



Bharat Heavy Electricals Limited

High Pressure Boiler Plant, Tiruverumbur,
Tiruchirappalli – 620 014.

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CONTRACTS, CLAIMS & CLEARANCE / LOGISTICS

**AN
ISO 9001
COMPANY**

No:CCC/LOGISTICS/S1/10/3029

Notice Inviting Tender

Dt.25.09.2010

To

Dear Sirs,

Sub: **Two Part Tender inviting** Technical & Price Bids for Loading, Unloading, Segregation, Accounting, and Stacking of materials at RPS / BHEL Trichy for a period of one year.

Please submit your most competitive offer for the above subject scope of work, taking care of all the terms & conditions stipulated herein:

1. SCOPE OF WORK : As per the “NARRATIVE DESCRIPTION OF WORK” given in this tender
2. DURATION OF CONTRACT : One Year from the date of Starting of Work
3. LAST DATE FOR RECEIPT OF TENDER : **10.30 AM ON 11.10.2010**
4. DATE OF OPENING OF TECHNICAL BID : **10.35 AM ON 11.10.2010**
5. **DATE/TIME OF REVERSE AUCTION** : The tenderers who have and technically qualified will be called for Reverse Auction. The date / Time of reverse auction will be indicated to the Qualified Tenderers separately.
6. EMD : Rs.1,50,000/-(Rupees One Lakh Fifty Thousand only) in the form of Demand Draft only in favour of BHEL payable at Trichy –14. The Demand Draft towards EMD should be enclosed only with the Technical Bid.

TENDER SUBMITTED WITHOUT EMD IS LIABLE FOR REJECTION

7. SPECIAL INSTRUCTIONS :

- (a) This Tender is subject to .1. Special Conditions-I, 2.Special Conditions-II, 3.Safety Conditions, 4. Welfare conditions, 6.Safety Precautions, 7.OCP, 8. General Terms & conditions and 9.PPE which are enclosed.
- (b) Tenderer should furnish all the Technical Details asked in the “TECHNICAL BID”. Offers submitted with Incomplete and incorrect technical details will be liable for rejection.
- (c) The above documents as given in 7(a) & (b) shall be duly signed and sealed in all pages and placed in a common **Sealed cover** duly **superscripting the cover “TECHNICAL BID”** and submitted.
- (d) Tenderer should furnish the RATE in the enclosed tender “WORK / RATE SCHEDULE” and shall be duly signed and sealed in all pages and placed in a separate **sealed cover** duly **superscripting the cover “PRICE BID”** and submitted.

- (e) The Demand Draft towards **EMD** should be submitted in a separate cover duly **superscripting the cover "EMD" and submitted**
- (f) **Totally there will be 3 Separate sealed covers. One cover for Technical Bid, One cover for EMD and one cover for Price Bid.**
- (g) All the above 3 Covers shall be placed in a **Common Sealed Cover** and submitted before the said due date as given above **superscripting the tender No.& Date and Due Date.**
- (h) **Any deviation to this tender terms & condition and schedules of this tender will leads to total rejection of the offer submitted**
- (i) At the time of opening of Technical Bid, the representatives should produce the authorization obtained from the authorized signatory of the tenderer specifying the purpose.
- (j) BHEL reserves the right to finalize this tender / contract through REVERSE AUCTION
- (k) BELATED and incomplete offers will become liable for rejection.

8. IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER

- (a) **Before submitting the quotation, the tenderers are advised to contact the undersigned and visit the Working Area (Rolled Products Stores/ Stores/Outsourcing / BHEL/Trichy-14) in order to ascertain the nature of work for getting thorough knowledge of the work involved.**
- (b) Should a tenderer find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. (No extension of time shall be given for submission of the tender on any account
- (c) Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions herein contained and the tenders not in original **ARE LIABLE TO BE REJECTED**
- (d) All entries in the tender documents should be in one ink. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the tenderers concerned.
- (e) Rates should be quoted as per the Work / Rate schedule. Rates quoted in any other form will not be accepted and will be rejected.
- (f) Unit rates should be quoted in figures as well as in words for all the items shown in the attached schedule. Wherever there is a difference in the two, the rates in words will be taken as final.
- (g) The tender must be signed separately and legibly by Partner /Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly attested by a Notary Public must accompany the tender.
- (h) If a tenderer deliberately gives wrong information in his tender or creates conditions favourable for the acceptance of his tender, the BHEL RESERVES THE RIGHT TO REJECT SUCH TENDER AT ANY STAGE.

