90dB. Helmet fitted with welding shield is preferred for welders, safety goggles
4	Stone/ concrete breakers	Ear muffs, safety goggles, hand gloves
5	Electrical Work	Rubber hand glove, Electrical Resistance shoes, Arc-flash resistant suit.
6	Insulation Work	Respiratory mask, Hand gloves, safety goggles
7	Grit/Sand blasting	Blast suit, blast helmet, respirator, leather gloves, safety goggles
8	Painting	Plastic gloves, Respirators (particularly for Spray painting)
9	Radiography	As per BARC guidelines
10	General	Helmets, Safety Shoes Reflective vests, ear plugs, nose masks, safety goggles

4. The exact PPEs required for a particular task shall be chosen to ensure there are multiple lines of defense against accident or injury. All applicable safety precautions for a job shall be ensured notwithstanding the duration or perceived importance of the task.
5. Additionally, the BHEL safety officer may demand additional PPEs based on specific requirement
6. The applicability of PPEs shall be as per the concept of Hierarchy of controls, i.e.:
Elimination->Substitution->Engineering Controls->Administrative Controls-PPEs
7. Relying solely on PPEs without other applicable controls to be strictly avoided.
8. The issuing agency shall maintain register for issue and receipt of PPEs (Format No. HSEP: 14-F06A). All the PPEs shall be checked for quality before issue and shall be periodically re-checked. The users shall be advised to check the PPEs themselves for any defect before putting on. The defective ones shall be replaced.
9. The body harnesses shall be serial numbered.
10. All worker should wear reflecting Jacket during both shift Day/Night.
11. Where workers are employed in sewers and manholes, which are in use, the subcontractor shall ensure that the manhole covers are opened and ventilated at least for an hour before the workers are allowed to get into manhole, and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent incident to the public
12. Besides the PPEs mentioned above, the persons shall use helmet, safety shoe and reflective vest at all times. The visitors shall use Helmet and any other PPEs as

deemed appropriate for the area of work.

13. Following color scheme for Helmets to be maintained:

- a. Workmen: Yellow
- b. Safety staff: Green or white with green band
- c. Electrician: Red
- d. Others including visitors: White

14. The Helmets shall have logo or name (abbreviation of agency name permitted) affixed or printed on the front along with the person's gate pass no. & blood group. An awarded worker shall have reflective logo

8.4 ARRANGEMENT OF INFRASTRUCTURE

The subcontractor is responsible for ensuring and maintaining the required HSE infrastructure at site as described in this Section

8.4.1 DRINKING WATER

1. Drinking Water Storage Tanks shall be provided and maintained at suitable places at different elevations / locations to ensure easy accessibility. The tank/container shall be kept on a platform at an elevation of at least 2 feet and should be covered:



2. **Construction and Quantity:** The design of Drinking Water Storage Tank (DWST) shall be submitted to BHEL for approval prior to initiating construction. Provision of 5 liter water daily for each worker to be maintained.
3. **Labelling:** DWST should be labeled as "Drinking Water". Date of last cleaning, next due date shall be indicated on the container besides Date of source testing as per IS 10500.
4. Cleaning of the DWST shall be ensured at least once in a week. Mild cleaning detergents as used for cleaning vessels shall be applied and scrubbers (3M or equivalent) shall be used for removing scales and deposits on the inside surface. The tank shall be thoroughly cleaned with potable water only before it is refilled.
5. Suitability of the water source should be tested as per IS10500.
6. For all tanks containing water unsuitable for drinking, prominent "Do Not Drink" signage shall be pasted in English, Hindi and local language.
7. In Hot Work and other critical areas, drinking water shall be made available near the activity
8. Provision of supplying drinking water to height workers and those working in difficult to reach

areas shall be made available through dedicated personnel.

- 8.4.2 **PROVISION OF LATRINES AND URINALS AT SITE** (Ref: Interstate Migrant Workmen (Regulation & Employment and Act, 1979) read with The Inter-State Migrant Workmen (Regulation of employment and conditions of service) central rules, 1980 (PI refer rule no. 42)

LATRINES

1. Latrines shall be provided in every establishment on the following scale, namely: -
 - a. Where females are employed, there shall be at least one latrine for every 25 females;
 - b. Where males are employed, there shall be at least one latrine for every 25 males:

Provided that where the number of males or females exceeds 190, it shall be sufficient if there is one latrine for 25 males or females, as the case may be, up to the first 100, and one for every 30 thereafter
2. Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.
3. Where workers of both sexes are employed there shall be displayed outside each block of latrine and urinal a notice in the language understood by the majority of the workers '**For Men Only**', or '**For Women Only**', as the case may be.
4. The notice shall also bear the figure of a man or of a woman, as the case may be.

URINALS

5. There shall be at least one urinal for male workers up to fifty and one for female up to fifty employed at a time:
6. Provided that where the number of male or female workmen, as the case may be, exceeds 500 it shall be sufficient if there is one urinal for every fifty females up to the first 500 and one for every 100 or part thereof thereafter.
7. The urinals shall be designed and located so as to ensure privacy.
8. In case a structure encompasses multiple floors, urinals shall be provided suitably for quick access
9. The latrines and urinals shall be conveniently situated and accessible to workers at all times at the establishment.
10. The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times.
11. Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of the public health authorities.
12. Water shall be provided by the means of tap or otherwise so as to be conveniently accessible in or near the latrines and urinals.

8.4.3 WASHING FACILITIES

1. In every workplace, adequate and suitable facilities for washing shall be provided and maintained.
2. Separate and adequate cleaning facilities shall be provided for the use of male and female workers. Such facilities shall be conveniently accessible and shall be kept in clean and hygienic

condition and dully illuminated for night use.

3. Overalls shall be supplied by the subcontractor to the workmen and adequate facilities shall be provided to enable the painters and other workers to wash during the cessation of work.

8.4.4 PROVISION OF REST SHELTER FOR WOKERS

Proper Sheds & Shelters big enough to accommodate all possible workers shall be provided for workers to rest during break. Taking rest at height, in activity area and other hazardous locations shall not be allowed.

The drawing of such sheds shall be submitted to BHEL for approval before construction.

8.4.5 MEDICAL FACILITIES

Refer Section B for applicability of requirements pertaining to Clause 8.4.5.1

8.4.5.1 MEDICAL CUM FIRST-AID CENTER

- a) A medical center shall be setup at site with basic facilities for handling medical emergencies. The medical center shall be developed independently by BHEL/an agency as specified in the contract and run jointly by all agencies on proportionate sharing basis as stipulated in the contract.
- b) A qualified medical professional, not less than MBBS, shall be deployed at medical center as stipulated in the contract.(Part-time or full time as decided at the site).
- c) There shall be a full-time trained first aider and a nurse. Depending upon the working hours at the site, First-aider shall be deployed accordingly.
- d) The center shall have all articles as per Schedule IV of BOCW(Central) Rules'1998. In addition,, one Stokes basket stretcher shall be available.
- e) An ambulance shall be deployed for every 1000 persons along with trained driver and accessories as per schedule V of Central BOCW Rules'1998. Depending upon the working hours at the site, First-aider shall be deployed accordingly.
- f) The center shall be adequately equipped for Resuscitation, Immobilisation, Dressing, dealing with poisoning cases including snake and insect-bites and sufficient stock of emergency medicines as prescribed by the qualified medical professional as per point (b)

8.4.5.2 IMPORTANT

- g) If there is no specific mention of responsibility of deployment or setting up of any of the above facilities and operating expenses thereof, BHEL site management shall have the liberty to give this responsibility to any of the contractors on cost sharing basis.
- h) Medical waste shall be disposed as per prevailing legislation (Bio-Medical Waste –Management and Handling Rules, 1998)
- i) Every injury shall be treated, recorded and reported.
- j) All First Aid injuries shall be recorded as per Format No. HSEP:14-F17
- k) List of qualified first aiders and their contact numbers to be displayed at conspicuous places.

8.4.5.3 FIRST AID

A. In addition to 8.4.5.1 &2, The subcontractor with Boiler&ESP, TG, Civil shall:

1. Provide necessary first aid facilities for every work place.
2. Ensure availability of qualified First-aider throughout the working hours.
3. Every injury shall be treated, recorded and reported.
4. Refresher course on first aid shall be conducted as necessary.
5. List of qualified first aiders and their contact numbers to be displayed at conspicuous places.
6. All First Aid injuries shall be recorded as per Format No. HSEP:14-F17

B. FIRST AID BOX

1. The first aid box shall be maintained by first aider who shall always be readily available during the working hours of the work place.

2. Details of First Aid Box:

- a) Details of contents of first aid box is given in **Annexure 03**. A slip of contents shall be pasted on the First Aid Box with following details:

Name, Quantity, Expiry Date, Checked by...

- b) First Aider's name and contact no to be displayed on the box.
- c) The first aid box shall be distinctly marked with a Green Cross on white background.
- d) The box shall be properly secured with lock & key to avoid misuse
7. The first aid boxes should be placed at various locations so as to make them available within easy reach of hazardous activities and at the quickest possible time.
8. The subcontractor shall ensure that the Supervisors and Engineers are adequately trained for attending to any emergency.
9. Monthly inspection of First Aid Box to be conducted by the subcontractor as per Format no. HSEP:14-F01

8.4.5.4 HEALTH CHECK UP

The persons engaged at the site shall undergo health checkup as per the **Format no. HSEP:14-F02** before induction. The persons engaged in the following works shall additionally undergo regular health checkup using same Format at least once in a year:

Height workers	Drivers/crane operators/riggers	Confined space workers
Shot/sand blaster	Welding and NDE personnel	Any person referred by BHEL

8.4.5.4.1 HEIGHT PHOBIA TEST

1. The persons engaged in working at heights (above 2 meters) to be assessed for Height Phobia and associated conditions.
2. Such workers are to be allowed only on successful completion of this test, otherwise they shall be allocated ground based jobs. IDs / Height passes shall be issued to such workers.

8.4.6 PROVISION OF CANTEEN FACILITY

Minimum or better facilities to be ensured as per BOCW (Rule 244) / Factories Act, specially taking care of the following:

1. Canteen facilities shall be provided for the workmen of the subcontractor inside the project site.
2. Proper cleaning and hygienic condition shall be maintained.
3. Proper care should be taken to prevent biological contamination.
4. Adequate drinking water should be available at canteen.
5. Fire extinguisher shall be provided inside canteen.
6. Regular health check-up and medication to the canteen workers shall be ensured.
7. Canteen waste to be disposed of in compliance with law
8. Domestic LPG cylinder shall not be used
9. Canteen should be periodically inspected using standard checklist finalized along with BHEL

8.4.7 PROVISION OF ACCOMMODATION / LABOR COLONY

1. The subcontractor shall provide to every workman (within fifteen days of the commencement of the employment of migrant workmen):
 - a) In case he is accompanied by any other member of his family, a suitable barrack so as to accommodate one room having at least a floor area of 10 square meters, a verandah and adequate additional covered space for cooking food as well as one common sanitary latrine, one common bathroom for every three such quarters; and
 - b) In case he is unaccompanied by any other member of his family, a suitable barrack so as to accommodate not more than ten such migrant workmen, having at least a floor area of not less than 6.5 square meters for each such migrant workman making use of the barrack, a verandah and adequate additional covered space for cooking food as well as one common sanitary latrine and one common bathroom for every ten such migrant workmen
2. Every quarter and the barrack shall be so constructed as to afford adequate ventilation, protection against heat, wind, rain and shall have smooth, hard and impervious floor surface.
3. The quarters or the barracks, as the case may be, shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.
4. The area in which the quarters and/or barracks are located as well as the latrines and bathrooms provided therein shall be kept in a clean and sanitary condition at all times.
5. Regular housekeeping of the labor colony shall be ensured.
6. Availability of Bathing/ washing bay to be ensured

7. Room ventilation and safe electrification to be ensured
8. MSDS of LPG shall be put up prominently and shall be included in the induction training also.
9. The labor colony shall be secure so that only authorized persons have access to it.
10. Availability of local market to be ensured by the Sub-contractor
11. A "Suggestion Register" shall be made available at the labor colony for workers. The feedback shall be reviewed on weekly basis and acted upon.
12. Labor colony shall be inspected fortnightly by Subcontractor Safety Officer & HR executive, and report submitted to BHEL as per Format No. HSEP:4-F16
13. **Facility of Crèches** – to be provided wherein more than fifty female workers are deployed
14. Provisions of Clause 8.4.1, 8.4.2 and 8.4.3 shall be applicable on labor colony as well

8.4.8 PROVISION OF EMERGENCY VEHICLE

Dedicated emergency vehicle shall be made available at workplace by subcontractor for evacuation of victim from site.

However, Ambulance shall be used exclusively for transporting victim to hospital

8.4.9 PEST CONTROL

Regular pest control should be carried out at all offices, mainly laboratories, canteen, labor colony and stores by the subcontractor.

8.4.10 SCRAPYARD

1. Scrapyard shall be developed by subcontractor to store metal scrap, wooden scrap, waste, hazardous waste.
2. Scrap/Waste shall be segregated as Bio-degradable and non-bio-degradable and stored separately.

8.4.11 ILLUMINATION

1. The subcontractor shall provide adequate lighting facilities e.g. flood lighting, hand lamps, area lights etc. to ensure adequate lighting at all work places & their approaches including passage ways as per IS: 3646 (Part-II) at all times. Indicative recommended values are given below:

S. No.	Location	Lux Level
A.	Construction Site	
1	Outdoor areas like store yards, entrance and exit roads	20
2	Platforms	50
3	Entrances, corridors and stairs	100
4	General illumination of work area	150
5	Rough work like fabrication, assembly of major items	150

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6	Medium work like assembly of small machined parts	300
7	Fine work like precision assembly, precision measurements etc.	700
8	Sheet metal works	200
9	Electrical and instrument labs	450
B.	Office	
1	Outdoor area like entrance and exit roads	20
2	Entrance halls	150
3	Corridors and lift cars	70
4	Lift landing	150
5	Stairs	100
6	Office rooms, conference rooms, library reading tables	300
7	Drawing table	450
8	Manual telephone exchange	200

In case any area is not mentioned above, the applicable illumination for the same shall be specified by BHEL based on applicable standards and international norms

1. Level of illumination shall be checked periodically using a calibrated lux meter and recorded for each work area on minimum weekly basis as per Format No. HSEP:14-F21
2. Lamp (hand held) shall not be powered by mains supply but either by 24V or dry cells.
3. Lamps shall be protected by suitable guards where necessary to prevent danger, in case of breakage of lamp.
4. Emergency lighting provision for night work shall be made to minimize danger in case of main supply failure.

9. HSE TRAINING & AWARENESS

9.1 HSE INDUCTION TRAINING

1. All persons entering into project site shall be given HSE induction training before being assigned to work, which shall be imparted through audio-visual medium and shall be of minimum 2-hour duration.
2. Any single trainee batch size should not exceed 40.
3. Proper safety wear & gear must be issued to all the workers being registered for the induction (i.e., Shoes/Helmets/Goggles/Leg guard/Apron etc.)
 - i. They must arrive fully dressed in safety wear & gear to attend the induction.
 - ii. Any one failing to conform to this safety wear& gear requirement shall not qualify to attend.
4. In-house induction training subjects shall include but not limited to:

- i. Briefing of the Project details and importance of employee for the project and for the nation.
 - ii. Safety related cardinal rules, objectives and targets.
 - iii. Site HSE rules.
 - iv. Site HSE hazards and aspects.
 - v. First aid facility.
 - vi. Emergency Contact No. and procedures
 - vii. Details of Fire prevention and emergency response systems & procedures at site.
 - viii. Requirement of incident / near miss reporting by all.
 - ix. Accident case studies
 - x. Rules to be followed in the labor colony (if applicable)
5. Evaluation to be carried out after training and induction training to be repeated in case of failure of participant in evaluation
 6. On completing subcontractor's in-house HSE induction, each employee shall sign an induction training form (format no. HSEP: 14-F03) to declare that he had understood the content and shall abide to follow and comply with safe work practices. They may only then be qualified to be issued with a personal I.D. card, for access to the work site (provided Health Checkup is over).

9.2 HSE TOOLBOX TALK

1. HSE Tool Box talk shall be conducted by frontline foreman/supervisor of subcontractor to specific work groups daily prior to the start of work. The agenda shall consist of the following:
 - i. Visual checkup of workers regarding health, any signs of fatigue, intoxication etc.
 - ii. Details of the job being intended for immediate execution.
 - iii. The relevant hazards and risks involved in executing the job and their control measures.
 - iv. Specific site condition to be considered while executing the job like high temperature, humidity, unfavorable weather etc.
 - v. Recent non-compliances observed.
 - vi. Appreciation of good work and warning for any unsafe acts done by any person.
 - vii. Any doubt clearing session at the end
2. Record of Tool box talk shall be maintained as per Format no. HSEP:14-F04

9.3 TRAINING ON HEIGHT WORK

Due to the large percentage of fall from height in incidents, training of minimum 2-hour duration on height work shall be imparted to all height workers by in- house / external faculty for every batch of new inductees. The training shall include following topics:

1. Inspection of work area, access and egress w.r.t height hazards
2. Use of PPEs; use of fall arrester, retractable fall arrester, life line, safety nets etc.
3. Safe climbing through monkey ladders.
4. Inspection of PPEs.
5. Medical fitness requirements.
6. Mock drill on rescue at height.
7. Dos & Don'ts during height work.

8. Accident case studies

In case, above is organized by BHEL, proportionate cost shall be borne by subcontractors

9.4 HSE TRAINING DURING PROJECT EXECUTION

1. HSE training shall be arranged by subcontractor as per the need of the project execution and recommendation of BHEL.
2. The topics of the HSE training shall be as follows but not limited to:
 - i. Hazards identification and risk analysis & Identification of Environmental Aspects / Impacts
 - ii. Work Permit System
 - iii. Learning from past incidents
 - iv. First aid, Firefighting & Fire-warden training
 - v. EMS and OHSMS
 - vi. T & Ps fitness and operation
 - vii. Electrical & Chemical safety
 - viii. Welding, NDE & Radiological safety
 - ix. Material handling.
3. Safety awareness and on-the-job training programmes shall be carried out at site for all workers periodically. Periodicity to be decided by BHEL but shall be minimum once in six months
4. Penalty Training – In case of any incident, the involved person, group or agency shall undergo a penalty HSE training for a minimum period of 2 hrs or as decided by BHEL.
5. In case it is not possible to provide training to all workers at once, same shall be imparted in Batch-wise manner so as to cover all workers with specified periodicity.
6. An up-to-date record to be maintained with attendance of participants and trainers preferably in soft copy as per Format No. HSEP:14-F03.
7. Every employee of agency should be provided at least 2 hr. safety training in every month.

In case, above is organized by BHEL, proportionate cost shall be borne by subcontractors

10. HSE PROMOTION: SIGNAGE, POSTERS, COMPETITION, AWARDS ETC

10.1 DISPLAY OF HSE POSTERS AND BANNERS

Site shall arrange appropriate posters, banners, slogans in local/Hindi/English languages at work place.

10.2 DISPLAY OF HSE SIGNAGE

Appropriate HSE signage shall be displayed at the work area to enhance awareness of HSE workmen and passersby about the work going on and do's and don'ts to be followed.

10.3 COMPETITIONS ON HSE, AWARDS & REWARDS

1. Subcontractor shall arrange competitions (slogan, poster, essay etc.) on HSE for workers and employees from time to time (Safety day, World Environment Day etc. minimum one such function each month) and winners will be suitably awarded during the functions.
2. Subcontractor shall identify workers following good HSE practices and reward them from time to time as encouragement to follow good HSE practices.
3. Alternatively, if a common monthly function is organized at site, subcontractor shall participate in the same so that a minimum frequency of one such function per month is maintained.

10.4 HSE AWARENESS PROGRAMMES

Subcontractor shall arrange HSE awareness programmes periodically on different topics including medical awareness for all personnel working at site from time to time including officials involved in execution.

11. HSE COMMUNICATION AND PARTICIPATION

11.1 MONTHLY HSE REPORTING

1. HSE activities shall be reported to BHEL monthly as per Format no. HSEP: 14-F05. The reporting medium can be hard/soft as per BHEL requirement.
2. The period of reporting shall be 25th of the preceding month to 24th of the present month and report shall be submitted by the end of the calendar month or as conveyed by BHEL.
3. BHEL can modify the reporting requirements as per requirement

11.2 HSE EVENT REPORTING

1. Important HSE events like HSE Training, Mock / Fire/Rescue Drills, Medical camp etc. organized by subcontractor shall be reported to BHEL in detail with photographs
2. Celebration of important days like National Safety Day, World Environment Day etc. shall also be reported likewise.

11.3 HSE INCIDENT REPORTING

All incidents (near misses, property damage, first-aid cases, minor, major and fatal incidents) shall be reported to BHEL as they happen through SMS and Hard/Soft copy as per Format No. HSEP: 14-F22

11.4 HSE SUGGESTIONS

All workers and employees to be encouraged to provide suggestions for improvement in

Health, Safety & Environment at site. The suggestions to be recorded in a "Suggestions Register". Suggestions to be reviewed and those having potential of significant beneficial effects are to be implemented, and recognition / award to be given to the individual.

11.5 CLIENT COMMUNICATON

All HSE related communication from BHEL, customer / external statutory and regulatory agencies to be handled on priority. The relevant issues to be resolved in expeditious manner

11.6 RECORDS OF COMMUNICATON

Records of all communication and their responses as detailed above shall be maintained by subcontractor in hard / soft copy and produced when required.

12. INCIDENT REPORTING, INVESTIGATION & CORRECTIVE ACTION

1. A conducive environment for reporting of near misses and other incidents shall be developed at site through system of rewards etc.
2. Priority to be given to ensure medical treatment of the victim. Victim to be given immediate First Aid and transported to Medical Facility in a well-equipped Ambulance
3. All incidents, as they happen, shall be reported to BHEL immediately over phone/SMS/Whatsapp/mail and then in Format No. HSEP:14-F22 within 24 hrs. of occurrence. Immediate SMS shall be sent to concerned Package In-charge with following Details:

- a. Project & Customer Name:
- b. Subcontractor Name & Scope:
- c. Incident Area:
- d. Number of Injured / Fatalities:
- e. Date & Time of Accident:
- f. Incident Description in few lines:

No incident shall be hidden

4. Records of all incidents shall be maintained in hard / soft copy as per Format No. HSEP:14-F23.
5. For all incidents:
 - a. The incident area, equipment / tools involved, documents & records etc. shall be maintained as-it-is pending investigation
 - b. Root Cause Analysis (RCA) to be conducted and corresponding Corrective / Preventive Action (CAPA) ensured
 - c. Responsibility shall be assigned and action to be taken against the erring individual
 - d. In case presence of manufacturer of the equipment involved is required, subcontractor will arrange the same

e. All expenses pertaining to the RCA / CAPA shall be borne by the subcontractor

6. RCA and CAPA reports of all near misses and minor injuries shall be identified and report submitted to BHEL within 7 days of occurrence.
7. For incidents, where worker does not resume duty within 48 hours of occurrence, Joint investigation along with BHEL shall be conducted within 7 days, and CAPA ensured.
8. Corrective action shall be immediately implemented at the work place. Work shall be put on hold in the area till corrective actions are verified by BHEL
9. All incidents, their Root Cause Analyses and Corrective actions shall be recorded, and analyzed so as to identify weak areas and actions to be taken to reduce the incident trend.

13. SAFETY DURING WORK EXECUTION

13.1 HSE SYSTEMS AND PROCEDURES

BHEL Power Sector HSE Management System (HSEMS) shall be referred for controlling hazards, aspects, and carrying out HSE activities at site. Subcontractor shall get familiar with and follow the HSEMS documents provided by BHEL which include the follows:

13.1.1 HSE PROCEDURES:

All HSE Procedures defined in HSEMS, as referred in various sub-clauses of this Section as given in Annexure 01

13.1.2 PERMIT TO WORK (PTW) SYSTEM

1. The following activities shall be carried out by the subcontractor strictly after obtaining Permit to Work (PTW) from BHEL
 - i. General Work Permit (**Format No. HSEP14-FP01**)
 - ii. Height working (**Format No. HSEP14-FP02**)
 - iii. Hot working (**Format No. HSEP14-FP03**)
 - iv. Confined space Work (**Format No. HSEP14-FP04**)
 - v. Excavation more than 2-meter depth (**Format No. HSEP14-FP05**)
 - vi. Radiography / Radiation Work (**Format No. HSEP14-FP06**)
 - vii. Heavy / Complex / Critical Lifting Activity (**Format No. HSEP14-FP07**)
 - viii. Night / Holiday Work (**Format No. HSEP14-FP08**)
 - ix. Material Loading / Unloading Permit (**Format No. HSEP14-FP09**)
 - x. Grating / Safety Net / Safety Facility Removal Permit (**Format No. HSEP14-FP10**)
 - xi. Live Electrical Maintenance etc. - Lockout / Tag (**Format No. HSEP14-FP07**)

2. The above list is not exhaustive. BHEL reserves right to introduce additional Permits or modify requirements for usage of existing Permits. The conditions for using the Permit are specified in the Format (General Requirements).
3. Where customer is having separate Work Permit System the same shall be followed in conjunction to ensure all activities and checks are covered in all systems.
4. Permit applicant shall apply for work permit of particular work activity at particular location before starting of the work along with Job Hazard Analysis.
5. All Permit signatories shall physically visit the work area and check that all the safety control measures necessary for the activity are in place. Only then the permit shall be issued.
 - a. Signatory shall physically visit the area of work and ensure all required safeguards before signing the Permit
 - b. Signatory shall periodically visit the area to confirm the availability of required safeguards throughout the currency of the permit
 - c. In case any Permit requirement is not available, work will be stopped till it is made available
6. Permit holder shall implement and maintain all control measures during the period of permit. The permit will be closed after completion of the work and submitted to BHEL.

13.1.3 Operational Control Procedures

1. All applicable OCPs (Operational Control Procedures) as identified from outcomes of HIRA, Aspect / Impact studies and BHEL inputs will be followed by subcontractor. This will be done as part of normal scope of work.
2. Illustrative list of such OCPs is given in Table 13.1 and same will be made available to subcontractor by BHEL during work execution at site.
3. In case any other OCPs are required or existing ones need to be modified in order to control the risks / impacts associated with any activity during the execution of work subcontractor shall prepare / update and follow the same with information to BHEL.

Table 13.1 - LIST of Reference OCPs

No.	Topic	No.	Topic	No.	Topic
0	General Safety	22	Steam blowing	44	Material preservation
1	Handling of chemicals	23	Working in confined area	45	Electro-resistance heating
2	Electrical safety	24	Operation of passenger lift, material hoists & cages	46	Blasting
3	Energy conservation	25	Vehicle/ Crane maintenance	47	Transformer charging
4	Welding and gas cutting operation	26	Radiography	48	Handling of battery system
5	Fire safety	27	Waste disposal	49	DG set
6	Use of hand tools	28	Handling & storage of mineral wool	50	Sanitary maintenance
7	First aid	29	Working at night	51	Piling rig operation

HEALTH, SAFETY AND ENVIRONMENT PLAN FOR SITE OPERATIONS (SECTION-A)

8	Food safety at canteen	30	Computer operation	52	Passivation
9	Use of cranes	31	Storage in open yard	53	EDTA Cleaning
10	Storage and handling of gas cylinders	32	Drilling, reaming and grinding(machining)	54	Chemical cleaning of Pre boiler system
11	Manual arc welding	33	Stress relieving	55	Boiler Light up
12	Use of helmets	34	Hydraulic test	56	Rolling and Synchronization
13	Good house keeping	35	Trial run of rotary equipment	57	Loading of Unit
14	Safe excavation	36	Batching	58	Air compressor
15	Working at height	37	Cable laying/tray work	59	Hydra Operation
16	Filling of hydrogen in cylinder	38	Spray insulation	60	Duct/ Structure Preassembly
17	Illumination	39	Compressor operation	61	Resumption of construction activities after lockdown and prevention of coronavirus infection during site operation
18	Handling and erection of heavy metals	40	Gas distribution test	61A	Prevention of Covid-19 infection in labour colony
19	Acid cleaning	41	Cleaning of Hotwell / Deaerator	62	Truss/ Structure fit-up & alignment
20	Oil flushing	42	Electrical maintenance		
21	Alkali boil out	43	O&M of control of AC plant & system		

13.2 ACTIVITY SPECIFIC REQUIREMENTS FOR SAFETY:

All Work shall be commenced only after taking the respective Work Permits (as applicable) and precautions as per relevant codes, systems and OCPs in order to ensure safe conditions throughout the duration of work. Additionally, activity specific safeguards as per this section shall be followed.

13.2.1 WORK AT HEIGHT:

1. All work at height above 2 meter above ground level without complete platforms, handrails and other related fall protection shall require a work permit in the prescribed form. This shall require approval by the competent authority. The HSE officer of sub-contractors shall follow the checklist religiously by physically verifying the condition of the work area before recommending for approval.
2. Prior to the start of work at elevation, the HSE Officer involved with the work must meet the work supervisor to review the scope of work, and must review all the possible fall hazards and effective safety responses. The evaluation / analysis must be documented and kept on file and on site by the HSE Officer.

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3. Whenever a fall hazard or other exposure exists for working at heights more than 2.0m/6ft, the nature and scope of work will be evaluated for conditions and environmental factors before selecting the appropriate fall protection system (active, passive or a combination of measures, as appropriate).
4. All Engineering and Administrative Controls including barricading, safe platform, Safety Nets etc. shall be made available at work location. Under no circumstances, there shall be total reliance on PPEs only
5. **Safety Nets**
 - a. Contractor shall maintain sufficient stock of Safety Nets for deployment
 - b. Safety Nets as per IS: 11057:1984 should be used extensively for prevention / arrest men and materials falling from height.
 - c. The safety nets shall be fire resistant, duly tested and shall be of ISI marked.
 - d. Safety Nets shall be deployed below all platforms where height work is envisaged. Duration of work, delay shall be no excuses for non-installation of Safety Net
6. Reaching beyond barricaded area without lifeline support, moving with support of bracings, walking on beams without support, jumping from one level to another, throwing objects and taking shortcut must be discouraged.
7. Monkey Ladder shall be fitted with cages. Rope ladder should be discouraged.
8. In case of pipe-rack, persons should not walk on pipes and walk on platforms only.
9. In case of roof work, walking ladder/ platform should be provided along with lifeline and/ or fall arrestor.
10. For chimney or structure painting, both hanging platform and men should be anchored separately to a firm structure along with separate fall arrestor.
11. The procedures for the safety response to identified fall hazards developed and rescue plans must be reviewed with all individuals exposed to the hazards.
12. The HSE Officer must establish an inspection process of fall protection systems. Some equipment requires documented inspections by its manufacture on a regular schedule. Such equipment must have evidence of the inspection and re-certification process on it. This information must be reviewed before the equipment is actually used. Individuals must visually inspect the fall protection equipment before each use. Failure to complete this inspection process could result in serious injury or death.
13. Immediately remove from service any fall protection equipment that is identified as defective, damaged, or has been subjected to an impact. Damaged fall protective equipment must be destroyed to prevent re-use and not be discarded into trash containers, as the worn or

damaged equipment could be unintentionally re-used.

14. Aerial lifting devices, excluding scissor lifts require the use of full body harnesses and lanyards in any elevated position.

13.2.1.1 Personnel fall protection system must include:

a. Safety Harness

All height workers must use Safety harness with double lanyards. The primary lanyard is never unhooked until the secondary lanyard is secure. The design of the working platform should be such that **under no circumstances, worker should have both lanyards unhooked while at height.**

b. Lanyard

- i. The type of work and the environment conditions determine lanyard and lifeline selection. If welding, chemical cleaning that may damage lanyards, connectors or lifelines, sandblasting, etc., either protect the components or use more appropriate type of system.
- ii. Lanyards and lifelines must incorporate, or be used with, an appropriate deceleration (shock absorbing) device. Deceleration devices include rope grabs, rip-stitch lanyards, specially woven lanyards, tearing, or deforming lanyards, automatic self-retracting lifelines and lanyards which dissipate or limit the energy imposed on the employee during fall arrest.
- iii. Once in use, the system's effectiveness is to be monitored. In some cases, a program for cleaning and maintaining the system may be necessary. Lanyard and lifelines must use locking snap hooks only and under no circumstances must two lanyard snap hooks be connected.

c. Lifeline

All lifelines in general are to be made of min 8mm dia steel rope (plastic coated) and tied to columns with 3 clamps at each end. Wherever columns are not available to tie the lifelines, the vertical posts as per the design below are to be provided after carrying out drop load test initially. A load of 240kg to be dropped off the mid-point of lifeline in this test.

d. Lifeline Post

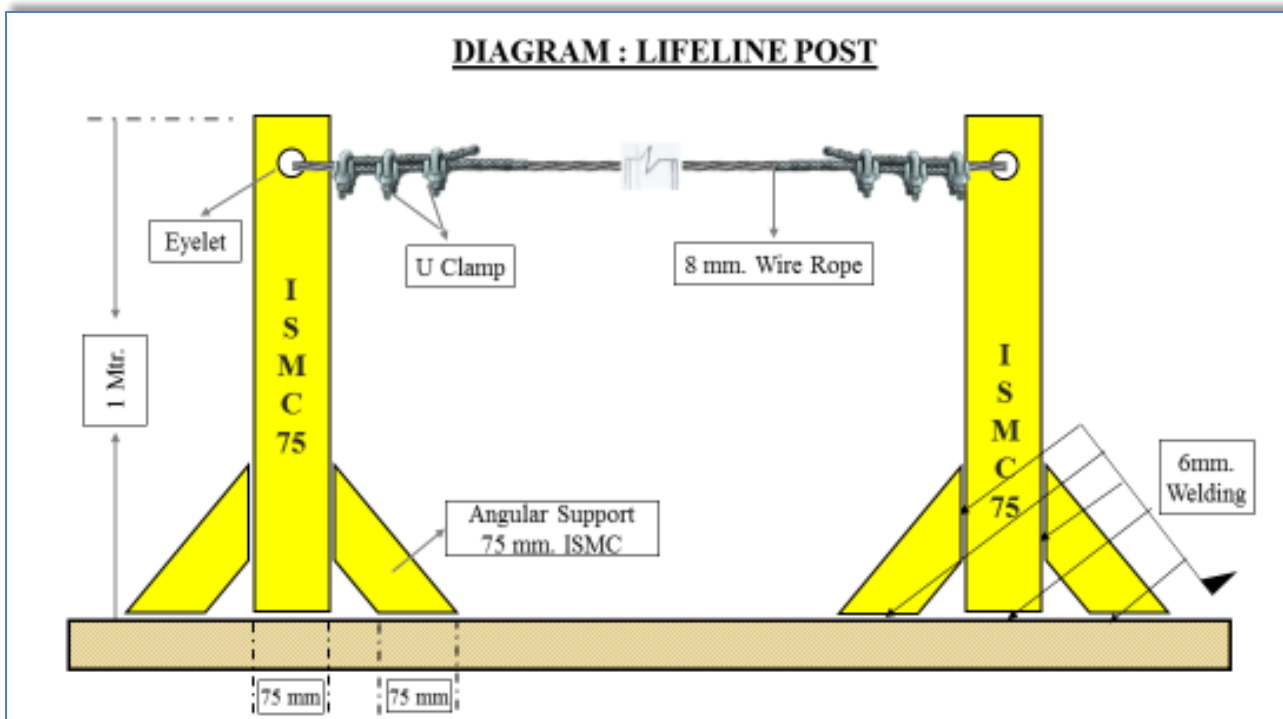


Fig. 13.2.1.1 Lifeline Post

- i. The support at vertical post shall be fixed at end-to-end. The maximum length of one end to another end shall be 18 meters
- ii. If the length of a lifeline is more than 18 meters, then intermediate vertical post(s) are to be used. Such intermediate post(s) will act as supports and the lifeline rope should simply pass through the eyelets (holes) of such supports without being anchored
- iii. The lifeline need not be wrapped / clamped to any intermediate post
- iv. Such intermediate posts must be used at an interval of every 18 meters
- v. The post(s) in which the original lifeline is to be installed should be capable of sustaining a tensile stress of 2268 Kgs
- vi. In a horizontal lifeline installation, maximum allowable sagging is 500-600 mm
- vii. For a single spun lifeline, no more than 2 persons are allowed to work; for more than two workers, another lifeline should be installed
- viii. Horizontal lifeline should be so installed that it does not impede safe movement of workers
- ix. All the installation work must be carried out by competent person with adequate knowledge

13.2.1.2 Working Platform

1. Working platforms, gangways and stairways shall be so constructed that they do not sag unduly or unequally and if the height of the platform gangways provided is more than 3.6 m above ground level or floor level, they shall be closely boarded and shall have adequate width, which shall not be less than 750 mm and be suitably fenced.

2. Precautions against the fall of Materials, Persons and Collapse of Structures

- i. Every opening in the floor or a building or in a working platform shall be suitably barricaded to prevent the fall of persons by providing suitable fencing or railing whose minimum height shall be 90 cm.
- ii. Adequate precautions should be taken such as the provision of fencing, or barriers to protect any person who might be injured by the fall of materials, or tools or equipment being raised or lowered. Cradle may be used for lifting materials - however this shall be made of MS angles and flats only and duly certified by the HSE officer. Operators may also use designed containers for lifting small tools.
- iii. Guardrails (including scaffolding) erected over/adjacent working areas must have the guardrails screened (opening < 0.5), to prevent material from falling outside the platform/decking.
- iv. Guardrails must be able to withstand a 200-pound force exerted in any one direction.
- v. Where necessary to prevent danger, guys, stays or supports should be used or other effective precautions should be taken to prevent the collapse of structures or parts of structures that are being erected, maintained, repaired, dismantled or demolished.
- vi. All openings through which workers are liable to fall should be kept effectively covered or fenced and indicated in the most appropriate manner.
- vii. Guardrails and toe-board/barricades and sound platform conforming to IS: 4912-1978 and

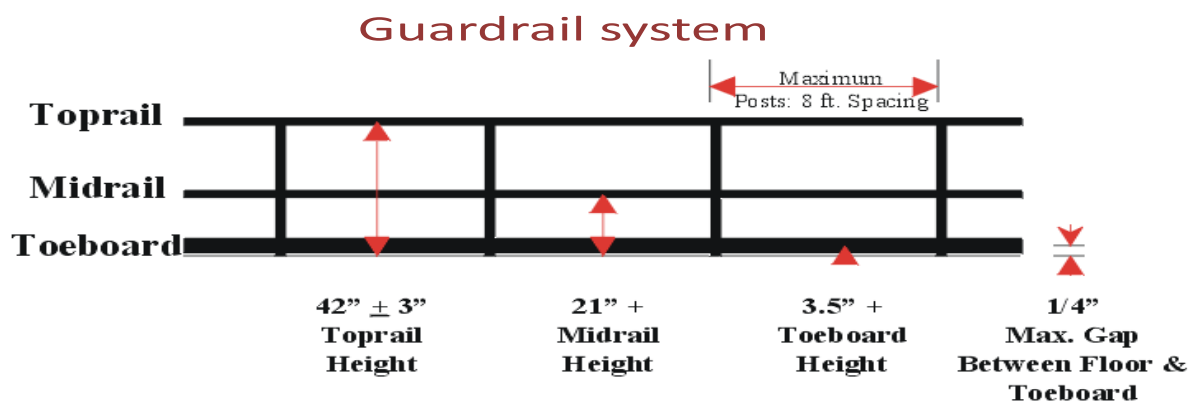


Fig. 13.2.1.2 Guard Rail System

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- viii. Guardrails shall be provided to protect workers from falling from elevated work places. The rails are generally made of MS pipes of suitable dia. Rebar shall not be used for any handrails, ladder or cover purpose. Wherever the guard-rails and toe-boards cannot be provided:
 - a. adequate safety nets or safety sheets shall be erected and maintained; or
 - b. adequate safety harnesses shall be provided and used and / or
 - c. adequate fall arrestor shall be provided and used.

As mentioned under PPE clause, all these PPEs shall be defect free and regularly inspected for any defect. The full body safety harness shall have double lanyard only with max 1.8m length.

- ix. The monkey ladders shall have sufficient fall arrestors. Adequate lifelines of 8mm steel wire

rope shall be provided across the work area.

- x. The HSE officer shall recommend appropriate PPEs after analyzing hazards and risks involved.

13.2.1.3 Scaffolding

All scaffolds shall be conformant to the relevant standards including IS 3696 and IS 4014 as applicable. A sketch of the scaffolds proposed to be used shall be prepared and approval of the BHEL Engineer obtained prior to construction / use.

General

1. The scaffolding work must be carried out by a competent person, who shall train the scaffold users on safety aspects
2. All scaffolds shall be erected / dismantled by scaffolding crew under direct supervision of competent scaffolding supervisors.
3. All scaffolds shall be capable of supporting 4 times maximum intended load and erected on sound, rigid footing, capable of carrying the maximum intended load without settling or displacement. Bamboo scaffolding is not permitted for use on site.
4. Each employee on the scaffold shall use an approved safety harness attached to an independent lifeline. The lifeline is to be securely attached to substantial members of the structure (not the scaffold itself) or to securely rigged lines, which shall safely suspend a worker in event of a fall.
5. Guard rails and toe boards shall be installed on all open sides and ends of platforms more than (2) meters above ground or floor
6. Scaffold planks must be at least 5 cm x 25 cm (2" x 10") full thickness lumber scaffold grade or better.
7. Scaffold planks shall not span distances greater than 2.5 meters (8 feet).
8. Scaffold planks shall extend over end supports not less than 6 inches nor more than 12 inches and be secured to the scaffold. Scaffolding and accessories with defective parts shall be immediately repaired or replaced.
9. All scaffolding must be a minimum of two planks wide. No one may work from a single plank.
10. Scaffold planks must be inspected before use. Planks that have been damaged must be removed from the site.
11. Access ladders must be provided for each scaffold. Climbing the end frames is prohibited unless the design incorporates an approved ladder.
12. Adequate mudsills or other rigid footing capable of withstanding the maximum intended load must be provided.
13. Scaffolds more the 6 meters (20 feet) in height must be tied to the building or structure at intervals which do not exceed 4 meters (13 feet) vertically and 6 meters (20 feet) horizontally.
14. Do not overload scaffolds. Material should be brought up as needed. Scaffolding must not be loaded in excess of its rated capacity.
15. Barrels, boxes, kegs, blocks or similar unstable object must never be used as work platforms or to support scaffold.
16. Where persons must work under or pass under a scaffold then a 18 gauge wire mesh screen must be installed between the toe board and guard rail.
17. Employees exposed to overhead hazards while working on a scaffold will be protected by 5 cm (2") thick planks.
18. Wooden/bamboo ladders shall not be allowed at any cost. Ladder's rungs shall be fitted /welded properly. Before every use the rungs should be checked for safe use.

19. Wooden scaffolds shall not be used in areas where fire / fire products are expected
20. Ropes made of jute / Plastic and other fire prone material shall not be used to tie up scaffolding components together
21. The platform should have permanent hand rail and mid rail with Toe board without fail.
22. All platforms are to be tightly planked for the full width of the scaffold, except as may be necessary for entrance openings. Platforms shall be secured in place.
23. On suspension scaffolds designed for a working load of 500 pounds, no more than two workers are permitted to work on the scaffold simultaneously. On suspension scaffolds with a working load of 750 pounds, no more than three workers are permitted on the scaffold simultaneously.

24. Requirements for different types of Scaffolds:

A. Suspended Scaffold

- i. Suspended scaffolds are platforms suspended by ropes, or other non-rigid means, from an overhead structure.
- ii. Requirements for use are to be preapproved by HSE Head, under a specific Permit to Work.

B. Rolling Scaffolds

- i. The height of rolling scaffolds shall not exceed three times the minimum base dimension.
- ii. The minimum base dimension of rolling scaffold will be 1.25 meters (4 feet).
- iii. Adequate help must be provided when moving a rolling scaffold.
- iv. Secure or remove all loose materials, equipment and tools before moving a rolling scaffold.
- v. No one is permitted to ride a rolling scaffold when it is being moved. Castor brakes must be locked-on when the scaffold is not being moved.

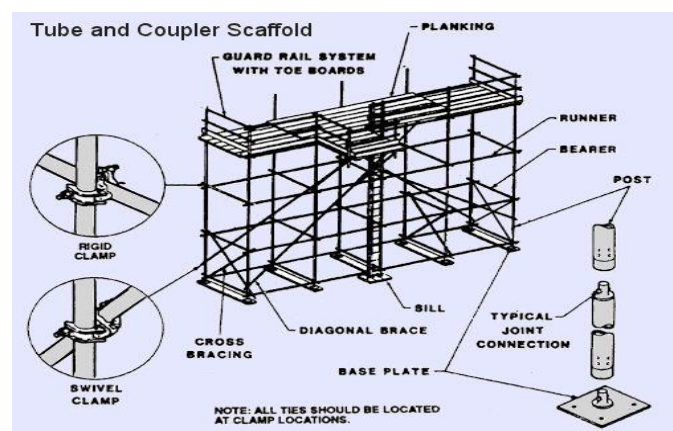
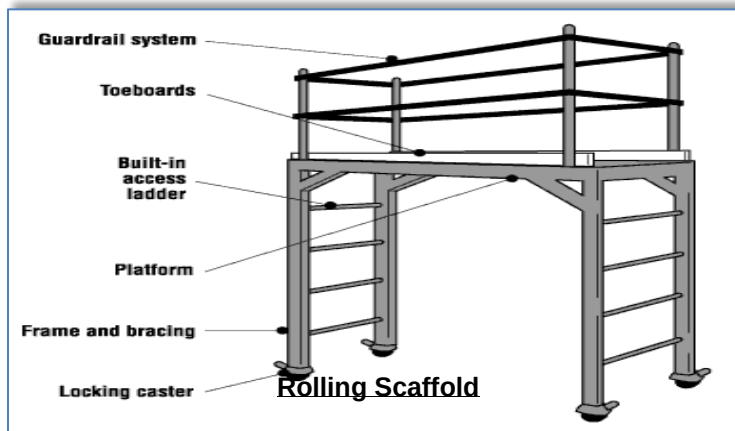


Fig. 13.2.1.3 Types of Scaffolds

25. Scaffold Tagging

Scaffolds being erected, modified or dismantled must be tagged as suitable for use. The scaffolds can only be accessed by those involved with the process.

GREEN scaffold tag- shall be fixed when scaffold is complete and safe for use, signed and dated by

the scaffolding competent person daily.

RED scaffold tag – to be fixed if scaffold is in some way defective and cannot be used or is still under erection.

Examples of scaffold tags:



Fig. 13.2.1.4 Scaffold Tagging

13.2.1.4 Ladder Safety

A sketch of the ladders proposed to be used shall be prepared and approval of the BHEL Engineer obtained prior to construction / use

Safe Use of Ladders:

1. Fall protection is required when working on a ladder above 2 meters and when climbing above nearby guardrails.
2. Ladders must be inspected prior to use and by a competent person quarterly, with documentation.
3. Use portable ladders for height up to 4 M only
4. Provide fixed ladders for height above 4 M
5. Place the ladder at an angle of 75 degrees (approx.) from the horizontal (1:4)
6. Extend ladder at least 1 M above the top landing
7. Secure top and bottom of the ladder firmly to prevent displacement- anti skid lining at the bottom
8. Ensure that the width of the ladder is not less than 300 mm and distance between rungs is not more than 300 mm
9. Provide landings of minimum size 600 x 600 mm at intervals not more than 6 M for fixed ladders. Check the ladders daily for any defects
10. Ensure that the areas around base and top of the ladder are clear. Getting on and off the ladder is more hazardous than using it. Use a mudsill if the ladder is to rest on soft, loose or rough soil
11. Do not use ladders of conducting material near power lines, and only use ladders near power line or other energize system with exposed parts if they are confirmed locked-out and de-

energized.

12. Stand no higher than the fourth rung from the top for carrying out any job standing on a ladder.
13. Never reach out from a ladder to perform work where your belt buckle protrudes past the ladder rung.
14. Always face the ladder while climbing up or down
15. Maintain three-point contact while climbing up or down a ladder i.e. two hands and one foot or two feet and one hand on the ladder at all the times.
16. Avoid climbing up or down a ladder while carrying anything in hands. Lift tools, equipment and materials with a rope.
17. Work from portable and extension ladders near guardrail where fall expose exists over the guardrail regardless of height, and above 2.0 mtr. heights from the working/walking surface will require the use of personal fall arrest equipment

13.2.2 EXCAVATION & CIVIL WORKS

All safety precautions shall be taken for foundation and other excavation marks as per IS-3764.

13.2.2.1 Excavation

The following safety measures are to be ensured before and during excavation:

1. All Excavation activities more than with depth of 1.22 meter or more shall require and Excavation Work Permit
2. Check for underground utilities like electrical / telephone cables, sewage, water lines and proper care has to be exercised to protect and prevent damage to it
3. Proper and adequate slope is maintained while excavating
4. Adequate shoring or sheeting is done wherever require to prevent soil sliding
5. Safe access through ladder or steps for exit & entry to excavation
6. No material /excavated soil is kept within one meter from the edge
7. Safe way is planned and provided for movement of HEM /transport equipment near excavation
8. Safety helmet and shoes/gum boots are provided and worn by the workmen at excavation works
9. Dewatering arrangement is made where water seepage is prevailed.
10. Stop blocks are provided to avoid vehicles reversing into the excavated trenches
11. Danger signs /Caution boards are displayed at work spot
12. Barricading is provided at excavated pits

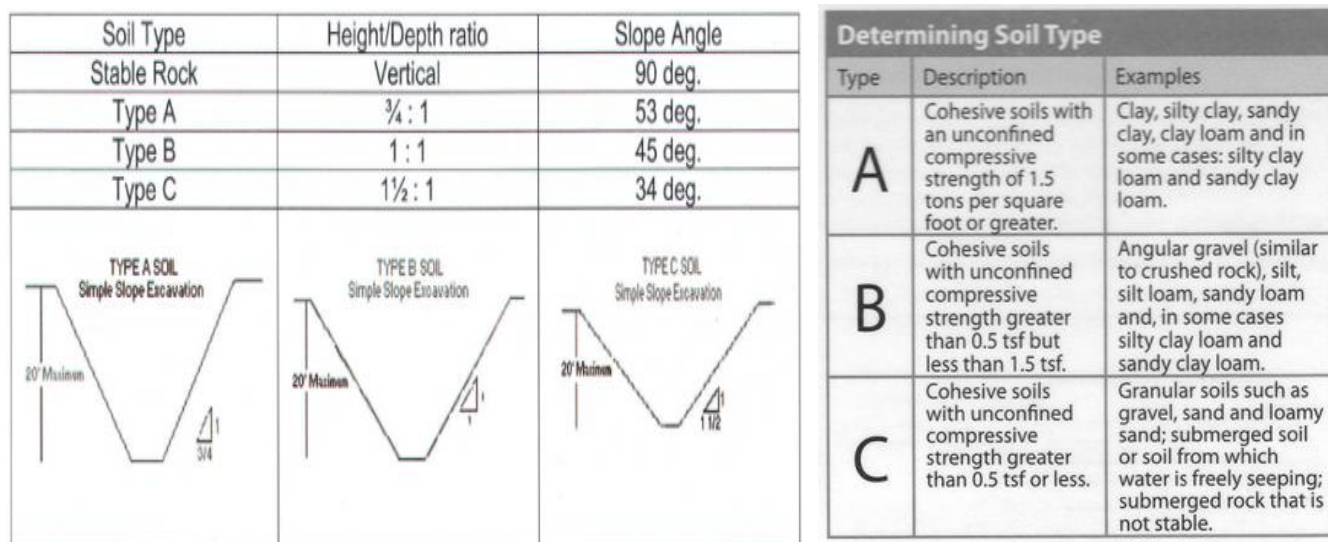


Fig. 13.2.2.1 Excavation Reference

13.2.2.2 Piling

Ensure the following precautionary measures before starting piling works:

1. Inspection of piling equipment by responsible person for its condition before initiating piling operation.
2. Checklist and OCP for piling to be prepared using manufacturer's instructions and used
3. Testing and its certification wire ropes, slings, D-shackles, chain pulley blocks using in the process of piling work by competent person
4. Adequate support and secured foundation of the piling equipment to avoid toppling
5. Hoses should be lashed and adequately secured
6. Proper work platform is to be provided on piling frame
7. Safe work procedures and close supervision to prevent unsafe acts of operators/any unsafe conditions that may arise
8. Only experienced and trained operators are engaged for the piling operation
9. Provision of Personal Protective Equipment (PPE) like safety shoes/gumshoes/safety helmet/safety belt etc. and its use by their workmen.
10. Special care and precautions If work is near electrical live cables/ electrical equipment
11. Cordoning of work area to prevent un authorized entry
12. Guarding of revolving parts
13. Specific measures to prevent over turning of pile driver/missing of hammer/ hammer movement out of range

13.2.2.3 Batching

Following Safety considerations for batching plant are to be ensured:

1. Modern type batching plant should be used in which all the moving parts are protected and

emergency and safety features are incorporated.

2. Installation of external Electric moto-vibrators in the feeding hopper of all batching plants to reduce human intervention.
3. Installation of safety devices like pull-chord on both the sides of conveyor for stopping the conveyor in emergency
4. Workers carrying cement / sand to be given appropriate PPEs like respiratory masks & gloves.
5. Conveyor belt/rotating parts must be guarded properly.
6. Safety awareness shall be inculcated in workmen about the risk involved in rotating parts.
7. The agency shall ensure to erect the batching plant as per drawing including installation of all safety devices as provided by manufacturer and witnessed by BHEL Engineer in charge before starting of machine in future.
8. Safety audit to also focus on Batching plant.
9. The site shall impose penalty on the agency who has violated the safety norms as per contract.

13.2.2.4 Mobile Plant

Mobile plant includes tractors, trailers, dumpers, excavators, bulldozers, road rollers etc. for earthmoving purpose and concrete mixers, concrete transit mixtures, concrete pumps etc for concreting purpose. Due to the very nature of their function and movement in difficult terrains, congested areas, working in tandem with manual work and other operations the danger is inherent. Reverse horn is compulsory for all earth moving machineries.

Following Safety measures to be ensured for Mobile Plant:

1. Where movement around site is involved, routes should be planned, obstruction free and well maintained
2. Observe specified speed limits
3. Operating personnel should be aware of associated risks and its preventive measures
4. Only experienced, trained and authorized persons with valid license (wherever applicable) should operate the mobile equipment/vehicles
5. Provide and use Warning lights and reverse horn for cautioning the people around
6. Operation should be on level and stable ground with adequate working clearance.
7. Loading of out riggers/stabilizers should be well within safe ground bearing capacity
8. No person should be on equipment or vehicle during loading and unloading of material
9. Operators should be protected by warning barriers or switching off power when working in close proximity of overhead power lines
10. The equipment /vehicles should be well maintained and provided with effective brake system and other safety devices (wherever require)
11. Rotating parts of equipment should be adequately guarded
12. Provide necessary personal protective appliances and ensure its use by the operating personnel
Ensure effective measures at source to control harmful emissions, dust, fumes contaminating atmosphere and cause health hazards to the operators and people in the vicinity.
13. No overloading/over stressing of vehicles/plant is allowed
14. Hoses, pipes, receivers, gauges and valves involved in carrying out hydraulic fluid/ compressed air should be checked for leaks and tested prior to operation.
15. Adequate safe clearance for swing and movement is to be judged during operation of Concrete mixer



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16. Setting of machine on firm and level ground with wheel locked to prevent movement of machine
17. Proper instructions and Special precautions are to be ensured to prevent entry in to the danger zone of projectile of bucket while dropping bucket
18. Operator leaving work spot should ensure that the equipment/vehicle is kept in neutral position and place on firm and level ground.
19. The hand brake should be kept in position and block road wheels as additional safety measure
20. Blades/buckets should be kept low while moving
21. The dozer blades should not be used as brakes except in emergency
22. The ground should be examined for its bearing capacity and general safety especially when operating road roller at the edges of slopes, embankments.
23. The roller should not be moved downhill with the engine out of gear
24. If operating near excavations the following precautionary measures are to be ensured
25. Barricading, edge protection to prevent fall of persons/vehicles over running while reversing etc.
26. Suitable support system and adequate allowance to avoid the danger of side collapsing
27. Experienced signaler /attendant should be always accompanied with operator/driver for proper direction /signal and also to caution others in the working Zone during operation of mobile plant

13.2.2.5 Concrete Vibrators

1. Revolving parts/belt drives should be adequately guarded and Vibrating unit shall be completely enclosed and have suitable overload relays and effectively earthed
2. Ensure sufficient length of cable to the Vibrator.
3. Ensure electric starters and other accessories are firmly fixed adequately supported
4. Ensure locking of needle load while inserting needle in to the vibrator,
5. Ensure periodical lubrication and maintenance

13.2.2.6 Concrete Mixers

1. Setting of machine on firm and level ground with wheel locked to prevent movement of machine
2. Proper instructions and Special precautions are to be ensured to prevent entry in to the danger zone of projectile of bucket while dropping bucket

13.2.3 WELDING & GAS CUTTING SAFETY (HOT WORK)

1. All Hot Work shall require a Hot Work Permit
2. There shall be flash-back arrestors conforming to IS-11006 at both cylinder and burner ends. Damaged tube and regulators must be immediately replaced.
3. All safety precautions shall be taken for welding and cutting operations as per IS-818.
4. When possible, items to be welded, cut, heated, etc. shall be moved to a safe location free of combustible or flammable material. If this is not possible, then all combustibles/ flammables that can be removed from the area shall be removed within a 35-foot circumference and a positive means of confining arcs and sparks generated by the process shall be ensured and additional person(s) shall be stationed as fire-watch for the area(s) still exposed, along with obtaining the Hot Work Permit as applicable.
5. Appropriate fire-fighting equipment is to be available in close proximity of any welding and gas cutting operations at all times suitable for the type of Fire.
6. Drums, tanks, and similar containers that have contained flammable or toxic material shall not be welded, cut, or heated until they have been made safe by water filling, thorough cleansing or similar accepted practices. The container shall also be ventilated during the welding, cutting, or heating process.

7. Proper ventilation is required for any welding or torch operations performed in a confined space.
8. Any welding or gas cutting operations performed on metals of toxic compounds or coating such as zinc, stainless steel, lead, cadmium, chromium, and beryllium shall be properly ventilated and/or proper respiratory protection shall be worn by any person that could be exposed to fumes, vapors, and gasses created by the welding and gas cutting processes.
9. Wherever it is practical, all arc welding operations shall be shielded to prevent direct light rays or sparks from contacting persons in the vicinity or from reaching areas normally used to travel through or into the vicinity. Where this is not practical, persons who shall be in the area are to use proper eye and skin protection. Other persons who are not participating in the welding or gas cutting operations are not to be allowed into the hazard zone.
10. Welders and other employees who are exposed to arc welding radiation shall wear suitable clothing and protective apparel to prevent burns and other types of ultraviolet radiation damage to the skin.
11. Arc welding machines shall be shut down when being moved or when they are not in continuous use. Electrode holders left unattended shall have electrodes removed and shall not be left where they might contact employees or conducting objects.
12. Arc welding power supply cable shall be of proper rating and material, e.g. copper.
13. Welders shall guard against allowing materials adjacent to or behind them to reflect radiation back toward them or towards others in the area. Reflected radiation can cause skin burns and eye flash burns.
14. Valve caps shall be in place when cylinders are not in use. Valve caps shall never be used for lifting the cylinder vertically.
15. Torches shall only be lit by approved strikers; never with matches, cigarette lighters, or hot-work.
16. **Splatter / Slag Collector**

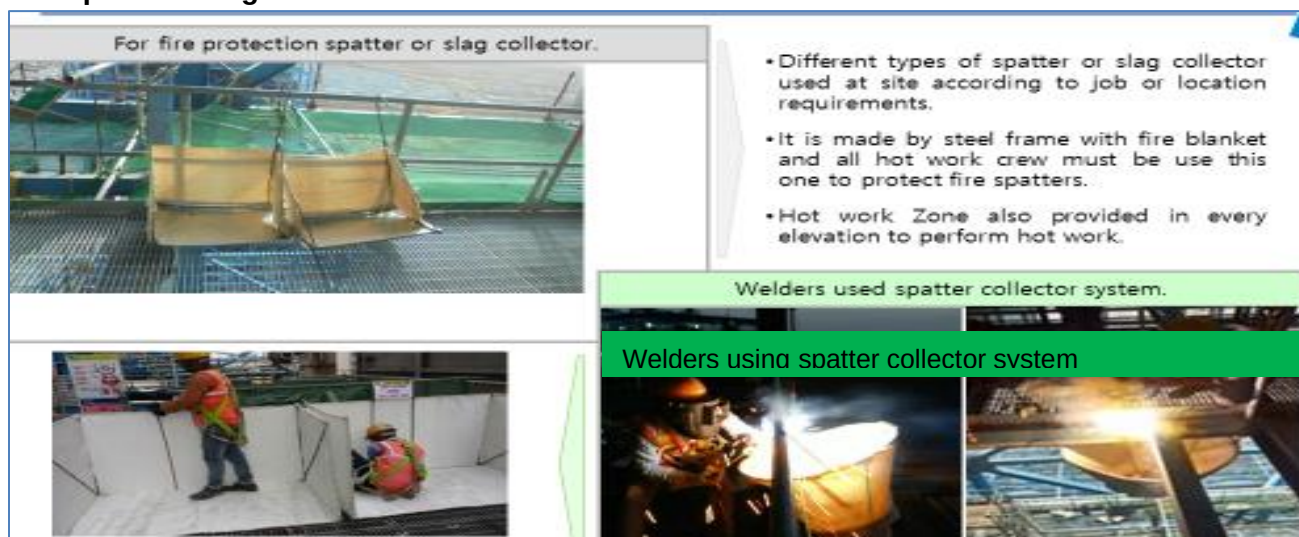


Fig. 13.2.3.1 Splatter / Slag Collector

While carrying out job at height, the sparks or molten slag shall be prevented from falling down by putting a fire-resistant (non-asbestos) sheet or patter/ slag collector or even MS Sheet. The passage of falling sparks or molten slag shall be barricaded till ground floor and any cable/ tubes/ any other objects interfering in the passages hall either be removed or covered with Fire-resistant sheet or MS Sheet.

13.2.3.1 COMPRESSED GAS

1. All cylinder valves shall be closed when any work is finished and when any Cylinders are empty or being moved. Valve protection caps shall be placed and secured properly before gas cylinders are transported, moved or stored.
1. Compressed gas cylinders shall be secured in an upright position with chain or appropriate means during storage & use. However, a trolley shall be used for transportation.
2. Compressed gas cylinders shall always be secured from tipping or falling, whether in use, in storage or in transit. The cylinders shall always be secured upright, except during times when actually being hoisted or carried.
3. When cylinders are transported by powered vehicle they shall be secured in a vertical position.
4. Regulators shall be removed when cylinders are not in use or are in transit, unless the cylinder is firmly secured on a special carrier designed for this purpose.
5. Gas cylinders are not allowed to be used in man-basket when occupied.
6. Cylinders containing oxygen or fuel gasses shall not be taken into confined spaces.
7. Oxygen cylinders shall be stored a minimum of 6 meters from fuel gas cylinders or shall have an approved firewall between them.
2. All cylinders shall be kept at a safe distance from welding or cutting operations or shielded from arc/ sparks / slag.
3. All cylinders shall be placed where they cannot become part of the electrical circuit.
4. Oxygen and acetylene shall not be stored together. Oxygen must be separated from acetylene (or ANY fuel gas) or combustible material by at least 20ft or a barrier with a 30 minute fire resistance rating.
5. All Cylinders should be stored upright in a designated area with labels for the type of gas. All applicable precautions to be ensured during storage
6. Oxygen and fuel gas regulators, hoses and associated equipment shall not be altered and shall be in proper working order while in use.
7. Compressed air can be extremely dangerous if allowed to penetrate the skin. As such, the use of compressed air to clean off yourself or other workers shall be strictly prohibited.
8. All gas cylinders shall be stored in upright position. Suitable trolley shall be used for cylinder movement, the design of which shall be submitted to BHEL Engineer for approval.
9. No of cylinders shall not exceed the specified quantity as per OCP
10. Cylinders shall be moved by tilting and rolling them on their bottom edges. They shall not be intentionally dragged, struck or permitted to strike each other violently.
11. All cylinder should be kept only in cylinder trolley.
12. Cylinder shall be transported in upright vertical position by suitable mean.

13.2.4 LIFTING & RIGGING SAFETY

1. All Heavy / Complex Lifting operations as defined in Clause 6.12 shall require a Lifting Work Permit.
2. All the cranes and lifting tools & tackles shall be inspected on daily / weekly basis as well as

monthly by expert as per applicable formats.

3. In addition, inspection / certification as mandated by law shall be carried out wherein these shall be tested and certificates of fitness shall be obtained from 3rd party State Govt. approved competent agency before deploying at site and later periodically. BHEL shall be given advance intimation of any such inspections
4. The last date of Third Party Inspection and the next Due date shall be conspicuously displayed on all cranes. A copy of certificate shall be pasted on operator's cabin of all the lifting equipment.
5. Following requirements shall be mandatorily followed, wherever applicable:
 - a. The manufacturer's instruction for maintenance shall also be followed. All safety measures shall be followed.
 - b. All tools tackles, lifting appliances; material-handling equipment etc. used by the subcontractor shall be of safe design and construction.
 - c. The operators, slingers and signalers shall be qualified as per IS 13367 (part-1):2003 "Safe use of cranes- code of practices".
 - d. There shall be a person responsible for co-ordination among cranes where multiple cranes are used, and lifting over 75% of the crane capacity to be avoided.
 - e. Mobile phone should be banned for crane operator and lifting operation. Only walki talki shall be allowed in rigging/Lifting purpose.

13.2.4.1 Personnel Lifts (Man-Basket / Jhoola):

The design of personnel man basket shall be submitted to BHEL Engineer for approval before use. Relevant permit (Height work & others as applicable) shall be completed prior to lifting any people, along with a rigging plan.

- a. A separate Lifeline / Fall arrestor anchored to a fixed structure outside of Jhoola shall be provided for the workers inside the basket. All occupants of the basket shall have Safety Harnesses equipped with rope grabs, which are to be hooked to the vertical lifeline.
- b. Man-basket shall be used where access through ladders or scaffolding is not feasible.
- c. Man-baskets shall be designed and engineered by a manufacturer (job made man-baskets are not allowed, unless designed and tested by a certified engineer), and built robust with MS Angles and flats or plates or channels only.
- d. Guard rails top and mid, must be in place and screened-in to avoid material from falling out of basket. The factor of safety shall be 200%.
 - e. It shall have a door with double latches and shall open inside. Anchor points shall be identified within the man-basket.
- f. The man-basket shall be thoroughly inspected and load tested and a trial run performed without personnel before being put to job.
- g. It shall be treated as a lifting tool (T&P Item) and shall undergo same certification cycle and inspection as other lifting equipment.
- h. An additional sling of required lifting capacity shall be fixed the man-basket main lifting point and attached to the crane above the ball or block.

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- i. While lifting man-basket, the crane shall maintain a uniform speed of lift without any swing.
- j. Once man-basket reaches the destination, the lift brakes shall be locked as long as the basket remains at that point. The same care shall be taken in its descent.
- k. As for hanging man-basket, the same shall be hung off a rigid structure with help U-shaped handle welded to man-basket. This shall be tested once in a year by a competent person.
- l. Use of Rebar steel for making and monkey-ladder must be avoided.

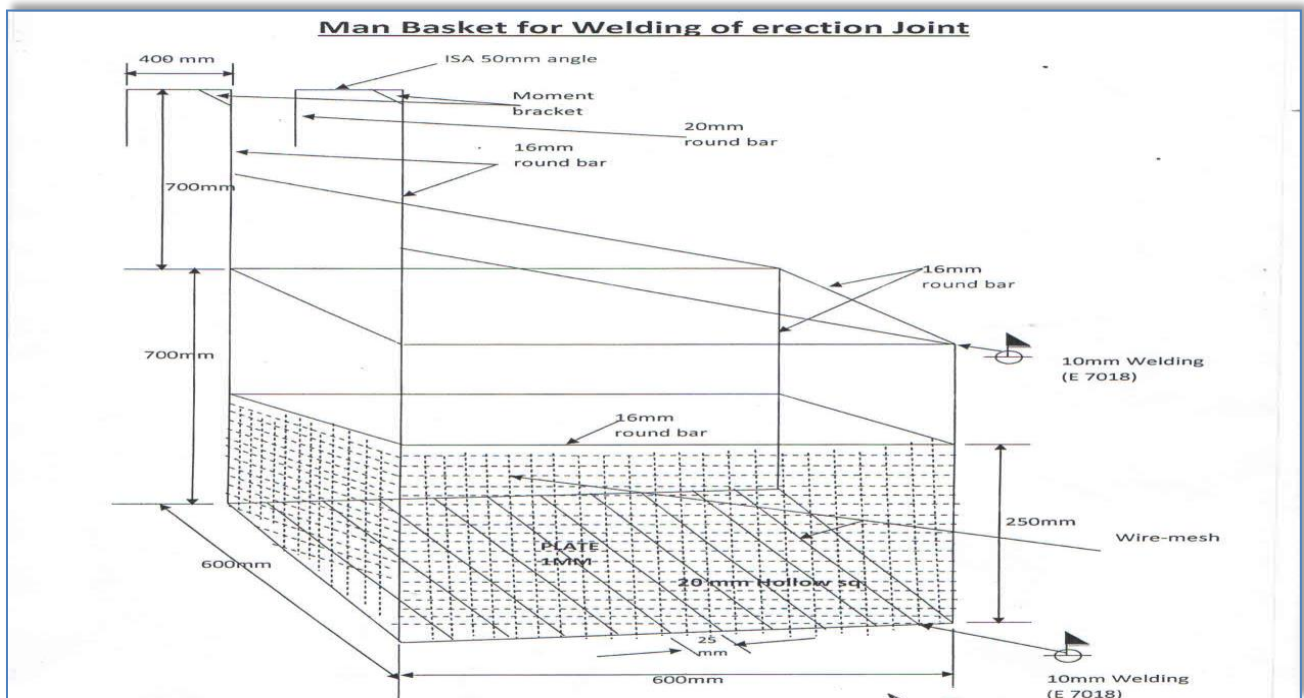


Fig. 13.2.4.1 Man Basket for Welding Erection Joint

13.2.4.2 Cranes & Hoisting Equipment:

This section provides the guidelines to ensure proper rigging and lifting activities are accomplished safely and in accordance with applicable specifications, codes, and regulations.



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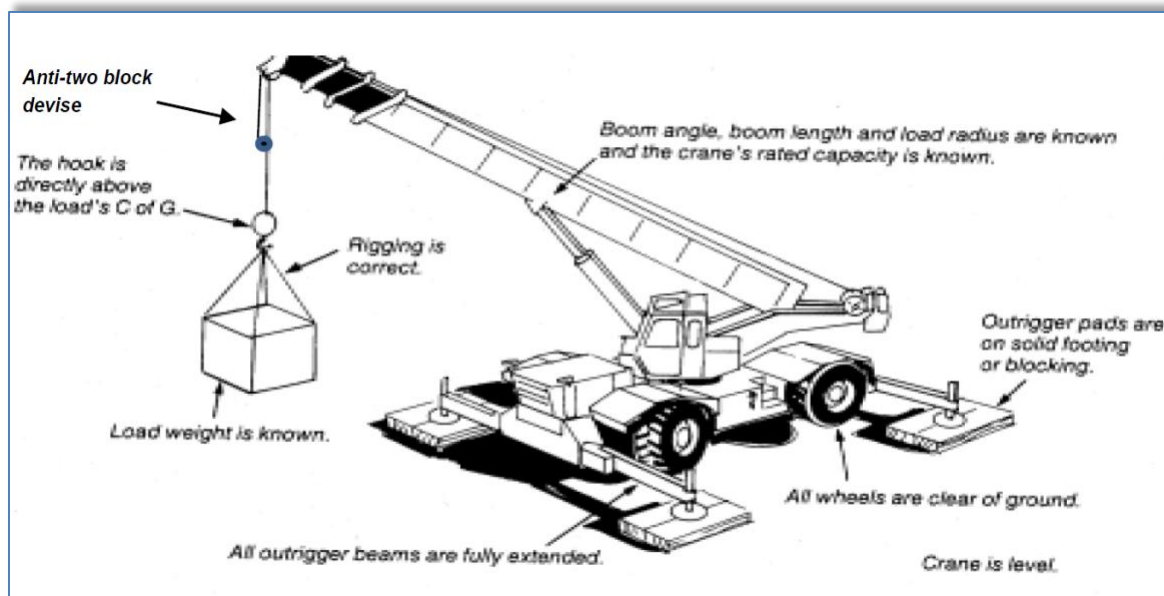


Fig. 13.2.4.2 Proper Crane Setup

- On every crane or piece of hoisting equipment notices of all rated load capacities, recommended operating speeds, and any hazard warnings or special instructions shall be conspicuously posted. All instructions and warning shall be visible from the equipment operator's station.
- Cranes shall have an Anti-Two-block safety device installed
- All mobile cranes shall have overload and backup alarms, load angle indicators and limit switches
- All areas within swing radius of cranes that are potentially accessible by pedestrian, vehicular, or equipment movement shall be barricaded to prevent anyone or any vehicle or equipment from being struck by the crane or hoisting equipment, or its load(s).
- No part of the lifting equipment or its load shall be within the distance as specified in the Indian Electricity Act from an energized power line
- Cranes shall have annual certified third party inspection and be inspected before use by the operator. Any defects shall be corrected before use. Logs of crane inspection shall be kept with the crane.
- Make certain that the rigging personnel, material, and equipment have the necessary capabilities for the job and are in safe condition.
- Communicate with person(s) directly responsible for accomplishing the work and / or work area to establish requirements/responsibilities and make certain that all preparatory work is complete.
- Mats/Pads must be used on all lifting equipment, equipped with outriggers.
- Pick and carry must have the load secured to the rig in front.
- Only BHEL Approved Plate Lifting Spreader Beam configuration shall be used (Sample in Fig. 13.2.4.2)

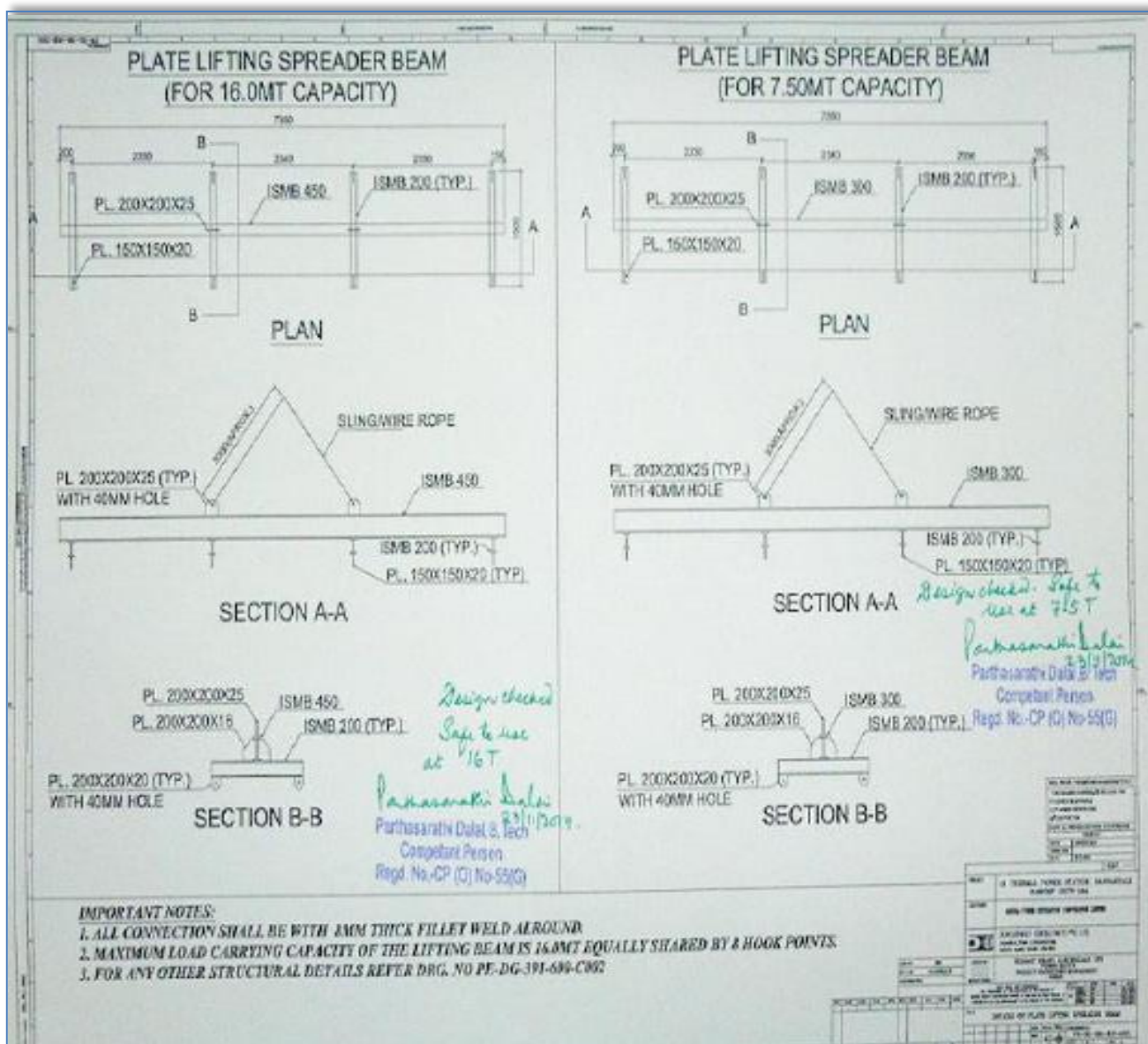


Fig. 13.2.4.3 Typical Plate Lifting Spreader Beam Configuration for 7.5 MT and 15 MT Loads

I. Crane operators must follow the following:

1. Pass an annual Operator's Physical examination
2. Carry a valid training certification card at all time while operating issued by the Govt. or other recognized institute.



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13.2.4.3 SAFE RIGGING PRACTICES

13.2.4.4

- a. Review the planned operation and requirements with the operator and rigging crew.
- b. Ensure a pre-lift meeting is conducted with crane operator, tagline operator, signal personnel, and Safety Manager.
- c. Designate a qualified person from the rigging crew to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.
- d. Clear the lift area of all unnecessary personnel.
- e. Hydras shall only be allowed for loading & unloading works & shall not be allowed to move with load

13.2.4.4.1 RULES FOR SAFE RIGGING

1. Use loops, thimbles and corner pads to prevent damage to slings when used around corners or on cutting edges.
2. Never allow wire rope to lie on the ground for any length of time or on rusty steel or near solvents, chemicals or corrosive substances.
3. Slings must not be pulled from between or under loads with load resting on the sling.
4. Keep all rope away from flame cutting or welding operations.
5. Never use rope as sling material.
6. Never wrap a wire rope completely around a hook.
7. Do not bend wire rope near any attached fitting.
8. The sling must be selected to suit the most heavily loaded leg rather than the total weight when using multi-legged sling to lift loads in which one end is heavier than the other.
9. When using 3 and 4 legged sling configurations, any two legs must be capable of supporting the entire load.
10. Where possible, wire rope choker hitches must include a shackle with the eye around the shackle pin to prevent breaking wires of the choke. The choker hitch must be "snugged down" prior to lifting, not after tension is applied.
11. Unless authorized by the hook manufacturer when more than two rope eyes are placed over a hook, install a shackle, pin resting in the hook, and place the rope eyes in the bowl of the shackle.
12. Properly rig all loads to prevent dislodgment of any part.
13. Use guide ropes or tag lines to prevent the rotation or uncontrolled motion of the load when necessary.
14. Loads must be safely landed and properly blocked before being unhooked and unslung. Tag lines must not be used in situations that jeopardize the safety of the lift.
15. Lifting beams must be plainly marked with their weight and designed working load and must only be used in the manner for which they were designed.



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16. The hoist rope or chain must never be wrapped around the load. The load must be attached to the hook by slings or other rigging devices that are adequate for the load being lifted.
17. Multiple part lines must not be twisted around each other.
18. The hook must be brought over the center of gravity of load before the lift is started.
19. If there has been a slack rope condition, determine that the rope is properly seated on the drum and in the sheaves prior to lifting.
20. Keep hands away from pinch points as the slack is being taken up.
21. Leather gloves are recommended when handling wire rope.
22. Avoid impact loading caused by sudden jerking when lifting or lowering. Lift the load gradually until the slack is eliminated.
23. Never ride on a load that is suspended.
24. Avoid allowing the load to be carried over the heads of any personnel.
25. Never work under a suspended load until the load has been adequately supported from the floor and all conditions have been approved by the supervisor in charge of the operation.
26. Never leave a load suspended unless emergency evacuation is required.
27. Never make temporary repairs to sling.
28. The capacity of a sling is determined by its angle, construction, type of hitch and size.
29. Never lift loads with one leg of a multi-leg sling until the unused legs are made secure.
30. Never point load a hook unless it is especially designed and rated for such use.
31. Make certain that the load is broken free before lifting and that all legs are taking the load.
32. When using two or more slings on a load make certain all slings are made from the same materials.
33. Lower the loads on to adequate blocking to prevent damage to the slings.
34. Materials and equipment being hoisted must be loaded and secured to prevent any movement which could create a hazard in transit.
35. The weight of the hook, load block and any material handling devices must be included when determining crane capacity.
36. Calculated weights cannot exceed 75% of the chart without written approval.
37. Personnel must be completely clear of loads being picked up or set down by crane. Tag lines will be used to control the loads. Loads must not be touched by hand while placing/ moving.

13.2.4.4.2 SLINGS

a. Synthetic Slings

The following are rules for safe use of synthetic slings:

- i. Synthetic slings must be marked to show the rated capacity for each type of hitch and type of web material.
- ii. Nylon web slings must not be used where fumes, vapors, sprays or mists or liquids of acids or phenolic are present. Web slings with aluminum fittings must apply in this category.
- iii. **Synthetic web slings must be removed from service and destroyed if any of the following conditions are present:**

- a. Acid or caustic burns
- b. Melting or charring of any part of the sling surface
- c. Snags, punctures, tears or cuts
- d. Broken stitches
- e. Distortion of fittings
- f. Synthetic web slings of polyester or nylon must not be used at or come in contact with temperatures in excess of 82°C
- g. Polypropylene web slings must not be used at or come in contact with temperatures in excess of 93°C
- h. Insulated hooks must be tested yearly to insure insulation integrity to at least manufacturer's specifications.

iv. Wire Rope Slings must be removed from service and destroyed if any of the following conditions are present:

- a. In (10) randomly distributed wires broken in one (1) rope lay, or five (5) broken wires in one (1) strand in one (1) rope lay.
- b. Wear or scraping of one-third the original diameter of outside wires.
- c. Kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure such as:
- d. Evidence of heat damage.
- e. End attachments that are cracked, deformed worn.
- f. Corrosion of the rope or end attachments.

v. Metal mesh slings must be immediately removed from service if any of the following conditions are present:

- a. A broken weld or broken brazed joint along the sling edge.
- b. Reduction in wire diameter of 25 percent due to abrasion or 15 percent due to corrosion.
- c. Lack of flexibility due to distortion or corrosion.

vi. Synthetic web slings must be removed from service and destroyed if any of the following conditions are present:

- a. Acid or caustic burns
- b. Melting or charring of any part of the sling service
- c. Snags, punctures, tears or cuts
- d. Broken stitches
- e. Distortion of fittings

vii. Requirements of Plate Clamps:

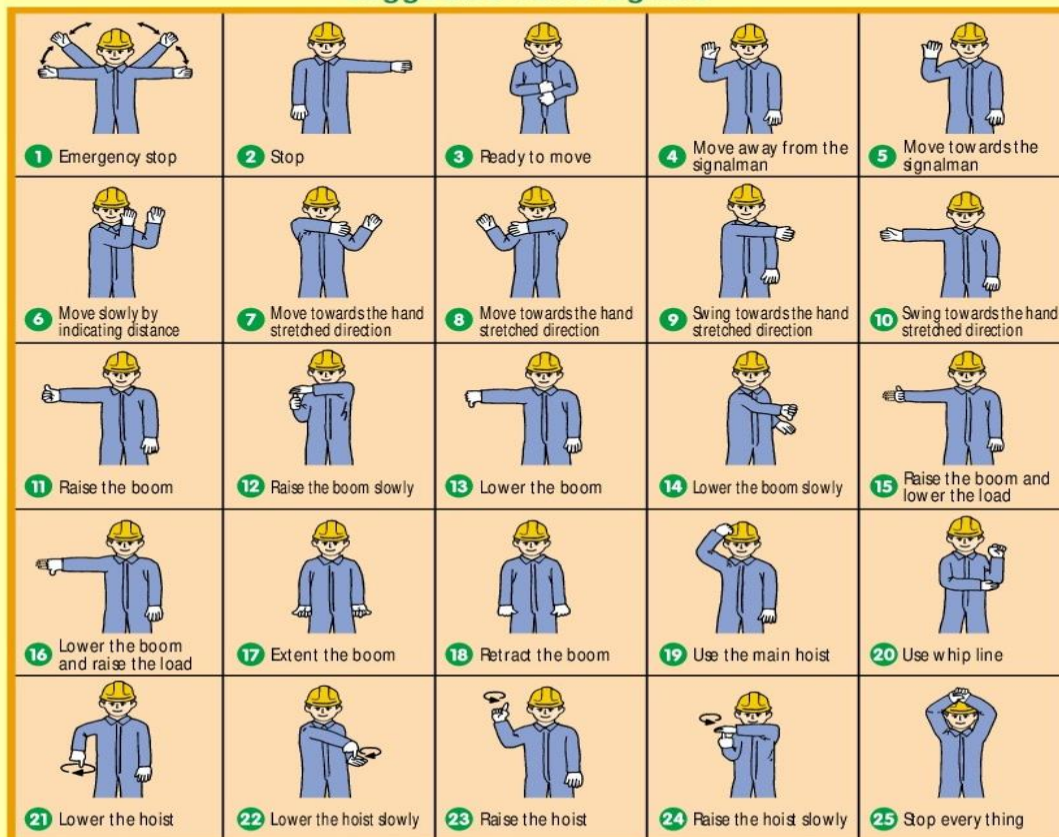
- 1. The rated load of the plate clamp must be marked on the main structure.
- 2. Care must be taken to make certain the load is correctly distributed for the plate clamp being used.
- 3. Do not allow load or plate clamp to come into contact with any obstruction.
- 4. The plate clamp must not be used for side pulls or sliding the load.
- 5. When lifting stainless steel or special alloys, ensure plate clamp is designed for use on

the specific metal.