- (i) Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- (j) Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
- (k) If a tenderer withdraws his offer after submission of his tender or after acceptance of his tender, fails to start the work in accordance with the instructions of BHEL, the Earnest Money Deposited by him shall be forfeited and the acceptance given by BHEL for his tender shall be withdrawn.
- (l) If the successful tenderer is new to BHEL, the contract shall be awarded to him initially for a trial period of 6 months and only if the performance during the trial period is satisfactory the contract shall be extended for full term.
- (m) Should a Tenderer's or a Contractor's or in the case of a firm or company of contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting these tenders shall be informed in writing of this fact at the time of submission of the tender, failing which the tender may be disqualified, or if such fact subsequently comes to light, the contract may be rescinded.
- (n) The tender schedule and the tender shall be deemed to form an integral part of the contract to be entered into for this work. When the contract is awarded to successful tenderer, the tender conditions will be part and parcel of the contract.

Submission of tenders by electronic media established by BHEL like e-mail, fax etc. followed by hard copy, is acceptable and will be at the sole risk of the tenderer. The tenders thus submitted will be final and binding on the tenderer. BHEL will not be responsible for any consequences that may arise in this regard. (Please refer Clause No.32 of General Terms & Conditions)

In case you are not in a position to submit the offer, please send letter suitably specifying the reasons thereof.

Thanking you,

Yours faithfully
for Bharat Heavy Electricals Ltd.

(G.Sankaravadivelu)
Sr.Manager/CCC/Logistics
Stores Admin. Block, Near East Gate
High Pressure Boiler Plant
Tiruverumbur, Trichy-620014

Note: The tender shall be addressed to the above address.

**“PRICE BID”
WORK / RATE SCHEDULE
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010**

SCOPE OF WORK:- Loading, Unloading, Segregation, Accounting and Stacking of materials at RPS / BHEL Trichy for a period of one year.

SL. No	Scope	Approximate Qty	Rate in Rs. Per MT (Excluding Service Tax)
1	Segregation, Accounting and Loading of Structural and Cut Bits (Issue Only)	75,000 MTs	Rs._____ per MT excluding Service Tax (Rupees_____ only
2	Unloading Segregation, and Accounting of Cut Bits (of Structural / Plate /Sheet)	20,500 MTs	Rs._____ per MT excluding Service Tax (Rupees_____ only
3	Stacking of Cut bits	20,500 MTs	Rs._____ per MT excluding Service Tax (Rupees_____ only

Important Note: Lowest Bidder will be identified on the basis of the total value (Sum of {Rates multiplied by respective quantities}) quoted for the above scope 1+ 2 + 3

(A) RATE BASIS:-

01. The Rate quoted shall be FIRM throughout the currency of the Contract.
02. **The quoted rate should be exclusive of Service Tax and inclusive of any taxes and duties levied or to be levied both by Central and State Government Statutory / regulatory authorities from time to time**
03. **It is an indication to contractor that they should bring totally 5 Cranes (4 nos. 10-12 Ton Cranes and one crane with 12M boom length with Suitable Weight Lifting Capacity) with Crane crew members thereon and minimum 30 suitable manpower and however it is for the contractor for deciding the resources commensurate to the volume of work to be handled and ensure that unloading from / loading on to vehicles is done without loss of time and the vehicles shall not be made to wait for more than one day. It may be noted that the work should not suffer for want of cranes / manpower at any circumstances.**
04. The Contractor has to equip himself with standard wire ropes, lifting tackles, tools etc., In addition, BHEL will supply special type of wire ropes, lifting tackles, tools etc., to the Contractor free of cost as and when required if necessary.
05. The duration of the above work is One Year from the day of starting the work
06. The normal working hours is 8 Hrs per day and the Contractor should be prepared to work in two shifts when necessary.