13.2.4.4.3 SIGNALING PRACTICES:

- The "slinger" is responsible for attaching and detaching the load to and from the crane. He shall:
 - have received appropriate training on general safe lifting operations;
 - be capable of selecting lifting gears suitable for the loads;
 - liaise with the operator and direct the movement of the crane safely.
- The "signaller" is responsible for relaying the signal from the slinger to the crane operator. He shall:
 - have received appropriate training on general safe lifting operations;
 - be able to direct the movement of the crane and loads.

Suggested hand signals



Note: During the lifting operation, either the slinger or signaller shall communicate with the operator. Other communication methods (e.g., wireless walkie-talkies, telephones, etc.) may also be used.

Fig. 13.2.4.4 Recommended Signalling Practices

13.2.5 DEMOLITION WORK

Before any demolition work is commenced and also during the process of the work the following shall be ensured, besides using the Work Permit:

1. All roads and open areas adjacent to the work site shall either be closed, suitably protected or restricted for movement
2. No electric cable or apparatus which is liable to be a source of danger nor a cable or an apparatus used by the operator shall remain electrically charged.
3. All practical steps shall be taken to prevent danger to persons employed from the risks of fire or explosion or flooding. No floor, roof or other part of the building shall be so overloaded with debris or materials as to render them unsafe.

13.2.6 T&Ps General

1. All T&Ps/ MMEs should be of reputed brand/appropriate quality & must have valid test /calibration certificates bearing endorsement from competent authority of BHEL.
2. Subcontractor to also submit monthly reports of T&Ps deployed and validity test certificates to BHEL safety Officer as per the format/procedure of BHEL.
3. Tagging and punching in all lifting tool is compulsory with SWL, sr. no. and due date.
4. All T&Ps shall be inspected by authorized Third Party agency as per applicable frequency. BHEL shall be kept informed of any such scheduled inspection
5. All T&Ps shall be internally inspected in each quarter and colour coded as below.

13.2.6.1 T&P Color Coding Procedure:

Inspections and tests shall be documented by means of color coding which shall verify that inspections or testing are current and that all receptacles, portable Power tools, Lifting Tools & Tackles have been inspected and tested as required. The color codes used on the project shall be:

GREEN	BLUE	YELLOW	RED
January February March	April May June	July August September	October November December

Table. 13.2.6.1 T&P Color Coding Procedure

- i. The cycle of colors shall be Quarterly as a minimum or as decided by BHEL. The color code tape / Sticker shall be clearly visible to designate the period for which the inspections and tests were conducted.

- ii. Following the initial inspection, the equipment must be color-coded quarterly as per color-coding instructions that will be issued by the subcontractor.
- iii. Fire extinguisher with the current month color-coding inspection sticker must be provided and secured in the platform.
- iv. All slings shall be regularly inspected in accordance with the requirement of the project for frequent and periodic inspections and discard immediately if they fail to meet the minimum requirements of the project.
- v. The Subcontractor's Safety Officer shall ensure that all PPE is inspected prior to its issue. He is to ensure all subcontractor personnel are using safe and proper PPE equipment. Regular inspections on the PPE shall be carried out and personnel not adhering to those inspections shall be removed immediately from the site.
- vi. A five (10) day interval period shall be given into each monthly color code change. During this five (10) day period either color shall be acceptable.

13.2.7 CHEMICAL HANDLING

1. Displaying safe handling procedures & MSDS for all chemicals such as lube oil, acid, alkali, sealing compounds etc, at work place.
2. Where it is necessary to provide and/or store petroleum products or petroleum mixture & explosives, the subcontractor shall be responsible for carrying out such provision / storage in accordance with the rules & regulations laid down in the relevant petroleum act, explosive act and petroleum and carbide of calcium manual, published by the chief inspector of explosives of India. All such storage shall have prior approval if necessary from the chief inspector of explosives or any other statutory authority. The subcontractor shall be responsible for obtaining the same.
3. The used containers of chemicals shall be segregated and disposed off suitably
4. In case the used containers need to be re-used, all traces of the chemical to be removed by thorough cleaning with detergents etc. under trained supervision

13.2.8 ELECTRICAL SAFETY

1. Only electricians licensed by appropriate statutory authority shall be employed by the subcontractor to carry out all types of electrical works. The subcontractor shall maintain adequate number of qualified electricians to maintain his temporary electrical installations.
2. Power supply to all equipment at site to be routed through MCBs of appropriate rating. A 'Power Supply Distribution Plan' shall be prepared and submitted to BHEL Engineer for approval

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3. All power supplies through cables shall be underground or overhead with height > 3mtrs.
4. All distribution boxes shall be locked and the key controlled by site management of concerned subcontractor.
5. All individual equipment & tools at site shall be powered through Earth Leakage Circuit Breakers of 30 mA sensitivity.
6. These MCBs and ELCBs shall be regularly tested as per Clause 14
7. All fuses and fuse wires shall be of standard size and rating.
8. All electrical appliances used in the work shall be in good working condition and shall be properly double earthed other than armour earthing.
9. All extension boards shall have separate switches for all sockets / connections
10. All portable electric tools used by the subcontractor shall have safe plugging system to source of power and be appropriately earthed.
11. Providing adequate no. of 24 V sources and ensure that no hand lamps are operating at voltage level above 24 Volts especially in confined spaces like inside water boxes, turbine casings, condensers etc.
12. Electrical appliance shall have proper earthing and for appliances equal to & more than 415V shall have two separate earthing (as per IS-3043-1987)
13. Details of earth resource and their test date to be given to BHEL safety officer as per the prescribed formats of BHEL
14. The subcontractor shall use only properly insulated and armoured cables and conform to the requirement of Indian Electricity Act and Rules for all wiring, electrical applications at site.
15. BHEL reserves the right to replace any unsafe electrical installations, wiring, cabling etc. at the risk & cost of the subcontractor.
16. No maintenance work shall be carried out on live equipment
17. Adequate precautions shall be taken to prevent danger for electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public
18. The subcontractor shall carefully follow the safety requirement of BHEL/ the purchaser with the regard to voltages used in critical areas.
19. Wiring and Branch Circuits Must be protected by a proper amperage over-current device such as a HRC fuse or circuit breaker. Such installations must be located so as to prevent physical damage to the wire conductors & panels.

20. Portable Electric Lights

- a. Portable electric lights used in wet or potentially wet locations must be either low voltage type (24 volts or less) or protected by a GFI (ground fault interrupter).
- b. They must be visually checked before each use and periodically while in use to assure their original integrity is maintained.
- c. Cords with cuts, breaks, deep abrasions, etc. shall be taken out of service immediately.
- d. Repairs to extension cords shall only be performed by qualified/ licensed electricians.
- e. Must not be allowed to lie in wet or potentially wet areas.

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21. Underground Cables:

- a. Every electric line or cable of unknown origin that is discovered or exposed during a digging, drilling, probing, or similar operation is to be considered as energized and life threatening.
 - b. The senior company employee on the site will ensure that all necessary safety precautions are taken in order to isolate the line from all workers and the public.
 - c. Such precautions may include halting the operation if appropriate.
 - d. The senior company employee on the site is to then contact the proper authorities to have the line identified and either confirmed to be abandoned and/or made safe for continuing the work.
 - e. Any and all underground lines that are discovered or become severed must be considered energized on both sides, and be treated accordingly.
22. In general, equipment or machinery being moved or transported must maintain minimum clearances of 25 ft. to all power lines.
 23. TAG IN/ TAG OUT must be in force in Switch Room and all Distribution Boxes for live power line. The authorized person's name and contact no shall be displayed
 24. Ensure "double insulated" three - core cables and three pin connectors are used and are properly ground "all insulated" types, all electrical tools and appliances must be manufactured for industrial use.
 25. All connections shall be electrically and mechanically sound and properly insulated. Taped joints are not permitted. Connections to socket outlets must be made with proper plugs.
 26. Splices in electrical cords are not permitted. Repairs must be made at the socket connection and retain the same mechanical and dielectric condition of the original connection.
 27. Damaged or defective electric tools, equipment and extension cords, etc. must not be used and shall be tagged out of service, removed from the work area and taken back to stores.
 28. Only licensed electricians are authorized to repair and work on electrical equipment. Tampering with electric tools or equipment by others could result in termination.
 29. Temporary electric cabling should be elevated 2.2 meters above the floor/ground or covered for protection. It must be kept clear of walkways and other locations where it may be exposed to damage or create a tripping hazard.
 30. Energized wiring in junction boxes, circuit breaker panels and similar places must be covered and locked at all times.
 31. Areas with live high voltage wires or terminals must be barricaded against entry and warning signs posted Danger – High Voltage and Authorized Personnel Only.
 32. Personnel should never work on energized equipment, de-energizing (lockout/tag out) the equipment is always the first requirement.
 33. The lockout and tag out procedure will be used when testing or working on, or around, energized installation.
 34. Working around energized equipment should never be done alone. A second electrician must always be available for assistance.



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35. If lockout/tag out of the work is infeasible (must be demonstrated), work on energized electrical circuits must be approved by the Site In-charge. All safety precautions necessary must be taken, PPE use must be evaluated per the exposure and used, i.e high/low voltage gloves, insulated shoes, overcoats/aprons, face shields, and other protective equipment like insulated tools, blankets, mats, etc. must be used.
36. The welding machines earth leads shall be properly fixed without loose contacts. The earth cable only has to be used. No steel members shall be used as earth leads.
37. Electrical crews must be qualified for the equipment and tools they work on, including being trained in Cardio-Pulmonary Resuscitation (CPR) methods and First Aid for rendering help in the event of electric shock.

38. Qualified Persons for Electrical Works

One who is trained and wiremen licensed to Govt of State and familiar with the construction, operation and safety hazards of the equipment upon which they are permitted to work.

- i. Qualified persons are intended to be only those who are well acquainted/experienced with and thoroughly conversant in the electric equipment and electrical hazards involved with work being performed.
- ii. Only qualified persons may be permitted to work on or near exposed energized parts. Such persons are required to have been trained in three specific areas:
- iii. Qualified persons must be capable of working safely on energized circuits;
- iv. Must be familiar with the proper use of special precautionary techniques and procedures based on equipment and exposure; and
- v. Must be familiar with required personal protective equipment, insulating and shielding materials, and insulated tools.
- vi. Qualified persons are expected to be able to evaluate unknown situations and adjust their activities in such a way that only safe work practices are used. Such behavior is the responsibility of the qualified person.
- vii. It is possible and likely for an individual to be 'qualified' with regard to certain equipment in the work place, and unqualified on other equipment they must know their limitation and stop work if not qualified on what equipment they were to work on.
- viii. An employee who is undergoing on-the-job training, who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training, and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties. The process must be documented as proof.

13.2.9 USE OF HAND TOOLS AND POWER-OPERATED TOOLS

13.2.9.1 General Provisions

- a. All hand and power tools and similar equipment, shall be maintained in safe condition.
- b. When power operated tools are designed to accommodate guards, they shall be equipped
- c. with such guards, when in use;
- d. Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains and other reciprocating, rotating or moving parts of the equipment shall be similarly guarded;
- e. Personnel using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases shall be

provided with the particular personal protective equipment necessary to protect them from the hazards;

- f. All hand-held powered platen sanders, grinders, grinders with wheels of 5 cm or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws and jigsaws with blade shanks of 0.5 cm wide or less shall be equipped with only a positive on-off control.
- g. All hand-held powered drills, tappers, fastener drivers, horizontal, vertical or angle grinders with wheels greater than 5 cm in diameter, disc sanders, belt sanders, reciprocating saws, saber saws and other operating powered tools shall be equipped with a momentary contact on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

13.2.9.2 Hand Tools

- a. The subcontractor shall not issue or permit the use of unsafe hand tools;
- b. Wrenches including adjustable pipe end and socket wrenches shall not be used when saws are sprung to the point that slippage occurs;
- c. Impact tools such as drift pins, wedges and chisels shall be kept free of mushroomed heads;
- d. The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight on the tools.

13.2.9.3 Power Operated Tools

- a. Electric power operated tools shall be either of the approved double-insulated type or shall be grounded;
- b. The use of electric cords for hoisting or lowering loads shall not be permitted;
- c. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming incidentally disconnected;
- d. Safety clips or retainers shall be securely installed or maintained on pneumatic impact (percussion) tools to prevent attachments from being incidentally expelled;
- e. All pneumatically riveting machine staplers and other similar equipment provided with automatic fastener feed, which operate at more than 7 kg/cm² pressure at the tool a safety device on the muzzle to prevent the tool from ejecting the fasteners unless the muzzle is in contact with the work surface;
- f. Compressed air shall not be used for cleaning purposes except when the pressure is reduced to less than 2 kg/cm² and that too with effective chip guarding. The 2 kg/cm² pressure requirement does not apply to concrete form, mill scale and similar cleaning purposes;
- g. The manufacturer's safe operating for hoses, pipes, valves, filters and other fittings shall not be exceeded;
- h. Only personnel who has been trained in the operation of the particular tool shall be allowed to operate power-actuated tools;
- i. The tool shall be tested each day before loading to see that the safety devices are in proper working condition. The method of testing shall be accordance with the manufacturer's

recommended procedure;

- j. Any tool found not in proper working order, or that which develops a defect during use, shall be immediately removed from service and not used until properly repaired;
- k. Tools shall not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any other person. Hands shall be kept clear of the open barrel end;
- l. Loaded tools shall not be left unattended;
- m. Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tiles, surface hardened steel, glass block, live rock, face brick or hollow tiles;
- n. Driving into materials that can be easily penetrated shall be avoided unless backed by a
- o. substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side;
- p. No fastener shall be driven into a palled area caused by an unsatisfactory fastening;
- q. Only non-sparking tools shall be used in an explosive or flammable atmosphere;
- r. All tools shall be used with the correct shield, guard or attachment as recommended by the manufacturer.

13.2.9.4 Abrasive Wheels and Tools

- a. All grinding wheel must be ISO certified only.
- b. All grinding machines shall be supplied with sufficient power to maintain the spindle speed at safe levels under all conditions of normal operation;
- c. Grinding machines shall be equipped with suitable safety guards;
- d. The maximum angular exposure of the grinding wheel periphery and sides shall not be more than 900, except that when the work requires contact with the wheel below the horizontal plane of the spindle, the angular exposure shall not exceed 1200. In either case, the exposure shall begin not more than 8.650 above the horizontal plane of the spindle. Safety guards shall be strong enough to withstand the bursting of the wheel;
- e. Floor and bench-mounted grinders shall be work-rests, which shall be rigidly supported and readily adjustable. Such work-rests shall be kept at a distance not to exceed 5 mm from the surface of the wheel;
- f. Cup type wheels used for external grinding shall be protected by either revolving cup guard or a band type guard;
- g. When safety guards are required, they shall be mounted as to maintain proper alignment with the wheel and the guard and the guard and its fastening shall be adequate strength to retain the fragments of the wheel in case of incidental breakage. The maximum angular exposure of the grinding wheel periphery and sides shall not exceed 1800;
- h. Portable abrasive wheel used for internal grinding shall be provided with suitable safety flanges;
- i. When safety flanges are required, they shall be used only with wheels designed to fit the flanges. Only safety flanges, of a type and design and properly assembled so as to ensure that the pieces of the wheel will be retained in case of incidental breakage, shall be used;
- j. All abrasive wheels shall be closely inspected and ring tested before mounting to ensure that

they are free from cracks or defects;

- k. Grinding wheels shall fit freely on the spindle and shall not be forced on. The spindle nut shall be tightened only enough to hold the wheel in place;
- l. All employees using abrasive wheels shall be protected by suitable eye protection equipment.

13.2.9.5 Wood Working Tools

- a. All fixed power driven woodworking tools shall be provided with a disconnect switch that can either be locked or tagged in the off-position;
- b. The operating speed shall be attached or otherwise permanently marked on all circular saws over 0.5 m in diameter or operating at over 3000 peripheral rpm. Any saw so marked shall not be operated at a speed other than that marked on the blade. When a marked saw is re-tensioned for a different speed, the marking shall be corrected to show the new speed;
- c. Automatic feeding devices shall be installed on machines wherever the nature of the work will permit. Feeder attachments shall have the feed rolls or other moving parts covered or guarded so as to protect the operator from hazardous points;
- d. All portable power driven circular saws shall be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.

13.2.10 START UP, COMMISSIONING AND TESTING:

There are various activities involved prior to commissioning- the major ones are -Hydraulic Test, Steam Blowing, Transformers Charging, Boiler Light Up, Rolling and Synchronisation and Full loading of unit.

- a. These activities shall be personally supervised by the site executive along with the commissioning engineer.
- b. Appropriate Work Permits shall be taken as applicable
- c. The readiness of upstream and downstream system shall be ensured before taking up.
- d. These shall be handled strictly by the authorized persons only and the team shall be suitably briefed about the activity including hazards & risks involved and control plan by the concerned executive-in-charge before start.
- e. Entry of persons to the area of activity shall be suitably restricted and the emergency functions like Ambulance, first aid center and Fire station shall be intimated about the plan well in advance.
- f. Tag-in/ Tag-out shall be in place while charging transformer and whenever necessary.
- g. Electricians with valid wiremen license only shall be permitted to work on power lines.
- h. The area and the passage shall be adequately illuminated.



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13.2.11 FIRE SAFETY

Numbers and types of Fire Extinguishers shall be ensured as follows:

Sl. No	Type of Fire Risk (Class of Fire)	Extinguishing Medium & Relevant Indian Standard		Scale of Equipment (Minimum recommended)
1.	CLASS 'A' Fires involving ordinary combustible materials like wood, paper, textiles, rubber etc. (Ordinary hazard or low fire load)	WATER Soda acid type, water type (gas pressure) and water type (constant air pressure) IS: 934 -1976; IS: 940 -1976; IS: 6234 -1971		For every 600 square meter floor area or part, one 9-litre capacity. Minimum 4 numbers per floor or room; should not be required to travel more than 15 meter to reach any extinguisher.
2.	CLASS 'A' (Extra hazard & high fire load)	-do		-do – (Also, consult local fire authority).
3.	CLASS 'A' (Special hazards)	-do	-do – Extra provision For every 100 square meter floor area or part, one 4.5 Kg. CO ₂ ; minimum 2 numbers per room; should not be required to travel more than 10 meter to reach any extinguisher.	
4.	CLASS 'B' (Fires in flammable liquids like oils, solvents, petroleum, products, varnishes, paints, etc. where blanketing effect is essential) (Storage and handling in small quantities)	FOAM / CARBON DIOXIDE / DRY CHEMICAL POWDER IS: 933 -1976; IS: 2878 1976; IS: 2171 1976; IS: 4308 -1982		For every 50 square meter floor area or part, 2 numbers 9 -liters foam or 5 kg dry powder; should not be required to travel more than 10 m in the area of storage to reach any extinguisher.
5.	CLASS 'B' (Bulk storage other than in tank form)	-do -		-do- (but minimum 3 numbers per room)
6.	CLASS 'C' (Fires involving gaseous substances under pressure where it is necessary to dilute the burning gas at a very fast rate with an inert gas or powder) (locations of storage and handling of gas cylinders)	CARBON DIOXIDE / DRY CHEM. POWDER. The best way to extinguish such fire is by stopping the flow of fuel gas to the fire. Container is kept cool with water spray. IS: 2878 1976; IS: 2171 -1976; IS: 4308 -1982		For every 100 square meter floor area or part; 2 numbers, 10 kg powder extinguisher or 6 kg CO ₂ ; minimum 3 nos. per room; should not be required to travel more than 10 meter to reach any extinguisher.
7.	CLASS 'D' Fires involving metals like magnesium, aluminum, zinc, potassium etc. where the burning metal is reactive to water and which require special extinguishing media or technique	SPECIAL DAY POWDER IS: 2171 -1976 IS: 4861 -1968		For every 50 square meter floor area or part, 2 nos. 5 kg special dry powder; minimum 3 nos. per room; should not be required to travel more than 10 meter to reach any extinguisher.
8.	MIXED OCCUPANCY (electrical); Generators; Transformers; etc.	CARBON DIOXIDE DRY POWDER, IS: 2878 -1976; IS: 2171 -1976		For every 100 square meter floor area or part one 10 kg CO ₂ . Minimum 2 numbers for every location should not be required to travel more than 10 meter to reach an extinguisher.

Note: Due to peculiarities of the power plant construction sites, there would be locations in the construction areas of Boiler, Turbine, Generator, Transformer, etc. where different types of fire risk (classes of fire) may co-exist. Special

care shall be taken while selecting and installing portable fire extinguishers for such locations so that all types of fire risk that may co-exist, are adequately covered. Similar special care shall be taken for storage areas.

1. All Electrical welding booths shall be equipped with appropriate Fire Extinguisher
2. Appropriate Fire Extinguishers shall be made within easy reach of all welding operations
3. Fire extinguishers shall be regularly tested and last checked date to be indicated on each.
4. Providing appropriate firefighting equipment at designated work place and nominate a fire officer/warden adequately trained for his job.
5. Subcontractor shall provide enough fire protecting equipment of the types and numbers at his office, stores, temporary structure in labour colony etc. Such fire protection equipment shall be easy and kept open at all times.
6. The fire extinguishers shall be properly refilled and kept ready which should be certified at periodic intervals. The date of changing should be marked on the Cylinders.
7. All other fire safety measures as laid down in the “codes for fire safety at construction site” issued by safety coordinator of BHEL shall be followed.
8. Non-compliance of the above requirement under fire protection shall in no way relieve the subcontractor of any of his responsibility and liabilities to fire incident occurring either to his materials or equipment or those of others.
9. Emergency contacts nos. must be displayed at prominent locations
10. Tarpaulin being inflammable should not be used (instead, only non-infusible covering materials shall be used) as protective cover while preheating, welding, stress relieving etc. at site.

13.2.12 HSE PREPAREDNESS FOR ADVERSE CLIMATES AND WEATHER

Subcontractor to remain updated on possible adverse weather conditions through reliable sources and all precautions taken accordingly.

13.2.12.1 SUMMER

1. The Working Time and Lunch Hour will be as per instruction of Statutory Authorities (no work between 11am to 3:30pm). However, in case temp comes down due to rain/cloudy weather work will continue as per normal routine.
2. During long lunch break, worker will be allowed to go back home for rest. Those who will like to stay back will avail at the facility of rest shed or other designed area.
3. They will be allowed to take small break during work as per their need.
4. Water sprinkling will be done on roads to reduce dust concentration.
5. Workers will be provided with adequate cool drinking water and Butter milk/Lemon water etc.
6. Adequate ORS stock will be made available at the work location in the First-Aid Box for use as needed and at First-aid Center for emergency need.
7. Fire prevention shall be on high alert, with removal of dry grass and bushes, etc, inside and outside the surrounding work areas. No smoking, and control of open flame/sparks shall be maintained and monitored.
8. Worker will be informed about the Do's and Don'ts to be followed during summer in the Pre Job Brief.

Do's & Don'ts

9. Drink plenty of cool water and other non-alcoholic fluid and keep body well hydrated.
10. Eat salt in food to replenish loss of salt through sweating.
11. Avoid over physical exercise.
12. Have adequate sleep at night.
13. Eat light and less spicy food
14. Avoid eating food which was cooked long time ago.
15. Nobody should use small water bodies such as pits, running rain water through crevices etc. for drinking and cleaning purpose as it may be unhygienic.

Emergency Handling

In case of emergency due to heat disorder:

16. Rescue the victim from workplace and place under shed.
17. If to be rescued from height, use stoke basket or rescue kit.
18. Inform Ambulance immediately.
19. If nearby any air conditioned room/shed is available, place him inside the room/shed.
20. Administer First aid by trained First aider for Heat Disorder
21. If conscious, give him ORS solution to drink.
22. If required send the victim hospital immediately.

13.2.12.2 Monsoon

A. Height Work & Structural Safety:

1. Ensure that all height work platforms are barricaded and avoid any highly hazardous
2. height work.
3. Ensure that all personnel have good quality and intact safety shoes
4. Stop all dangerous height work during rain
5. Explain Do's and Don'ts to workers during Tool Box Meetings
6. Ensure that there are no weak structures, boards etc. that can fall during high winds
7. Do not allow any loose material (e.g. GI sheet, Ply board, empty cement bag, aluminum foil, foam sheets etc.) on roof sheds or top of structures.
8. Do not permit any one to ride up or come down scaffolds frame work during heavy wind or rain.
9. Provide "anchor" of adequate strength to scaffolds and other high-rise structures.
10. All rest sheds and GI sheds will be anchored into the round and wall and roof panels will be secured with J hook to prevent shed from blowing over or parts/pieces becoming airborne. Proper earthing per IS standard is also to be installed.
11. Do not go alone nor permit anyone to stay at tower-tops, roof-tops, high structures or on electrical poles during the course of stormy weather or heavy rain.

B. Electrical:

1. All electrical connections / loads have to be routed through ELCB / RCCB (residual current circuit breaker) whose rating should be 30mA.
2. RCCB operational checks need to be done DAILY / WEEKLY during monsoon season.
3. Avoid joints on power cables which need to be laid over-head or under-ground, better not to have any joint at all. In case joints become essential, such cables must be housed rigidly and insulation must be provided as per approved standard. The joint shall be suitable for outdoor use.
4. All electrical distribution board shall be properly covered at top and sides to protect from rain water. Extension boards shall be protected from rain water.
5. Ensure proper "earthing" for each and every electrical appliance.
6. Double earthing need to be provided for 3-phase power supply and for voltage more than 220V.
7. Provide lightening arrestors at the top of Boiler 3 and boiler 4 and rest sheds which are not covered by existing lightening arrestor of other installation.

C. Others:

1. Maintain smooth flow on open drains. i.e. no obstruction or blockade shall be made on storm water drains. If required, make temporary drains.
2. Arrange back-filling of excavated pits on war-footing basis.
3. Arrange bringing down booms of all cranes, hydra machines during stormy weather (wind speed 40-50 kmph)
4. Confirm that all gantry cranes are effectively choked to prevent rolling and toppling.
5. Do not forget to deep ready a dew battery operated lights at site-offices during rainy season.
6. Avoid using wet damp clothes.
7. Barricade excavated zone filled with water.
8. Engage diesel operated water pump to dewater work area. For electrically operated water pump, the starter shall be protected from rain water. All rotating parts shall be guarded. Ensure availability of sufficient water pumps.

D. Health and hygiene:

1. Monsoon reduces the immunity of our body and makes us vulnerable to many diseases which are commonly associated with this season. It is time for us to keep our body challenging against disease by boosting our immunity and taking safety measures against these diseases.



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2. The diseases associated with monsoon are Malaria, Jaundice, Gastro-intestinal infections, like typhoid, cholera etc. apart from these viral infections like cold and cough also make their presence felt. Majority of above said diseases are on account of:
3. Puddle of water formed due to rain become breeding grounds for mosquitoes which spread disease like, malaria and dengue fever. As a precautionary measure against mosquito-bite disease one can use mosquito net around the end which is better choice to mosquito repellants like mats and coils.
4. Pollution of drinking water during monsoon is very common. It is very necessary to drink clean and pure water when water-borne monsoon diseases like diarrhea and gastro-intestinal infections threaten us.
5. Walking in dirty water during rainy season leads of numerous fungal infection which affect toes and nails. Diabetic patients have to take a special care about their feet. Keeping feet always dry and clean is very necessary. Avoid walking in dirty water. Keep shoes socks and raincoats dry and clean.

E. Workmen will be made aware of following Do's and Don'ts:

1. Do not sleep in daytime.
2. Avoid over physical exertion.
3. During lightning and thunder storm, do not take shelter under tree. Take shelter inside rest shed or store room.
4. Wash vegetables with clean water and steam them well to kill germs.
5. Avoid eating un-cooked foods and salads should be washed properly before consumption.
6. Drink plenty of water and keep body well-hydrated.
7. Always keep the surrounding area dry and clean. Don't allow to get water accumulated around.
8. Keep body warm as viruses attack immediately when body temperature goes down.
9. Do not enter air conditioned room with wet hair and damp cloths.
10. Dry your feet and webs with soft dry cloth whenever they are wet.
11. Eat light and less spicy food.
12. Avoid eating food which was cooked long time ago.
13. Eat salt in food to replenish loss of salt through sweating.

13.2.12.3 Emergency Weather Conditions

A. Cyclone/Severe thunder storm

In the event of Cyclone/Severe thunder storm, alert will be issued by subcontractor on notification received by Govt. authorities/Metrological departments Customer or BHEL.

The actions required during cyclone/rough weather:

1. Check and advice subcontractors to cleanup work area. Pick up all loose and unused material of respective supervisor's area.
2. Tie to secure all gas cylinders to avoid displacement and unsafe conditions which could be due to wind pressure.

3. Secure portable electricity generating sets and other equipment, pumps, hoses etc.
4. Make preparation for removal of water logging.
5. Take review of work activity and make preparation for removal of equipment and material from vulnerable areas.
6. Isolate/turn off all electrical power from the main panel/switches. Secure and anchor panels properly.
7. Recheck anchorage/tie of all temporary structures/sheds, tall objects, cranes, rigs, scaffolds etc. to avoid toppling due to wind force.
8. Cranes boom shall be secured, either locked or lowered the booms as reasonably and practicably possible and rigs to safe position for the safety point of view.
9. Group up all trash barrels, wooden pallets, forms; wooden decks etc. and anchor properly.
10. Welding machines, air compressors and such equipment are to be grouped together and secured to the stable objects. Welding leads, electrical cables, hoses are to be rolled up and secured properly.
11. Set on site vehicles on high ground in the site area with brakes set firmly.
12. Anchor all tanks, vessels, gas cylinders that may be moved by high wind and water.
13. Evacuate job site.

Personnel Evacuation:

14. Personnel Evacuation will be required if predicted wind speed and storm surge heights are beyond acceptable limits as per the instructions from Govt. Authorities/ Metrological departments or Customer.
15. Once the warning is received for personnel evacuation, an emergency response team shall be formed. The team will work with local authorities and other agencies formed/deployed to evacuate and transport all personnel involved in the project to the cyclone shelter.
16. Cyclone may be followed by the calm "EYE", be aware of it. If the wind suddenly drops, don't assume the cyclone is over. Violent wind may resume from the opposite side direction. Wait for the official "All clear Signal".
17. After the cyclone, do not go outside until officially communicated about safe situation outside. Use recommended routes for returning. Do not panic or rush while returning.
18. Checking of gas leaks and well being of electrical appliances is essential before leaving the site.
19. Follow local communications for official warning and advice. The construction Manager shall also obtain updates from customer/metrological departments and communicate to the personnel on project site.

13.2.12.4 Preparedness for Other Adverse Climates and Weather Conditions

All Preventive and Precautionary measures to ensure Health & Safety of workers in all possible adverse weather conditions based on the analysis of the local area conditions to be taken by the subcontractor

13.3 ENVIRONMENTAL CONTROL

1. Environment protection has always been given prime importance by BHEL. Environmental

damage is a major concern of the principal subcontractor and every effort shall be made, to have effective control measures in place to avoid pollution of Air, Water and Land and associated life.

2. Subcontractor shall list out all applicable environmental aspects and impacts, and ensure control measures to manage the same.
3. Chlorofluorocarbons such as carbon tetrachloride and trichloroethylene shall not be used.
4. Waste disposal shall be done in accordance with the guidelines laid down in the project specification.
5. Any chemical including solvents and paints, required for construction shall be stored in designated bonded areas around the site as per MSDS.
6. In the event of any spillage, the principle is to recover as much material as possible before it enters drainage system and to take all possible action to prevent spilled materials from running off the site. Subcontractor shall use appropriate MSDS for clean-up technique. Subcontractor shall be responsible for the cleanliness of their own areas.
7. Subcontractor shall ensure that noise levels generated by plant or machinery are as low as reasonably practicable. Where the subcontractor anticipates the generation of excessive noise levels from his operations the subcontractor shall inform BHEL accordingly so that reasonable & practicable precautions can be taken to protect other persons who may be affected.
8. It is imperative on the part of the subcontractor to join and effectively contribute to environmental protection measures such as tree plantation and towards social causes and maintaining good relations with local populace.
9. The subcontractor shall carry out periodic air and water quality check and illumination level checking in respective area of work place and take suitable control measure to maintain the same as per applicable laws / standards

13.3.1 WASTE MANAGEMENT

1. Subcontractor shall take suitable measures for waste management and fulfilling requirements of environment related laws/legislation as a part of normal construction activities.
2. Compliance with the legal requirements on storage/ disposal of paint drums (including the empty ones), Lubricant containers, Chemical Containers, and transportation and storage of hazardous chemicals will be strictly maintained.
3. Details of E-Waste, Hazardous Waste, shall be submitted to BHEL as per Format No. HSEP: 14-F18 and HSEP: 14-F19 respectively

13.3.1.1 BINS AT WORK PLACE

1. Sufficient rubbish bins shall be provided close to workplaces.
2. Bins should be painted yellow and numbered.
3. Sufficient nos. of drip trays shall be provided to collect oil and grease.
4. Sufficient qty. of broomsticks with handle shall be provided.
5. Adequate strength of employees should be deployed to ensure daily monitoring and service for waste management.

13.3.1.2 STORAGE AND COLLECTION

1. Different types of rubbish/waste should be collected and stored separately.

2. Paper, oily rags, smoking material, flammable, metal pieces should be collected in separate bins with close fitting lids.
3. Rubbish should not be left or allowed to accumulate on construction and other work places.
4. Do not burn construction rubbish near working site.

13.3.1.3 SEGREGATION

1. Earmark the scrap area for different types of waste.
2. Store wastes away from building.
3. Oil spill absorbed by non-combustible absorbent should be kept in separate bin.
4. Clinical and first aid waste stored and incinerated separately.

13.3.1.4 DISPOSAL

1. Sufficient containers and scrap disposal area should be allocated.
2. All scrap bin and containers should be conveniently located.
3. Provide self-closing containers for flammable/spontaneously combustible material.
4. Keep drainage channels free from choking.
5. Make schedule for collection and disposal of waste.

13.3.1.5 WARNING AND SIGNS

1. Appropriate signage to be displayed at scrap storage area
2. No toxic, corrosive or flammable substance to be discarded into public sewage system.
3. Waste disposal shall be in accordance with best practice.
4. Comply with all the requirements of Pollution Control Board (PCB) for storage and disposal of hazardous waste.

13.4 HOUSEKEEPING

1. Keeping the work area clean/ free from debris, removing unused scaffoldings, scraps, insulation/ sheeting wastage /cut pieces temporary structures, packing woods etc. will be in the scope of the subcontractor.
2. Such cleaning has to be done by subcontractor within quoted rate, on daily basis by dedicated identified groups equipped with all require PPEs and training. The details of housekeeping group shall be provided to BHEL.
3. If such activity is not carried out by subcontractor / BHEL is not satisfied, then BHEL may get it done by other agency and actual cost along with BHEL overheads will be deducted from subcontractor's bill. Such decisions of BHEL shall be binding on the subcontractor.
4. Pests, such as beehives etc. shall be periodically removed in a humane fashion
5. **Following are to be taken care of on daily basis.**
 - i. All surplus earth and debris are removed/disposed of from the working areas to identified locations.
 - ii. Unused/Surplus cables, steel items and steel scrap lying scattered at different places /elevation within the working areas are removed to identify locations.
 - iii. All wooden scrap, empty wooden cable drums and other combustible packing materials, shall

be removed from workplace to identified locations. Sufficient waste bins shall be provided at different work places for easy collection of scrap/waste. Scrap chute shall be installed to remove scrap from high locations

- iv. Access and egress (stair case, gangways, ladders etc.) path should be free from all scrap and other hindrances.
- v. Workmen shall be educated through tool box talk about the importance of housekeeping and encourage not to litter.
- vi. Labor camp area shall be kept clear and materials like pipes, steel, sand, concrete, chips and bricks, etc. shall not be allowed in the camp to obstruct free movement of men and machineries.
- vii. Fabricated steel structures, pipes & piping materials shall be stacked properly.
- viii. No parking of trucks/trolleys, cranes and trailers etc. shall be allowed in the camp, which may obstruct the traffic movement as well as below LT/HT power line.
- ix. Utmost care shall be taken to ensure over all cleanliness and proper upkeep of the working areas

13.5 TRAFFIC MANAGEMENT

13.5.1 SAFE WORKPLACE TRANSPORT SYSTEM

1. Traffic routes in a work place shall be suitable for the persons or vehicles using them.
2. Traffic routes for pedestrians and vehicles shall be clearly demarcated and indicated
3. Traffic routes shall never intersect the area of work and shall not endanger the site personnel
4. For internal traffic, lines marked on roads / access routes and between buildings shall clearly indicate where vehicles are to pass.
5. Temporary obstacles shall be brought to the attention of drivers by warning signs / hazard cones.
6. Power cables shall be maintained at a minimum height above ground as specified in Indian Electricity Act & Rules.
7. Sensible speed limits shall set and clearly displayed. Painted Speed ramps preceded by a warning signs or marker are necessary for stretches of roads exceeding 50 meters.
8. The traffic route should be wide enough to allow vehicles to pass and re-pass oncoming or parked traffic and it may be advisable to introduce on-way system or parking restrictions.
9. Safest route shall be provided between places where vehicles have to call or deliver.
10. Avoid vulnerable areas/items such as fuel or chemicals tanks or pipes, open or unprotected edges and structures likely to collapse
11. Safe areas shall be provided for loading and unloading of material. Loading / Unloading Permit shall be taken from BHEL prior to any significant loading / unloading activity
12. Avoid sharp or blind bends. If this is not possible hazards should be indicated e.g. blind corner.
13. Ensure road crossings are minimum and clearly signed.
14. Entrance and gateways shall be wide enough to accommodate a second vehicle without causing obstruction.
15. Forklift trucks shall not pass over road hump unless of a type capable of doing so.

16. Overhead electric cable, pipes containing flammable hazardous chemical shall be shielded by using goal posts height gauge posts or barriers.
17. The height of Power cables above areas of movement shall conform to Indian Electricity Rules
18. Road traffic signs shall be provided on prominent locations for prevention of accidents and hazards and for quick guidance and warning to employees and public.
19. Safety signs shall be displayed as per the project working requirement and guideline of the state in which project is done.
20. Vehicles hired or used shall not be parked within the 15m radius of any working area. Any vehicle, that is required to be at the immediate/near the vicinity, shall be approved by the person in-charge of the site.

13.5.2 TRAFFIC ROUTE FOR PEDESTRIANS

1. Where traffic routes are used by both pedestrians and vehicles road shall be wide enough to allow vehicles and pedestrians safely.
2. Separate routes shall be provided for pedestrians to keep them away from vehicles. Provide suitable barriers/guard at entrances/exit and the corners or buildings.
3. Where pedestrian and vehicle routes cross, appropriate crossing shall be provided.
4. Where crowd is likely to use roadway e.g. at the end of shift, stop vehicles from using them at such times.
5. Provide high visibility clothing for people permitted in delivery area.

13.5.3 WORK VEHICLES

Work vehicles shall be as safe stable efficient and roadworthy as private vehicles on public roads. Subcontractors shall ensure that drivers are suitably trained and have valid license and experience for the designated class of vehicle. All vehicle e.g. heavy motor vehicle forklift trucks dump trucks mobile cranes shall ensure that the work equipment conforms to the following:

1. A high level of stability.
2. A safe means of access/egress.
3. Suitable and effective service and parking brakes.
4. Windscreens with wipers and external mirrors giving optimum all round visibility.
5. Provision of horn, vehicle lights, reflectors, reversing lights, reversing alarms.
6. Provision of seat belts.
7. Guards on dangerous parts.
8. Driver protection - to prevent injury from overturning and from falling objects/materials.
9. Driver protection from adverse weather.
10. No vehicle shall be parked below HT/LT power lines in conformance to Indian Electricity Act & Rules.
11. Valid Pollution Under Control certification for all vehicles

13.5.4 DAILY CHECKS BY DRIVER

There should also be daily safety checks containing below mentioned points by the driver before the vehicle is used. Subcontractors should ensure that drivers carry out these checks as a minimum.

Brakes	Mirrors	Warning signals
Tires	Windscreen waters	Specific safety system i.e. control interlocks
Steering	Wipers	

13.5.5 TRANSPORTATION OF PERSONNEL AND MATERIALS BY VEHICLES

1. All drivers shall hold a valid driving License for the class of vehicle to be driven and be registered as an authorized BHEL driver with the Administration Department.
2. Securing of the load shall be by established and approved methods, i.e. chains with patented tightening equipment for steel/heavy loads. Sharp corners on loads shall be avoided when employing ropes for securing.
3. All overhangs shall be made clearly visible and restricted to acceptable limits
4. Load shall be checked before moving off and after traveling a suitable distance.
5. On no account is construction site to be blocked by parked vehicles Drivers of vehicles shall only stop or park in the areas designate by the stringing foreman.
6. Warning signs shall be displayed during transportation of material.
7. All vehicles used by Subcontractor shall be in worthy condition and in conformance to the Land Transport requirement

13.5.6 MAINTENANCE

All Vehicles used for transportation of man and material shall undergo scheduled inspections on frequent intervals to secure safe operation. Such inspections shall be conducted in particular for steering, brakes, lights, horn, doors etc. Site management shall ensure that work equipment is maintained in an efficient, working order and in good repair. Inspections and services carried out at regular intervals of time and or mileage. No maintenance shall be carried below HT/LT power lines.

13.6 EMERGENCY PREPAREDNESS AND RESPONSE

1. Subcontractor shall develop Emergency preparedness and response capability and Emergency Response Team as per [HSEP06: HSE Procedure for Emergency Preparedness and Response](#)
2. Availability of adequate number of first aiders and fire warden shall be ensured
3. All the subcontractor's supervisory personnel and sufficient number of workers shall be trained for fire protection systems. Enough number of such trained personnel must be available during the tenure of contract. Subcontractor should nominate his supervisor to coordinate and implement the safety measures and communicate the same to BHEL.
4. Assembly point shall be earmarked and access to the same from different location shall be shown
5. Fire exit shall be identified and pathway shall be clear for emergency escape.
6. Appropriate type and number of fire extinguisher shall be deployed as per Clause No. 13.2.11 and validity shall be ensured periodically through inspection
7. Adequate number of first aid boxes shall be strategically placed at different work places to cater

- to all emergency needs. Holder of the first aid box shall be identified on the box itself who will have the responsibility to maintain the same.
8. First aid center shall be developed at site with trained medical personnel and ambulance
 9. Emergency contact numbers of the site shall be displayed at prominent locations.
 10. Tie up with fire brigade shall be done in case customer is not having fire station.
 11. Tie up with hospital shall be ensured in order to ensure the availability of following services to victims quickly without wasting precious time:
 - a. Intensive Care Unit with Ventilator and other necessary life support systems
 - b. Facility of specialized Orthopedic Surgery – in case of fracture / amputation
 - c. Facility of specialized brain / neuro surgery – in case of head trauma
 - d. Facility of specialized burn unit / ward – in case of Fire / burn injury
 - e. and other facilities as per requirement at site location

In case tie up with multiple hospitals is required to cover all possible accidents, same shall be done. The list of facilities to be regularly checked and updated.
 12. A detailed emergency services (Fire / Medical etc.) tie up plan shall be submitted to BHEL in monthly report Format No. HSEP:14-F05
 13. Mock drill shall be conducted on different emergencies periodically to find out gaps in emergency preparedness and taking necessary corrective action

14 HSE INSPECTION

Inspection on HSE for different activities being carried out at site shall be done to ensure compliance to HSEMS requirements. The subcontractor shall maintain necessary safety equipment as applicable, to enable inspection personnel/agency perform Inspection. If any test equipment is found not complying with proper safety requirements then the Inspection Agency may withhold inspection, till such time the desired safety requirements are met.

The requirements of respective work permits are to be ensured by respective supervisors, safety personnel and area in-charges. In addition, the formats & checklists as per Clause 21 of this document provided by BHEL shall be used for inspection by Safety personnel (as a minimum), and records of inspection to be maintained. BHEL shall reserve the right to modify any Format in this document or introduce additional checklists / formats to ensure regular inspection of all equipment as per requirement.

14.1 DAILY HSE CHECKS

Both the Site Supervisors and HSE Supervisors are to conduct daily site Safety inspection around work activities and premises to ensure that work methods and the sites are maintained to an acceptable standard. The following are to form the common subjects of a daily safety inspection:



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1. Height Work:

- Safe, barricaded platform
 - PPEs
 - Proper method
 - Awareness
- Personal Safety wears & gear compliance.
 - Complying with site safety rules and permit-to-work (PTW).
 - Positions and postures of workers.
 - Use of tools and equipment etc. by the workers.
 - The inspection shall be carried out just when work starts in beginning of the day, during peak activities period of the day and just before the day's work ends.

14.2 INSPECTION OF HEIGHT WORKING

- Any kind of height work (above 2 meters) shall not be carried out without active physical supervision by concerned supervisor or safety personnel. All non-conformances related to height work shall be handled on priority and closed immediately after halting the work.
- A roster of personnel deployed for inspection of height work and other critical activities shall be prepared and submitted to BHEL in monthly report Format No. HSEP:14-F05, in order to ensure effective supervision at all times
- Inspection on height working shall be conducted **daily** by supervisors before start of work to ensure safe working condition including provision of:

a. Fall arrestor	d. Fencing and barricading	g. Proper scaffolding with valid
b. Lifelines	e. Warning signage	Tags, access and egress.
c. Safety nets	f. Covering of opening	h. Illumination

- Inspection on height working shall be conducted once in a week by HSE officer as per
- Format no. HSEP: 14-F10.
- Medical fitness, including vertigo test of height worker shall be ensured.
- Height working shall not be allowed during adverse weather.

14.3 INSPECTION OF PPE

PPEs shall be inspected by HSE officer at random once in a week as per Format no. HSEP: 14-F06 for compliance to standard and provisions and any adverse observation shall be recorded in the PPE register.

14.4 INSPECTION OF T&Ps

- All T&Ps being used at site shall be inspected by HSE officer once in a month as per specific Formats in this document, or (if not available) general Format no. HSEP: 14-F07 for its healthiness and maintenance.
- A master list of T&Ps and validity of their inspection certificates shall be maintained by each agency and details shall be submitted to BHEL in monthly format no. HSEP:14-F05.
- The T&Ps which require third party inspection shall be checked for its validity during inspection.

The third party test certificate should be accompanied with a copy of the concerned competent person's valid qualification record. BHEL shall be given advance intimation of Third Party Inspection. BHEL shall associate with Inspection as per discretion.

14.5 INSPECTION OF CRANES AND WINCHES

1. Cranes and winches shall be inspected by the operator through a daily checklist for its safe condition (as provided by the equipment manufacturer) before first use of the day.
2. Cranes and Winches shall be inspected by HSE officer once in a month as per Format no. HSEP: 14-F08 & F09 for healthiness, maintenance and validity of third party inspection.
3. The date of third party inspection and next due date shall be painted on cranes and winches.
4. The operators/drivers shall be authorized by sub-contractor based on their competency and experience and shall carry the I-card.
5. The operator should be above 18 years of age and should be in possession of driving license of HMV man & goods), vision test certificate and should have minimum qualification so that he can read the instructions and check list.

14.6 INSPECTION ON WELDING AND GAS CUTTING OPERATION

1. Supervisor shall ensure that no flammable items are available in near vicinity during welding and gas cutting activity.
2. Gas cylinders shall be kept upright.
3. Use of Flash back arrestor shall be ensured at both ends.
4. Inspection during welding and gas cutting operations shall be carried out by HSE officer once a month as per Format no. HSEP: 14-F11.
5. Use of fire blanket to be ensured to avoid falling of splatters during welding or gas cutting operation at height.
6. Availability of fire extinguisher in vicinity shall be ensured.

14.7 INSPECTION ON ELECTRICAL INSTALLATION / APPLIANCES

1. Ensure proper earthing in electrical installation
2. Use of ELCB at electrical booth
3. Electrical installation shall be properly covered at top where required
4. Use appropriate PPEs while working
5. Use portable electrical light < 24 V in confined space and potentially wet area.
6. Monthly inspection shall be carried out as per Format no. HSEP: 14-F12.

14.8 INSPECTION OF ELEVATOR

1. Elevators shall be inspected by concerned supervisors once in a week as per Format no. HSEP: 14-F13.
2. All elevators shall be inspected by competent person and validity shall be ensured.
3. The date of third party inspection and next due date shall be painted on elevator.

14.9 MONTHLY SITE INSPECTION

Subcontractor shall carry out monthly HSE inspection of all work areas as per Format No. HSEP:14-F20 and submit to BHEL

14.10 NON-CONFORMITY HANDLING:

Any serious non-conformances identified during inspection observed shall be addressed immediately.

In case immediate closure of non-conformities is not possible:

- a. work to be halted in the area
 - b. Non-conformance to be generated and submitted to responsible person and BHEL
 - c. non-conformance to be resolved through responsible agency / person
- Only after closure of serious non-conformances, work to be allowed to resume.

All non-conformances & safety violations to be recorded and closed in a time bound manner.

15 HSE PERFORMANCE

HSE performance of subcontractor shall be monitored as per BHEL criteria, based on which, marks will be awarded. Marks can be used to evaluate and rate the contractor as per BHEL internal systems. Format for vendor HSE performance evaluation is attached in annexure (Format No. HSEP:14-F33)

Subcontractor shall make available all data required for evaluation to BHEL as and when demanded.

1. If safety record of the subcontractor 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 subcontractor may be considered by BHEL after completion of the job.
2. 1.5% of running bill shall be cleared subject to certification of desired safety performance by BHEL

16 HSE PENALTIES FOR NON-COMPLIANCE

1. Nonconformity of safety rules and safety appliances will be viewed seriously and BHEL has right to impose fines on the subcontractor for every instance of violation noticed.
2. The applicable penalties for HSE violations are given in Format No. HSEP14-F14 of this document

3. The list of non-compliances given in above format is not exhaustive. The BHEL site in-charge has liberty to impose a penalty for any other non-compliance and incidents of any nature.
4. If principal customer or statutory and regulatory bodies impose penalty on ground of statutory non-compliance or non-compliance of HSE rules by the subcontractor or any incident of any nature including fatality or permanent disability, the same shall be passed on to the subcontractor with appropriate overhead
5. The penalty amount shall be recovered from subcontractors from the RA Bill, otherwise Final bill.

17 COMPENSATION TO ACCIDENT VICTIMS

1. BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of life / permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below.
 - b. **Victim:** Any person who suffers permanent disablement or dies in an accident as defined below.
 - c. **Accident:** Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing/ operation and works incidental thereto at BHEL factories/ offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works / during working at BHEL Units/ Offices/ townships and premises! Project Sites.
 - d. **Compensation in respect of each of the victims:**
 - i. In the event of death or permanent disability resulting from Loss of both limbs: Rs. 10,00,000/- (Rs. Ten Lakh)
 - ii. (ii) In the event of other permanent disability: Rs. 7,00,000/- (Rs. Seven Lakh)
 - e. **Permanent Disability:** A disablement that is classified as a permanent total disablement under the proviso to Section 2 (I) of the Employee's Compensation Act, 1923. "
2. In addition to above, contractor shall provide appropriate compensation to victims of major and fatal incidents as per Employee Compensation Act, 1923, ESIC Act, 1948 or as per any existing Acts and guidelines

18 INTERNAL & EXTERNAL HSE AUDITS

1. Subcontractor shall extend full co-operation and maintain necessary documents & records as required by Internal & External HSE Audit carried out by BHEL. / Third Party
2. All non-conformities and observations on HSE shall be disposed of-by subcontractor in a time bound manner as detailed in Audit Report.
3. All required corrective actions shall be taken by the subcontractor in order to avoid recurrence

19 OTHER REQUIREMENTS

1. In case of any delay in completion of a job due to mishaps attributable to lapses by the subcontractor, BHEL shall have the right to recover cost of such delay from the payments due to the subcontractor, after holding an appropriate enquiry and notifying the subcontractor suitably.

2. RISK & COST:

If the subcontractor fails to improve the standards of safety in its operation to the satisfaction of BHEL after being given reasonable opportunity to do so and/or if the subcontractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instruction regarding safety as per contractual requirements, BHEL shall have the right to take corrective steps at the risk and cost of the subcontractor after giving a notice of not less than 7 days indicating the steps that would be taken by BHEL.

3. If the subcontractor succeeds in carrying out its job in time without any fatal or disabling injury incident and without any damage to property BHEL may, at its sole discretion, favourably consider to reward the subcontractor suitably for the performance.
4. The subcontractor shall take all measures at all the sites of work to protect all persons from incidents and shall be bound to bear the expenses of every suit, action or other proceeding of law that may be brought by any persons for injury sustained, death or damage to environment

owing to neglect of the HSE precautions by the subcontractor; and shall be liable to pay any such persons such compensation, should such claim proceeding be filed against BHEL.

The subcontractor hereby agrees to indemnify BHEL against the same.

20 HSE REVIEW

BHEL shall hold HSE review meeting every month or as per requirement in order to discuss and resolve HSE issues of site and improve HSE performance. It will also discuss the incidents occurred since previous meeting, its root cause and Corrective action. The indicative agenda is given below:

1. Implementation of earlier MOM
2. HSE performance review
3. HSE inspection review w.r.t non-conformances observed and their status
4. HSE audit and CAPA
5. HSE training conducted and requirement
6. Health check-up camp
7. HSE planning for the erection and commissioning and installation activities in the coming month
8. HSE reward and promotional activities
9. HSE data analysis and improvement – Data analyzed will include non-conformances closed and pending, incident data, training data etc.

Subcontractor shall ensure presence of site in-charge, all package in-charges and safety officers, as communicated by BHEL in the meeting.

Subcontractor shall take requisite actions as per record notes and as decided in the meeting, in a time bound manner and submit compliance report to BHEL.



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21 FORMATS USED

This is minimum list of Formats to be used for reporting by the subcontractor. Other Formats are indicated in respective HSE Procedures, Work Permits, OCPs or as specified by BHEL. The medium of reporting can be hard / soft as indicated by BHEL.

BHEL can modify these Formats or introduce new Formats to the extent necessary to get the desired performance data of all HSE activities.

SN	Format Name	Format No.	Frequency of check	Rev
1	Work at Height Permit	HSEP:14-FP01	Before start of work and regularly thereafter as per Permit conditions	00
2	Hot Work Permit	HSEP:14-FP02		00
3	Confined Space Work Permit	HSEP:14-FP03		00
4	Excavation Work Permit	HSEP:14-FP04		00
5	Radiation Work Permit	HSEP:14-FP05		00
6	Lifting Activity Work Permit	HSEP:14-FP06		00
7	Lockout-Tagout Work Permit	HSEP:14-FP07		00
8	Inspection of First Aid Box	HSEP:14-F01	Weekly	00
9	Health Check Up	HSEP:14-F02	With new Induction & as per requirement thereafter	00
10	HSE Induction / Regular / On-the-Job Training	HSEP:14-F03	With new Induction & as per requirement thereafter	00
11	Tool Box Talk	HSEP:14-F04	Daily before job start	00
12	Site HSE Report	HSEP:14-F05	Monthly	00
13	PPE Inspection	HSEP:14-F06	Weekly	00
14	PPE Issue and Receipt	HSEP:14-F06A	With new Induction	
15	Inspection of T&Ps (General)	HSEP:14-F07	Monthly / As per requirement	00
16	Inspection of Cranes	HSEP:14-F08	Monthly / As per requirement	00
17	Inspection of Winches	HSEP:14-F09	Monthly / As per requirement	00
18	Inspection of Height Working	HSEP:14-F10	Daily / As per requirement	00
19	Inspection on Welding & Gas Cutting	HSEP:14-F11	Weekly / As per requirement	00
20	Inspection on Electrical Installation	HSEP:14-F12	Weekly / As per requirement	00
21	Inspection on Elevator	HSEP:14-F13	Weekly / As per requirement	00
22	HSE Penalty	HSEP:14-F14	-	00
23	Initial Verification of PPE's & Lifting Tools & Tackles	HSEP:14-F15	As and when new PPEs and T&Ps are received	00
24	Inspection of Labor Colony	HSEP:14-F16	Monthly / as per requirement	00
25	Recording of First Aid Injuries	HSEP:14-F17	As and when such injuries occur	00
26	E-waste Handled / Generated	HSEP:14-F18	Half Yearly	00
27	Hazardous Waste at the Facility	HSEP:14-F19	Half Yearly	00
28	HSE Checklist-cum-Compliance Report	HSEP:14-F20	As per Audit Calendar	00
29	Illumination Levels	HSEP:14-F21	Weekly / As per requirement	00
30	Incident Reporting	HSEP:14-F22	-	00
31	Incident Recording	HSEP:14-F23	-	00
32	Monthly HSE Planning & Review	HSEP:14-F30	Monthly	00
33	Daily HSE Reporting	HSEP:14-F31A	Daily	00
34	Job Safety Analysis	HSEP:14-F32B	Before starting new job	00
35	Evaluation of HSE Performance	HSEP:14-F33	Monthly	00



HSEP:14-FP01

WORK AT HEIGHT PERMIT		Permit No. & Date
Project & Unit:		Emergency Contact Nos:
BHEL Sub-contractor:		

Exact Location of Work: _____

Nature / Description of Work: _____

Duration of Work Execution *: From Date: _____ to Date: _____ Daily from _____ hrs. to _____ hrs.

Name of Sub-Contractor Performing the Work: _____

Name of Sub-Contractor's Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Sub-Contractor's Package In-charge: _____ Sign: _____ Date: _____

The above described work will be done under all the safety precautions mentioned as under during the currency of the Permit.

No.	Item	Yes	Not required / Remarks
1	All workers on job are competent and medically fit (No Height Phobia) for working at height		
2	Hazards in the vicinity are identified, controlled and communicated to the worker.		
3	Scaffolding soundness inspected is available for use with valid tag		
4	Work platform is not made of bamboo or weak material. Barricading is available with Top, Mid Rails and Toe Guard.		
5	Working platform is clean without any unwanted material. Floor openings are covered.		
6	Access and exit to workplace are safe, marked and without obstruction.		
7	Adequate lighting provided (for dark hours) as per applicable lux standards (Refer HSEP:13)		
8	Safety nets are provided below working area.		
9	Area below the working platform has been cleared of all activity		
10	Ladders have been secured, inspected and provided as per BHEL standard/contract.		
11	Horizontal life lines are provided to cater to design specification of 2300 kg per person.		
12	Safety harness with life line support/ fall arrester are checked and available in working condition		
13	Safety shoes (non-slip), Helmet with chin strip available with employees		
14	Visible Signboards provided on working platforms in workers' understandable language		
15	All lifting / tightening tools, hand tools/equipment checked and in good condition		
16	ELCB provided for Electrical connections individually. Electrical cable, welding Hose/Compressed air hose properly secured and laid down without obstruction. Earth resistance is OK.		
17	Crane / Winch / Hydra operator is qualified and experienced		
18	Emergency response team & Medical Facilities available. Work area is cordoned off.		
19	Job Safety Analysis Submitted		
20	Additional Permits to be taken (Please specify & attach):		

Declaration: All the points mentioned in the above checklist have been checked and found OK**Permit Receiver:**

Site Engineer (Sub- Contractor):	
Signature:	
Name:	Designation:

Site Safety Officer (Sub-Contractor):	
Signature:	
Name:	Designation:

Permit Issuer:

Engineer of Concerned Execution Department (BHEL):	
Signature:	
Name:	Designation:

Site Safety Officer (BHEL):	
Signature:	
Name:	Designation:

Package-in-charge (BHEL):	
Signature:	
Name:	Designation:

Verified by Customer Representative (if applicable), Name: _____ Sign: _____ Date: _____ Time: _____

(* Permit valid for 7 days, subject to daily renewal, and extension as per overleaf instructions / record formats)

Daily Work Area Condition Endorsement

Sl. No.	Date	Signature with Date & Time		Remarks
		Agency Safety	BHEL Safety	
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				

Permit Extension Beyond Initially Requested Hours

Sl. No.	Extension Period		Remarks	Signature with Date & Time			
	From..... (Date & Time)	To..... (Date & Time)		Agency Site Engineer	Agency Safety Officer	BHEL Site Engineer (PIA)	BHEL Safety Officer
1.							
2.							
3.							
4.							
5.							
6.							

TO BE SIGNED BY THE BHEL HSE & EXECUTION AFTER THE WORK IS OVER

Permit is here by returned after completing the job & ensuring safe removal of men and material.

Site Engineer, BHEL		Site HSE Engineer, BHEL	
Signature:		Signature:	
Name:		Name:	

General Instructions:

1	This Permit is required for working at height of 2 mtr. and above or above excavation of 2 mtr or deeper.
2	This permit must be available at the work site all the times of the work.
3	Location and description of the work must be clearly indicated by the permittee.
4	Terms applicable must be clearly indicated by the permittee.
5	This permit shall be endorsed each day only after checking all the compliance jointly by the contractor and BHEL safety.
6	Permit shall be issued for not more than 7 days including the issue date.
7	Permit shall be returned to the HSE Department of BHEL after completion of the job.
8	Before engaging anybody to work at height, height phobia needs to be ascertained and proper fitness certificate to be ensured.
9	All safety precautions to be taken as per work site HSE plan.
10	Distribution of copy:
	Original- Permittee, Duplicate –Department HOS, Contractor, Triplicate - Site HSE Dept.,



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HOT WORK PERMIT

Permit No. & Date

Project & Unit:

Emergency Contact Nos:

BHEL Sub-contractor:

Exact Location of Work: _____

Nature / Description of Work: _____

Duration of Work Execution *: From Date: _____ to Date: _____ Daily from _____ hrs. to _____ hrs.

Name of Sub-Contractor Performing the Work: _____

Name of Sub-Contractor's Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Sub-Contractor's Package In-charge: _____ Sign: _____ Date: _____

The above described work will be done under all the safety precautions mentioned as under during the currency of the Permit.

No.	Item	Yes	Not required / Remarks
1.	Welder is trained and qualified with good attendance in on-the-job training		
2.	Area ensured safe and free from all hazards (explosives etc.) with barricading and safe inlet / exit		
3.	Proper ventilation and lighting provided (in case of dark hours).		
4.	Gas hoses are in good condition and not cut / leaking		
5.	Pressure gauges/Flash back arrestor (at both ends) provided and in working condition.		
6.	Gas pressure in cylinder is within limits and hydraulic test certificate is available		
7.	Gas cylinders are stacked vertically and not below the welding / cutting area. Regulator key is available with cylinder. Gas cylinders covered with shields to prevent falling splinters.		
8.	Power supply to welding machine is through ELCB of 30 mA rating, which is tested and found ok; Earthing is tested and found OK		
9.	Welding machine input/output cables, welding holder and weld return clamp (Holder) are insulated and in good condition.		
10.	In case of welding in enclosed / confined spaces, the integrity of the structure and supports are ensured, Gas Testing done and evacuation system ensured in place		
11.	Emergency STOP buttons are in working condition. Welder /Helper knows how to operate it.		
12.	Welder & Fitter trained to connect ground/work return clamps (Holder) to work place prior to energization of welding machine.		
13.	Personal Protective equipment Minimum applicable: safety helmet, safety goggles, welding helmet, safety (rubber) shoes, leather gloves, long sleeve and nose mask -provided		
14.	In case of pits, water removed from the pit and wood/rubber insulation provided.		
15.	Safety signboards / cautions are in place.		
16.	Adequate and Suitable nos. of applicable firefighting extinguisher provided.		
17.	Nearby combustible material removed. Housekeeping done.		
18.	All workers explained about the hazards		
19.	First aid in attendance.		
20.	Any other Precautions or Permits required (Height Work, Confined Space etc.), give details and attach		

Declaration: All the points mentioned in the above checklist have been checked and found OK**Permit Receiver:**

Site Engineer (Sub- Contractor):
Signature:
Name: Designation:

Site Safety Officer (Sub-Contractor):
Signature:
Name: Designation:

Permit Issuer:

Engineer of Concerned Execution Department (BHEL):
Signature:
Name: Designation:

Site Safety Officer (BHEL):
Signature:
Name: Designation:

Package-in-charge (BHEL):
Signature:
Name: Designation:

Verified by Customer Representative (if applicable), Name: _____ Sign: _____ Date: _____ Time: _____

(* Permit valid for 7 days, subject to daily renewal, and extension as per overleaf instructions / record formats)

Daily Work Area Condition Endorsement

Sl. No.	Date	Signature with Date & Time		Remarks
		Agency Safety	BHEL Safety	
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				

Permit Extension Beyond Initially Requested Hours

Sl. No.	Extension Period		Remarks	Signature with Date & Time			
	From..... (Date & Time)	To..... (Date & Time)		Agency Site Engineer	Agency Safety Officer	BHEL Site Engineer (PIA)	BHEL Safety Officer
1.							
2.							
3.							
4.							
5.							
6.							

TO BE SIGNED BY THE BHEL HSE & EXECUTION AFTER THE WORK IS OVER

Permit is here by returned after completing the job & ensuring safe removal of men and material.

Site Engineer, BHEL		Site HSE Engineer, BHEL	
Signature:		Signature:	
Name:		Name:	

General Instructions:

1	This Permit is required for all kinds of Hot Work eg. Welding, cutting etc..
2	This permit must be available at the work site all the times of the work.
3	Location and description of the work must be clearly indicated by the permittee.
4	Terms applicable must be clearly indicated by the permittee.
5	This permit shall be endorsed each day only after checking all the compliance jointly by the contractor and BHEL safety.
6	Permit shall be issued for not more than 7 days including the issue date.
7	Permit shall be returned to the HSE Department of BHEL after completion of the job.
8	Before engaging anybody to work, competency and fitness to be ensured.
9	All safety precautions to be taken as per work site HSE plan.
10	Distribution of copy:
	Original- Permittee, Duplicate –Department HOS, Contractor, Triplicate - Site HSE Dept.,



HSEP:14-FP03

CONFINED SPACE WORK PERMIT		Permit No. & Date
Project & Unit:		Emergency Contact Nos:
BHEL Sub-contractor:		

Exact Location of Work: _____

Nature / Description of Work: _____

Duration of Work Execution *: From Date: _____ to Date: _____ Daily from _____ hrs. to _____ hrs.

Name of Sub-Contractor Performing the Work: _____

Name of Sub-Contractor's Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Sub-Contractor's Package In-charge: _____ Sign: _____ Date: _____

The above described work will be done under all the safety precautions mentioned as under during the currency of the Permit.

No.	Item	Yes	Not required / Remarks
1.	Has the equipment been Isolated from Power/Steam/Air?		
2.	Has the equipment been Isolated from liquid or gases?		
3.	Has the equipment been de-pressurized &/or drained?		
4.	Has the equipment been Blanked/blinded or disconnected?		
5.	Has the equipment been water flushed &/or steamed?		
6.	Whether man ways open and ventilated?		
7.	Whether constant Inert gas flow arranged?		
8.	Whether mechanically ventilated and adequately cooled?		
9.	Whether 24 V lighting provided inside the confined space?		
10.	Whether Radiation sources removed?		
11.	Whether training on confined space provided to the individual / group?		
12.	Whether required PPEs (hand gloves, goggles, face shield, ear plug/muff, protective clothing etc.) used?		
13.	Whether Safety harness and Lifeline used?		
14.	Whether Dust/Gas/Air Line mask used?		
15.	Whether attendant with SCBA/Air mask available?		
16.	Whether grounded air Exhaust/Blower/ AC provided?		
17.	Whether Personal Gas alarm provided?		
18.	Whether communication Equipment Provided?		
19.	Whether rescue equipment/team available?		
20.	Whether firefighting arrangement done		
21.	Any other Precautions or Permits required (Height Work, Confined Space etc.), give details and attach		

Declaration: *All the points mentioned in the above checklist have been checked and found OK***Permit Receiver:**

Site Engineer (Sub- Contractor):	Site Safety Officer (Sub-Contractor):
Signature:	Signature:
Name: _____ Designation: _____	Name: _____ Designation: _____

Permit Issuer:

Engineer of Concerned Execution Department (BHEL):	Site Safety Officer (BHEL):
Signature:	Signature:
Name: _____ Designation: _____	Name: _____ Designation: _____
Package-in-charge (BHEL):	
Signature:	
Name: _____ Designation: _____	

Verified by Customer Representative (if applicable), Name: _____ Sign: _____ Date: _____ Time: _____

(* Permit valid for 7 days, subject to daily renewal, and extension as per overleaf instructions / record formats)

Daily Work Area Condition Endorsement

Sl. No.	Date	Signature with Date & Time		Remarks
		Agency Safety	BHEL Safety	
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				

Permit Extension Beyond Initially Requested Hours

Sl. No.	Extension Period		Remarks	Signature with Date & Time			
	From..... (Date & Time)	To..... (Date & Time)		Agency Site Engineer	Agency Safety Officer	BHEL Site Engineer (PIA)	BHEL Safety Officer
1.							
2.							
3.							
4.							
5.							
6.							

TO BE SIGNED BY THE BHEL HSE & EXECUTION AFTER THE WORK IS OVER

Permit is here by returned after completing the job & ensuring safe removal of men and material.

Site Engineer, BHEL		Site HSE Engineer, BHEL	
Signature:		Signature:	
Name:		Name:	

General Instructions:

1	This Permit is required for all confined space tasks, where injury can happen due to lack of oxygen, or chances of fire are there due to gas accumulation.
2	This permit must be available at the work site all the times of the work.
3	Location and description of the work must be clearly indicated by the permittee.
4	Terms applicable must be clearly indicated by the permittee.
5	This permit shall be endorsed each day after checking all the compliance jointly by the contractor and BHEL safety.
6	Permit shall be issued for not more than 7 days including the issue date.
7	Permit shall be returned to the HSE Department of BHEL after completion of the job.
8	Before engaging anybody to work, competency and fitness to be ensured.
9	All safety precautions to be taken as per work site HSE plan.
10	Distribution of copy:
	Original- Permittee, Duplicate –Department HOS, Contractor, Triplicate - Site HSE Dept.,



HSEP:14-FP04

EXCAVATION WORK PERMIT		Permit No. & Date
Project & Unit:		Emergency Contact Nos:
BHEL Sub-contractor:		

Exact Location of Work: _____

Nature / Description of Work: _____

Duration of Work Execution *: From Date: _____ to Date: _____ Daily from _____ hrs. to _____ hrs.

Name of Sub-Contractor Performing the Work: _____

Name of Sub-Contractor's Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Sub-Contractor's Package In-charge: _____ Sign: _____ Date: _____

The above described work will be done under all the safety precautions mentioned as under during the currency of the Permit.

No.	Item	Yes	Not required / Remarks
1	Precautions taken for Underground Electrical Cable		
2	Precautions taken for Under / Above ground sewer/Drinking Water Line		
3	Precautions taken for Underground Telecommunication Line		
4	Precautions taken for Underground Product/Utility Line		
5	Precautions taken for Underground Fire Water Line		
6	Shoring / Shuttering / Sheet piling done to prevent collapse of excavation walls. Strength of Excavation wall ensured at all times		
7	Hard Barricading & Edge Protection provided		
8	Separate Safe Access for Man and Vehicle		
9	Lighting arrangement		
10	Banks Man Provided		
11	Required basic PPEs provided		
12	Slope Cutting/Benching Maintained		
13	Excavated soil / Construction Material / equipment kept away from the edge.		
14	First aid in attendance.		
15	Any other Precautions or Permits required (Height Work, Confined Space etc.), give details and attach		

Declaration: All the points mentioned in the above checklist have been checked and found OK**Permit Receiver:**

Site Engineer (Sub- Contractor):	
Signature:	
Name:	Designation:

Site Safety Officer (Sub-Contractor):	
Signature:	
Name:	Designation:

Permit Issuer:

Engineer of Concerned Execution Department (BHEL):	
Signature:	
Name:	Designation:

Site Safety Officer (BHEL):	
Signature:	
Name:	Designation:

Package-in-charge (BHEL):	
Signature:	
Name:	Designation:

Verified by Customer Representative (if applicable), Name: _____ Sign: _____ Date: _____ Time: _____

(* Permit valid for 7 days, subject to daily renewal, and extension as per overleaf instructions / record formats)

Daily Work Area Condition Endorsement

Sl. No.	Date	Signature with Date & Time		Remarks
		Agency Safety	BHEL Safety	
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				

Permit Extension Beyond Initially Requested Hours

Sl. No.	Extension Period		Remarks	Signature with Date & Time			
	From..... (Date & Time)	To..... (Date & Time)		Agency Site Engineer	Agency Safety Officer	BHEL Site Engineer (PIA)	BHEL Safety Officer
1.							
2.							
3.							
4.							
5.							
6.							

TO BE SIGNED BY THE BHEL HSE & EXECUTION AFTER THE WORK IS OVER

Permit is here by returned after completing the job & ensuring safe removal of men and material.

Site Engineer, BHEL		Site HSE Engineer, BHEL	
Signature:		Signature:	
Name:		Name:	

General Instructions:

1	This Permit is required for all excavation tasks 1.22 mtr or deeper
2	This permit must be available at the work site all the times of the work.
3	Location and description of the work must be clearly indicated by the permittee.
4	Terms applicable must be clearly indicated by the permittee.
5	This permit shall be endorsed each day after checking all the compliance jointly by the contractor and BHEL safety.
6	Permit shall be issued for not more than 7 days including the issue date.
7	Permit shall be returned to the HSE Department of BHEL after completion of the job.
8	Before engaging anybody to work, competency and fitness to be ensured.
9	All safety precautions to be taken as per work site HSE plan.
10	Distribution of copy:
	Original- Permittee, Duplicate –Department HOS, Contractor, Triplicate - Site HSE Dept.,



HSEP:14-FP05

RADIATION WORK PERMIT

Permit No. & Date

Project & Unit:

Emergency Contact Nos:

BHEL Sub-contractor:

Exact Location of Work: _____

Nature / Description of Work: _____

Duration of Work Execution *: From Date: _____ to Date: _____ Daily from _____ hrs. to _____ hrs.

Name of Sub-Contractor Performing the Work: _____

Name of Sub-Contractor's Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Sub-Contractor's Package In-charge: _____ Sign: _____ Date: _____

The above described work will be done under all the safety precautions mentioned as under during the currency of the Permit.

No.	Item	Yes	Not required / Remarks
1.	All the persons at the site informed/removed from the area.		
2.	Area around the source of radiation cordoned off with the rope/chord.		
3.	Radiation warning symbol/boards displayed around radiography work on rope/chord.		
4.	Radiographer worn radiation badges during testing and is within safe limits.		
5.	Radiography camera and carrying case box having radiation symbol.		
6.	Radiation Survey Meter is in working condition, calibrated & within validity period.		
7.	Radiographer has valid certificate from BARC.		
8.	Blinking light provided on road during radiography (in dark hours).		
9.	Proper required Illumination provided		
10.	Safe access and working platform provided to conduct RT work		
11.	All the persons involved in Radiography work are aware of the hazard of radiation		
12.	Any other Precautions or Permits required (Height Work, Confined Space etc.), give details and attach		

Declaration: All the points mentioned in the above checklist have been checked and found OK**Permit Receiver:**

Site Engineer (Sub- Contractor):	
Signature: _____	
Name: _____	Designation: _____

Site Safety Officer (Sub-Contractor):	
Signature: _____	
Name: _____	Designation: _____

Permit Issuer:

Engineer of Concerned Execution Department (BHEL):	
Signature: _____	
Name: _____	Designation: _____

Site Safety Officer (BHEL):	
Signature: _____	
Name: _____	Designation: _____

Package-in-charge (BHEL):	
Signature: _____	
Name: _____	Designation: _____

Verified by Customer Representative (if applicable), Name: _____ Sign: _____ Date: _____ Time: _____

(* Permit valid for 7 days, subject to daily renewal, and extension as per overleaf instructions / record formats)

Daily Work Area Condition Endorsement

Sl. No.	Date	Signature with Date & Time		Remarks
		Agency Safety	BHEL Safety	
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				

Permit Extension Beyond Initially Requested Hours

Sl. No.	Extension Period		Remarks	Signature with Date & Time			
	From..... (Date & Time)	To..... (Date & Time)		Agency Site Engineer	Agency Safety Officer	BHEL Site Engineer (PIA)	BHEL Safety Officer
1.							
2.							
3.							
4.							
5.							
6.							

TO BE SIGNED BY THE BHEL HSE & EXECUTION AFTER THE WORK IS OVER

Permit is here by returned after completing the job & ensuring safe removal of men and material.

Site Engineer, BHEL		Site HSE Engineer, BHEL	
Signature:		Signature:	
Name:		Name:	

General Instructions:

1	This Permit is required for all activities in which there is danger of exposure to harmful radiation
2	This permit must be available at the work site all the times of the work.
3	Location and description of the work must be clearly indicated by the permittee.
4	Terms applicable must be clearly indicated by the permittee.
5	This permit shall be endorsed each day after checking all the compliance jointly by the contractor and BHEL safety.
6	Permit shall be issued for not more than 7 days including the issue date.
7	Permit shall be returned to the HSE Department of BHEL after completion of the job.
8	Before engaging anybody to work, competency and fitness to be ensured.
9	All safety precautions to be taken as per work site HSE plan.
10	Distribution of copy:
	Original- Permittee, Duplicate –Department HOS, Contractor, Triplicate - Site HSE Dept.,



HSEP:14-FP06

LIFTING ACTIVITY WORK PERMIT

Permit No. & Date

Project & Unit:

Emergency Contact Nos:

BHEL Sub-contractor:

Exact Location of Work: _____

Nature / Description of Work: _____

Duration of Work Execution *: From Date: _____ to Date: _____ Daily from _____ hrs. to _____ hrs.

Name of Sub-Contractor Performing the Work: _____

Name of Sub-Contractor's Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Sub-Contractor's Package In-charge: _____ Sign: _____ Date: _____

The above described work will be done under all the safety precautions mentioned as under during the currency of the Permit.

No.	Item	Yes	Not required / Remarks
1.	Crane used for lifting activity TPI tested, certified and approved for rated lifting		
2.	All lifting tackles, gears/appliances are tested and certified for lifting works.		
3.	Crane operator is trained and competent for lifting operation.		
4.	Lifting sling/ belt is protected against sharp edge of the jobs to be lifted.		
5.	Lifting hook is properly latched to prevent material falling over		
6.	Access and exit marked and without obstruction.		
7.	In case of lifting multiple materials at once, same are tied up with strong rope / material		
8.	Area below lifting activity barricaded to prevent movement		
9.	Minimum 2 guidelines have been provided for balancing and guiding jobs to be lifted.		
10.	Periphery area of crane booms as well as lifting job is barricaded and unauthorized/no-entry sign board posted.		
11.	Rigger and signal man is trained and competent for lifting work. Signal is clearly visible to the operator and understood		
12.	No lifting activity to be carried out during lightening, heavy wind/rain. No forecast of these conditions during work period		
13.	If scaffolding to be used during lift, scaffolding with valid tag available for use.		
14.	Add drawing /procedure etc. relevant for the lifting.		
15.	Any other Precautions or Permits required (Height Work, Confined Space etc.), give details and attach		

Declaration: All the points mentioned in the above checklist have been checked and found OK**Permit Receiver:**

Site Engineer (Sub- Contractor):	
Signature: _____	
Name: _____	Designation: _____

Site Safety Officer (Sub-Contractor):	
Signature: _____	
Name: _____	Designation: _____

Permit Issuer:

Engineer of Concerned Execution Department (BHEL):	
Signature: _____	
Name: _____	Designation: _____

Site Safety Officer (BHEL):	
Signature: _____	
Name: _____	Designation: _____

Package-in-charge (BHEL):	
Signature: _____	
Name: _____	Designation: _____

Verified by Customer Representative (if applicable), Name: _____	Sign: _____	Date: _____	Time: _____

(* Permit valid for 7 days, subject to daily renewal, and extension as per overleaf instructions / record formats)

Daily Work Area Condition Endorsement

Sl. No.	Date	Signature with Date & Time		Remarks
		Agency Safety	BHEL Safety	
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				

Permit Extension Beyond Initially Requested Hours

Sl. No.	Extension Period		Remarks	Signature with Date & Time			
	From..... (Date & Time)	To..... (Date & Time)		Agency Site Engineer	Agency Safety Officer	BHEL Site Engineer (PIA)	BHEL Safety Officer
1.							
2.							
3.							
4.							
5.							
6							

TO BE SIGNED BY THE BHEL HSE & EXECUTION AFTER THE WORK IS OVER

Permit is here by returned after completing the job & ensuring safe removal of men and material.

Site Engineer, BHEL		Site HSE Engineer, BHEL	
Signature:		Signature:	
Name:		Name:	

General Instructions:

1	This Permit is required for all Heavy Lifting Activities that are either / all of the following: 1. Above 50 Tons; 2. Tandem Lifting; 3. Total Load exceeding 75% of capacity of crane; 4. Lift of unusual difficulty or geometry or rigging; 5. Lift over operating Units; 6. Any other Lift as decided by Site HSE / Erection
2	Job Safety Analysis (JSA) to be created for every Lift above 5 Tons.
3	This permit must be available at the work site all the times of the work.
4	Location and description of the work, and terms applicable must be clearly indicated by the permittee.
5	This permit shall be endorsed each day after checking all the compliance jointly by the contractor and BHEL safety.
6	Permit shall be issued for not more than 7 days including the issue date.
7	Permit shall be returned to the HSE Department of BHEL after completion of the job.
8	Before engaging anybody to work, competency and fitness to be ensured.
9	All safety precautions to be taken as per work site HSE plan.
10	Distribution of copy: Original- Permittee, Duplicate –Department HOS, Contractor, Triplicate - Site HSE Dept.



HSEP:14-FP07

**LOCKOUT/TAGOUT (LIVE ELECTRICAL
MAINTENANCE) WORK PERMIT**

Permit No. & Date

Project & Unit:

Emergency Contact Nos:

Exact Location of Work: _____

Nature / Description of Work: _____

Duration of Work Execution *: From Date: _____ to Date: _____ Daily from _____ hrs. to _____ hrs.

Name of Sub-Contractor Performing the Work: _____

Name of Sub-Contractor's Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Sub-Contractor's Package In-charge: _____ Sign: _____ Date: _____

The above described work will be done under all the safety precautions mentioned as under during the currency of the Permit.

Tag No.	Device to be Tagged / Locked I.D. No.	Device Location	Device Position OPEN / CLOSED - ON/OFF	Lock No.	Tag Lock Placed by Name/Sign - Date/Time	Tag / Lock Removed by Name/Sign - Date/Time

Declaration: All the points mentioned in the above checklist have been checked and found OK**Permit Receiver:**

Site Engineer (Sub- Contractor):
Signature:
Name: _____ Designation: _____

Site Safety Officer (Sub-Contractor):
Signature:
Name: _____ Designation: _____

Permit Issuer:

Engineer of Concerned Execution Department (BHEL):
Signature:
Name: _____ Designation: _____

Site Safety Officer (BHEL):
Signature:
Name: _____ Designation: _____

Package-in-charge (BHEL):
Signature:
Name: _____ Designation: _____

Verified by Customer Representative (if applicable), Name: _____	Sign: _____	Date: _____	Time: _____

(* Permit valid for 7 days, subject to daily renewal, and extension as per overleaf instructions / record formats)

Daily Work Area Condition Endorsement

Sl. No.	Date	Signature with Date & Time		Remarks
		Agency Safety	BHEL Safety	
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				

Permit Extension Beyond Initially Requested Hours

Sl. No.	Extension Period		Remarks	Signature with Date & Time			
	From..... (Date & Time)	To..... (Date & Time)		Agency Site Engineer	Agency Safety Officer	BHEL Site Engineer (PIA)	BHEL Safety Officer
1.							
2.							
3.							
4.							
5.							
6.							

TO BE SIGNED BY THE BHEL HSE & EXECUTION AFTER THE WORK IS OVER

Permit is here by returned after completing the job & ensuring safe removal of men and material.