Place:
Date:

Signature of Authorized Signatory
with seal & full address

THE SCOPE OF THE CONTRACT INCLUDES THE FOLLOWING:-

- (a) Segregation and stacking of Receipt structural up to 200mm
- (b) Loading of the above material to the vendors and variation production shops
- (c) Unloading and stacking of RSV materials (Plates, Sheets and Structural of all sizes in non craneable area)
- (d) Loading of cut bids and RSV materials to Vendors and production shops from non craneable area.

SPECIAL INSTRUCTIONS:-

01. The tonnage indicated above is only approximate and is likely to vary.
02. It is the responsibility of the Contractor that such work force should assist Security and Stock verifiers while handling materials and account the same with initial and final measurement.
03. The log-book for should be maintained for the day to day work executed by the Contractor and the signature should be obtained from the Executive of BHEL.
04. RPS/Outsourcing will verify with SAP and certify for the tonnage handled as per the contract and forward the bill for payment every month to Accounts Department.
05. The contractor will have to provide the required Personal Protective Equipments (safety shoes, hand gloves, helmets, safety goggles etc.) to their workmen.
06. The Contractor should report for work with his labours before 9.00 AM on all working Days of BHEL and complete the assigned work on daily basis.
07. The following documents will be the basis for arriving at the tonnage handled
 - a. For receipts, the weight captured in the respective GRs and RSVs / weight entered in SAP will be considered for arriving the total weight handled on a particular day.
 - b. For issue of materials, the weight shown in the material Gate Pass / Manual Gate Pass / Excise Invoice will be taken for the total weight handled on a particular day.
08. The Issue / receipt will have to be recorded / counted / Running metres / weight as applicable. Variation if any should be informed to the BHEL officials.
09. In case, the Contractor fails to carry out the assigned task in full or part, BHEL reserves the right to carry out the same through alternate sources at the risk and cost of the Contractor.
10. Submission of tenders by electronic media established by BHEL like e-mail, fax etc. followed by hard copy, is acceptable and will be at the sole risk of the tenderer. The tenders thus submitted will be final and binding on the tenderer. BHEL will not be responsible for any consequences that may arise in this regard. (Please refer Clause No.32 of General Terms & Conditions)

Place:
Date:

Signature of Authorized Signatory
with seal & full address

NARRATIVE DESCRIPTION OF WORK
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

(A) Segregation, Accounting and Loading of Structurals and Cut Bits (Issue Only)

The structural materials of all sizes and cut bit Structural and (Angle, Beam and Channel etc of 200 mm and below) / Plates / Sheets materials as bundle or individuals have to be **loaded on** the vehicles by measuring and accounting as per issue / receipt voucher as directed by RPS personnel for issue to various Outsourcing vendors / Production Shops / Sites / other Units of BHEL. For this purpose, the materials should be segregated size, category and length wise enabling easy measurement and accounting.

All Sheet materials upto 4 mm thickness can be loaded manually during issue.

(B) Segregation, Accounting ,Unloading and Stacking of Cut Bits (of Structural / Plate /Sheet)

The structural cut bit materials (Angle, Beam, Channel etc of 200 mm and below) and Sheet materials upto 4mm received from various Suppliers shall be unloaded from vehicles manually / using cranes. At the time of unloading, these materials shall be neatly segregated category / size wise, accounted and stacked with proper identification at the specified locations in RPS. The maximum length of material shall be 12 Metres. Also various sizes of off-cut materials (Plates and Structural) returned by our Outsourcing Vendors against Return Stores Vouchers documents are to be unloaded, segregated and stacked in identified location with RPS.

(C) Unit Weight of the Structurals

The structural materials (Angles, Beams and Channel) shall be 200 mm and below.

The maximum weight of each Structural section is indicated below:

Chennel	200 x 75 mm	- 268 kgs
Beam	200x 100 mm	- 305 kgs
Angle	200x200x20mm	- 720 kgs.
Flat, Sheet etc		- As actual

(D) Cranes and Manpower required for Handling:

For carrying out the above, the Contractor will have to provide required manpower, tools and tackles, mobiles cranes of suitably capacity with crew members.