Site Engineer, BHEL		Site HSE Engineer, BHEL	
Signature:		Signature:	
Name:		Name:	

General Instructions:

1	This Permit is required for all maintenance and erection activities with danger of electrocution from Live Electric Power
2	This permit must be available at the work site all the times of the work.
3	Location and description of the work, and terms applicable must be clearly indicated by the permittee.
4	This permit shall be endorsed each day after checking all the compliance jointly by the contractor and BHEL safety.
5	Permit shall be issued for not more than 7 days including the issue date.
6	Permit shall be returned to the HSE Department of BHEL after completion of the job.
7	Before engaging anybody to work, competency and fitness to be ensured.
8	All safety precautions to be taken as per work site HSE plan.
9	Distribution of copy: Original- Permittee, Duplicate –Department HOS, Contractor, Triplicate - Site HSE Dept.

**POWER SECTOR****Inspection of First Aid Box**FORMAT NO: **HSEP:14-F01**

REV NO.: 00

PAGE NO. 01 OF 02

Name of Site:	
Name of Sub-Contractor:	
Inspected by:	
Date of Inspection:	

Number of employees in the site: - _____

Sl. No.	Item	No. Available	Remarks
1	No. of small sterilized dressings		
2	No of medium sized sterilized dressings		
3	No of large sized sterilized dressings.		
4	No of large sized sterilized burn dressings		
5	No of (15 grams) packets sterilized cotton wool		
6	No of pieces of sterilized eye pads in separate sealed packets.		
7	No of roller bandages 10 cm wide.		
8	No of roller bandages 5 cm wide.		
9	Whether tourniquet available		
10	Whether supply of suitable splints available.		
11	No of packets of safety pins.		
12	Whether kidney tray available		
13	Whether sufficient number of eye wash bottles, filled with distilled water or suitable liquid, clearly indicated by a distinctive sign which shall be visible at all times, available.		
14	Whether 4%-xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops available.		
15	Whether (60ml) bottle containing a two percent alcoholic solution of iodine available		
16	Whether (two hundred ml) bottle of mercurochrome (2 per cent) solution in water available.		
17	Whether 120ml bottle containing Sal volatile having the dose and mode of administration indicated on the label,		
18	Whether roll of adhesive plaster (6 cm X 1 meter) available		

**POWER SECTOR****Inspection of First Aid Box**FORMAT NO: **HSEP:14-F01**

REV NO.: 00

PAGE NO. 01 OF 02

Sl. No.	Item	No. Available	Remarks
19	No of rolls of adhesive plaster (2 cm X 1 meter)		
20	Whether snake bite lancet available.		
21	Whether (30 grams) bottle of potassium permanganate crystals available.		
22	Whether a pair scissors available		
23	Whether copy of the First-Aid leaflet issued by the Director-General, Factory Advice service and labor Institutes, Government of India available.		
24	Whether bottle containing 100 tablets (each of 5 grains) of aspirin available		
25	Whether Ointment for burns available		
26	Whether bottle of a suitable surgical anti-septic solution available		
27	Whether List of Contents pasted on First Aid Box along with respective expiry dates		

Signature of Subcontractor's Site I/C

Date:

**POWER SECTOR****Health Check-Up**

FORMAT NO: HSEP:14-F02

REV NO.: 00

PAGE NO. 01 OF 02

Name of Site:	
Name of Sub-Contractor:	
Name of Employee:	
Age:	

History Of Past Illness	H/O Epilepsy:
	H/O Drug Allergy:
	H/O Diabetics/ Hypertension:
	H/O Unconsciousness:
Personal History	

EXAMINATION	OBSERVATION

General Physical Examination

Height		
Weight		
BMI		
Built And nourishment		
Pallor		
Temperature		
Chest Expansion	Inspiration	Expansion
Lymph Node Enlargement		
Upper Limbs Strength & Function		
Lower Limbs Strength & function		
Spine Adequately flexible for the job concerned (Yes/No)		
Mental alertness and stability with good eye, hand and foot co-ordination.		

Ear, Nose, Throat

Ear / Hearing	
Nose	
Throat	
<u>Vision</u>	
Left Eye	Right Eye

**POWER SECTOR****Health Check-Up**

FORMAT NO: HSEP:14-F02

REV NO.: 00

PAGE NO. 02 OF 02

EXAMINATION		OBSERVATION	
<u>Cardiovascular System Examination</u>			
Inspection			
Palpation	Pulse	BP	
Auscultation (Heart Sounds)			
<u>Respiratory System</u>			
Inspection	Respiratory Rate		
Palpation:			
Percussion			
Auscultation (Breath Sounds)			
<u>Examination of Abdomen</u>			
Inspection			
Palpation			
Auscultation (Bowel Sounds)			
Any Other			
Clinical Impression			

Signature of the examining doctor

Date:

**POWER SECTOR****HSE Induction / Regular / On-the-Job
Training Records**

FORMAT NO: HSEP:14-F03

REV NO.: 02

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Name of Site:					
Name of Sub-Contractor:					
Date of Training (dd/mm/yyyy):		Duration (Hrs)			
		From		To	
Name & Details of Trainer:					
Subject of Training	Induction		On-The-Job Training (Give details)		
Name of Training Co-ordinator:					

Sl. No.	Name	Designation	Organization	Signature

I certify that Training has been carried out as per HSEP04: HSE Procedure for Training & Awareness

Signature of Training Coordinator

Date:

**POWER SECTOR****Toolbox Talk**

FORMAT NO: HSEP:14-F04

REV NO.: 00

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Name of Site :	
Sub-Contractors Name :	
Date :	

Topic	Name of person delivered Tool Box Talk	No. of Participants attended	Remarks

Signature of Site I/C of Subcontractor

Date:

**POWER SECTOR****Monthly Site HSE Report**

FORMAT NO: HSEP:14-F05

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Name of subcontractor:**Report Month:****A) Accidents/Incidents Details: -**

a	Lost time in Accidents	No. of incidents	Man Hours Lost	No. of People Involved	No. of person reported to Govt.		
	For the Month						
	Cumulative						
b	Minor Injuries						
	For the Month						
	Cumulative						
c	Fires	No. of Near-Misses	No. of First- Aid cases	No. of persons injured	No. of equipment damaged	No. of Fire reported Outside	
	For the Month						
	Cumulative						
d	Other mishaps not covered in a, b, c.	No. of Near-Misses	No. of First- Aid cases	No. of persons injured	No. of equipment damaged	Total near misses and First-Aid	
	For the Month						
	Cumulative						

B) Data for Man-hours worked:

Details	Value	Remarks if any
No. of people		
Man Hours worked		
O.T. Hours		
Total Man Hours		
Grand Total of man hours worked during the month(A+B)		
Cumulative man-hours (from _____ to _____): (Since commencing of operations)		

Signature of Subcontractor Site In-charge

Signature of Subcontractor HSE Officer

**POWER SECTOR****Monthly Site HSE Report**

FORMAT NO: HSEP:14-F05

REV NO.: 00

Page 02 of 6

C) Status of Deployment of Work force, Safety Officers/Supervisors & Construction Medical Officer(s) & Electricians:

Description	Name	Qualification & Experience
Safety Officers		
Safety Supervisors		
Construction Medical Officer		
Nursing Staff.		
Electricians		
Scaffolding Inspectors		
T&P Inspectors		

D) Status of deployment of manpower for critical HSE activities:

(All height work and other hazardous activities to be actively supervised by trained personnel. Area to be divided in manageable sections to ensure effective supervision at all times. For example, multiple elevations in a structure can be divided among multiple supervisors)

Activity	Location	Shift Timings	Personnel deployed	Remarks
Height Work	Boiler Unit- (Level 1-3)			
	Boiler Unit- (Level 4-6)			
	ESP			
Housekeeping	Boiler Unit-			
	ESP Unit			
Others				

Signature of Subcontractor Site In-charge

Signature of Subcontractor HSE Officer

**POWER SECTOR****Monthly Site HSE Report**

FORMAT NO: HSEP:14-F05

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E) Lifting Tools, Tackles, Equipment and Pressure Vessels:

Item	Nos. Deployed	Nos. Tested by competent person	Identification Nos. (Comma separated) (A)	Validities of Test Certificates (Comma separated – corresponding to column A)	Whether internal testing using Color Coding or similar system done
Winches					
Chain Blocks					
Wire Rope Slings					
Man Cages					
D-Shackles					
Air Compressors					
Crawler Cranes					
Mobile Cranes					
Hydra Cranes					
Hydraulic Jack					
Others					

F) Reverse Horns in Construction Vehicles:

Item	Nos. Deployed with serial numbers (Comma separated) (A)	Nos. Having Functional reverse horns	Inspection Dates (Comma separated corresponding to column A)
Transit Mixers			
Hydra Cranes			
Dumpers/Trippers			
Backhoes			
Other Vehicles			

G) ELCBs:

No. Of ELCBs provided with Serial Nos. (Comma separated) (A)	Nos. Functional	When They were last Tested (Comma separated corresponding to column A)

H) Electrical Earthing:

No. Of Earth resources with serial numbers and locations (Comma separated) (A)	Whether Double Earthing provided to all equipment	When they were last tested (Comma separated corresponding to column A)

Signature of Subcontractor Site In-charge

Signature of Subcontractor HSE Officer

**POWER SECTOR****Monthly Site HSE Report**

FORMAT NO: HSEP:14-F05

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I) Fire Extinguishers

Name & designation of person responsible for maintenance of Extinguishers at different locations : (Individual subcontractor's Safety Officers).

A. FIRE EXTINGUISHERS AT ERECTION SITE:

Type (Add more rows if required)	Sizes	Qty + Serial numbers (Comma separated) (A)	Healthiness – Last checked dates (Comma separated corresponding to column A)	Locations (Comma separated corresponding to column A)
FOAM TYPE				
SODA TYPE				
DRY TYPE (DCP)				
C02 TYPE				

B. FIRE EXTINGUISHERS AT SITE OFFICES & STORES:

Type	Size (Add more rows if required)	Qty + Serial numbers (Comma separated) (A)	Healthiness – Last checked dates (Comma separated corresponding to column A)	Locations (Comma separated corresponding to column A)
FOAM TYPE				
SODA TYPE				
DRY TYPE (DCP)				
C02 TYPE				

J) Tie-Ups with Emergency Services

Service (Add more rows if required)	Name, location & distance from site	Emergency contact details	Remarks
Hospital with ICU and facilities for orthopedic, neurological etc. trauma			
Fire services			
Others:			

Signature of Subcontractor Site In-charge

Signature of Subcontractor HSE Officer

**POWER SECTOR****Monthly Site HSE Report**

FORMAT NO: HSEP:14-F05

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K) Implementation of Checklist, Work Permits:

Item	Numbers During the Month	Major Deviations

Note:- Please attach photocopies of all filled Checklists & Work permits for that month.**L) Personal Protective Equipment Issued (Extend table for each subcontractor):**

Item	Issued this Month	Nos. Issued up to the Month	Percentage of usage at Site (as per physical verification)
Name of subcontractor:			
Safety Helmet			
Safety Shoes			
Full Body Harness			
Fall Arrestor			
Safety Nets			
Hand Gloves			
Face shield			
Welder shield			
Nose Mask			
Reflective Jacket			
Other PPEs.			

M) Safety Observations by Subcontractor Executives- Observations package wise:

Topic	Date Of Programme	No. Of Participants	Level Of Participants

• Tool-Box talks on Safety:

Date	Tool Box Talk - No of Participants	Topic	Remarks

• Safety Induction Trainings:

Date	Safety Induction No. of Participants	Topic	Remarks

Signature of Subcontractor Site In-charge

Signature of Subcontractor HSE Officer

**POWER SECTOR****Monthly Site HSE Report**

FORMAT NO: HSEP:14-F05

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N) Progress of Management Programmes at Site

SL	Description Of MPs	Annual Plan	Achievement In This Month	Cumulative Achievement
A. Environment Improvement Programme				
1	Plantation of Trees			
2	Installation of Scrap Bins			
3	Chemical Storage & Handling system			
B. Improvement of Working Environment				
4	Increasing LTI free days			
5	Air Quality Monitoring			
6	Water Quality Monitoring			
7	Illumination level Monitoring			

O) HR Information:

Designation	Total No. Inducted	Total no. of Induction Balance	Total no. of Gate Pass Issued	Total no. of Gate Pass Balance	Total no. of Gate Pass Cancelled	Medical Checkup Completed	Medical Checkup Balance

P) Rewards on Account of Good Safety Performance

Serial Number	Reward Issued to	Details of Reward Issued (Amount etc.)	Brief Reason

Note: Photos of Reward Functions to be attached

Q) Other Safety initiatives / Safety Activities conducted (with photos, if any):

Signature of Subcontractor Site In-charge

Signature of Subcontractor HSE Officer

**POWER SECTOR****Personal Protective Equipment Inspection**

FORMAT NO: HSEP:14-F06

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection:	

Item	Total Checked	Numbers Found in Order	Remarks
Safety Helmet			
Safety Shoes			
Full Body Harness			
Fall Arrestor			
Safety Nets			
Hand Gloves			
Face shield			
Welder shield			
Nose Mask			
Reflective Jacket			
Other PPEs (Specify)			

Signature of Site I/C of Subcontractor:

Date:

**POWER SECTOR****Inspection Of T&Ps**

FORMAT NO: HSEP:14-F07

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Date of Inspection :	

Sl.No.	Description	Remarks
1.0	Name of equipment	
2.0	Basic Information of equipment	
2.1	Specification	
2.2	Sr. No. of equipment	
2.3	Make	
2.4	Year of manufacture	
3.0	Major repairs / overhauls(Furnish details of work carried out)	Date(s) of major repair/overhaul
3.1		
3.2		
3.3	Repairs carried out at site	
4.0	Any performance test conducted	Yes/No
5.0	Document Submitted	Yes/No
6.0	Manufacturer's test / guarantee certificate	Available/ Not available
7.0	Performance test	Done/ Not Done
8.0	Acceptance Norms	
9.0	Committee Observations	
10.0	Date of next review (if accepted)	
Signature-Subcontractor HSE Officer		Signature-Subcontractor Site In-charge

**POWER SECTOR****Inspection Of Cranes**

FORMAT NO: HSEP:14-F08

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :**Name of Sub-Contractor :****Inspected by :****Date of Inspection:****Crane Reg. No (Make/Model)****Name of Driver/Operator**

Sl.no.	Description	Observation	Measures
1	Valid Driving license		
2	Hook & Hook Latch		
3	Over Hoist limit switch		
4	Boom limit switch		
5	Boom Angle Indicator		
6	Boom limit cutoff switch		
7	Condition of Boom		
8	Condition of ropes		
9	Number of load lines		
10	Size and condition of the slings		
11	Stability of the cranes		
12	Soil Condition		
13	Swing Break And Lock		
14	Proper Break And Lock		
15	Hoist Break And Lock		
16	Boom Break And Lock		
17	Main Clutch		
18	Leakage in Hydraulic Cylinders		
19	Out riggers fully extendable		
20	Tyre pressure		
21	Condition of Battery And Lamps		
22	Guards of moving and rotating parts		
23	Load chart provided		
24	Number and position of pedant ropes		
25	Reverse Horn		
26	Load Test Details		
27	Operator's fitness		
28	Pollution under control certificate		
29	Fire extinguisher of appropriate type.		
30	Training of the operator		

Signature of Site I/C of Subcontractor:**Date:**

**POWER SECTOR****Inspection Of Winches**

FORMAT NO: HSEP:14-F09

REV NO.: 00

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Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection:	

Winch Reg. No (Make/Model) _____

Name of Operator _____

Sl. No.	Description	YES	NO	NA	Remarks
1	Has the copy of Third Party Inspection certificate been provided in winch machine shed?				
2	Is safe operating instructions displayed near winch?				
3	Is winch machine operator experienced enough to operate the winch machine?				
4	Is the winch machine operated by someone other than the winch machine operator?				
5	Is there guard provided in all moving parts like wheel and motor's shaft?				
6	Will it protect against unforeseen operational contingencies?				
7	Are brakes, clutch and locking arrangement working properly?				
8	Has it been ensured that the guard does not constitute a hazard by itself?				
9	Are the cranks and the connecting rods protected by guardrails?				
10	Is there provision for fully covered shed with wooden plank roof?				
11	Is wire rope free from any kind of damage or wear and tear?				
12	Is split pin provided for the protection of clutch and brake locking arrangement?				
13	Is pulley inspected by competent person and certified before use?				
14	Is pulley free from any wear and tear visually?				
15	Is winch rope barricaded with clipsheet for the protection of rope and person?				
16	Is the wire rope lubricated by cardium oil?				
17	Is there any friction in wire rope which may damage the wire rope rather than the rolling parts?				
18	Is there any oil leakage in the hydraulic system of the winch machine?				
19	Has it been ensured that the guard will not cause discomfort or inconvenience to operator?				
Total NO		Total NA		% Compliance	

Signature of Site I/C of Subcontractor: _____

Date: _____

**POWER SECTOR****Inspection of Height Working**

FORMAT NO: HSEP:14-F10

REV NO.: 00

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Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection:	

Sl. No.	Descriptions	Observation (Yes/No)	Remarks
A. General			
1	All the workers have been explained safe work method?		
2	Adequate illumination has been ensured.		
3	Work area inspected prior to the start of the work.		
4	Is the work area barricaded to prevent fall and platforms are of adequate strength (bamboo, jute / plastic ropes not to be used).		
5	The temporary work platforms & structures for height work including those used in Boiler structures, water walls, ESP, Powerhouse are fully barricaded with railings (as per IS 3696)		
6	Fabricated makeshift arrangements are checked for quality and type of material welding, anchoring etc.		
7	Are floor gaps, permanently covered and barricaded		
8	Area below the work place barricaded, particularly below hot work.		
9	Workers provided with bags /box to carry bolts, nuts and hand tools		
10	Arrangement for fastening hand tools made.		
11	All work platforms ensured to be of adequate strength and ergonomically suitable.		
12	Work at more than one elevation at the same segment is restricted.		
13	An established communication system has been established and explained to the workers.		
B. Access/Egress			
1	Walkways provided with handrail, mid-rail and toe guard?		
2	All checkered plates, gratings properly welded/ bolted?		
3	Are ladders inspected and they are in good condition?		
4	Are ladders spliced?		
5	Are ladders properly secured to prevent slipping, sliding or falling?		
6	Stairs erected above and below 1 tier column for safe access?		
7	Do side rails extend 36" above top landing?		

**POWER SECTOR****Inspection of Height Working**

FORMAT NO: HSEP:14-F10

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Sl. No.	Descriptions	Observation (Yes/No)	Remarks
8	Are built up ladders constructed of sound materials?		
9	Are rugs and cleats not over 12" on center?		
10	Metal ladders not used around electrical hazards.		
11	Proper maintenance and storage.		
12	Ladders placed at right slope.		
13	Ladders / staircases welded/ bolted properly.		
14	Any obstruction in the stairs.		
15	Are landing provided with handrails, knee rails, toe boards etc.?		
16	Whether ramp is provided with proper slope.		
17	Proper hand rails / guards provided in ramps.		
C. Housekeeping			
1	Walkways, aisles & all overhead workplaces cleared of loose material.		
2	Is any nut bolt/scrap left on beam/column?		
3	Flammable materials, if any, are cleared.		
4	All the de shuttering materials are removed after de shuttering is done.		
5	Platforms and walkways free from oil/grease or other slippery material.		
6	Collected scrap are brought down or lowered down and not dropped from height.		
D. PPE And Safety Devices			
1	Use of safety helmet, safety belts ensured for all workers		
2	Anchoring points provided at all places of work.		
3	Common lifeline provided wherever linear movement at height is required.		
4	Safety nets are use wherever required.		
5	Proper fall arrest system is deployed at critical workplaces.		
6	Crawler boards/Safety system or works on fragile roof are used.		
7	Is man-lift being used for personnel lifting?		
8	Does man basket / personnel lift system has an independent lifeline and all occupants safety harnesses connected to it with rope grab?		

Signature of Site I/C of Subcontractor:

Date:

**POWER SECTOR**

FORMAT NO: HSEP:14-F11
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Inspection of Welding and Gas Cutting

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Welding				
Sl.no.	Description	Y e s	N o	Remarks
1	Is electric connection given through 30 mA ELCB/RCCB to welding m/c?			
2	Is welding machine more than 10 years old?			
3	Is there provision of fuse and is it bypassed?			
4	Is electric cable fitted properly in junction box on m/c?			
5	Is electrical cable free from joints?			
6	Are the joints attached firmly & insulated with tape?			
7	Is double earthing given to body of m/c?			
8	Is the physical condition of the m/c good?			
9	Is ON/OFF switch connected to the m/c is working and in good condition?			
10	Are indication lamps on m/c working?			
11	Is the electrode holder in good condition?			
12	Are the cables of the welding m/c lugged & tight properly?			
13	Is cable to welding machine terminal joint loose / burnt / glowing?			
14	Are return lead connected properly (Rod, Angle, Channels shall not be used)			
	Total No of NO			
	Total No of YES			

Signature of Site I/C of Subcontractor:**Date:**

**POWER SECTOR****Inspection of Welding and Gas Cutting**FORMAT NO: **HSEP:14-F11**

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Gas Cutting				
Sl.no	Description	Yes	No	Remarks
1	Are Cylinders kept on trolleys?			
2	Physical condition of Gas cylinders Good?			
3	Is there Oil/Grease on valve of the cylinder?			
4	Are pressure regulators in good condition?			
5	Condition of hose pipe OK?			
6	Are hose pipe clamped with hose clip?			
7	Is flash back arrestor & NRV fitted on torch both for O2 and LPG cylinder?			
8	Is nozzle of the torch cleaned?			
	Total Number of NO			
	Total No of YES			
	% Compliance			

Signature of Site I/C of Subcontractor:

Date:

**POWER SECTOR****Inspection Of Electrical Installation**

FORMAT NO: HSEP:14-F12

REV NO.: 00

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Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Sr. No.	Contents	Yes/No	Remarks
A	Cable		
1.	Whether the condition of cable is checked?		
2.	Are cables received from other sites checked for insulation resistance before putting them into use?		
3.	Are all main cables taken either underground / overhead?		
4.	Are welding cables routed properly above the ground?		
5.	Are welding and electrical cables overlapping?		
6.	Is any improper joining of cables/wires prevailing at site?		
B	DBs/SDBs		
1.	Is earth conductor continued up to DB / SDB?		
2.	Whether DBs and extension boards are protected from rain / water?		
3.	Whether DB and extension board have separate MCB/ELCB		
4.	Is there any overloading of DBs / SDBs?		
5.	Are correct / proper fuses & CBs provided at main boards and sub-boards?		
6.	Is energized wiring in junction boxes, CB panels & similar places covered all times?		
C	ELCB		
1.	Whether the connections to all equipment are routed through individual ELCBs?		
2.	Is sensitivity of each ELCB maintained at 30 mA?		

**POWER SECTOR****INSPECTION OF ELECTRICAL INSTALLATION**

FORMAT NO: HSEP:14-F12

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Sr. No.	Contents	Yes/No	Remarks
3.	Are the ELCB numbered and tested periodically & test results recorded in a logbook countersigned by a competent person?		
D	Grounding		
1.	Is natural earthing ensured at the source of power (main DB at Generator or Transformer)?		
2.	Whether the continuity and tightness of the earth conductor are checked?		
3.	Mention the gauge of the earth conductor used at the site.		
4.	Mention the value of Earth Resistance.		
E	Electrically operated Machines or Accessories.		
1.	Whether the plug top is provided everywhere.		
2.	Are all metal parts of electrical equipment and light fittings / accessories grounded / double earthed?		
3.	Is there any shed or cover for welding machines?		
4.	Are halogen lamps fixed at proper places?		
5.	Are portable power tools maintained as per norms?		
6.	Any other information:		

Signature of Site I/C of Subcontractor:

Date:

**POWER SECTOR****Inspection of Elevator**

FORMAT NO: HSEP:14-F13

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Sr. No.	Description	Remarks
1.0	Name of equipment	
2.0	Basic Information of equipment	
2.1	Specification	
2.2	Sr. No. of equipment	
2.3	Make	
2.4	Year of manufacture	
3.0	Major repairs/overhauls(Furnish details of work carried out)	Date(s) of major repair/overhaul
3.1		
3.2		
3.3	Repairs carried out at site	
4.0	Any performance test conducted	Yes/No
5.0	Document Submitted	Yes/No
6.0	Manufacturer's test / guarantee certificate	Available/ Not available
7.0	Performance test	Done/ Not Done
8.0	Acceptance Norms	
9.0	Committee Observations	
10.0	Date of next review (if accepted)	

Signature-Subcontractor/ Subcontractor's Safety Officer

Signature-Site Safety Officer (BHEL)

**POWER SECTOR****HSE Penalty Format**

FORMAT NO: HSEP:14-F14

REV NO.: 00

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Sub: MEMO for Penalty for non-compliances in Safety and Fabrication Quality requirement

Following lapse (tick marked) was observed and penalty is imposed as stated at the bottom of this memo. It is requested that such occurrences may please be avoided in future.

S. No	Nature of Non - Compliance	Penalty (in Rs.)	Remarks
A. PPEs			
1.	Not wearing safety helmet / wearing without chin straps	500	Per Person/ day
2.	Not Wearing safety shoes	500	Per Person/ day
3.	Not wearing gloves, nose masks where required	350	Per Person/ day
4.	Not using grinding goggles while doing grinding operations	500	Per Person/ day
B. Height Work			
1.	Not providing Lifelines for height work	1000	Per location per day
2.	Not ensuring barricading of working platforms	1000	Per location per day
3.	Not using temporary platform during work at height	1000	Per case per day
4.	Not wearing safety belt while working at height (> 2 meters) or not anchoring to lifeline	2000	Per Person/ day
5.	Not providing proper barricades (caution tape at 2 elevations)	500	Per location per day
	Use of mobile phones by Height worker / Crane / Hydra Operator	1000	Per case per day
C. Electrical			
1.	Not using 24 V supply for lighting in confined spaces	500	Per case per day
2.	Lack of Electrical Earthing	2000	Per case per day
3.	Improper earthing of welding & Other electrical Machines. Earth resistance not OK	500	Per Machine per incidence
4.	Electrical plug not used for connection/ hand machines	500	Per connection per incidence
5.	Unsafe electrical practice like not installing ELCB/ RCCB	500	Per case per day
6.	Using frayed/ broken welding cables	500	Per machine per week
D. Lifting			
1.	Use of lifting equipment without having valid Third Party Test certificate	5000	Per equipment per seven days
2.	Lifting hooks without latches	500	Per hook per day
3.	Using damaged slings or not slinging properly	2000	Per event Per T&P
4.	Lifting cylinders without cage or rolling of cylinders	500	Per Event per incidence
5.	Non removal of scrap from platforms	1000	Per Event Per location per 7 days
E. Hot Work / Cylinder Handling			
20.	Gas cutting without flash back arrestor	2000	Per machine per incidence
21.	Gas cutting at height without sheet below	500	Per event
22.	Not keeping gas cylinders vertically / in trolley on ground	500	Per event
23.	Gas cutting with damaged hose pipes	500	Per event
	Not covering welding cylinder with top cover	500	Per event
F. Construction Vehicles			
24.	Not having valid driving license for the type of vehicle/ T&P	2000	Per driver per event
25.	Two wheeler entry in construction area	500	Per vehicle
26.	Using Hydra for material movement at site in unsafe manner	1000	Per case
27.	Using Two Hydra in Tandem for material movement	2000	Per case
28.	Vehicles, Hydras, Cranes, Dumpers and Earth Movers not having automatic back horns linked to gear	1000	Per Equipment per day
29.	Not using guide rope while moving material using Hydra or Crane	1000	Per event
30.	Violating speed limit during vehicle movement	1000	Per event

	POWER SECTOR	FORMAT NO: HSEP:14-F14 REV NO.: 00 PAGE NO. 02 OF 2
	HSE Penalty Format	

	Nature of Non - Compliance	Penalty in Rs.)	Remarks
Engineering / Administrative Controls / General			
31.	Major Accident – Victim not reporting for work within 48 hours – resulting in partial loss in earning capacity & termination / demotion in employment	200000	
32.	Fatal Accident/Accidents Resulting in total Loss in Earning Capacity #	500000	Per victim#
33.	Unsafe Act in violation of standards / clauses of this document	500-5000	Per case
34.	Activity carried out without safety work permit where applicable	2000	Per person per event
35.	Using untrained / unqualified personnel for hazardous work	2000	Per event
36.	Not maintaining proper hygiene in canteen as per BOCW	1000	Per event

or as deducted by customer, whichever is higher.

For repeated **major and** fatal incidents under the same subcontractor for the same package in the same Unit, the subcontractor will pay 2 times the penalty compared to previously paid

Details (if any) related to non- compliance (Name of persons, Nature of deficiency, etc.)

Penalty imposed:

1, Rate as per above chart_____

2. No. of Persons/ machine/ event/ labor_____

3. Total Penalty= 1. X 2. =_____

BHEL Personnel:

Signatures:

Name_____

Attachments: Photographs & Documentary proof (if available) for violation

Distribution: 1 Copy: to Sub- contractor Site In-charge,
1 Copy to Site Construction Manager (BHEL)

**POWER SECTOR****Format for Initial Verification of PPE's & Lifting Tools & Tackles**

FORMAT NO: HSEP:14-F15

REV NO.: 00

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Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

S. No	Particulars (Serial Number, make, model of PPE, T&P)	Accepted / Rejected	Remarks
Checked (Name & Sign. Of Subcontractor HSE Officer)		Verified (Name & Sign. Of Subcontractor Site In-charge)	

**POWER SECTOR****Format for Inspection of Labor Colony**

FORMAT NO: HSEP:14-F16

REV NO.: 00

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Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

S. No	Particulars	No	Yes	Comments
1	Sufficient living space ensured for each occupant with Kitchen area			
2	Area cleanliness ensured through regular cleaning			
3	Toilet facility sufficient for all occupants available, in order with adequate lighting, cleaned regularly and in hygienic condition			
4	Washing facilities available with adequate water supply			
5	Availability of sufficient drinking water in protected tanks with weekly tank cleaning and source tested annually as per IS10500 ensured			
6	Adequate drainage to remove waste and rain water, no flooding			
7	"Unsafe for Drinking" posted near accessible non-potable water and sources; posted in language of occupants or universal symbol			
8	Prevention of mosquitoes, flies, and rodents in immediate housing area through insecticide sprays if required			
9	Electricity provided & electrical connections safety ensured			
10	Fans, Coolers / Quilts, Heaters provided as required to cater to weather conditions along with adequate electricity supply			
11	Houses Walls and roof tight and solid; floors rigid and durable, with smooth, cleanable finish in good repair			
12	Availability of nominal rate ration / common use items shop within / nearby the colony			
13	Emergency medical plan developed: (A) Potential injuries determined (B) Local EMS response determined (C) Qualified first-aid person on site, if required			
14	Emergency plans posted where employees gather			
15	Transportation to nearest suitable facility			

Any other checks:

Remarks:		Name & Sign. Of Subcontractor HSE Officer		



POWER SECTOR

FORMAT NO: HSEP:14-F17

REV NO.: 00

PAGE NO. 01 OF 1

Name of Site:

Name of Subcontractor:

[illegible]

**POWER SECTOR****Format for Maintaining Records of E-waste
Handled / Generated**

FORMAT NO: HSEP:14-F18

REV NO.: 00

PAGE NO. 01 OF 1

(Generated Quantity in Metric Tons (MT) per year)

Site		
Subcontractor		
Date		
Types & Quantity of e-waste handled/generated**	Category	Quantity
	Item Description	
Types & Quantity of e-waste stored	Category	Quantity
	Item Description	
Types & Quantity of e-waste sent to collection center authorized by producer/dismantler/recycler/refurbisher or authorized dismantler/ recycler or refurbisher **	Category	Quantity
	Item Description	
Types & Quantity of e-waste transported*	Category	Quantity
	Item Description	
Name, address and contact details of the destination		
Types & Quantity of e-waste refurbished*	Category	Quantity
	Item Description	
Name, address and contact details of the destination of refurbished materials		
Types & Quantity of e-waste dismantled*	Category	Quantity
Name, address and contact details of the destination		
Types & Quantity of e-waste recycled*	Category	Quantity
Types & Quantity of materials recovered	Item Description	
	Quantity	
Name, address and contact details of the destination		
Types & Quantity of e-waste sent to recyclers by dismantlers	Category	Quantity
	Item Description	
Name, address and contact details of the destination		
Types and Quantity of other waste sent to respective recyclers by dismantlers / recyclers of e-waste	Category	Quantity
	Item Description	
Types and Quantity of e-waste treated & disposed	Category	Quantity
	Item Description	
Name, address and contact details of the destination		

Signature of Subcontractor Site In-charge:**Date**

**POWER SECTOR****Format for Maintaining Records of Hazardous Waste at the Facility**

FORMAT NO: HSEP:14-F19

REV NO.: 00

PAGE NO. 01 OF 1

1. Name of Site:
2. Name of the Subcontractor:
3. Date:
4. Description of hazardous waste:

Physical form with description	Chemical form	Total volume and weight (in kg.)

5. Description of storage and treatment of hazardous waste:

Date	Method of storage of hazardous wastes	Date	Method of treatment of hazardous wastes

6. Details of transportation of hazardous waste:

Name & address of consignee of package	Mode of packing/of the waste for transportation	Mode of transportation to site of disposal	Date of transportation

7. Details of disposal of hazardous waste:

Date of disposal	Concentration of hazardous material in the final waste form	Site of disposal (identify the location on the relevant layout drawing for reference)	Method of disposal	Persons involved in disposal

8. Data of environmental surveillance:

Date of measurement	Analysis of ground water			Analysis of soil samples			Analysis of air sampling			Analysis of any other samples (give details)
	Location of sampling	Depth of sampling	Data	Location of sampling	Depth of sampling	Data	Location of sampling	Data		

9. Details of the hazardous wastes reused and recycled:

Date	Total quantity of hazardous waste generated	Details of hazardous waste minimization activity	Material received	Final quantity of waste generated	Net reduction in waste generation quantity and percentage

Signature of Subcontractor Site In-charge:

Date:

**POWER SECTOR****HSE Audit / Inspection Checklist-cum-Compliance Report**

FORMAT NO: HSEP:14-F20

REV NO.: 00

PAGE NO. 01 OF 3

PROJECT: _____

CONTRACTOR: _____

DATE: _____

OWNER : _____

INSPECTION BY: _____

Note : write 'NA' wherever the items is not applicable

Item	Y e s	N o	Remarks	Action
HOUSEKEEPING				
Waste containers provided and used				
Passageways and walkways clear				
General neatness of working area				
Other				
PERSONNEL PROTECTIVE EQUIPMENT				
Goggles; shields				
Face protection				
Hearing protection				
Respiratory masks etc.				
Safety belts				
Other				
EXCAVATIONS / OPENINGS				
Openings properly covered or barricaded				
Excavations shored				
Excavations barricaded				
Overnight lighting provided				
Other				
WELDING, CUTTING				
Gas cylinders chained upright				
Cable and hoses not obstructing				
Fire extinguisher (s) accessible				
Others				
SCAFFOLDING				
Fully decked platforms				
Guard and intermediate rails in place				
Toe boards in place				
Adequate shoring				
Adequate access				
Others				
LADDER				
Extension side rails 1 m above				
Top of landing				
Properly secured				
Angle + 70° from horizontal				
Other				



POWER SECTOR

HSE Checklist-cum-Compliance Report

FORMAT NO: HSEP:14-F20

REV NO.: 00

PAGE NO. 02 OF 3

HOISTS, CRANES AND DERRICKS				
Condition of cables and sheaf OK				
Condition of slings, chains, hooks OK				
Inspection & maintenance log maintained				
Outriggers used				
Signals observed and understood				
Qualified operators				
Others				
MACHINERY, TOOLS & EQUIPMENT				
Proper instruction				
Safety devices				
Proper cords				
Inspection and maintenance				
Other				
VEHICLE AND TRAFFIC				
Rules and regulations observed				
Inspection and maintenance				
Licensed drivers				
Other				
TEMPORARY FACILITIES				
Emergency instructions posted				
Fire extinguishers provided				
Fire-aid equipment available				
General neatness				
Others				
FIRE PREVENTION				
Personnel instructed				
Fire extinguishers checked				
No smoking in prohibited areas.				
Hydrants				
Clearance				
Others				
ELECTRICAL				
Proper wiring				
ELCB's provided				
Ground fault circuit interrupters				
Protection against damage				
Prevention of tripping hazards				
Other				
HANDLING & STORAGE OF MATERIALS				
Properly stored or stacked				
Passageways clear				
Other				
FLAMMABLE GASES AND LIQUIDS				
Containers clearly identified				
Proper storage				
Fire extinguisher nearby				
Other				

**POWER SECTOR****HSE Checklist-cum-Compliance Report**

FORMAT NO: HSEP:14-F20

REV NO.: 00

PAGE NO. 03 OF 3

WORKING AT HEIGHT				
Safety nets				
Safety belts				
Safety helmets				
Anchoring of safety belt to the life line rope				
ENVIRONMENT				
Lubricant waste/engine oils properly dispose.				
Waste from Canteen, offices, sanitation etc. disposed properly.				
Disposal of surplus earth, stripping materials, expired batteries, oily rags and combustible materials done properly.				
HEALTH CHECKS				
Hygienic conditions at labor camps O.K.				
Availability of first-aid facilities				
Proper sanitation at site, office & labor camps.				
Arrangement of medical facilities.				
Measures for dealing with illness.				
Availability of potable drinking water for workmen & staff.				
Provision of crèches for children.				

Signature of Subcontractor Site In-charge:

Date:

**POWER SECTOR****Format for Inspection of Illumination / Lux Levels**

FORMAT NO: HSEP:14-F21

REV NO.: 00

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Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Details of Lux Meter Used for Illumination Checking

Serial Number		Last inspection Date		Inspection Due Date	

S. No	Location	Applicable Lux Value	Measured Lux Value	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Any other checks:

Remarks:

Name & Sign. Of Subcontractor HSE Officer

**POWER SECTOR****Format for Incident Reporting**

FORMAT NO: HSEP:14-F22

REV NO.: 00

PAGE NO. 01 OF 2

Type of incident: Fatal/Major//Fire/Property damage (Tick what is applicable)

1	Name Of Site		3	Activity Area	
2	Scope Of Work		4	Name Of Contractor	
			5	NAME & DESIGNATION OF BHEL ACTIVITY I/C	
6	Date & Time Of Accident		7	Date Resumed	
8	No. Of Work-Days Lost by Victim (If Duty Not Resumed, Give Estimated Figure)				
9	No. Of Man-hours Lost By Others				
10	Personal Details Of Injured and/or Details Of Materials/Equipment/ Property Damaged				
Name			Name Of Material / Equipment / Property		
Period Of Employment					
Age	Yrs.	Sex	Male/Female	Estimated Cost	Actual Cost
Marital Status		Single/ Married			
Occupation		Nature Of Damage			
Part Of Body Injured					
Nature Of Injury					
Agency (Object / Equipment / Substance) Most Responsible For Causing Accident / Injury / Damage					
12	Person (Name & Designation) With Most Control Over Agency (Object / Equipment / Substance) Causing Accident Injury / Damage				
13	Describe Clearly How the Accident Occurred (Use Additional Sheet, If Required)				

**POWER SECTOR****Format for Incident Reporting**

FORMAT NO: HSEP:14-F22

REV NO.: 00

PAGE NO. 02 OF 2

Analysis

14	What Acts and/or Conditions Contributed Most Directly to This Accident	
15	What Are the Basic Reason for The Existence of These Acts and/or Condition?	
16	What Corrective Actions Have Been Taken to Prevent Accident Recurrence?	
	Date:	Signature Of Site HSE Coordinator
17	Comments of Head/Sox	
	Date:	Signature Of Head/SOX

	POWER SECTOR	FORMAT NO: HSEP:14-F30 REV NO.: 00 PAGE NO. 01 OF 3
	Format for Monthly HSE Planning & Review	

Note: This is a template and can be modified in consultation with BHEL			
Name of the Site		Name of the Subcontractor	
Scope of Work		Date	
PART- A: PLAN OF HSE ACTIVITIES FOR THE MONTH OF.....			PART-B: REVIEW ON
SN.	Description of HSE Activity & Formats	Plan & Targets for the month	Review
1	Availability of First Aid Box at Required Places and Inspection thereof as per Format: Fo1	Areas 1.	
2	Health check-up as per Format: Fo2	Health check-up for Nos 1. New inductees 2. Drivers & Operators 3. Workers in following high risk areas: a. ...	
3	Induction training of newly joined workers as per Format: Fo3	Minimum No. of workers:	
4	Toolbox talks (TBT) conducted before start of work as per Format: Fo4	Locations of TBTs & No. of workers 1. ...	
5	PPE usage and issue as per Format: Fo6		
6	Inspection of T&Ps as per Format: Fo7	List of T&Ps to be inspected 1.	
7	Identification & Inspection Status of T&Ps as per Format: Fo8		
8	Inspection of Cranes & Winches as per Format: Fo9	List of Cranes & Winches & Nos. 1. ...	
9	Inspection of Height Working as per Format: F10	Areas: 1. ...	
10	Inspection of Welding & Gas Cutting operations as per Format: F11	Areas: 1. ...	
11	Inspection of Electrical Installations as per Format: F12	Locations: 1. ...	
12	Inspection of Elevators (as applicable) as per Format: F13	Locations: 1. ...	
13	Inspection of Excavation as per Format: F13E	Locations: 1. ...	



POWER SECTOR

Format for Monthly HSE Planning & Review

FORMAT NO: HSEP:14-F30

REV NO.: 00

PAGE NO. 02 OF 3

SN.	Description of HSE Activity & Formats	Plan & Targets for the month	Review
14	Job Safety Analysis as per Format F32B	Activities: 1. ...	
15	Regular Job Specific Training (Re-training) for workers involved in hazardous activities	Topics/ Hazards & No. of workers 1. ...	
16	Mass housekeeping (HK) drive in work areas	Areas 1. ...	
17	Vertigo Test of Height workers	Minimum No. of workers:	
18	Deployment of qualified HSE Officers as per contract	Location(s) & Nos. 1. ...	
19	Deployment of qualified HSE Stewards as per contract	Location(s) & Nos. 1. ...	
20	Deployment of Safety tools & Equipment (Safety Nets, Lifelines, Fall arrestors, Man-cages, flashback arrestors, scaffolding etc.)	Tool/ Equipment & Location 1. ...	
21	Safety Walks by site in charge of agency (4 -Weekly once)	Dates:	
22	Safety walks by departmental head (8-Weekly twice)	Dates:	
23	Availability/ deployment of Safety posters/ placards/ signage at strategic locations	Locations: Nos. 1. ...	
24	Provision of clean drinking water sources for workers	Locations: Nos. 1. ...	
25	Provision of toilets for workers (separate for male & female workers)	Locations: Nos. 1. ...	
26	Rest sheds for workers during lunchtime, rain, dust storm etc.	Locations: Nos. 1. ...	
27	Availability of following in Labor colony	1. Clean drinking water 2. Toilets 3. Cleanliness & Hygiene 4. Grass cutting, 5. Fogging 6. Electrical Inspection ...	

	POWER SECTOR		FORMAT NO: HSEP:14-F30 REV NO.: 00 PAGE NO. 03 OF 3
	Format for Monthly HSE Planning & Review		
SN.	Description of HSE Activity & Formats	Plan & Targets for the month	Review
28	Availability of dust/ waste bins at various locations	Locations: 1. ...	
29	Availability of Ambulance (individual/ joint) in each shift	Ambulance No.	
30	Availability of emergency vehicle in each shift	Emergency vehicle	
31	Deployment/ Availability of tested Fire Extinguishers	Locations & Nos. 1. ...	
32	Tree plantation	Locations & Nos. 1. ...	
33	Waste disposal & Scrap Bins	Locations 1. ...	
34	Illumination checks	Locations 1. ...	
35	Safety award function: 1. Display of good practices Award presentation	Minimum 1 per month	
36	Submission of Daily Reports as per Format No.F31A	Daily Reports (Night & Day Shifts)	

PLAN		REVIEW	
<u>Agency</u> Name:	<u>BHEL</u> Name:	<u>Agency</u> Name:	<u>BHEL</u> Name:
Sign:	Sign:	Sign:	Sign:
Date:	Date:	Date:	Date:



	POWER SECTOR	FORMAT NO: HSEP:14-F31 A REV NO.: 00 PAGE NO. 01 OF 1
	Format for Daily HSE Reporting	

	POWER SECTOR	FORMAT NO: HSEP:14-F31 A REV NO.: 00 PAGE NO. 01 OF 1
	Format for Daily HSE Reporting	

	POWER SECTOR	FORMAT NO: HSEP:14-F31 A REV NO.: 00 PAGE NO. 01 OF 1
	Format for Daily HSE Reporting	

	POWER SECTOR	FORMAT NO: HSEP:14-F31 A REV NO.: 00 PAGE NO. 01 OF 1
	Format for Daily HSE Reporting	

	POWER SECTOR	FORMAT NO: HSEP:14-F31 A REV NO.: 00 PAGE NO. 01 OF 1
	Format for Daily HSE Reporting	

	POWER SECTOR	FORMAT NO: HSEP:14-F31 A REV NO.: 00 PAGE NO. 01 OF 1
	Format for Daily HSE Reporting	

Night		Day	SHIFT	Year	Site
			Submitted By		
			Work Area(s)		
			Staff		
			Man-Power		
			Safety Officers		
			Safety Stewards		
			Tool Box (Topics and No. of Participants)		
			Induction Training (No. of Participants)		
			Vertigo Test (Numbers Tested)		
			On-the-Job Training (Topic & participants)		
			Work Permits		
			Job Safety Analyses conducted		
			Height Work Inspection		
			Other Hazardous Activities Inspection		
NA			T&P Inspection (Names & Nos. Inspected)		
			Safety Walk (Designation, Areas)		
NA			HSE Meeting		
NA			Safety Reward (Details)		
NA			Housekeeping/ Dust Suppression/ Tree Plantation Activities (Locations/Details)		
			Lost time Accident		
			Restricted Work Case		
			Medical Treatment Case		
			First Aid Case		
			Near miss		
			Property Damage/ Fire		
			Non-Compliances Submitted by BHEL		
			Complied by Agency		
			Any other Remarks/ Inputs		



POWER SECTOR

Job Safety Analysis Format

FORMAT NO: HSEP:14-F32B

REV NO.: 00

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Name of the Site	
Name of the Subcontractor	
Activity, Area	

HAZARDS				PRECAUTIONS	

(Name)	Submitted By (Agency HSE)		Reviewed By (BHEL Execution)		Approved By (BHEL HSE)	
(Sign)						
(Date)						

**POWER SECTOR- HQ**

FORMAT NO: HSEP:14-F33

REV NO.: 00

PAGE NO. 01 OF 3

Checklist for Evaluation of HSE Performance

SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
1a	Induction training for new workers conducted through audio-visual medium & documented ?	M	1	Induction Training Records
1b	Tool box talk conducted regularly as per plan, and documented?	M	1	Toolbox Talk Records
1c	Contractor in charge and safety in charge attended safety meetings?	M	2	Minutes of Meeting
1d	Whether observations in safety meetings are complied before next meeting?	M	2	-do-
1e	Preparation and submission of Monthly HSE report within stipulated time	M	1	Report submission date
1f	Preparation and submission of Incident/near-miss report and RCA Report (as applicable) within stipulated time	M	1	Incident/ Near Miss Records
1g	Carrying out Inspections and submission of Inspection reports within stipulated time	M	1	Inspection Records
1h	Regular Job Specific Training ensured for High Risk Workers (through audio-visual medium) as per plan	M	1	Training & Attendance Records
2a	Whether the contractor is registered under BOCW	M	2	BOCW Registration Certificate
2b	Availability of Qualified safety officer (1 for every 500 labour)	M	2	Safety Officer qualification & experience records
2c	Availability of Qualified safety supervisor (1 for every 100 labour)	M	2	Safety Officer qualification & experience records
2d	All the workers are provided and using safety helmets and safety shoes/gum boots	M	2	PPE Issue Records, Inspection/ non-conformity records
2e	Housekeeping done on regular basis and scrap removal at site	M	1	Housekeeping records, Inspection/ non-conformity records
2f	Usage of Goggles/Face shields and Hand gloves for gas cutter and grinders		1	PPE Issue Records, Inspection/ non-conformity records
2g	Wall openings & floor openings are guarded?		1	Inspection/ non-conformity records
2h	Adequate illumination provided in all working area?		1	Inspection/ non-conformity records
2i	Safety posters, sign boards and emergency contact numbers in all prominent location are displayed?		1	Inspection/ non-conformity records
2j	Availability of automatic reverse horns, Main horn, hook latches for Vehicles, mobile cranes, Hydras		1	Inspection/ non-conformity records
2k	Ban of carrying mobile phones to work place is implemented for workers		1	Inspection/ non-conformity records
2l	Availability of Tags & Inspection Certificates for Cranes of all capacities		1	Master T&P List with internal & external test details
2l.2	Availability of Tags & Inspection Certificates for Winches of all capacities		1	Master T&P List with internal & external test details
2l.3	Availability of Tags & Inspection Certificates, color coding for Chain pulley blocks		1	Master T&P List with internal & external test details
2l.4	Availability of Tags & Inspection Certificates for Vehicles - Trailers, Dozers, Dumpers, Excavators. Mixers etc.		1	Master T&P List with internal & external test details
2l.5	Availability of Tags & Inspection Certificates for Welding machines, grinders, Drilling machines, etc.		1	Master T&P List with internal & external test details
2l.6	Availability of Tags & Inspection Certificates, colour coding for Wire rope slings etc.		1	Master T&P List with internal & external test details
2l.7	Availability of Tags & Inspection Certificates for Batching plants		1	Master T&P List with internal & external test details

**POWER SECTOR- HQ**

FORMAT NO: HSEP:14-F33

REV NO.: 00

PAGE NO. 02 OF 3

Checklist for Evaluation of HSE Performance

SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
2m.1	Use of Lifting Permit as per requirement		1	Permit Records
2m.2	Use of Height Permit as per requirement		1	Permit Records
2m.3	Use of Hot Work Permit as per requirement		1	Permit Records
2m.4	Use of Excavation permit as per requirement		1	Permit Records
2m.5	Use of Confined space work permit as per requirement		1	Permit Records
2m.6	Use of Grating removal and safety net removal permit as per requirement		1	Permit Records
2m.7	Use of Lockout-Tag out permit as per requirement		1	Permit Records
2m.8	Use of Radiography permit as per requirement		1	Permit Records
2m.9	Use of Night/ Holiday Work Permit as per requirement		1	Permit Records
2m.10	Use of Any other Applicable Permit as per requirement		1	Permit Records
3a	Material safety data sheet(MSDS) available for all chemicals and displayed in usage and storage area?		1	Inspection/ non-conformity records
3b	Spillages of oil/concrete and other chemical is controlled and cleaned by proper method in case of spill?		1	Inspection/ non-conformity records
3c	Availability of adequate number of urinals in workplace and in elevations and maintained	M	1	
3d	Availability of rest rooms for workers at site	M	1	
3e	Availability of Drinking water facility at work spot		1	
3f	Hygienic Labour colony is provided for workers.		1	
4a	Is heavy/complex critical lifting permit obtained for heavy, complex materials before handling/erection activity?		1	Work Permit records
4b	Whether area below lifting activities barricaded		1	Inspection/ non-conformity records
4c	Availability of experienced rigging foreman		1	Experience details of rigging foreman
4d	Is agency is following proper storage and handling procedure as per manufacturer standard for all hazardous material?		1	Procedure for storage & handling
4e	Are oxygen and acetylene cylinders are transported to work place from storage area in trolleys		1	
5a	Whether all deep excavation has been protected by barrier		1	Inspection/ non-conformity records
5b	Sloping/benching & shoring provided for excavation as per requirement?		1	-do-
5c	Proper access and egress provided for excavations?		1	-do-
5d	Blasting is done in controlled manner?		2	-do-
6a	Whether Electrical booth is equipped with Co ₂ fire extinguishers and fire buckets filled with sand?		2	Inspection/ non-conformity records
6b	Availability of Illumination lamp in electric booth?		1	-do-
6c	whether Caution Boards have been displayed?		1	-do-
6d	Usage of Metal Plug top for all hand power tools ?		1	-do-
6e	Usage of Insulated welding cables.		1	-do-
6f	Electrical Booth/Distribution Board to be covered by proper Canopy.		1	-do-
6g	Availability of functional & individual 30mA ELCB / RCCB and MCB for protection and conducting periodical check-up?		1	-do-
6h	Double earthing for panel boards and all machinery & proper earth pit with regular inspection available?		1	-do-
6i	Whether Electrician is qualified and experienced		1	Qualification & Experience records of electrician
6j	Availability and usage of Rubber hand gloves by electrician?		1	Inspection/ non-conformity records

	POWER SECTOR- HQ	FORMAT NO: HSEP:14-F33
	Checklist for Evaluation of HSE Performance	REV NO.: 00 PAGE NO. 03 OF 3

SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
7a	Whether Scaffolding pipes made with steel or aluminum, are being used and checked periodically by experienced/ certified scaffolder?		2	Inspection/ non-conformity records
7b	8mm Stainless Steel wire rope with plastic cladding is provided for life line (Vertical / Horizontal) during height work?		2	-do-
7c	Availability of emergency lighting in case of power failure		1	-do-
7d	Whether all the openings are covered with Safety Nets made of fire proof Nylon?		1	-do-
7e	Whether MS pipe rails around staircases & platforms in usage are provided with top, middle rails and toe guard ?		1	-do-
7f	Whether Ladder with vertical life line /Fall arrestor is available to climb?		1	-do-
7g	Whether all workers deployed for working at height have been issued height pass after undergoing vertigo test?		1	Height Pass records
7h	Whether all workers deployed for height work / climbing ladder are provided and using Double lanyard safety belt?		1	PPE Issue records, inspection/ non-conformity reports
7i	Is all hand tools/Small material used by height workers is tied firmly to prevent fall?		1	-do-
8a	Flash back arrestors for all gas cutting sets is available on Torch side and cylinder side		1	Inspection/ non-conformity records
8b	Oxygen/Acetylene/LPG cylinders not in use have caps in place and stored separately?		1	-do-
8c	Availability of Face screen, Hand gloves, and Apron, for welders		1	-do-
8d	Protection from falling hot molten metal during metal cutting / welding at height by providing GI sheet below the cutting area especially in fire prone areas		1	-do-
9a	Pre-employment medical check-up done for all workers and submitted?		1	Medical check records
9b	Availability of first aid center, with MBBS doctor(Own or Sharing basis)	M	2	Attendance records
9c	Availability of Ambulance facility 24 hours (Own or sharing basis)	M	2	-do-
9d	Is First aid trained personnel's are available and their names are displayed at site?	M	1	-do-
9e	Availability of Emergency vehicle at site		1	
9f	Periodical medical check-up is conducted for all the workers and submitted?		1	Medical check records
9g	Availability of sufficient number of first aid box as per standard list and maintaining record		1	Inspection records
10a	Availability of Fire extinguishers, buckets at all vulnerable points		2	Fire extinguisher records
10b	Periodic fire mock drill conducted?		1	Fire, Mock drill records
10c	Are all flammable materials are stored separately?		1	
10d	Periodic grass cutting is done in material storage area?		1	
10e	Availability of 24V DC lighting in confined space work area		1	
10f	Availability of exhaust fan in confined space work area		1	

Note:

- **M: Mandatory; O: Optional.** Points other than mandatory can be excluded with appropriate justification (scope etc.) by BHEL
- Additionally: 30 Marks for each Fatal Accident and 10 mark for each major accident shall be deducted.

SECTION-B

Special Requirements



**HEALTH, SAFETY AND ENVIRONMENT PLAN
FOR
SITE OPERATIONS
(SECTION-B)**

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Date: 08.05.20
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1. Establishment of Common Facilities for whole Project – cost to be borne in full by subcontractor.

Table 1.1

S. No.	Item	Details as per Clause No. of this Section	Applicable / Not Applicable with Remarks	Package
1	Construction of Medical Centre	a	Applicable	Civil
2	Construction of Worker Training Centre (A part of safety park)	b	Applicable	Civil
3	Construction of Vertigo Test Structure (A part of safety park)	c	Applicable	Civil
4	Deployment of Specialists	d	Applicable	By concerned agencies
5	HSE Equipment	e	Applicable	By concerned agencies
6	HSE measurement devices	f	Applicable	By concerned agencies
7	Urinals in under-construction structures	g	Applicable	By concerned agencies
8	Safety Park	h	Applicable	Civil

Note: Construction of Safety Park with allied infrastructure, is only applicable in those new projects of BHEL-PSER, where there is no established safety park.

a. MEDICAL CENTRE

- i. A medical center shall be setup at site with basic facilities for handling medical emergencies
- ii. Deployment of Medical Professional:
 1. **A qualified medical professional shall be deployed at site at all times.**
 2. **When total employee & worker strength at site crosses 500, medical professional with MBBS Degree from recognized institute shall necessarily be deployed**
- iii. Ambulance shall be deployed along with a trained driver and accessories as per Schedule V of BOCW Central Rules, 1998. Ambulance shall be utilized exclusively for transporting the accident victim. Ambulance drivers shall be regularly trained in First Aid.
- iv. Non deployment of Ambulance and First Aider as above shall invite a penalty of Rs. 30000 pm and Rs10000 PM respectively
- v. Medical waste shall be disposed as per prevailing legislation (Bio-Medical Waste – Management and Handling Rules, 1998).
- vi. Above are bare minimum requirements. Any legal requirements over and above these specifications shall supersede the above requirements



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b. WORKER TRAINING CENTRE

- i. Indoor Worker Training Center to be developed at site with seating capacity of at least 50 trainees
- ii. Projector with following minimum specifications:

Native Resolution	XGA, 1024x768
Brightness (ANSI lumens)	3300
Contrast Ratio	13000:1
Display Color	30 Bits
Aspect Ratio	4:3

- iii. A Laptop or Desktop PC with following minimum specifications:

Processor	Intel Celeron Dual Core
Memory (RAM)	2 GB
Graphics Card	2GB Video Memory
Hard Disk Capacity	60 GB
Monitor Size	14 inches
Keyboard	
Mouse	

- iv. Stereo speakers with minimum 50W RMS sound output
- v. PA system for Addressing Workers
- vi. Seating arrangement

c. Development of Vertigo Test Structure:

Vertigo test Structure to be developed as per **Annexure 04**

d. Specialists:

Following specialists shall be deployed by the subcontractor, who shall cater to whole project as per BHEL requirements / instructions

- I. **Qualified T&P Inspector: subcontractor** shall engage one qualified T&P inspector having undergone a certification course in the discipline.
- II. **Qualified Scaffolding Erector and Inspector:** Subcontractor shall deploy one qualified Scaffolding Supervisor and Inspector having undergone a certification course in the discipline



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- e. **Tools & Equipment:** Following equipment conforming to relevant IS Codes for the job shall be ensured by subcontractor:

S. No.	Item
1	Lifelines
2	Retractable Fall Arrestors
3	Safety Nets (10m X 5m)
4	Sky Climbers
5	Fire Blanket
6	Honey Bee Removal Suit & Kit
7	Flashback Arrestors
8	Barricading Tape
9	Binoculars
10	Walkie-Talkies
11	LOTO kit
12	24-Volt light
13	Sand Buckets
14	Hard barricading planks
15	Standby Fire kits

S. No.	Item	Type of Job / Purpose	Remarks
1	Lifelines (Steel Rope) and posts	Height work	
2	Retractable Fall Arrestors	Height Work	
3	Safety Nets (for fall protection; railings also to be covered)	Height Work	
4	Sky Climbers	Height Work	
5	Fire Blanket, Spark/ slag collector	Hot Work	
6	Honey Bee Removal Suit & Kit	General	
7	Flashback Arrestors	Hot work	
8	Barricading –Hard (Scaffolding Pipes & Clamps or fabricated using structural/round	Height Work, Excavation, General Barricading	
9	Binoculars	HSE Inspection	
10	Walkie-Talkies	Lifting	
11	LOTO kit	Working on charged line	
12	24-Volt light	Confined Space/ temp work	
13	Sand and Water Buckets	Hot work/Electrical work	
15	Standby Fire kits Fire extinguisher stands	Hot work/Electrical work	



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Above equipment are bare minimum to be essentially maintained at all times. Additional numbers to be deployed as and when required in order to ensure fulfillment of all Safety requirements

f. HSE Measurement Equipment & Tools

S. No	Device
1	ELCB Tester
2	Multi meter (Light cables)
3	Earth Resistance Meter
4	Lux Meter
5	Decibel Meter
6	Anemometer
7	Breath Analyzer (Alcohol)
8	Multi-gas analyzer
9	Gas leakage detector / alarm
10	Gas monitor (confined space)
11	Radiation meter & Badges
12	Blood pressure monitor
13	Fire detectors
14	Dust Particle Detector

g. Urinals in Under-construction structures:

Urinals for in under-construction structures for easy access eg. In case of Boiler elevations etc.

2. **Shared Facilities** – where part of operating cost is borne by subcontractor in proportion to contract value

The subcontractor shall bear running expenses of above facilities on a 'proportional to contract value sharing basis as finalized by BHEL.

S. No.	Facility
1.	Operation of Ambulance, Nurses, Medical Consumables
2.	Construction, Maintenance & Upkeep of Latrines and Urinals in Common spaces
3.	Drinking Water Provision in Common Spaces
4.	Dust Control / Water Sprinkling, Pest Control, Fumigation at Site



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LIST OF REFERENCES

S. No	Code Name	Title
1	IS: 818-1888 (Reaffirmed 2003)	Code of Practice for Safety and Health requirements in Electric and Gas Welding and Cutting operations.
2	IS: 1179-1967 (Reaffirmed 2003)	Specification for Equipment for Eye & Face protection during welding.
3	IS: 1989 (Part 2):1986 (Reaffirmed 1997)	Specification for Leather Safety Boots & Shoes
4	IS:2925 – 1984 (Reaffirmed 2010)	Specification for Industrial Safety Helmets
5	IS:3521: 1999 (Reaffirmed 2002)	Industrial Safety Belts & Harnesses-Specification
6	IS:3646(Part II) – 1966(Reaffirmed 2003)	Code of Practice for Interior Illumination
7	IS:3696 (Part I) – 1987 (Reaffirmed 2002)	Safety Code for Scaffolds and Ladders
8	IS: 3696(Part 2) : 1991 (Reaffirmed 2002)	Scaffolds and Ladders-Code of Safety
9	IS: 3764:1992	Excavation Work – Code of Safety
10	IS:3786 – 1983 (Reaffirmed 2002)	Method for Computation of Frequency and Severity Rates for Industrial Injuries and Classification of Industrial Accidents
11	IS.4014.2.1967	Steel tubular Scaffolding
12	IS:4770: 1991 (Reaffirmed 2006)	Rubber Gloves Specification (Electricals Purposes)
13	IS:4912: 1978 (Reaffirmed 2002)	Safety Requirements for Floor and Wall Openings, Railings and Toe Boards
14	IS: 5557 – 1969	Industrial and Safety rubber knee boots.
15	IS: 5983 – 1980 (Reaffirmed 2002)	Specification for Eye-Protectors
16	IS:6519 – 1971 (Reaffirmed 1997)	Code of Practice for Selection, Care and Repair of Safety Footwear
17	IS.6549.1972	Glossary of terms used for Lifting tackles
18	IS:6994(Part I)-1973 (Re affirmed 1996)	Specification for Industrial Safety Gloves Leather and Cotton Gloves
19	IS.7215.1974	Steel Structure Fabrication
20	IS.7969.1975	Handling and storage of building material



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21	IS:8519 – 1977 (Reaffirmed 1983)	Guide for Selection of Industrial Safety Equipment for Body Protection.
22	IS:8520 – 1977 (Reaffirmed 2002)	Guide for Selection of Industrial Safety Equipment for Eye, Face and Ear Protection.
23	IS:9167:1979	Specification for Ear-Protectors
24	IS:9473:2002	Respiratory Protective Devices-Filtering Half Masks to protect against Particles-Specification.
25	IS: 9944:1992 (Reaffirmed 2003)	Natural and Man-made Fiber Rope Slings- Recommendations on Safe working loads.
26	IS 11006 : 2011	Flash Back(Flame) Arrestor Specification
27	IS: 11226 – 1985	Leather Safety footwear having direct molding sole.
28	IS:11057 – 1884 (Reaffirmed 2001)	Specification for Industrial Safety Nets
29	IS: 12254:1993 (Reaffirmed 2002)	Polyvinyl Chloride (PVC) Industrial Boots Specification
30	IS:13367(Part 1):1992 (Reaffirmed 2003)	Safe Use of Cranes-Code of Practice
31	IS: 14166:1994 (Reaffirmed 2002)	Respiratory Protective Devices-Full Face Masks Specification
32	IS:14746: 1999 (Reaffirmed 2003)	Respiratory Protective Devices-Half Masks and Quarter Masks - Specification
33	IS: 15397 :2003 (Reaffirmed 2008)	Portable Extinguisher Mechanical Foam Type(Stored Pressure)-Specification
34	IS: 19011:2002	Guidelines for Quality and/or Environmental Management Systems Auditing

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As per Contract Labor (Regulation & Abolition Act), Central Rules, 1971,

- (1) The first-aid box shall be distinctively marked with a Red Cross on a white background and shall contain the following items, namely:

(a) For establishments in which the number of contract laborers employed does not exceed fifty, each first aid box shall contain the following equipment:

(i)	6 small sterilized dressings
(ii)	3 medium size sterilized dressings
(iii)	3 large size sterilized dressings
(iv)	6 pieces of sterilized eye pads in separate sealed packets.
(v)	6 roller bandages 10 cm wide.
(vi)	6 roller bandages 5 cm wide.
(vii)	One tourniquet
(viii)	A supply of suitable splints
(ix)	Three packets of safety pins.
(x)	Kidney tray.
(xi)	3 large sterilized burn dressings.
(xii)	1 (30ml) bottle containing a two percent alcoholic solution of iodine
(xiii)	1 (30 ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label
(xiv)	1 snake bite lancet
(xv)	1 (30gms) bottle of potassium permanganate crystals.
(xvi)	1 pair scissors
(xvii)	1 copy of the First-Aid leaflet issued by the Director General, Factory Advice Service and Labor Institutes, Government of India.
(xviii)	A bottle containing 100 tablets (each of 5 grains) of aspirin
(xix)	Ointment for burns
(xx)	A bottle of suitable surgical anti-septic solution

Details and Contents of First Aid Box

(b) For establishment in which the number of contract laborers exceeds fifty each first-aid box shall contain the following equipment:

(i)	12 small sterilized dressings
(ii)	6 medium size sterilized dressings
(iii)	6 large size sterilized dressings.
(iv)	6 large size sterilized burn dressings
(v)	6 (15 grams) packets sterilized cotton wool
(vi)	12 pieces of sterilized eye pads in separate sealed packets.
(vii)	12 roller bandages 10 cm wide.
(viii)	12 roller bandages 5 cm wide.
(ix)	One tourniquet.
(x)	A supply of suitable splints.
(xi)	Three packets of safety pins.
(xii)	Kidney tray.
(xiii)	Sufficient number of eye washes bottles filled with distilled water or suitable liquid clearly indicated by a distinctive sign which shall be visible at all times.
(xiv)	4 per cent Xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops.
(xv)	1 (60ml) bottle containing a two percent alcoholic solution of iodine
(xvi)	One (two hundred ml) bottle of mercurochrome (2 per cent) solution in water.
(xvii)	1 (120ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label.
(xviii)	1 roll of adhesive plaster (6 cmX1 meter)
(xix)	2 rolls of adhesive plaster (2 cmX1 meter)
(xx)	A snake bite lancet.
(xxi)	1 (30 grams) bottle of potassium permanganate crystals.
(xxii)	1 pair scissors
(xxiii)	1 copy of the First-Aid leaflet issued by the Director-General, Factory Advice service and labor Institutes, Government of India.
(xxiv)	a bottle containing 100 tablets (each of 5 grains) of aspirin
(xxv)	Ointment for burns
(xxvi)	A bottle of a suitable surgical anti septic solution.

(2) Adequate arrangement shall be made for immediate recoupment of the equipment when necessary.



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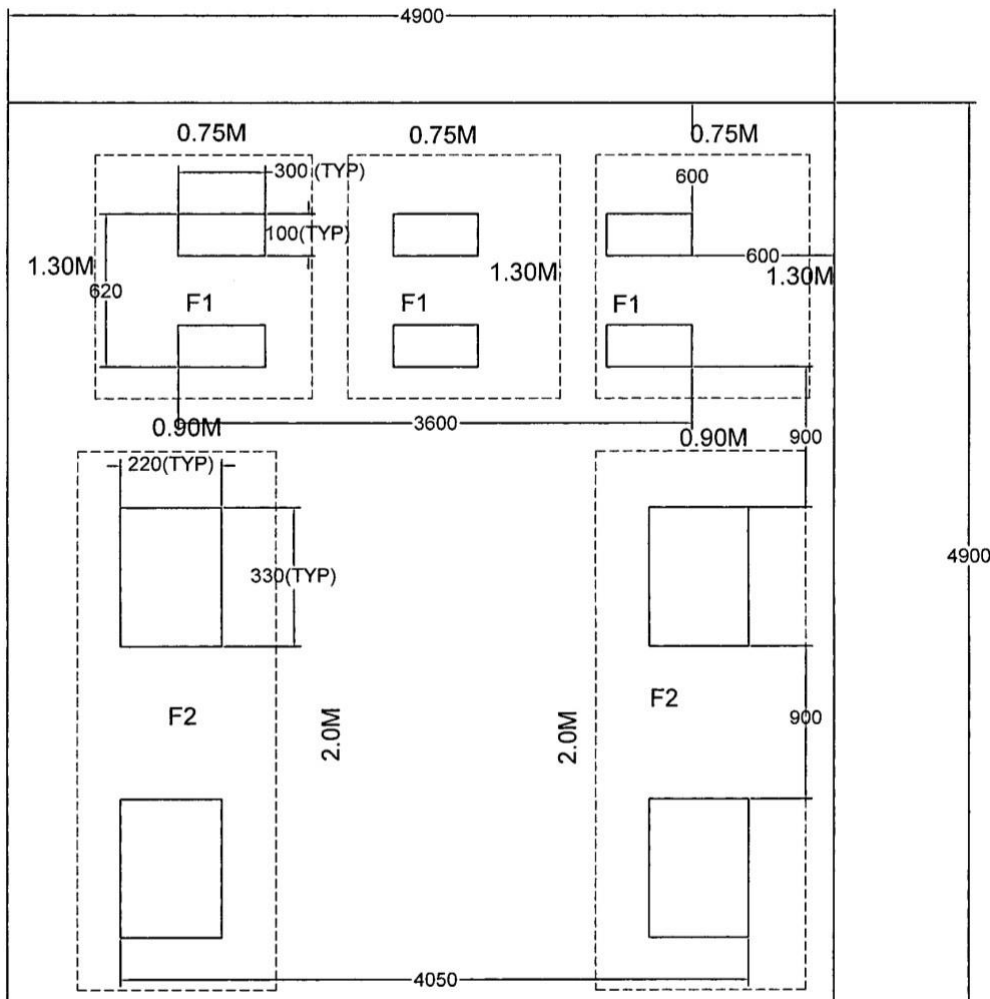
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Table 1

S. No.	Topic
1	Vertigo / Height working Test Structure Layout
2, 3	Structure Layout Sketch
3	Actual Photo of a typical structure
4	Bill of Materials
5	Guidelines for Conducting the Test



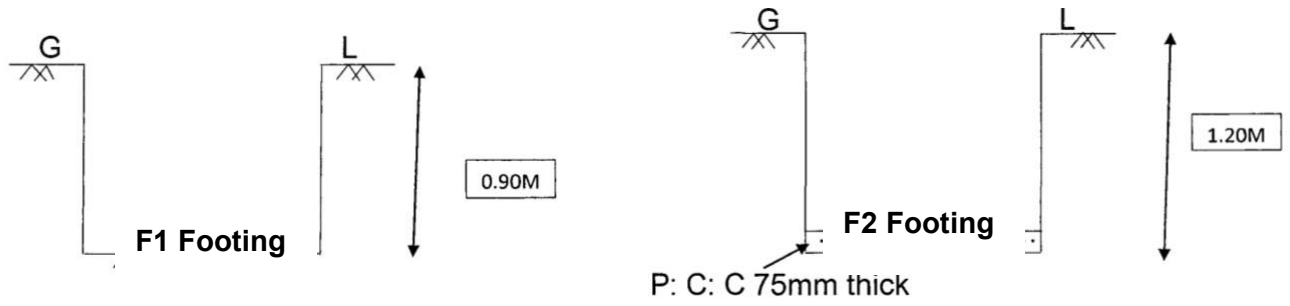
Note:

- All dimensions are in mm
- Drawing is not to scale
- Inside boundary area to be filled with sand to level with road (external)
- Details of F1 and F2 are shown below

Figure 1: Vertigo / Height Work Test Structure Layout

Vertigo Test Structure Specifications

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**Note:**

- Concrete Grade is M15
- Drawing is not to scale
- TOC is at Road Level
- G L refers to Ground Level

Figure 2

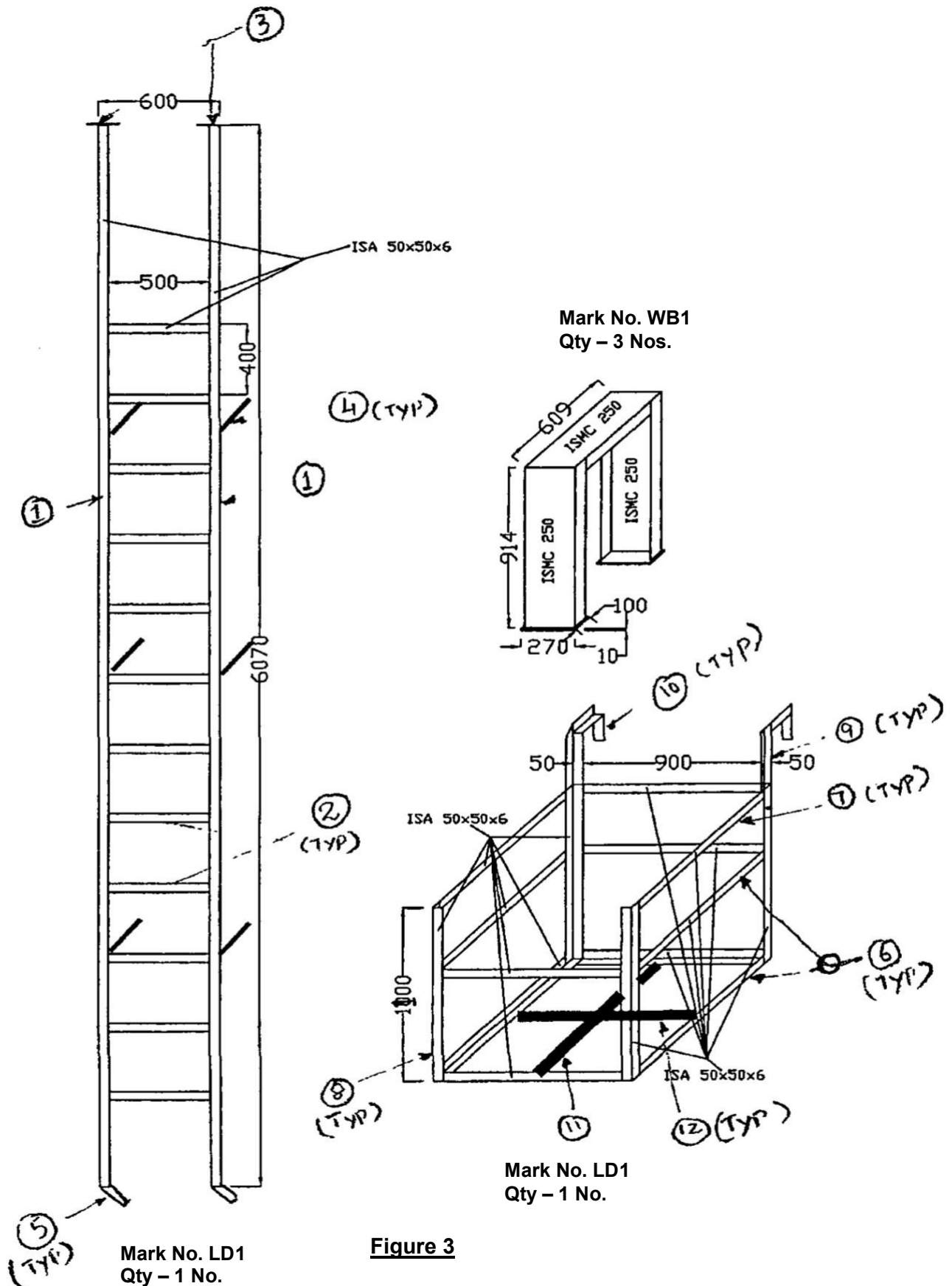
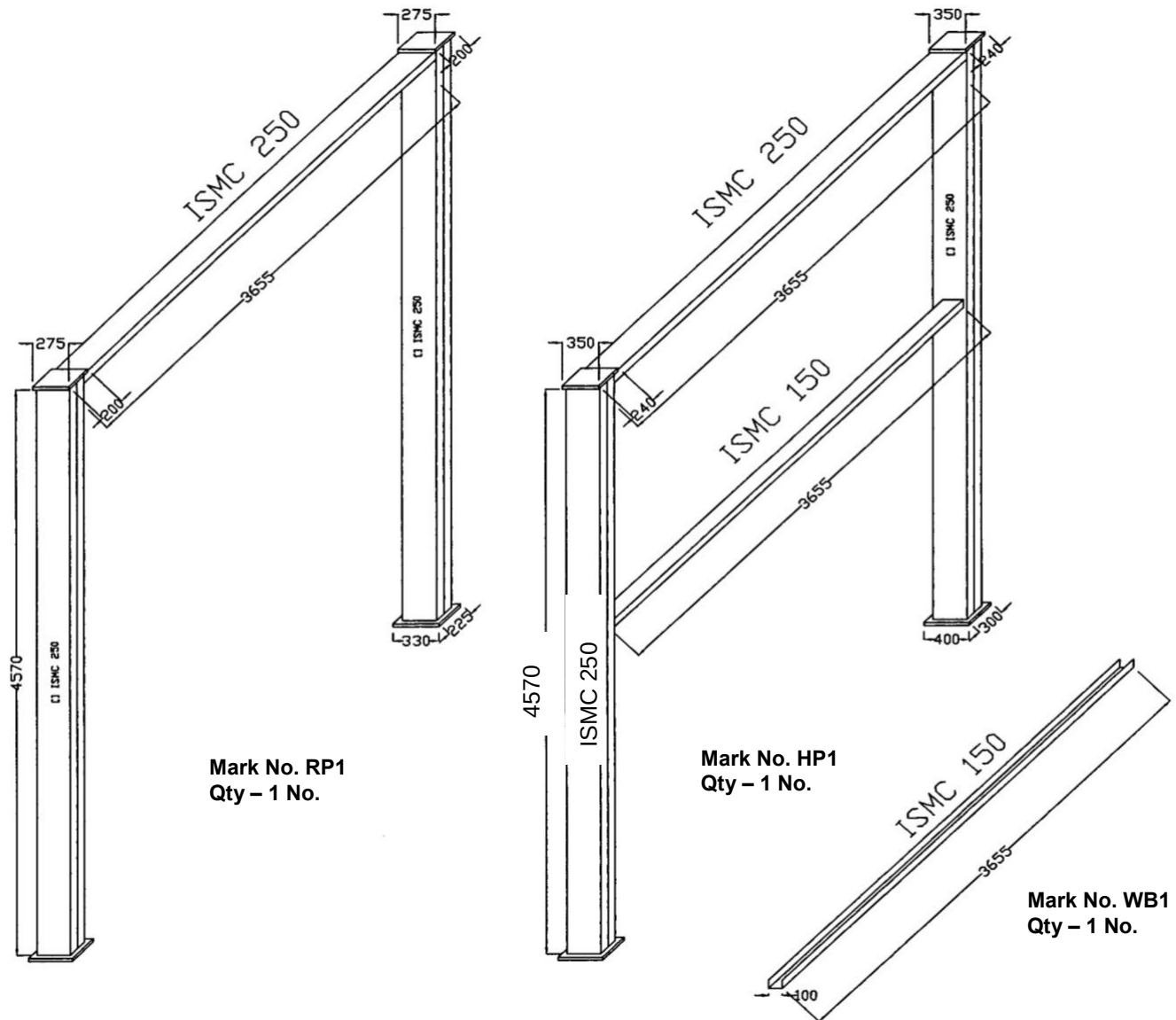


Figure 4



Pic-1: Actual Photo of a Typical Vertigo Test

**Table 2: BOM FOR HEIGHT WORK INDUCTION TRAINING MODULE**

Sl. No.	Description	Width (mm)	Length (mm)	Qty (No's)	Unit Wt (Kgs)	Total Wt. (Kgs)
MKD NO. WB1						
1	ISMC250		609	3	34.20	62.483
2	ISMC250		914	6	34.20	187.553
3	ISMC100		3655	1	9.56	34.942
4	PL10	100	270	6	78.50	12.717
			Total Weight (Kgs)			297.695
MKD NO. RP1						
1	ISMC250		4570	4	34.20	625.176
2	ISMC250		3655	1	34.20	125.001
3	PL25	225	330	2	196.25	29.143
4	PL25	200	275	2	196.25	21.588
			Total Weight (Kgs)			800.908
MKD NO. HP1						
1	ISMC250		4570	4	34.20	625.176
2	ISMC250		3655	1	34.20	125.001
3	ISMC150		3655	1	16.80	61.404
4	PL25	300	400	2	196.25	47.100
5	PL25	240	350	2	196.25	32.970
			Total Weight (Kgs)			891.651
MKD NO. LD1						
1	ISA50X50X6		6070	2	4.50	54.630
2	ISA50X50X6		500	12	4.50	27.000
3	PL12	75	75	2	94.20	1.060
4	ISA50X50X6		300	6	4.50	8.100
5	ISA50X50X6		255	2	4.50	2.295
6	ISA50X50X6		1000	8	4.50	36.000
7	ISA50X50X6		910	3	4.50	12.285
8	ISA50X50X6		1100	4	4.50	19.800
9	ISA50X50X6		650	2	4.50	5.850
10	ISA50X50X6		350	2	4.50	3.150
11	PL8	75	900	1	62.80	4.239
12	PL8	75	410	2	62.80	3.862
			Weight (Kgs)			178.271
			Total Weight (Kgs)			2168.525



A. Test Procedure / Guidelines

Fear of height may be physiological or psychological. Therefore, to rule out any possibility of physiological factor, detailed medical check-up of workers is carried out before vertigo test. Medical check-up of workers includes the following:

history of past illnesses (like epilepsy, drug allergy, diabetics/ hypertension, unconsciousness etc.), general physical examination (like height, weight, BMI, build and nourishment etc.), measurement of pulse rate, Blood Pressure, respiratory rate.

After this check-up, those who are found suitable for height work by examining doctor, are allowed to undergo vertigo test.

During this health check-up, psychology of workers is also studied. If any worker finds it extremely difficult/ frightening to climb the monkey ladder & walk on the beam, during/after performing vertigo test or even before performing, then he is treated as disqualified.

As per standard, during vertigo test, worker is allowed to climb on a foundation through monkey ladder, walk on a beam, then steps down at the other end of beam, through monkey ladder. Height of the beam should be at least six feet from ground level. All necessary safety precautions are taken during this test. Worker has to wear full body harness with double lanyard. A horizontal lifeline is run parallel to the beam and worker has to put his lanyards into the lifeline. Additionally, a safety net is also put below the beam for rescue of the victim in case of a fall from beam.

Following activities are generally carried during testing:

1. Walking Bench Training:

- a. Person should walk over the channel. He should maintain balance & walk without much problem.
- b. If the person has problem to balances himself on repeated chances, he may be having flat foot or some other problem. So, he may not be fit for height work.

2. Rope Climb Training:

Person should be able to climb the rope up to the top channel for ensuring that in case of fall, a person hanging on the safety harness, will be able to safely climb back to the platform within minimum time period before the safety harness start breaking down under the load.

3. Height Work Training:

Person should walk freely on the middle channel while holding the top channel with the help of safety harness.

4. Ladder for Vertical fall arrestor Training:

Vertical fall arrestor rope is fixed from top to bottom of the ladder. It will ensure:

- Usage of vertical fall arrestor.
- Usage of two lanyards of a safety harness.
- Ensure 3-point contact on the ladder while climb.

5. Chair for work at height Training:

- Climb though vertical ladder with two lanyard ropes.
- Hooking of two lanyard ropes to life line. With this safe arrangement, he can walk to chair.
- Sits in the chair safely, comes out & walks back to the vertical ladder & come down from vertical ladder. After completion of vertigo test, blood pressure of worker is again measured. If it is not within acceptable limits for any worker, concerned worker is denied height pass.

Only those who pass the above training are fit for height work.