It is an indication to contractor that they should bring totally 5 Cranes (4 nos. 10-12 Ton Cranes and one crane with 12M boom length with Suitable Weight Lifting Capacity) with Crane crew members thereon and minimum 30 suitable manpower and however it is for the contractor for deciding the resources commensurate to the volume of work to be handled and ensure that unloading from / loading on to vehicles is done without loss of time and the vehicles shall not be made to wait for more than one day. It may be noted that the work should not suffer for want of cranes / manpower at any circumstances.

The above activities will be identified in the tender schedules as given below - Scope 1 , 2 & 3.

Approximate Quantity of Handling:

For each activity of work, the payment shall be made on tonnage basis. The estimated tonnage for one year contract period is :

Scope	Estimated Qty for One year
1. Loading of Structural	75,000 MT
2. Unloading of Structural	20,500 MT
3. Stacking of cut bits	20,500 MT

It may be noted that the above quantity is only tentative.

Place:
Date:

Signature of Authorized Signatory
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(E) Work Measurement & Bill Passing

1. Initial Measurement:

During loading, all the loaded materials have to be measured physically in size and lengthwise and entries should be made for each and every piece in the loading advice slip (LAS) by the Contractor as initial measurement.

2. Final Measurement:

The Contractor shall assist for Final Measurement, which will be certified departmentally by BHEL with witness of Stock Verifier and Security Guard.

However, the total number of items handled shall be measured / counted for each stage and recorded before completing the assigned task.

It is the responsibility of the Contractor that such workforce should assist Security and Stock Verifiers while loading unloading & handling the materials and account the same with initial and final measurement.

3. Reckoning of weight;

For receipt / issue of materials, the weight as entered in the SAP at RPS shall be considered for accounting the unloading / loading of materials. The weight entered in the RSV vouchers will be considered for the materials received through SAP from User Agencies / AD Firms.

For Issue materials, the weight as entered in the SAP / computerized Gate Pass will be taken into account issued to AD Firms and for Shop Issues, the weight as entered in the Manual gate pass will be considered.

The manual record shall be maintained by the contractor and the signature from executive of BHEL to be obtained daily with respect to the tonnage handled in respect of sheets / plate cut bits generated within RPS at the time of Issue.

For receipts, the weight captured in the respective GRs and RSVs will be considered for arriving the total weight handled on a particular day.

For issue of materials, the weight shown in the material Gate Pass / Manual Gate Pass / Excise Invoice will be taken for the total weight handled on a particular day.

Place:
Date:

Signature of Authorized Signatory
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“TECHNICAL BID”
TECHNICAL DATA SHEET - GENERAL
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

SI.No.	Description	Details(Please Tick <input checked="" type="checkbox"/> wherever required)
I	EMD	We forward herewith a DD No. _____ Date _____ Drawn from _____ _____ (Bank) for Rs. _____ / (Rupees _____ _____ only) towards Earnest Money Deposit in respect of this Tender
II. Details of the Company		
A	Status of the Company (Individual, Partnership, Proprietorship, Pvt Ltd, Ltd etc.) (Copy of the relevant documents should be enclosed such as certification of incorporation, partnership deed, demerger document as applicable etc. duly signed by ROC)	
B	Documents to prove financial soundness of the Firm (Latest Profit and Loss account and Audited Balance Sheet or Annual report for the last 3 years)	(<input type="checkbox"/>) Enclosed/ (<input type="checkbox"/>) Not Enclosed
C	Income Tax PAN Number All tenderers will have to produce the latest Copy of INCOME-TAX SUBMISSION from the INCOME-TAX Authorities concerned along with their tenders.	PAN No. _____ Income Tax Submission:- (<input type="checkbox"/>) Enclosed/ (<input type="checkbox"/>) Not Enclosed
D	Service Tax (Please Tick <input checked="" type="checkbox"/> the appropriate)	(<input type="checkbox"/>) Applicable/ (<input type="checkbox"/>) Not Applicable - If applicable copy of document proof should be enclosed
E	Service Tax Number & Date (if applicable)	Service Tax Number : Date:
F	Documents as a proof of remittance of ESI, PF & other statutory compliances of workmen under this contract	(<input type="checkbox"/>) Enclosed/ (<input type="checkbox"/>) Not Enclosed
G	Local office Address with Contact person, Phone No., Mobile No., email ID, Fax No.	