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Sl. No.		Qty.
	Training room (capacity 40 persons)	
1	Class room chair	25
2	Office Table	3
3	Rolling chair	3
4	Almirah	1
5	Visitor chair	10
6	Drawer	2
7	Single bed	1
8	Mattress	1
9	Projector	1
10	Projector screen	1
11	Sound speakers	1
12	Desktop Computer	3
13	Printer	1
14	White Board	1
15	Marker	5
16	Duster	1
17	Door Mat	9
18	Dustbin (Small + BIG)	7+1
19	Mannequin	1
20	Helmet	1
21	Face Shield	1
22	Safety Goggle	1
23	Welding shield	1
24	Ear Muff	1
25	Ear Plug	1
26	Nose Mask	1
27	Breathing Apparatus	1
28	Hand Gloves (Cotton)	1
29	Hand Gloves for Electrician (Rubber)	1
30	Hand gloves Rubber	1
31	Hand Gloves Lather	1
32	Construction Safety Uniform (Boiler Suit)	1
33	Welding Apron	1
34	Safety Shoes	1
35	Leg Guard for Welder	1
36	Poster for Occupational Disease like Pneumoconosis, silicosis etc.	1

37	Gum Boot	1
38	Full Body Harness	1
39	8 MM Wire rope for life line. Length 20 Feet (FT).	1
40	Safety Net for man & materials. Size 15 FT X 15FT.	1
41	Monkey ladder 15 FT.	1
45	Fire Extinguisher All types(DCP,CO2 & Foam)	1
46	Bed Sheet	1
47	Pillow	1
48	Curtain	12
49	curtain fittings	12
50	AC (1.5 TON)	3
51	AC (2 TON)	2
52	Rope pully.	1
53	PP Rope for pully 20 MTR.	
54	Ladder Clamps	6
55	Aluminum ladder 6 MTR.	1
56	Carry Bag	
57	Scaffolding all Materials for 5 Mtr. Height like Scaffolding tubes, Sole plate, base plate, Right angle clamps, Swivel clamps, beam clamps, Joint box/joint pin, toe guard/board,	

RECORD OF REVISION

Clause No.	Rev. No.	Brief Description of Revision	Date
All	00	New Procedure Introduced	25.04.2019
All	01	OCPs-60, 61& 62 introduced, New formats introduced	08.05.2020



Health, Safety & Environment, Power Sector Headquarters

Bharat Heavy Electricals Limited

Regd. Office: BHEL House, Siri Fort, New Delhi – 110049, India

Website: www.bhel.com

Bharat Heavy Electricals Limited		
Power Sector - Eastern Region, Kolkata		
TENDER NO. – PSER: PUR: PMX: 350(VII): 015:(ENQ: 21: PP: 0015: PUR: 14)		
VOLUME – IA	GENERAL CONDITIONS OF CONTRACT (SUPPLY)	1 of 25

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01	PART-I - INSTRUCTION TO TENDERER	03
02	PART-II - GENERAL CONDITIONS OF CONTRACT	06

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PART – I

INSTRUCTION TO TENDERER

CLAUSE NO	DESCRIPTION
1.0	SUBMISSION OF TENDERS
	The tenderers must submit their tenders in two parts in separate sealed covers as detailed below and as per instructions of NIT.
	PART – I (TECHNO-COMMERCIAL PART).
	PART – II (PRICE PART).
1.1	PART – I (TECHNO-COMMERCIAL PART)
1.1.1	This shall include the following.
1.1.1.1	Covering letter of tenderer.
1.1.1.2	Volume-IA/IB/IC/ID – General and Special Conditions of Contract.
1.1.1.3	Volume-II – Technical specification including drawings, if any.
1.1.1.4	Volume-III – ‘Price schedule’, (No rate shall be entered in the rate column. Only write ‘quote’ against each rate of the schedule).
1.1.1.5	Drawings.
1.1.1.6	Schedules, annexures, proformas and other documents as indicated in the tender document and as specified in the tender enquiry letter.
1.1.1.7	The above documents shall form one set of the Part –I tender. Tenderers shall submit requisite sets of Part-I tender, i.e. original and duplicate sets as specified in the tender enquiry letter. All the sets shall be sealed and marked ‘Original Part – I tender’ and ‘Copies of Part – I tender’ on the respective sets and superscribed as : PART – I (TECNHO-COMMERCIAL PART). TENDER DOCUMENT NO. NAME OF WORK AND PROJECT. SUE DATE OF SUBMISSION.
1.2	PART –II (PRICE PART)
	This shall include following:
1.2.1	Copy of the covering letter enclosed in Part-I tender.
1.2.2	Volume III – Schedule of item of work (in the rate /price column the rate / price figures should be entered in words as well as in figures).
1.2.3	Tenderer shall submit requisite sets of Part-II tender duly sealed in one cover, superscribed as: PART – I (PRICE PART). TENDER DOCUMENT NO. NAME OF WORK AND PROJECT. SUE DATE OF SUBMISSION.
1.3	PART – III (EMD) Earnest Money Deposit should be made in the form as indicated in tender document and shall be submitted inside a sealed envelope superscribing the following. PART – III (EMD). TENDER DOCUMENT NO. NAME OF WORK AND PROJECT. SUE DATE OF SUBMISSION.
1.4	MAIN COVER
	Duly sealed and superscribed, as detailed above of Part – I, Part- II and Part – III tenders shall be enclosed in one main cover duly sealed and superscribed as: PART – IV (TECNHO-COMMERCIAL PART, PRICE PART AND EMD). TENDER DOCUMENT NO. NAME OF WORK AND PROJECT. SUE DATE OF SUBMISSION.
2.0	OPENING OF TENDERS
2.1	Unless otherwise specified, techno-commercial bids will be opened one day after latest due date of submission of offer at 15-00 hrs for which bidder may depute representative.
2.2	While BHEL reserve the right to open the price bid (Cover-II) of the offers in camera, the

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	date & time to open to Cover-II tender opening shall be intimated to the bidders in case BHEL decides it to be 'Public opening' and in such a case, one representative of the bidder shall be allowed to attend.
2.3	Price bids of those bidders who will be qualified for the subject job on the basis of pre-bid discussions, evaluation of techno commercial bids etc will be opened on specified date. Bidders may depute their representatives to participate in opening of price bids. BHEL's decision in this regard is final & binding.
3.0	RATES TO BE IN FIGURES AND WORDS
3.1	The tenderer shall quote in English both in figures as well as in words the rates and amounts tendered by him in the priced schedule of items of work forming part of the tender in such a way that interpolation is not possible. The amount for each item shall be worked out and entered and requisite totals given of all items. The tendered amount for the work shall be entered in the tender and duly signed by the tenderer.
3.2	If some discrepancies are found between the rate given in words and figures or the amount shown in the tender the following procedure shall be followed.
3.2.1	When there is a difference between the rates in figures and words, the rates which correspond to the amount worked out by the tenderer shall be taken as correct.
3.2.2	When the rate quoted by the tenderer in figures and words tallies but the amount is incorrect, the rate quoted by the tenderer shall be taken as correct.
3.2.3	When it is not possible to ascertain the correct rate, in the manner prescribed above, the lesser of the two (ie between figures and words) will be treated as valid rate.
4.0	CORRECTIONS AND ALTERATIONS
	All entries in the tender shall either be typed or be in ink, erasures and over-writing are not permitted and may render such tenders liable to summary rejection. All corrections and alterations shall be duly attested by the tenderer with date.
5.0	ALL PAGES TO BE INITIALED
	All signatures in tender documents shall be dated as well. All pages of all volumes and sections including drawing of tender documents shall be initialed with seal at the lower right hand corner or signed with seal wherever required in the tender documents by the tenderer or by a person holding power of attorney (copy to be enclosed with Part-I of tender) authorizing him to sign on behalf of the tenderer before submission of tender.
6.0	ADDENDA
	Addenda to the tender documents may be issued prior to the date of opening of the tenders to clarify documents or to reflect modifications in the design or contract terms. All such addenda issued shall form part of tender documents.
7.0	RATES TO BE ALL INCLUSIVE
	The tenderer shall quote for the jobs on the basis of the items entered in the schedule of items of work and shall quote separately for each and every items entered in schedule of items of work. The rates and prices quoted shall be all inclusive as provided for in the schedule of items of work and any claim whatsoever for enhancement of rates or prices quoted on any account shall not be entertained.
8.0	INFORMATION
	The information given in the tender documents and the plans and drawings forming part thereof is merely intended as general information without undertaking on the part of BHEL as to their accuracy and without obligation relative thereto upon BHEL. Before tendering, the tenderers are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of labour etc. No claim will be entertained later on the ground of lack of knowledge.
9.0	QUANTITIES
	The quantities indicated in the schedule of items of work with respect to the various items are only approximate and are intended merely as a general information without undertaking as to the correctness thereof and without any obligation relative thereto upon BHEL.
10.0	ENCLOSURES
	The enclosures to be enclosed alongwith Part-I of the tender shall include the following besides other such enclosures which may have been specified elsewhere in the tender documents.
10.1	Valid Income Tax Clearance Certificate and Sales Tax Clearance Certificate in original or true copies/ photocopies duly attested by a Gazetted Officer.
10.2	Solvency certificate from a nationalized scheduled bank.
10.3	In case of an proprietorship firm, full name of proprietor, address, place and nature of business shall be furnished. In case of partnership firm, names of all the partners and their address, attested copy of partnership deed, instrument of partnership duly certified by the

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	Notary Publics shall be enclosed. In case of company, date and place of registration including date of commencement – certificate, certified copies of Memorandum and Articles of Association, nature of business carried on by the company and provisions of the memorandum relating thereof, names and particulars including addresses of all the directors and their previous experiences etc shall be furnished.
10.4	Power of Attorney or other proof of authority of the person who has signed the tender.
10.5	Provident Fund Account No through which PF of the Employees are deposited including supporting document for the same.
10.6	In case of a consortium arrangement consisting of prime bidder and his associate, the prime bidder to furnish as exclusive undertaking jointly executed by him and his associate for the successful performance of the entire contract. At the time of contract finalisation, a legal document on the formation of such group has to be submitted to BHEL which will be a part of the contract document.
10.7	Any other documents required in terms of this notice.
11.0	GENERAL
11.1	The tender shall be completely filled in all respects and shall be tendered together with requisite information in the manner detailed above. Any tender incomplete in any respect and violating any of the instructions shall be liable to be rejected. If the space in the tender or any schedule or proforma is insufficient pages shall be separately added and numbered.
11.2	The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever :-
11.2.1	To reject any or all the tender.
11.2.2	To split up the work amongst two or more tenderers.
11.2.3	To award the work in part.
11.2.4	Either of the contingencies stated in 11.2.2 and 11.2.3 to modify the time for completion suitably.
11.3	Conditions and unwitnesses tenders, tenders containing absurd or unworkable rates and amounts and tenders which are incomplete and otherwise considered defective and not in accordance with the tender conditions, specification, etc are liable to be rejected.
11.4	If a tenderer expires after his submission of the tender or after the acceptance of his tender BHEL may at their discretion cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at their discretion unless the firm retains its character.
11.5	BHEL will not be bound by any power of attorney / granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. They may however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor, concerned.
11.6	If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit Earnest money / Security Deposits.
11.7	Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the contractor who resort to canvassing are liable to rejection.
11.8	Should a tenderer or contractor or in the case of a firm or Company one or more of its partners / shareholders / directors have a relation or relations employed in the capacity of an officer of BHEL, the authority inviting tender shall be informed of the fact alongwith detail of the officer. Failing this, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money /Security Deposit.
11.9	The tender submitted by a bidder shall become property of BHEL who shall have no obligation to return the same to the bidder.
11.10	BHEL shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.

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PART – II

GENERAL CONDITIONS OF CONTRACT

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43.0	LIST OF STANDARDS FOR REFERENCE.

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CLAUSE NO	DESCRIPTION
1.0	APPLICATION Unless otherwise provided in the contract documents, these general conditions shall govern the works of the accompanying technical specifications. special conditions of this volume shall be read in conjunction with these general condition and these conditions will from a part of the contract documents.
2.0	DEFINITION OF TERMS : In construing these General Conditions, Special conditions and accompanying Specification the following words shall have the meaning herein assigned to them except where the context otherwise requires.
2.1	The owner/ purchaser shall mean CUSTOMER and shall include its successor in office, legal representative and permitted assigns.
2.2	Purchaser/ vendee/ BHEL shall mean Bharat Heavy Electricity Limited a Company registered under the Indian Companies Act 1956, with its Registered Office at BHEL House, Siri Fort, New Delhi. Power Sector Eastern Region, Kolkata or its Administrative Officers or its engineer or other employees are authorised to deal with any matter with which these persons are concerned on its behalf.
2.3	EXECUTIVE DIRECTOR/ GENERAL MANAGER shall mean the officer in administrative charge of BHEL, Power Sector - Eastern Region or their other regional offices
2.4	The bidder/ tenderer shall mean well established reputed organisations, manufacturer etc having requisite financial and technical capability and experience participating in the Tender invited by BHEL for supply and delivery, erection, testing and commissioning or plant equipment and status including associated civil structural and architectural works complete as per applicable technical specifications.
2.5	The contractor shall mean the successful bidder/ tenderer who is awarded the contract and shall be deemed to include the contractor's successors assigns, heirs executors, administrators of representatives approved by the BHEL.
2.6	The sub-contractor shall mean individual or firm to whom any part of the work has been subletted by the contractor with the consent in writing of BHEL and shall include his/its heirs, executors, administrators, legal representative and permitted assigns.
2.7	The Engineer shall mean an Officer of BHEL as may be duly appointed and authorised in writing by BHEL to act as Engineer on his behalf for the purpose of the Contract, to perform the duty set forth in this General Condition of Contract and other Contract Documents.
2.8	The Consulting Engineer shall mean any firm or person as may be duly appointed and authorised in writing by BHEL/Purchaser from time to time to review plant and equipment, works and services under the Contract.
2.9	The "Review Consulatant" shall mean any firm or person as may be duly appointed and authorised in writing by BHEL/Purchaser from time to time for final review of the plant and equipment, works and services under the Contract.
2.10	The "Inspector" shall mean any firm or person as may be duly appointed and authorised in writing by BHEL/Purchaser from time to time to inspect plant and equipment, works and services under the Contract.
2.11	'Acceptance of Tender" shall mean Telegraphic/ Telex/ Tele-fax Letter of Intent or Notification communicating to the Contractor the acceptance by BHEL of his tender.
2.12	"Contract Price' shall mean the agreed sum of money stated in the Contract to be paid to the Contractor for the successful fulfilment of the Works in accordance with the terms of the Contract Documents.
2.13	"Contract" shall mean the Agreement between the Contractor and BHEL for execution of and payment for the works as defined in the Contract Documents.
2.14	The "Contract Documents" shall mean and includes the General Conditions of Contract. Specifications and Schedules. Drawings, Form of Tender, Covering Letters, Schedule of Prices and Quantities submitted by the successful Bidder, Letter of Interest of BHEL, Drawings, subsequent amendments mutually agreed upon and the Agreement to be entered in to between BHEL and the Contractor duly signed by them under the Clause – Contract" of these General Conditions and other documents that may form part (s) of the Contract Documents.
2.15	"Work or Works' shall mean the plant / equipment to be supplied and / or works to be done by the Contractor under the contract Documents.
2.16	"Plant" shall mean the portion of the work (under the scope of this contract) which includes

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	permanent equipment, machinery, apparatus, materials, articles and civil, structural and architectural works and things of all kinds to be provided under the contract documents.
2.17	“Test” shall mean such test as is prescribed or considered necessary by BHEL / purchaser whether performed or made by the Engineer or any Agency acting under the direction of the Engineer.
2.18	“Constructional Plant” means all appliances or things of whatsoever nature required in or about the execution completion or maintenance of the works or temporary works by the contractor at his own cost and risk (as hereinafter defined) but does not include materials or other things intended to form or forming part of the permanent work.
2.19	“Goods” shall mean plants, equipment or materials to be supplied under the Contract Documents.
2.20	“Temporary Work” shall mean all temporary works of every kind required in or about the execution, completion or maintenance of the work by the contractor at their cost and risk.
2.21	“Completion Time” shall mean the period by date/month specified in the acceptance of tender for handing over of the intended scope of work, erected equipment / plant, which are found acceptable by the engineer being of required standard and conforming to the specifications of the contract.
2.22	“Consignee” shall mean the authorised representative or officer of the Purchaser / BHEL to whom the plant, equipment and materials are required to be delivered in the manner indicated in the Contract Documents.
2.23	The “Specification” or Specification / Technical Specifications” shall mean all Specifications including technical specifications of the Works and the Tender Drawings and schedules attached thereto and any modification made thereof.
2.24	“Drawings” shall mean drawings referred to in the Contract Documents including modifications if any and such other drawings as may be from time to time furnished by the Contractor and approved by BHEL / purchaser.
2.25	“Site” shall mean the land and other places including existing roads, paths etc., put at the disposal of the Contractor by BHEL / purchaser in connection with the execution of the Contract.
2.26	“Tests on Completion” shall mean such tests as are prescribed in the specifications and/or other tests as mutually agreed upon by BHEL/ Purchaser and the Contract to be carried out by the Contractor on erection of the plant to prove satisfactory performance as per Specification.
2.27	“Acceptance Test / Performance Guarantee Test” shall mean such test as are required to determine and demonstrate guaranteed capacity, efficiency and operating characteristics of the Plant as stipulated in the contract Documents.
2.28	“Commissioning” shall mean the successful completion of trial operations and readiness of the contracted / ordered plant and materials for commercial use. This will include all consumables and inputs required for pre-commissioning.
2.29	“Initial Operation”, “Reliability Run” or “Trial Run” shall mean the first continuous operation of the plant by the Contractor covered under the Contract with sub-systems under varying loads to demonstrate satisfactory operation for a specified period which shall not be less than fifteen (15) days.
2.30	“Commercial Operation” shall mean the conditions of operation in which all the equipment covered under the Contract are officially declared by BHEL/ purchaser, to be available for continuous operation at different loads and including rated capacity. Such declaration by BHEL / purchaser will be issued within thirty days after successful trial run made by the Contractor.
2.31	“Service” shall mean furnishing of labour and services as per specifications and supervision of complete erection, testing and putting equipment and materials to be supplied into satisfactory operation, supervision of inland transportation, loading and unloading and storage at the site as defined in the Contract Documents.
2.32	“Warranty Period” shall mean the period during which the Contractor shall remain liable for repair or replacement of any defective part of the plant supplied, works done and services rendered under the Contract.
2.33	“Code” shall mean the applicable International and Indian standards as on the date of letter of intent and any subsequent modification thereof.
2.34	“Month” shall mean calendar month. “Day” or “Days” unless herein otherwise expressly defined shall mean calendar day or days of twenty four (24) hours each. A week shall mean continuous period of seven (7) days.
2.3	“Letter of Intent” / “Purchaser Order” shall mean BHEL’s letter or notification conveying his acceptance of the Tender subject to such conditions as may have been stated therein.

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2.36	“Writing” shall include any manuscript typed or handwritten or printed statement, including Telex, Cable and facsimile transmission under or over signature or seal as the case may be.
2.37	“Approved” or “Approval” shall mean as approved by or approval of the Purchaser/ BHEL.
2.38	Words incorporating “Persons” shall include firms, companies, corporations and other bodies whether incorporated or not.
2.39	“Words” incorporating the singular only shall also include the plural and vice-versa where the context requires.
2.40	“F.O.B” shall mean delivery free of expenses to the Purchaser / BHEL on board the vessel at the port of shipment.
2.41	“CIF Price” shall mean delivery free of expenses to the purchaser / BHEL on board the vessel at the port of entry including the insurance coverage.
2.42	“F.O.R. “ Destination” shall mean delivery free of expenses to the Purchaser / BHEL on rail wagons at destination Railway Station or the purchaser’s siding as may be named or / and by road transport at customer’s destination.
2.43	“F.O.R. Works” shall mean loaded and stowed or trimmed free of expenses to the purchaser / BHEL on board rail wagons at the Contractor’s Works siding or the nearest Railway station for transportation.
2.44	“Tonne” shall mean 1000 Kilogram weight. “Gallon” shall mean Imperial gallon, unless otherwise mentioned specifically.
2.45	“Final Acceptances” mean the BHEL’s/ purchaser’s acceptance of the work/plant completed in every respect as per terms of the contract Documents on expiry of the Warranty / guarantee / maintenance period.
2.46	Terms and conditions not herein defined shall have the same meaning as are assigned to them in the latest edition of Indian Sale of Goods Act/Indian Contract Act as applicable.
2.47	SINGULAR AND PLURAL Words importing the masculine gender or singular number shall also include the feminine gender and plural and vice versa where the context so requires.
2.48	HEADINGS OR NOTES The headings or notes in these conditions are solely for the purpose of facilitating reference and shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.
2.49	LANGUAGE All documentations and correspondence regarding the contract shall be in English language.
2.50	DOCUMENTS MUTUALLY EXPLANATORY Except if and to the extent otherwise provided by the contract the provisions of special Conditions of contract shall prevail over General Conditions of Contract and over those of any other documents forming part of the Contract. Subject to the foregoing the several documents forming the Contract are to be taken as mutually explanatory of one another but in case of ambiguities or discrepancies the same shall be explained and adjusted by the Engineer who shall thereupon issue to the contractor instructions directing in what manner the work is to be carried out.
3.0	SCOPE ON CONTRACT The scope of work, if not otherwise mentioned in the contract, shall be on the basis of a single contractor’s responsibility, completely covering all Technical Specifications under the accompanying Technical Specification. Some of the salient features are hereunder.
3.1	Detailed design of all the equipment and subsystem and work as per specification.
3.2	Complete, manufacture of all the equipment / subsystem including shop, field testing and assembly as per specification.
3.3	Providing of special tools and tackles and services necessary for satisfactory execution of the contract.
3.4	Providing engineering drawings, data operation manual, etc.
3.5	Packing and transportations of the Goods from the manufacturer’s works to the site.
3.6	Receipt, storage, preservation and conservation of the Goods at the site as applicable.
3.7	Supply of spares.
4.0	CONTRACT PRICE (UNLESS SPECIFIED OTHERWISE IN SPECIAL CONDITION OF CONTRACT)
4.1	The contract price is the agreed sum of money stated in the contract documents to be paid to the contractor for the successful completion of the works in accordance with the terms of the contract documents. The contract price shall be for the entire scope of the work with the break-ups as specified.

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4.2	The individual item rates or lumpsum price as the case may be, in the schedule of this contract shall be deemed to be firm for the entire period of the Contract or extended period of contract and no escalation in the rates or price shall be permissible for any reason whatsoever unless otherwise specified.
4.3	The contract price shall not be varied in respect of the fluctuations in rate of wages or allowances payable to the labour or in the cost of materials, consumables, water, fuel, power or for anticipated profit or alleged losses or for any reason whatsoever,
5.0	TAXES AND DUTIES (UNLESS SPECIFIED OTHERWISE IN SPECIAL CONDITION OF CONTRACT)
5.1	EXCISE DUTY
5.1.1	Excise duty actually incurred by contractor against the despatch made from his factory constituting sale under the contract alone shall be reimbursed at actuals against requisite documentary evidence like clean invoice cum excise duty gate pass in original or certificate copy, if separately indicated in the prices bid. If excise duty is included in the price quoted by the contractor then he is not eligible for reimbursement of excise duty or statutory variation of excise duty.
5.1.2	The invoice cum excise duty gate pass should show the name of ultimate consignee as specified in the contract. If excise duty is paid under protest or dispute it shall not be eligible for reimbursement until the dispute is settled.
5.1.3	No excise duty shall be payable by BHEL on inputs bought out items, raw materials and components consigned directly to site from sources other than contractor's factory.
5.1.4	The contractor is required to ensure that excise duty is properly calculated and paid and available exemption and benefits are fully availed.
5.1.5	If required by BHEL the contractor will provide certificate, if modvat benefit has been availed on his inputs and have been passed on to BHEL.
5.1.6	If the contractor claims / obtains any refund of the excise duty paid and got reimbursed, the same shall be refunded to BHEL.
5.1.7	Excise duty shall be restricted to the amount and percentage shown in the price format. BHEL is not liable to reimburse if the excise duty shown by the contractor in his offer is incorrect.
5.1.8	The excise duty on self manufactured items of the contractor alone shall be reimbursed against submission of clean original excise duty invoice or true copy thereof duly attested by excise authorities. The payment of excise duty shall however be limited to the amount indicated in the price in the schedule. Statutory variation shall be limited to change in the tariff within the delivery specified in the order/contract only. Provisional / Conditional gate passes / excise duty invoices are not acceptable for reimbursement.
5.1.9	Contractors are required to ensure that excise duty including surcharge , if any, quoted are as per the existing tariff on the date of the offer and have availed all benefits as per existing rules.
5.1.10	EXCISE DUTY (IN CASE OF DEEMED EXPORT) In case of deemed export and order placed under similar financing arrangement, contractors are required to ensure that original gate passes and document to claim draw backs are made available to BHEL alongwith disclaimer certificate. In the absence of above the offer is liable to be loaded. In these cases, excise duty shall be billed separately with the above documents.
5.1.11	No statutory variation during extended period shall be allowed.
5.2	SALES TAX
5.2.1	Sales tax can be reimbursed only if the same is payable by the contractor to the respective authorities. In case any concessional provisions are applicable the same shall be availed by the bidder/ contractor.
5.2.2	Contractors are expected to meet all statutory requirements and ensure that the Sales Tax charged are not exempted under the respective Sales Tax Act. The bid/offer should clearly indicate the percentage and total amount. Concessional forms required should be clearly indicated in the bid/offer.
5.2.3	BHEL is registered in Kolkata vide registration number WB Sales Tax No - PS/2214, dated 14-12-1998.
5.2.4	Tenderers are to ensure that their offer includes all applicable taxes. In case of Intra-state sales tax. The same shall be specified.
5.2.5	Sales tax on direct sales by the contractor to BHEL shall be reimbursed, as per tariff applicable to the approved items but restricted to the amount shown in the price bid separately. If it is shown as included in the quoted price. Then it shall not be eligible for

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	reimbursement by BHEL.
5.2.6	BHEL proposed to make sale-in-transit “C” form shall be issued / exchanged against E1/E2 forms “C” form shall be issued based on financial year transaction. Contractors are required to submit their request for issue of “C” forms in the format enclosed.
5.2.7	Form “C” will be issued after the financial year against the issue of E-1/E-2 form. Contractors are required to give the details for claiming “C” form.
5.2.8	If documents are submitted through bank. Form-C shall not be insisted for retirement.
5.2.9	Contractors are expected to avail taxation benefit. The bid/offer should clearly indicate the percentage and total amount. Concessional forms requirement should be clearly indicated in the bid/offer.
5.3	OTHER TAXES Bidder/tenderer are required to include all other taxes applicable on the date of the offer/bid over and above ED. ST. This will include but not limited to Octroi, turnover, works contract tax, entry tax, consignment tax, income tax, etc as applicable.
5.4	CUSTOMS DUTY Contractor shall arrange for their own import licence if required since BHEL will not provide any import licence. The custom duty element for imported items shall be included in the basic price. No. variation in customs duty / exchange rate for imported items shall be payable by BHEL.
5.5	FREIGHT CHARGES Contractor shall be required to transport the items through transport contractor of repute and with due consent / approval of BHEL. Freight charges shall be payable by the contractor. However, all documents in proof of payment of freight charges are to be submitted along with the bills to BHEL.
6.0	PRICE VARIATION (UNLESS SPECIFIED OTHERWISE IN SPECIAL CONDITION OF CONTRACT)
6.1	The price shall remain firm, for any increase or decrease in order value upto +/- 30% BHEL shall have the right to increase / decrease quantity upto the above order value and tenderer shall be bound to accept the same at the same price without any escalation.
6.2	Transport: If for any reason, the contractor has to resort to a mode of transport other than what was contemplated by him at the time of tendering to keep up the completion schedule and consequently has to incur more expenditure, BHEL will not under any circumstances reimburse such extra expenditure and price will not exceed the firm contract / order price.
7.0	STATUTORY VARIATIONS (UNLESS SPECIFIED OTHERWISE IN SPECIAL CONDITION OF CONTRACT)
7.1	It is the responsibility of the tenderer to inform himself of the correct rates of customs or other duties or taxes leviable on the on the materials at the time of tendering. If the rates assumed by the tenderer are less than the correct rates prevailing at the time of tendering the tenderer will be responsible for such errors.
7.2	If the rates assumed are higher than the correct rates prevailing at the time of tendering, the difference will be to the credit of BHEL.
7.3	Should, however, any statutory alternation be made based on the rate prevailing at the time of tendering, the difference for excise duty & sales tax only, either up or down, will be to the account of BHEL. No variations on customs duty / exchange rate / minimum wages, prices of controlled commodities or any other input shall be payable by BHEL.
7.4	Notwithstanding the above, where the actual completion of the supply occurs beyond the period stipulated in the order/contract, variations above referred to will be limited to the rates prevailing on the dates of the stipulated completion period only and for variations after the agreed completion period the tenderer alone shall bear the impact if it is upward revision and if it is downward revision BHEL shall be given credit to the extent. This will be without prejudice to the levy of penalty for delay in completion.
8.0	TERMS OF PAYMENT (UNLESS SPECIFIED OTHERWISE IN SPECIAL CONDITION OF CONTRACT)
8.1	SUPPLY
8.1.1	Ninety (90%) percent value of equipment supplied alongwith applicable 100% taxes and duties etc. for the consignment shall be paid against despatch documents on pro-rata basis. All bank charges shall be to the account of the contractor.
8.1.2	Balance ten (10%) percent payment shall be made after receipt and physical verification of materials at site by site engineer on pro-rata basis (against material receipt certificate (MRC) from site office) and on availability of extended security bank guarantee to cover the guarantee period.
8.1.3	No advance payments shall be made.

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8.2	SUPERVISION, ERECTION AND COMMISSIONING / SUPERVISION OF ERECTION & COMMISSIONING Hundred (100%) percent payment shall be made only after commissioning of the equipment, final acceptance and receipt of bank guarantee to cover guarantee period.
8.3	Recommended/ Mandatory Spares. Same as clause no 8.1 above.
9.0	DOCUMENTS FOR CLAIMING SUPPLY PAYMENT (FOR INDIGENOUS SUPPLIERS ONLY) (UNLESS SPECIFIED OTHERWISE IN SPECIAL CONDITION OF CONTRACT) Following documents shall be submitted for claiming supply payments in required number of sets.
9.1	Invoice.
9.2	LR/RR/GR
9.3	Delivery challan.
9.4	Packing list showing item-wise details, size, quantity/ number, net & gross weight, number of packages and their identification.
9.5	BHEL MDCC (Material Despatch Clearance Certificate).
9.6	QS note issued by BHEL inspection agency.
9.7	Copy of letter to Insurance company to cover items despatched under insurance policy.
9.8	Original material receipt certificate (MRC) from site office shall be required for claiming payment against receipt of material at site.
10.0	BANK CHARGES
10.1	All bank charges for documents through bank shall be to the account of contractor.
10.2	The address of BHEL banker is STATE BANK OF INDIA, N. S.ROAD BRANCH,KOLKATA
11.0	TIME (THE ESSENCE OF CONTRACT)
11.1	The time and date of completion of the work as stipulated in the contract Documents shall be deemed to be the essence of the Contract. The contractor shall commence the works and shall proceed with the same with due expedition and without delay except as may be expressly sanctioned or ordered by the Engineer. If the contractor fails to commence the work within the stipulated time. BHEL at his sole discretion will have the right to cancel the contract. In such an event the contractor's security deposit with BHEL will stand forfeited without any further reference to the contractor, without prejudice to any and all of the BHEL's other rights and remedies in this regard. The Contractor shall so organise his resources and perform so as to complete the work not later than the aforesaid date of completion.
11.2	The contractor shall submit a PERT Network showing various key phases of the work such as design, procurement, manufacturing, shipment, etc. within thirty (30) days after the date of Letter of intent/purchase order. This network shall also indicate the interface facilities to be provided by the owner / BHEL and the dates by which such facilities are needed by the contractor and also the programme for phase wise release of work site for construction work as may be needed by the contractor, as applicable.
11.3	The Contractor shall discuss the network so submitted with BHEL. The agreed network may be in the form as submitted or in revised form in line with the outcome of discussion and shall form a part of the contract documents.
11.4	The above PERT Network shall be reviewed and periodic review reports shall be submitted by the Contractor to BHEL as directed by him.
11.5	The Contractor shall make available to BHEL detailed manufacturing, erection, testing and commissioning and construction programmes, as applicable, in line with the agreed PERT Network in the form of PERT or Bar Chart as desired by BHEL within 30 days from the date of receipt of LO1/PO. During performance of the contract, such programmes shall be renewed, updated and submitted to BHEL as and when needed by him or periodically as specified by him. If in the opinion of BHEL proper progress is not maintained suitable changes shall be made in the Contractor's operation to ensure proper progress.
11.6	PROGRESS REPORTS AND PHOTOGRAPHS
11.6.1	The Contractor shall furnish eight (8) prints each of monthly progress reports as approved by BHEL and photographs of the work done. Photographs shall be taken when and where indicated by the Engineer or his representative. Photographs shall be approximately 100mm x 125mm in size including margin of 5 mm side for fixing. Adequate number of photographs shall be submitted indicating various stages of manufacture and / or installation as applicable. Each photograph shall contain the date, the name of the contractor and the title of the view taken.

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11.6.2	Monthly progress report shall be submitted. These shall detail the status of design, drawings, procurement of raw materials and manufacture of the equipment and delivery of the equipment. BHEL shall advised the contractor about the progress schedule and photographs he has to submit each month together with the names and address of persons to whom they are to be sent. The contractor shall also furnish actual progress against schedule and such other information as BHEL may require to satisfy himself about the timely manufacture and delivery of equipment and timely construction and erection work to suit the commissioning date. The report shall also indicate the reasons for the variance between the scheduled and actual progress and the action proposed for corrective measure wherever necessary.
11.6.3	The submission and acceptance of the photographs and / or reports shall not prejudice the rights of BHEL in any manner.
11.6.4	In the event of contractor's continued poor progress of work, BHEL shall at his option treat this as breach of the contract by the contractor. In such an event it shall be open to BHEL to have the work completed through any other agency or agencies and claim the difference in cost in addition to damages from the contractor without prejudice to any other right or remedy of BHEL under this contract.
11.6.5	The contractor shall be responsible, wherever applicable, for developing detail drawings to adopt equipment and materials to be supplied to the requirement indicated in the specification and shall submit a list of such drawings and programme for submission of these drawings and programme within 30 days from the date of LO1.
11.6.6	Within a reasonable time not exceeding 30 days from the date of LO1 the contractor shall also provide BHEL with the following drawings and date as applicable :
11.6.6.1	Eight (8) marked up copies of technical particulars conforming to the specification.
11.6.6.2	Outline drawings of all equipment together with weights and sufficient overall dimensions.
11.6.6.3	Other drawings and data as indicated in different sections of the tender documents.
11.6.6.4	The contractor shall within 3 weeks form the date of LO1 submit for approval of BHEL the original copies of Codes and Standards which shall govern the design, manufacture, construction, erection, testing, commissioning and trial operation of the plant as applicable under scope of contract.
11.7	MISTAKE IN DRAWINGS
	The Engineer shall have the right at all reasonable times to inspect at the office / premises of contractor all shop and / or detailed drawings of the works or any portion of the works. The Contractor shall be responsible for and shall pay for any alternations of the work due to any discrepancies, errors or omission in the drawings or other particulars supplied by him whether such drawings or particulars has been approved by the Engineer or not. Provided that such discrepancies, errors or omissions be not due to inaccurate information or particulars furnished to the contractor by the Engineer, in which event BHEL shall pay for any alternations of work necessitated by reason of inaccurate information supplied by the Engineer to the Contractor.
12.0	DELIVERY FAILURE TERMINATION/ LIQUIDATED DAMAGES (UNLESS SPECIFIED OTHERWISE IN SPECIAL CONDITION OF CONTRACT)
12.1	It should be clearly understood by the Contractor that time and the date of delivery of despatch stipulated in the order/contract is the essence of the contract, If the contractor fails to complete the order / contract within the time fixed in the order / contract, or within any extension of time granted by BHEL, it shall be lawful for BHEL to recover damages for breach or order / contract without prejudice to any other rights and / or remedies provided for, in the order / contract and hereunder. To be entitled to impose such damage, BHEL will not be required to prove that he has incurred such amount as actual damage.
12.2	DELAYED DELIVERY
12.2.1	This being a turnkey BOP package, if vendor fail to complete the total job of (supply & service parts) as per the completion period for the service part (as per of Vol-1D), BHEL shall have the right to recover from the contractor, as agreed liquidated damages a sum equivalent to half percent (1/2%) of the executed contract price(for the supply part) for the delayed portion per week or part thereof subject to a maximum of ten percent (10%) of the total executed contract price (i.e. sum total of supply & service part) if the contractor fails to install any part of equipment /item within the period fixed for installation of the same (as per Vol-1D). Note: 1. The cumulative LD for the supply & service part shall be limited to 10% of the executed contract value (for the supply & service parts).