Note: Apart from furnishing the above details, copies of relevant documents/certificates should also be enclosed with this Technical Offer.

Other than standard tools and tackles BHEL may supply special type of tool & tackles as applicable.

Place:
Date:

Signature of Authorized Signatory
with seal & full address

TECHNICAL DATA SHEET – CRANE-1
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

SL. No.	DESCRIPTION	DETAILS (Please Tick <input type="checkbox"/> wherever required)
01	Capacity of crane	_____MTs
02	Type of Crane (Tyre Mounted Mechanical / Hydraulic Crane)	
03	Type of Boom (Telescopic / Lattice Boom)	
04	Boom length	At Normal Position : _____ Feet At Fully Extended Position: _____ Feet
05	Loading Diagram at Various Boom Length	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
06	Make and Model Number of the Crane	Make _____ Model No: _____
07	Date of manufacture of the crane	
08	Ownership of Crane (Proof giving full details of Ownership /lease agreement should be submitted)	<input type="checkbox"/> Owned <input type="checkbox"/> Leased Proof <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
09	Registration Number and Date Of Registration	Registration No: Date: – Copies should be enclosed
10	Insurance Copy	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
11	Certification for load lifting capacity (IBR, Form12-Rule-64, Form IV Dock Workers Regulation etc. – Copies should be enclosed)	Certification No: Date: <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
12	Particulars of firms to whom this particular cranes were operated on hire during the last 1 year (use annexure if necessary – Copies of LOI, Contract, Certificate etc shall be enclosed)	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed

Note: Apart from furnishing the above details, copies of relevant documents/certificates should also be enclosed with this Technical Offer.

Place:
Date:

Signature of Authorized Signatory
with seal & full address

TECHNICAL DATA SHEET – CRANE-2
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

SL. No.	DESCRIPTION	DETAILS (Please Tick <input type="checkbox"/> wherever required)
01	Capacity of crane	_____MTs
02	Type of Crane (Tyre Mounted Mechanical / Hydraulic Crane)	
03	Type of Boom (Telescopic / Lattice Boom)	
04	Boom length	At Normal Position : _____ Feet At Fully Extended Position: _____ Feet
05	Loading Diagram at Various Boom Length	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
06	Make and Model Number of the Crane	Make _____ Model No: _____
07	Date of manufacture of the crane	
08	Ownership of Crane (Proof giving full details of Ownership /lease agreement should be submitted)	<input type="checkbox"/> Owned <input type="checkbox"/> Leased Proof <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
09	Registration Number and Date Of Registration	Registration No: Date: – Copies should be enclosed
10	Insurance Copy	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
11	Certification for load lifting capacity (IBR, Form12-Rule-64, Form IV Dock Workers Regulation etc. – Copies should be enclosed)	Certification No: Date: <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
12	Particulars of firms to whom this particular cranes were operated on hire during the last 1 year (use annexure if necessary – Copies of LOI, Contract, Certificate etc shall be enclosed)	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed

Note: Apart from furnishing the above details, copies of relevant documents/certificates should also be enclosed with this Technical Offer.