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	2. (applicable for supply of the Mandatory spares, if ordered separately only): Recovery shall be done as agreed liquidated damages a sum equivalent to half percent (1/2%) of the order /contract price (only for mandatory spares) for the delayed portion per week or part thereof subject to a maximum of ten percent (10%) of total order/contract price (for mandatory spares only) if the contractor has fails to deliver any part of equipment /item within the period fixed for delivery of the same as per Vol-1C.	
12.2.2	Purchase from elsewhere on account and at the risk of the contractor of the equipment /item not so delivered or others of a similar description without cancelling the order / contract in respect of the instalment not yet due for delivery or	
12.2.3	Cancel the order / contract or a portion thereof and if so desired purchase the equipment/item not so delivered at the risk and cost of the contractor and the contractor shall be liable to BHEL for any excess costs provided that the contractor shall continue the performance of the contract to the extent not cancelled under the provisions of this clause.	
12.2.4	Where action is taken under clause mentioned above at b & c, contractor shall be liable for any loss which BHEL may sustain on that account. The contractor shall not be entitled to any gain on such purchase and the manner and the method of such purchase shall be at the entire discretion of BHEL. It shall not be necessary for BHEL to serve a notice of such purchase on the contractor.	
13.0	COMPETENCE AND GUARANTEES	
13.1	Contractor shall have sound technical and financial capabilities and possess recognised experience in executing the works of similar kind and magnitude. The contractor shall properly fill in the various schedules and proforma prescribed in the tender documents. Non submission of the information in the prescribed schedules and proforma may lead to rejection of the bid.	
13.2	SECURITY DEPOSIT (SD) ----- NOT APPLICABLE	
13.2.1	Upon acceptance of tender, the successful tenderer within the time specified in the letter of intent must deposit required amount as security deposit for satisfactory completion of work and shall not commence work under the contract before remitting security deposit except as directed by BHEL.	
13.2.2	The amount of Security Deposit shall be as follows.	
	a) In the case of work upto ten lakh	10%
	b) In the case of work costing above Rs. 10 lakh upto Rs. 50 lakhs	Rs. 1[One] lakh plus 7.5% of the the amount exceeding Rs 10 lakhs.
	c) Above Rs 50 lakhs	Rs. 4 [Four] lakh plus 5% of the the amount exceeding Rs 50 lakhs.
13.2.3	The Security deposit may be deposited in any of the following form.	
13.2.3.1	The security deposit as indicated in letter of intent can be paid in the form of bank guarantee/cash (as permissible under the Income Tax Act)/Pay Order or Demand Draft (in favour of Bharat Heavy Electricals Limited payable at Kolkata)/ local cheques of Scheduled Banks (subject to realization) to BHEL, Power Sector, Eastern Region, Kolkata within the time limit stipulated in the letter of intent. The bank guarantee shall be from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act in the prescribed proforma, validity being upto completion of work as stipulated in letter of intent or stipulated otherwise in the proforma, whichever is later. The bank guarantee furnished towards security deposit should be kept valid by proper renewal till said work is actually completed	
13.2.3.2	50% of Security Deposit as indicated in the letter of intent can either be paid in the form of Bank Guarantee from Scheduled Banks/Public Financial institutions as defined in the Companies Act in the prescribed proforma, the validity being upto completion of work as stipulated in the letter of intent and balance 50% of the security deposit can paid either in cash/ other form of security or may be recovered by deduction from running bills @ 10% of the value of each running bills till the full Security Deposit is made up. The Bank Guarantee furnished towards Security Deposit should be kept valid by proper renewal till the said work is actually completed.	
13.2.3.3	The security deposit may be submitted through securities from Post Offices such as National Savings Certificates/Kisan Vikas Patras etc (certificates should be held in the name of the contractor furnishing the security and duly pledged in favour of Bharat Heavy Electricals Limited, Power Sector, Eastern Region, Kolkata and discharged on the back).	
13.2.3.4	The security deposit may be submitted by Fixed Deposit Receipt issued by Scheduled Banks/Public Financial Institutions as defined in the Companies Act. The FDR should be in	

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	the name of the contractor, A/C Bharat Heavy Electricals Limited, Power Sector, Eastern Region, Kolkata, duly discharged on the back.
13.2.4	Acceptance of security deposit against sl. No. 13.2.3.3 & 13.2.3.4 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 collection of interest or renewal of the documents or in any other matter connected therewith.
13.2.5	If the value of the work done at any time exceeds accepted agreement value, the security deposit shall be correspondingly enhanced and the extra security deposit shall be immediately deposited by the contractor or recovered from payments due to him.
13.2.6	Regarding adjustment of Earnest Money deposit towards part of Security Deposit, refer clause under EMD above.
13.2.7	Failure to deposit security money within stipulated time may lead to forfeiture of Earnest Money and cancellation of award of work.
13.2.8	If any parts of security deposit of the contractor is held in the form of approved securities it shall be kept transferred in the name of Bharat Heavy Electricals Limited, Power Sector, Eastern Region, Kolkata in such a manner the BHEL can realize it fully without reference to the contractor. BHEL shall not be responsible for any depreciation in the value of the security while in BHEL's custody or for any loss of interest thereon.
13.2.9	BHEL reserve the right of forfeiture of security deposit in addition to other claims and penalties in the event of the contractor's failure to fulfil any of the contractual obligations (including liquidation or bankruptcy of the contractor, non-payment of money payable by means of arbitration award in favour of BHEL) or in the event of termination of contract as per terms and conditions of contract. BHEL reserve the right to set off these security deposit, against any claims of any other contract with BHEL.
13.2.10	"If the final price of successful bidder is lesser by 'more than 30%' of BHEL's estimate and the difference between the price of L-1 & L-2 is more than 10% of BHEL's estimate then only, 'Additional Security Deposit' will be required to be submitted by the successful bidder with value as follows: Additional Security Deposit = "30 % of (A-B)" limited to minimum 5% & maximum 10% of the 'Total Price/Contract Value', where, A = 80% of BHEL estimate B = The final offered price of successful bidder through RA (In case of RA) OR Sealed paper price bid of successful bidder (in case of paper bid) This 'Additional Security Deposit' shall have the same validity as that of the 'Security Deposit' and shall be revalidated/released in the manner as spelt out for the 'Security Deposit' as per relevant clause of GCC. The BHEL's estimated value shall be disclosed to the successful bidder (on their request) at appropriate juncture in case 'Additional Security Deposit' is applicable."
13.2.11	RETURN OF SECURITY DEPOSIT
	If the contractor duly performs and completes the contract in all respects to the entire satisfaction of BHEL and presents an absolute no Demand Certificate in the prescribed form and returns properties belonging to BHEL taken / borrowed or hired by him for carrying out the said works, half of the amount of Security Deposit will be released to the contractor after deducting all costs of expenses or other amounts that are to be paid to BHEL under this or other contracts entered into with the contractor. It may be noted that in no case the Security Deposit shall be refunded/released prior to passing of final bill. Balance half of the amount of Security Deposit will be released only after the satisfactory completion of Warranty / Guarantee Period as per terms of specification.
13.3	PERFORMANCE BOND
13.3.1	In addition to the security deposit the contractor shall provide to BHEL guarantee of an approved nationalised bank for an amount equal to 5% of the awarded/executed contract price (as per LOI/RA bills) as Performance Bond (under the terms of a bond) within 30 days from the date of LOI (Letter of Intent) and terms of the said bond shall be such as shall be approved by BHEL. The bond shall remain valid until 6 (SIX) month after the expiry of warranty / guarantee period. The obtaining of such guarantee and the cost of bond to be so entered into shall be at the expense in all respects to the contractor.
13.3.2	BHEL reserve the right of forfeiture of the above bond in addition to other claims and

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	damages in the event of the contractor's failure to fulfil any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract. BHEL reserve the right to set off this bond against any claims of any other contract with BHEL.
14.0	DELIVERY TERMS When the goods are ready for shipment BHEL / owner should be notified by the contractor through Fax or Telex. Notification of delivery or despatch in regard to each and every consignment shall be made to the owner/BHEL immediately after despatch or delivery ensuring arrangements for its receipt at the site at least 48 hours ahead of actual delivery. The contractor shall further supply to the consignee a priced invoice and packing list of all goods delivered or despatched by him and other shipping particulars. All packages, containers, bundles and loose materials forming part of each and every consignment shall be described fully in the packing list, and full details of the contents of packages and quantity of goods shall be submitted to enable the consignee to check the goods on arrival at destination.
15.0	SHOP ASSEMBLY AND INSPECTION
15.1	Shop assembly to the largest extent feasible shall be performed by the contractor to assure proper fitting of the various parts and for checking the correctness of clearances and dimensions. Parts thus assembled shall be match – marked for reassembly at the site. Prior to be dismantled for shipment. A detailed description of the intended shop assemblies shall be submitted along with the Quality Assurance Plan.
15.2	No Goods shall be shipped before all tests and inspection have been carried out according to the approved Quality Assurance Plan unless otherwise instructed by BHEL.
15.3	The acceptance of any Goods prior to shipment shall in no way relieve the contractor of any of his responsibilities for meeting all the requirement of the specification and shall not prevent subsequent rejection if such Goods are found to be defective.
15.4	BHEL/ owner and his duly authorized representative shall have the power at all reasonable times to inspect drawings of any portion of the work or examine the materials and workmanship of the equipments/ items during its manufacture
15.5	Such inspection, examination and testing shall not relieve the contractor from any obligation under the contract.
15.6	BHEL engineer shall on giving seven (7) days notice in writing to the contractor setting out any ground of objection which he may have in respect of the plant/equipment /work, be at liberty to reject any drawings and all or any plant or workmanship, subject to any of the said ground of objection, which in his opinion are not in accordance with the contract / order. The contractor shall give due consideration to such objection and shall either make the modifications that may be necessary to meet the said objections or shall satisfy the engineer that no modifications are necessary to comply with the contract/order.
15.6	The contractor shall give the engineer and his duly authorized representatives notice of any material being ready for testing, and the engineer or the said representative shall (unless the inspection of tests voluntarily waived) on giving reasonable previous notice in writing to the contractor attend at the contractor's premises (as the case may be) within twenty (20) days of the date on which the material is notified as being ready, failing which the contractor may proceed with the tests which shall be deemed to have been made in the engineer's presence. All standard shop tests physical and chemical tests required by the standards or as may be prescribed or approved by the engineer reserves the right to waive any of the above tests requirement and to prescribe new tests required if necessary to expedite the work or to confirm to the latest and best practice. Definition, method of measurement, calibration of inspection, measuring and test equipments and required procedure as referred in the above standard and / or those approved by the engineer and equivalent shall be followed. The contractor shall forthwith forward to the engineer duly certified copies of the test certificates in quadruplicate for approval. Further copies of the shop test certificate shall be bound with the instruction manuals.
15.7	In all cases where the order/ contract provided for tests/ inspections whether at the premises or works of the contractor or any sub-contractor the contractor, except where otherwise specified shall provide free of charge to BHEL such labour, materials, electricity, fuel, water, stores, apparatus, inspection measuring and test equipments as may reasonably be required to carry out efficiently such tests of the equipment/ plant, in accordance with the order/ contract and shall give facilities to the engineer or his authorised representative to accomplish such testing.
15.8	The contractor shall maintain & ensure necessary safety measures as required for inspection and tests like HV test, Pneumatic test, Hydraulic test, Load test Spring test, Bend test etc, of his/his subcontractors works to enable inspection Agency for performing

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	inspections. If any test equipment is found not complying with proper safety requirements, then the inspection agency may withheld inspection, till such time desired safety requirements are met.
15.9	INSPECTION MEASURING AND TEST EQUIPMENTS (IMTE)/ MMD
15.9.1	Inspection measuring and test equipments (IMTE) whether used by the contractor or his sub-contractor shall be calibrated, maintained and controlled. Calibration shall be valid and IMTE shall be in sound condition during usage.
15.9.2	In addition to above, contractor shall ensure the following.
15.9.2.1	Measurement uncertainly is known and consistent with required measurement capability of the IMTE.
15.9.2.2	Selection of IMTEs is compatible with the necessary accuracy precision of required measurement.
15.9.2.3	IMTEs are calibrated at the required internal against certified equipments having known valid relationship to nationality recognised standard/ recognised calibration labs.
15.9.2.4	Calibration records are available and traceable to the particular IMTE.
15.9.2.5	In case during recalibration the IMTE is found out of calibration, report on action taken to validate the previous results along with both calibration records of the IMTE should be furnished to BHEL. NOTE: BHEL decision on acceptability of the product in such case shall be binding.
15.9.2.6	IMTEs are stored, handled and preserved such that accuracy and fitness are maintained and safeguarded from adjustments.
15.9.2.7	Responsibility of usage of valid and calibrated IMTEs by sub-contractors shall be of the contractor.
15.9.2.8	In case calibration records are required by owner/ BHEL, copies of the same shall be furnished.
16.0	MATERIALS AND WORKMANSHIP
16.1	All Goods to be supplied and all works to be done by the Contractor under Contract shall be manufactured and executed in the manner stipulated in the specification or where not specified, to the satisfaction of the Engineer.
16.2	All materials used in the manufacture of the plant/equipment/system shall be selected from the best available for the purpose considering strength, durability and best engineering practice, free from defects and imperfection of recent manufacture and unused. Liberal factors of safety shall be used throughout the design and specially in the design of all parts subject to alternating stresses or shocks.
16.3	All the work shall be performed and completed in a thorough work-man like manner and shall follow the best modern practice in the manufacture of high grade equipment notwithstanding any omission in the Specification.
16.4	Castings shall be free from blow holes, flaws, cracks or other defects and shall be smooth, close – grained and of true forms and dimensions. No plugged or filled –up holes or other defects will be allowed. Such castings are liable to be rejected. However, the Contractor may rectify minor casting defects by welding or other method in accordance with the standard manufacturing practice provided such rectifications does not affect the strength of the casting or impair with the efficient working of the Plant and prior approval of BHEL is obtained for the same.
17.0	COMPLETENESS OF EQUIPMENT
17.1	The equipment shall be completely installed in every respect with all mountings, fixtures and standard accessories which are normally supplied even through not specifically detailed in the Specification. The Contractor shall not be eligible for any extra payment in respect of such mountings, fittings, fixtures and accessories if needed for safe operation of the equipment as require as per applicable codes of the country through they may not have been included in the Contract.
17.2	Parts of all similar equipment supplied shall be interchangeable with on another.
17.3	All the equipment supplied under this contract shall be subject to BHEL/owner's approval according to applicable stipulations set-forth in the specifications.
18.0	REJECTION OF DEFECTIVE PLANT
18.1	If the completed plant or any portion thereof before it is taken over under clause taking over or during the guarantee / warranty period, be found defective or fails to fulfil the requirements of the contract, the Engineer shall give the contractor notice setting forth particulars of such defects or failure, and the contractor shall forthwith make the defective plant good or alter the same to make it comply with the requirements of the contract. Should he fail to do so within a reasonable time, BHEL after giving seven (7) days written notice may reject and replace at the cost of the contractor the whole or any portion of the

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	plant, as the case may be, which is defective or fails to fulfil the requirements of the contract. The contractor's full and extreme liability under this clause shall be satisfied by the payment to BHEL of erection plus difference, if any between the replacement price of the equipment including charges for erection and supervision of erection and the original contract price including charges for erection and supervision of erection in respect of such defective plant.
18.2	In the event of such rejection, BHEL shall have the right to operate any and all equipment as long as it is in operating condition, whether or not, such equipment has been accepted as complete and satisfactory to enable him to obtain necessary replacement except that this shall not be constructed to permit operation of any equipment which may become damaged by such operation before any required alterations or repairs and /or replacements have been made. All repairs or alterations or replacements required of the contractor shall be made by the contractor at such times as directed and in such a manner as will cause the minimum interruption in the use of the equipment. Should the contractor not so replace the rejected plant within the time frame as directed by the engineer upto the requirement of the specification, the contractor's full and extreme liability under this clause will be satisfied by the repayment of all money paid by BHEL to him in respect of such plants.
18.3	Nothing in this clause shall be deemed to deprive BHEL or, effect any right under the contract which he may otherwise have in respect of such defects or deficiencies or in any way relieve the contractor or his obligation under the contract.
19.0	TAKING OVER Upon successful completion of all the tests to be performed at the site on equipment, systems and material furnished and erected by the contractor and on completion of successful trial run, BHEL shall issue to the contractor a taking over certificate. Issuance of such certificate shall not be reasonably withheld on account of minor omissions or defects which do not affect the satisfactory operation and / or causes any serious risk to the equipment and systems provided the contractor gives an undertaking to rectify such defects / omissions within a reasonable period time. However, until a final acceptance certificate is issued on completion of warranty / guarantee period by BHEL/owner, the contractor shall not be relieved of any of his obligations, duties, responsibilities under the terms and conditions of the contract including insurance as specified elsewhere in the contract documents. The taking over by BHEL / the owner may be for each unit completed in all respects for satisfactory operation at the discretion of BHEL/ the owner.
20.0	GUARANTEE/ WARRANTY
20.1	The contractor shall warrant that the equipment / item supplied shall be free from all defects and faults in design, material, workmanship and manufacture and shall be of the highest rate and consistent with the established and generally accepted standards for stores of the type ordered in full conformity with the order/contract, specifications, drawings or samples, if any Contractor shall be responsible for the quality of products supplied by its sub-contractors.
20.2	The contractor shall provide guarantee / warranty in respect of the equipment, materials and services furnished by him as enumerated in section "Special Condition of Contract" of this tender document.
20.3	The contractor shall, if required, replace, or repair the equipment/item of such portion thereof, as is rejected by BHEL free of cost at the site or at the option of BHEL the contractor shall pay to BHEL value thereof at the order/contract price and such other expenditure and damages, as may arise by reason of the breach of the condition therein specified.
20.4	All replacements and repairs that BHEL shall call upon the contractor to deliver or perform under the guarantee shall be delivered free cost and performed promptly and satisfactorily by the contractor within three months. If the contractor so desires and BHEL agrees subject to import control regulation, the replaced parts can be taken over by him or his representative or the same can be arranged to be despatched by the contractor or his representative at contractor's cost as he deems fit within a period of three months from the date of replacement of equipment/ item/ parts.
20.5	The cost of any special or general overhaul rendered necessary during guarantee / warranty period due to defects in the plant or, defective work carried out by the contractor the same shall be borne by the contractor.
20.6	If for rectification or replacement of any part of equipment or work due to defective materials, manufacture or design or workmanship, the services of the contractor's personal are requisitioned within the guarantee/ warranty period, these services shall be made

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	available free any cost to BHEL/ owner.
20.7	All the replaced equipment/ item shall also be guaranteed as per provision of guarantee/ warranty.
21.0	INSURANCE
21.1	BHEL shall arrange for insuring the materials / properties of BHEL/Customer covering the risks during transit, storage, erection and commissioning.
21.2	It is the sole responsibility of the contractor to insure the workmen, his properties including tools and plants against accident and injury while work as required by relevant rules and to pay compensation, if any, to workmen as per workmen's compensation Act. This policy shall also cover the contractor against claims for injury, disability, disease or death of his or his sub-contractor's employee, which for any reasons are not covered under the Workmen's Compensation Act & Employee's liability, the liability of which shall not be less than statutory provisions.
21.3	All the rules and regulations of the purchaser/ BHEL in the area of project which are in force from time to time will have to be followed by the contractor.
21.4	If due to negligence and / or non-observance of safety and other precautions and accident/ injury occurs to any other person/ public, the contractor shall have to pay necessary compensation and other expenses. If so decided by the appropriate authorities.
21.5	If due to contractor's carelessness, negligence or non-observance of safety precautions damage to BHEL's/ owner's property and personnel should occur, and if BHEL is unable to recover, in full cost from the insurance company, the balance will be recovered from the contractor. The damage is to be reported within 48 hours of occurrence along with Engineers report. In the event of loss/ theft of BHEL's/ purchaser's property while in the custody of the contractor, it will be the responsibility of the contractor to lodge an FIR with responsibility of the contractor to lodge an FIR with local policy authorities and furnish the details of FIR and Engineer's investigation report about loss/ theft within 48 hours of occurrence. This is for the purpose of lodging insurance claim. If BHEL is unable to recover full cost from Insurance Company, the balance including deductible franchise wherever applicable will be recovered from the contractor.
21.6	The contractor shall be responsible for furnishing all the despatch details including invoice value, plant / components despatched, packing slip, LR/RR/CR copy, shipping details etc. to underwriter and BHEL, to cover no. to be intimated to the contractor afterwards.
21.7	Failure to comply the above on time and in case any loss / damage occurs in transit, the contractor shall be responsible for making good such loss / damage.
21.8	Save provisions as stated above the contractor at his cost shall arrange, secure and maintain insurance as may be necessary to protect his interests and the interests of BHEL against all risk and the responsibility to maintain such insurance coverage at all times during the period of contract shall be that of the contractor alone. Contractor's failure in this regard shall not relieve him of any of his contractual responsibilities and obligations.
22.0	NO WAIVER OF RIGHTS Neither the inspection by the BHEL or any other official, employee or agent nor any order by BHEL for payment of money or any payment for or acceptance of the whole or any part of the scope under this contract by BHEL, nor any extension of time, nor any possession taken by BHEL shall operate as a waiver, of any provision of the contract or of any power herein reserved to BHEL or any right to damages herein provided nor shall any waiver of any breach in the contract / order be held to be a waiver or any other subsequent breach.
23.0	MATERIAL DESPATCH CLEARANCE CERTIFICATE (MDCC) When the tests have been satisfactorily completed at the contractor's work, the Engineer shall issue a certificate to that effect within fifteen (15) days after completion of test, but if the tests were not witnessed by the engineer or his representative, the certificate would be issued within fifteen (15) days of the receipt of the test certificates by the Engineer. No plant / equipment shall be transported before such a certificate has been issued. The satisfactory completion of these tests or the issue of this certificate, shall not bind BHEL to accept the plant / equipment should it, on further test after erection, be found not to comply with the order / contract provisions.
24.0	PACKING
24.1	The packing shall be in conformity with specification and shall be such as to ensure prevention of damages, corrosion, deterioration, shortages, pilferage and loss in transit or storage.
24.2	The packing shall be capable of withstanding the rigours of transit and handling at various points / ports.
24.3	In case of shipment by sea the packing shall be sea worthy of international standard.

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24.4	Packing list shall also be submitted along with advance set of documents for claiming payment indicating following. Packing size. Gross weight and set weight of each package.
25.0	SHORTAGE/ DAMAGE
25.1	In case of shortages/ damages noticed on receipt of materials at site, the contractor should replenish the same immediately. Replenishment of damages arising out of faulty and insufficient packing will be to the cost of contractor and shortages out of sound cases, if not accepted by under writer, will have to be replenished free of cost by the contractor.
25.2	In case of faults, deficiencies in materials, components assemblies, subassemblies etc, these are to be supplied free of cost to enable the equipment to be put in order.
26.0	INTER-CHANGEABILITY
26.1	All similar components / parts of similar equipment supplied shall be interchangeable with one another.
26.2	Even though all the work and materials necessary to the satisfactory completion of the works may not be detailed in the specifications and schedules, their cost will be considered to be within the order / contract and no extra charges will be accepted.
27.0	DEFAULT BREACH OF CONTACT, INSOLVENCY AND RISK PURCHASE
27.1	If the contractor fails to deliver the equipment / plant or any instalment thereof within the period (s) fixed for such delivery or at any time repudiates or otherwise abandons the order /contract before expiry of such period or otherwise fails to perform the order/contract or commits any breach of the order / contract not herein specifically provided for or if the contractor being an individual or if a firm on a partner thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any insolvency Act for the time composition under any insolvency Act for the time being in force or make any assignment of the order / contract or enter into any assignment of the order/contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the partnership Act or if the contractor being a company is wound up voluntarily or by order of a court or a Receiver. Liquidator or Manager on behalf of the debenture holders/ creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder / creditors to appoint a receiver, liquidator or manager, BHEL without prejudice to his right to recover any expenses, losses or damages to which BHEL may be put to incur or sustain by reason of the contract shall be entitled to cancel the order/contract on whole or portion thereof without compensation to contractor and if so desires, he may procure upon such terms and in such manner as he deems appropriate items not so delivered or others of a similar description where items exactly complying with particulars are not, in the opinion of BHEL, which shall be final, readily procurable, at the risk and cost of the contractor and the contractor shall be liable to BHEL for any excess costs provided that the contractor shall continue the performance of the order/contract to the extent not cancelled under the provisions of this clause. Provided also that the contractor shall not be entitled to any gain on repurchase etc.
27.2	NEGLIGENCE
	If the Contractor shall neglect to execute the work with due diligence and expedition or such refuse or neglect to comply with any reasonable orders given to him in writing by BHEL in connection with the work, or shall contravention the provisions of the contract BHEL may give notice in writing to the Contractor calling upon him to make good the failure, neglect or contravention complained of, Should the Contractor fail so comply with such notice within a period considered reasonable by BHEL from the date of such notice service thereof, in the case of a failure, neglect or contravention capable of being made good within that time, or otherwise within such time as may be in the opinion of BHEL be reasonably necessary for making it good, then and in such cash BHEL shall the option and be at liberty to take the work wholly or in part, out of the Contractor's hand and may carry on the work envisaged in the Contract either by himself or his agents or may re-contract with any other person or person to execute the same or any part thereof and provide, as applicable, any other materials, tools, tackle or labour for the purpose or completing the works or any parts thereof. In such event BHEL shall without being responsible to the Contractor for normal wear and tear or the same, be entitled to seize and take possession and have free use of all materials, tools, tackle, or other things which may be on the Site, for use at any time in connection with the work to the exclusion of any right of the Contractor over the same and BHEL shall be entitled to retain and apply any

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	balance sum which may otherwise be then due on the contract by him to the contractor or such part thereof as may be necessary to the payment of the cost of execution of such work as aforesaid . If the cost of completing the works or executing a part thereof as aforesaid shall exceed the balance due to the contractor, the contractor shall pay such excess.
28.0	FORECLOSURE OF CONTRACT If at any time after acceptance of the Tender the owner/BHEL shall decide to abandon or reduce the scope of the work for any reason whatsoever and hence not require the whole or any part of the work to be carried out, BHEL shall give notice in writing to that effect to contract and the Contractor shall have no claim to any payment of compensation or otherwise, whatsoever, on account of any profit or advance which he might have derived from the execution of the works in full but which he could not derive in consequence of the foreclosure of the whole or part of the work. The contractor shall have no claim for compensation against certificate vouchers or explanations, to enable the contractor to properly identify such claims. Such claims shall be paid by the contractor within fifteen (15) days of the receipt of the corresponding bills and if not paid by the contractor within the said period. BHEL may then deducted the amount from any money due or becoming due by him to the contractor under the contract or may be recovered by actions of law or otherwise, if the contractor fails to satisfy BHEL of such claims.
30.0	ASSIGNMENT AND SUB-CONTRACTING
30.1	ASSIGNMENT The Contract shall not assign or transfer the Contract or any part thereof or any benefit or any obligation thereof or interest therein or there under (otherwise than by a charge in favour of the Contractor's Bankers of and moneys due to become due under this contract) without the prior written consent of BHEL.
30.2	SUB-CONTRACTING Subcontracting of work, normally should not be permitted. However in case of unavoidable instances, the contractor may, after informing BHEL and getting his written approval along with approval of the owner, assign or subcontract any part of the contract other than for raw materials, for minor details or any part of the plant for which details or any part of the plant for which makes are identified in the contract. BHEL shall not be liable in any way, in case such approval for sub-contracting is not permitted by the owner. Sub-contractor of the equipment not identified in the contract or any change in the identified sub-contractor shall be subject to approval by BHEL and the owner. The experience list of the equipment sub-contractor under consideration by the contractor for this contract shall be furnished to BHEL, for approval prior to procurement of all such items / equipment such assignments/ subcontracting shall not relieve the contractor from any obligation, duty or responsibility under the contract. Any assignment as above without prior written approval of BHEL and the purchaser shall be null and void. For components/equipments procured by the contractor for the purposes of the contract after obtaining written approval of BHEL/ the owner, the contractor's purchase specifications and enquiries shall call for quality plans to be submitted by his subcontractor alongwith their proposals. The quality plans called for from the subcontractor shall set out during the various stages of manufacture and installation, the quality practices and procedures followed by the sub-contractor quality control organisation, the relevant reference documents, standards used, acceptance levels inspection of documentation raised, etc. Such quality plans of the sub-contractor shall be discussed and finalised in consultation with BHEL and shall form a part of the contract between the contractor and the sub-contractor, the contractor along with the subcontractor and BHEL shall furnish a joint undertaking to the owner for guaranteed performance of the equipment and subsystems. The contractor should desist from seeking approval for two-tier sub-contracting which may not be permitted by BHEL/the owner.
31.0	FORCE MAJEURE The Following shall amount to force majeure.
31.1	Acts of God, acts of any Government, war, sabotage, riots civil commotion, police action, revolution, flood, fire, cyclone, earthquake, epidemic and other similar causes over which the contractor has no control.
31.2	If the contractor suffers delay in the due execution of the contractual obligation due to delays caused for force majeure as defined above the agreed time of completion of the job covered by this contract or the obligations of the contract shall be extended by a period or time equal to the period of delay provided that on the occurrence of any such contingency the contractor immediately reports of BHEL in writing the causes of delay and contractor shall not be eligible for any compensation.

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32.0	RISK IN STORES The contractor shall perform the order / contract in all respects in accordance with the terms and conditions thereof. The equipment / plant and every constituent part thereof, whether in the possession or control of the contractor his agents or servants or a carrier, or in the joint possession of the contractor his agent or servants and BHEL, his agents or servants shall remain in every respect at the risk of the contractor until their actual delivery to the consignee at the stipulated place or destination or where so provided in the acceptance of offer until their delivery to a person specified by the BHEL as inter in consignee for the purpose of despatch to the consignee. The contractor shall be solely responsible for all loss destruction damage or deterioration of or to the plants / equipment / items from any cause whatsoever while the same, after approval by the engineer, are awaiting despatch or delivery or are in the course or transit from the seller / contractor to the consignee or interim consignee as the case may be.
33.0	CONSIGNEE'S RIGHT OF REJECTION Notwithstanding any approval which BHEL or the engineer may have given in respect of the plants / equipment / items or any materials or other particulars or the work or workmanship involved in the performance of the order / contract (whether with or without any test carried out by contractor or the engineer or under the direction of the engineer), and notwithstanding delivery of the same where so provided to the interim consignee, it is shall be lawful for the consignee, on behalf of BHEL, to reject the plants / equipments / items or any part, portion or consignment thereof within thirty (30) days after actual delivery, thereof to him at the stipulated place or destination, if such plants / equipment or part, portion of consignment thereof is not in all respects in conformity with the terms and conditions of order / contract whether on account of any loss, storage, deterioration or damage before despatch or delivery or during transit or otherwise, howsoever.
34.0	SETTLEMENT OF DISPUTE AND ARBITRATION
34.1	If any dispute or differences of any kind whatsoever shall arise between BHEL and the contractor, arising out of the contract for the performance of the work whether during the progress of termination, abandonment or breach of the contract, it shall in the first place be referred to and settled by the Designated Engineer (nominated by BHEL for settlement of the disputes arising out of this contract) who within a reasonable period after being requested shall give written notice of his decision to the contractor. Save as hereinafter provided, such decision in respect of every matter so referred shall forthwith be given effect to by the contractor who shall proceed with the work with all due diligence, whether he or BHEL required arbitration as hereinafter provided or not.
34.2	If after the Designated Engineer has given written notice of this decision to the party, no claim to arbitration has been communicated to him by the party within 30 days from the receipt of such notice, the said decision shall become final and binding on the parties. In the event the contractor being dissatisfied with any such decision or if amicable settlement can not be reached then all such disputed issues shall be referred to the sole arbitration of the person appointed by BHEL.
34.3	Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Power Sector Region issuing the Contract. It shall not be open to the Contractor to object to such arbitrator only on the ground that such arbitrator is an employee/ex-employee of BHEL or has dealt with or has expressed any opinion on any issue touching upon the Contract. The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties. Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Kolkata (the place from where the contract is issued)
34.4	In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable: In the event of any dispute or difference relating to the interpretation and application of the

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	provisions of the Contract, such dispute or difference shall be referred by either Party for arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of The arbitrator shall be binding upon the Parties to the dispute, provided, however, any Party aggrieved by such award may make further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties hereto finally and conclusively.
34.5	The cost of arbitration shall be borne equally by the Parties.
34.6	Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner.
35.0	CONTRACT AGREEMENT, EFFECT AND JURISDICTION
35.1	The contractor shall within 60 days from the date of LOI/P.O. but in any case before submitting his first bill for payment enter into and execute a contract agreement (to be prepared at the cost of the contractor). In the event of the failure of the contractor to execute the contract agreement within the time specified above, BHEL may cancel the LOI and forfeit his SD unless this period is extended by BHEL.
35.2	The agreement will be signed in seven (7) originals and the contractor shall be provided with one (1) signed original and the rest will be retained by BHEL. These General conditions together with the specifications, tenders drawings and technical particulars, tender data with subsequent agreed modification thereof. Tender, all correspondences with BHEL and signed agreement and other supporting documents shall constitute the contract document(s) No variation or modification of terms and conditions of the contract documents or waiver of any of these terms and conditions shall be deemed valid unless agreed in writing and signed by the BHEL and the Contractor.
35.3	The failure of either party to endorse at any time of the provisions of the contract or any right thereto or to an option herein provided shall in no way be construed to be a waiver of such provisions, rights or option or in any way to affect the validity of the Contract. The exercise by either by either party or any of his rights herein shall not preclude or prejudice either party from exercising the same or any other right in may have hereunder.
35.4	The contract shall in all respects be deemed to be and shall be construed and shall operate as an Indian contract as defined in the Indian Contract Act 1972 and all payments there under shall be made in Indian Rupees unless otherwise specified.
35.5	The Contract shall be considered to come into force on the date of notification of Award by the BHEL to the Contractor which may be in the form of a Fax. of Award or Letter of Intent / purchase order.
35.6	The law applicable to the Contract, shall be the law in force in India. The Courts of Kolkata under this contract shall have exclusive Jurisdiction in all matters arising under this contract, including Arbitration Awards.
36.0	DIRECT TAX
36.1	BHEL shall not be liable towards income tax of whatever nature including variations thereof arising out of this order/contract as well as tax liability of the contractor and his personnel.
36.2	Deductions of tax at source at the prevailing rate shall be effected by BHEL before payment as a statutory obligation.
37.0	PATENT RIGHTS
37.1	The Contractor shall defend any claim which allege in a suit of proceeding against BHEL that equipment or any part thereof constitutes an infringement of any patent, if notified promptly in writing and given authority, information and assistance for the defence and the Contractor shall pay all damage and costs awarded against BHEL in such suit or proceeding for the patent infringement and the use of equipment or part is prohibited, the contractor shall, at his own expenses either procure for BHEL the right to continue using the equipment or replace the same with a non-infringing equipment, or modify it so that it becomes non-infringing, or move the equipment and refund the Contract Price plus the transportation and installation costs thereof.
37.2	The contractor shall indemnify BHEL from and against all claims and proceeding for or on account of infringement or alleged infringement of any patent rights, design trade mark or

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	name or other protected rights in respect of execution of the contract.
38.0	INDEMNIFICATION OF BHEL The Contractor shall insure all his personnel, tools and tackles, drawings etc. and shall also take a third party liability cover to indemnify BHEL of all liabilities such may come up due to any act or omission on the part of Contractor, his agent, representative, or sub-contractor(s) and cause harm/damage to other contractor / representatives of the owner / BHEL or all or anybody rendering service to the owner/BHEL or is connected with the owner's /BHEL's work in any manner whatsoever. The Contractor shall necessarily indemnify BHEL in all these respects and the indemnification and insurance policy shall be subject to approval of the owner / BHEL.
39.0	PREVENTION OF EXTRAORDINARY TRAFFIC AND PROTECTION OF HIGHWAY The Contractor shall use every reasonable means to prevent any of the highways of bridges communicating with or on the routes to the Site from being damaged or injured by any traffic of the contractor or any or his sub-contractors and in particulars shall select routes, choose and use vehicles and restrict and distribute loads so that any such extraordinary traffic as will inevitably arise from the moving of Plant and material from and to the site shall be limited as far as reasonably possible and so that no damage or injury may be occasioned to such highways and bridges. Should it be found necessary for the Contractor to move one of more loads or construction plant machinery or reconstructed units or parts of units or work as applicable over part of a highway or bridge and that the moving or such load must in all probability damage the damage highway or bridge unless means of protection of strengthening are carried out then the contractor shall before moving the load on to such highway or bridge. Carryout such protection or strengthening at his own cost. If during the execution of the works or at anytime thereafter BHEL or purchaser shall receive any claim arising out of the execution of the works in respect or damage or injury to highways or bridges, he shall immediately notify the same to the contractor and thereafter the contractor shall negotiate the settlement of and pay all sum due in respect of such claim and shall indemnify BHEL in respect thereof and in respect or all claims demands, cost charges and expenses in relation thereto.
40.0	MEMBERS OF STAFF ETC NOT PERSONALLY LIABLE Neither any member of BHEL's staff nor the Engineer, nor the Engineer's representative shall be in any way personally liable for the acts or obligations under the contract or answerable for any default or omission on the part of BHEL in the observance or performance of any of the acts, matters, or things which are herein contained.
41.0	POWER TO VARY OR OMIT WORK
41.1	No alternations, amendments, omissions, additions, suspensions or variation of the work (hereinafter referred as "variations") under the contract shall be made by the contractor except as directed in writing by BHEL. But BHEL shall have full power, subject to the provision hereinafter contained from time to time during the execution of the contract by notice in writing to instruct the contractor to make such variation without prejudice to the contract and the contractor shall carry out such variations and be bound by the same conditions as far as applicable, as though the said variations occurred in the contract Documents.
41.2	If any suggested variations would in the opinion of the contractor, if carried out, prevent him from fulfilling any of his obligations or guarantee under the contract he shall notify BHEL thereof in writing and BHEL shall decide forthwith whether or not the same shall be carried out and if BHEL confirms his instruction, the contractor's obligations and guarantee shall be modified to such and extent as may be justified.
42.0	SUSPENSION OF WORK
42.1	BHEL reserves the right to suspend and reinstate execution of the whole or any part of the work without invalidating the provision of the contract. Orders for suspension or reinstatement of the work will be issued by BHEL to the contractor in writing. The time for completion of the work be extended for a period equal to duration of the suspension.
42.2	Any necessary demonstrable costs incurred by the contractor as a result of such suspension of the work will be paid by BHEL, provided such costs are substantiated to the satisfaction of BHEL/owner. BHEL shall not be responsible for any liabilities is suspension or delay is due to some default on the part of the contractor or his sub-contractor.
43.0	LIST OF STANDARDS FOR REFERENCE
43.1	International Standards Organisation (ISO).
43.2	International Electro-technical Commission (IEC).
43.3	American Society of Mechanical Engineers (ASME).
43.4	American National Standards Institute (ANSI).

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43.5	American Society for Testing and Materials (ASTM).
43.6	American Institute of Steel Construction (AISC).
43.7	American Welding Society (AWS).
43.8	Architecture Institute of Japan (AIJ).
43.9	National Fire Protection Association (NFPA).
43.10	National Electrical Manufacturer's Association (NEMA).
43.11	Japanese Electro-Technical Committee (JEC).
43.12	Institute of Electrical and Electronics Engineers (IEEE).
43.13	Federal Occupation Safety and Health Regulations (FOSHA).
43.14	Instrument Society of America (ISA).
43.15	National Electric Code (NEC).
43.16	Heat Exchanger Institute (HEI).
43.17	Tubular Exchanger Manufacturer's Association (TEMA).
43.18	Hydraulic Institute (HIS).
43.19	International Electro-Technical Commission Publications.
43.20	Power Test Code for Steam Turbines (PTC).
43.21	Application German Standards (AGS).
43.22	Application British Standards (ABS).
43.23	Application Japanese Standards (AJS).
43.24	Electric Power Research Institute (EPRI).
43.25	Standard of Manufacturer's Standardisation Society (MSS).
43.26	Bureau of Indian Standards Institute (BIS).
43.27	Indian Electricity Rules.
43.28	Indian Boiler Regulations (IBR).
43.29	Indian Explosives Act.
43.30	Indian Factories Act.
43.31	Tariff Advisory Committee (TAC) Rules.
43.32	Emission regulation of Central Pollution Control board (CPCB).
43.33	Pollution Control regulations of Dept of Environment Govt of India.
43.34	Central Board of Irrigation and Power (CBIP) Publications.
43.35	Any other statutory Codes/ Standards/ Regulations.

FORMS & PROCEDURES

Form No: F-01 (Rev 00)

OFFER FORWARDING LETTER / TENDER SUBMISSION LETTER

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

Offer Reference No:.....

Date:.....

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : Submission of Offer against Tender Specification No:

I/We hereby offer to carry out the work detailed in the Tender Specification issued by Bharat Heavy Electricals Limited, Power Sector-....., in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the above work and agree to abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by BHEL
2. Notice Inviting Tender (NIT)
3. Price Bid
4. Technical Conditions of Contract
5. Special Conditions of Contract
6. General Conditions of Contract
7. Forms and Procedures

Should our Offer be accepted by BHEL for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by BHEL.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

I/We have deposited/depositing herewith the requisite Earnest Money Deposit (EMD) as per details furnished in the Check List.

Authorised Representative of Bidder

Signature :

Name :

Address :

Place:

Date:

FORMS & PROCEDURES

Form No: F-02 (Rev 00)

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : **Declaration by Authorised Signatory**

Ref : 1) NIT/Tender Specification No:
2) All other pertinent issues till date

I/We, hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, conditions, stipulations and all other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorised to represent on behalf of my Company/Firm for the above mentioned tender and a valid Power of Attorney to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Date:

Enclosed : Power of Attorney

FORMS & PROCEDURES

Form No: F-04 (Rev 00)

DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : **Declaration confirming knowledge about Site conditions**

Ref : 1) NIT/Tender Specification No:,

2) All other pertinent issues till date

I/We, _____ hereby declare and confirm that we have visited the Project Site as referred in BHEL Tender Specifications and acquired full knowledge and information about the Site conditions including Wage structure, Industrial Climate, the Law & Order and other conditions prevalent at and around the Site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/We, hereby offer to carry out work as detailed in above mentioned Tender Specification, in accordance with Terms & Conditions thereof.

Yours faithfully,

(Signature, Date & Seal of Authorized
Representative of the Bidder)

Date :

Place:

FORMS & PROCEDURES

Form No: F-05 (Rev 00)

DECLARATION FOR RELATION IN BHEL

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : **Declaration for relation in BHEL**

Ref : 1) NIT/Tender Specification No:,

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner(s)/Director(s) employed in BHEL

Tick(✓) any one as applicable:

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in BHEL

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm HAVE relation/relatives employed in BHEL and their particulars are as below:

(i)

(ii)

Signature of the Authorised Signatory

Note:

1. Attach separate sheet, if necessary.
2. If BHEL Management comes to know at a later date that the information furnished by the Bidder is false, BHEL reserves the right to take suitable action against the Bidder/Contractor.

INTEGRITY PACT**Between**

Bharat Heavy Electricals Ltd. (BHEL), a company registered under the Companies Act 1956 and having its registered office at "BHEL House", Siri Fort, New Delhi - 110049 (India) hereinafter referred to as "The Principal", which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the ONE PART

and

_____, (description of the party along with address), hereinafter referred to as "The Bidder/ Contractor" which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the OTHER PART

Preamble

The Principal intends to award, under laid-down organizational procedures, contract/s for _____

_____. The Principal values full compliance with all relevant laws of the land, rules and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder(s)/ Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitor(s), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal

1.1 The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

1.1.1 No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

1.1.2 The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

1.1.3 The Principal will exclude from the process all known prejudiced persons.

1.2 If the Principal obtains information on the conduct of any of its employees which is a penal offence under the Indian Penal Code 1860 and Prevention of Corruption Act 1988 or any other statutory penal enactment, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions:

Section 2 - Commitments of the Bidder(s)/ Contractor(s)

- 2.1 The Bidder(s)/ Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- 2.1.1 The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to the Principal or to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material, immaterial or any other benefit which he/ she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- 2.1.2 The Bidder(s)/ Contractor(s) will not enter with other Bidder(s) into any illegal or undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 2.1.3 The Bidder(s)/ Contractor(s) will not commit any penal offence under the relevant Indian Penal Code (IPC) and Prevention of Corruption Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- 2.1.4 Foreign Bidder(s)/ Contractor(s) shall disclose the name and address of agents and representatives in India and Indian Bidder(s)/ Contractor(s) to disclose their foreign principals or associates. The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- 2.2 The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 2.3 The Bidder(s)/ Contractor(s) shall not approach the Courts while representing the matters to IEMs and will await their decision in the matter.

Section 3 - Disqualification from tender process and exclusion from future contracts



If the Bidder(s)/ Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above, or acts in any other manner such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/ Contractor(s) from the tender process or take action as per the separate "Guidelines on Banning of Business dealings with Suppliers/ Contractors", framed by the Principal.

Section 4 - Compensation for Damages

- 4.1 If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent Earnest Money Deposit/ Bid Security.
- 4.2 If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to

demand and recover from the Contractor liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit/ Performance Bank Guarantee, whichever is higher.

Section 5 - Previous Transgression

- 5.1 The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- 5.2 If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section 6 - Equal treatment of all Bidders/ Contractors / Sub-contractors

- 6.1 The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors. In case of sub-contracting, the Principal contractor shall be responsible for the adoption of IP by his sub-contractors and shall continue to remain responsible for any default by his sub-contractors.
- 6.2 The Principal will disqualify from the tender process all bidders who do not sign this pact or violate its provisions.

Section 7 - Criminal Charges against violating Bidders/ Contractors /Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section 8 - Independent External Monitor(s)

- 8.1 The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 8.2 The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the CMD, BHEL.
- 8.3 The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all contract documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/ Contractor(s) will grant the monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his contract documentation. The same is applicable to Sub-contractor(s). The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Sub-contractor(s) with confidentiality in line with Non- disclosure agreement.
- 8.4 The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the contract provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

- 8.5 The role of IEMs is advisory, would not be legally binding and it is restricted to resolving issues raised by an intending bidder regarding any aspect of the tender which allegedly restricts competition or bias towards some bidders. At the same time, it must be understood that IEMs are not consultants to the Management. Their role is independent in nature and the advice once tendered would not be subject to review at the request of the organization.
- 8.6 For ensuring the desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter should be examined by the full panel of IEMs jointly as far as possible, who would look into the records, conduct an investigation, and submit their joint recommendations to the Management.
- 8.7 The IEMs would examine all complaints received by them and give their recommendations/ views to CMD, BHEL, at the earliest. They may also send their report directly to the CVO and the Commission, in case of suspicion of serious irregularities requiring legal/ administrative action. IEMs will tender their advice on the complaints within 10 days as far as possible.
- 8.8 The CMD, BHEL shall decide the compensation to be paid to the Monitor and its terms and conditions.
- 8.9 IEM should examine the process integrity, they are not expected to concern themselves with fixing of responsibility of officers. Complaints alleging mala fide on the part of any officer of the organization should be looked into by the CVO of the concerned organisation.
- 8.10 If the Monitor has reported to the CMD, BHEL, a substantiated suspicion of an offence under relevant Indian Penal Code/ Prevention of Corruption Act, and the CMD, BHEL has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
- 8.11 The number of Independent External Monitor(s) shall be decided by the CMD, BHEL.
- 8.12 The word 'Monitor' would include both singular and plural.

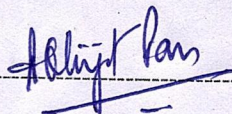
Section 9 - Pact Duration

- 9.1 This Pact shall be operative from the date IP is signed by both the parties till the final completion of contract for successful bidder and for all other bidders 6 months after the contract has been awarded. Issues like warranty / guarantee etc. should be outside the purview of IEMs.
- 9.2 If any claim is made/ lodged during currency of IP, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/ determined by the CMD, BHEL.

Section 10 - Other Provisions

- 10.1 This agreement is subject to Indian Laws and jurisdiction shall be registered office of the Principal, i.e. New Delhi.

- 10.2 Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- 10.3 If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 10.4 Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 10.5 Only those bidders / contractors who have entered into this agreement with the Principal would be competent to participate in the bidding. In other words, entering into this agreement would be a preliminary qualification.



For & On behalf of the Principal

अभिजीत पान / AVIJIT PAN

उप महाप्रबंधक (क्रय) / Dy. General Manager (PUR)

वी. एच. ई. एल. / पी.एस.ई.आर / BHEL / PSER

(Office Seal) सॉल्ट लेक / DJ-9/1, SALT LAKE

कोलकाता-700 091/ KOLKATA-700 091

For & On behalf of the Bidder/

Contractor

(Office Seal)

Place

Kolkata

Date

Witness:

(Name & Address)

Sripurna Mukherjee
BHELPSER, Kolkata

Witness:

(Name & Address)