Place:
Date:

Signature of Authorized Signatory
with seal & full address

TECHNICAL DATA SHEET – CRANE-3
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

SL. No.	DESCRIPTION	DETAILS (Please Tick <input type="checkbox"/> wherever required)
01	Capacity of crane	_____MTs
02	Type of Crane (Tyre Mounted Mechanical / Hydraulic Crane)	
03	Type of Boom (Telescopic / Lattice Boom)	
04	Boom length	At Normal Position : _____ Feet At Fully Extended Position: _____ Feet
05	Loading Diagram at Various Boom Length	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
06	Make and Model Number of the Crane	Make _____ Model No: _____
07	Date of manufacture of the crane	
08	Ownership of Crane (Proof giving full details of Ownership /lease agreement should be submitted)	<input type="checkbox"/> Owned <input type="checkbox"/> Leased Proof <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
09	Registration Number and Date Of Registration	Registration No: Date: – Copies should be enclosed
10	Insurance Copy	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
11	Certification for load lifting capacity (IBR, Form12-Rule-64, Form IV Dock Workers Regulation etc. – Copies should be enclosed)	Certification No: Date: <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
12	Particulars of firms to whom this particular cranes were operated on hire during the last 1 year (use annexure if necessary – Copies of LOI, Contract, Certificate etc shall be enclosed)	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed

Note: Apart from furnishing the above details, copies of relevant documents/certificates should also be enclosed with this Technical Offer.

Place:
Date:

Signature of Authorized Signatory
with seal & full address

TECHNICAL DATA SHEET – CRANE-4
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

SL. No.	DESCRIPTION	DETAILS (Please Tick <input type="checkbox"/> wherever required)
01	Capacity of crane	_____MTs
02	Type of Crane (Tyre Mounted Mechanical / Hydraulic Crane)	
03	Type of Boom (Telescopic / Lattice Boom)	
04	Boom length	At Normal Position : _____ Feet At Fully Extended Position: _____ Feet
05	Loading Diagram at Various Boom Length	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
06	Make and Model Number of the Crane	Make _____ Model No: _____
07	Date of manufacture of the crane	
08	Ownership of Crane (Proof giving full details of Ownership /lease agreement should be submitted)	<input type="checkbox"/> Owned <input type="checkbox"/> Leased Proof <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
09	Registration Number and Date Of Registration	Registration No: Date: – Copies should be enclosed
10	Insurance Copy	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
11	Certification for load lifting capacity (IBR, Form12-Rule-64, Form IV Dock Workers Regulation etc. – Copies should be enclosed)	Certification No: Date: <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
12	Particulars of firms to whom this particular cranes were operated on hire during the last 1 year (use annexure if necessary – Copies of LOI, Contract, Certificate etc shall be enclosed)	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed

Note: Apart from furnishing the above details, copies of relevant documents/certificates should also be enclosed with this Technical Offer.

Place:
Date:

Signature of Authorized Signatory
with seal & full address

TECHNICAL DATA SHEET – CRANE-5
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

SL. No.	DESCRIPTION	DETAILS (Please Tick <input type="checkbox"/> wherever required)
01	Capacity of crane	_____MTs
02	Type of Crane (Tyre Mounted Mechanical / Hydraulic Crane)	
03	Type of Boom (Telescopic / Lattice Boom)	
04	Boom length (Should not be less than 12 meters)	At Normal Position :_____ Feet At Fully Extended Position:_____ Feet
05	Loading Diagram at Various Boom Length	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
06	Make and Model Number of the Crane	Make_____ Model No:_____
07	Date of manufacture of the crane	
08	Ownership of Crane (Proof giving full details of Ownership /lease agreement should be submitted)	<input type="checkbox"/> Owned <input type="checkbox"/> Leased Proof <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
09	Registration Number and Date Of Registration	Registration No: Date: – Copies should be enclosed
10	Insurance Copy	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
11	Certification for load lifting capacity (IBR, Form12-Rule-64, Form IV Dock Workers Regulation etc. – Copies should be enclosed)	Certification No: Date: <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
12	Particulars of firms to whom this particular cranes were operated on hire during the last 1 year (use annexure if necessary – Copies of LOI, Contract, Certificate etc shall be enclosed)	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed

Note: Apart from furnishing the above details, copies of relevant documents/certificates should also be enclosed with this Technical Offer.

Place:
Date:

Signature of Authorized Signatory
with seal & full address

1. SPECIAL CONDITIONS-I
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

01. SCOPE OF WORK : Loading, Unloading, Segregation, Accounting, and Stacking of materials at RPS / BHEL Trichy for a period of one year.

Providing labour, tools and plants, materials, handling equipments, consumables, Mobile Crane(s) supervision and execution of material handling work which includes Loading, Unloading, Segregation, Accounting and stacking of Structural , Cut bits (Angle, Beam, Channel etc of 200 mm and below), Plates up to 4mm cut bits of **all sizes** of structural material and that of all sizes of Plates and/or Sheets at Rolled Products Stores /Out Sourcing /BHEL/Trichy-14 Yard, measuring, verifying and stacking in the Yard.

Transportation of raw materials inside the Yard from one place another place, preservation, shifting of materials from one location to another location within storage area and wherever required keeping the materials by raising height.

- 02.** The Contractor should use his own mobile Cranes, slings, jacks, lifting tackles and any other equipment required for this job. However, BHEL may provide special kind of wire ropes, slings, hooks depending on the nature of handling if necessary.
- 03.** Category wise, size wise segregation and accounting of the materials to be done by the Contractor will be in the form of number of pieces, length, size and weight.
- 04.** Initial and final measurement of the cut bits should be carried out only by the Contractor.
- 05.** The Contractors should ensure that the BHEL vendor / Sub-Contractors' vehicles which report for loading/unloading are not detained inside RPS because of the failure of the Contractor for want of loading / unloading of cut bit materials.
- 06.** Compliance with statutory obligations as well as any other requirements/provisions with respect to the Contractor's manpower, equipment including insurance, medical facility, minimum wages, safety requirements, accommodations etc., to be the responsibility of the Contractor.
- 07.** The Contractor shall strictly abide by the State and Central Laws, Statutory Rules, Regulations etc., In addition, the contractor shall have to comply with professional tax, Service Tax and PF/Labour Licence Regulations for all his employees/workmen as per the Local authorities/Governing Bodies instructions.
- 08.** Contractor will deploy labour strictly in accordance with the guidelines approved by BHEL.
- 09.** Well trained supervisors for organizing and executing material handling functions like loading, unloading & stacking - size, category wise in specified areas, verification and as and when noticed immediately, preservation as per the guidelines of BHEL, reporting of shortage/damages etc.,
- 10.** The Tenderers have to furnish a list of tools and plants Mobile Cranes which they propose to deploy at his cost for this work.
- 11.** Additional cranes, if required have to be mobilized by the Contractor without fail and lapse of time and ensure indicated average.
- 12.** The contractor at his cost shall arrange Crane Operators riggers, helpers for Mobile Cranes, diesel, petrol and other consumables required for the Mobiles Cranes, tools and plants, equipments etc. Preventive and routine maintenance and change of tools (Refer OCP) and plants are also to be arranged by the Contractor at his cost without any delay.

Dated :
Place :

Signature of Authorized Signatory
with seal & full address

13. Any breakdown of Mobile crane and any other handling/lifting equipments, tools and plants used by the Contractor must be set right within 24 hours. Contractor cannot attribute such break down for delay in handling activities.

14. If the Contractor fails to set right his handling equipments and tools and plants in time, as stated above, BHEL shall have the right to hire these equipments from other sources and give it to the Contractor if found necessary. Any expenditure incurred in this regard will be recovered from the Contractor's running bills.

15. WORK SAFETY REGULATIONS

(a) The Contractor shall ensure the safety of all the workmen, materials and equipment either belonging to him or to others working at site as per OCP.

(b) The Contractor should ensure no inflammable materials/explosives are stored in the storage yard.

16. PROGRESS OF WORK

(a) During the course of material handling, if the progress is found unsatisfactory or the materials are not loaded/unloaded in time without any delay or in the opinion of BHEL, if it is found that the skilled workmen like riggers, operators, and helpers employed are not sufficient, BHEL will induct required additional manpower to improve the progress and recover all charges incurred on this account including all expenses together with BHEL overheads from the Contractor's bills.

(b) The Contractor shall submit daily, weekly and monthly progress reports, manpower reports, material reports and other reports considered necessary by BHEL.

(c) The Contractor shall arrange for weekly progress review meetings with the Officials of BHEL at site during which actual progress during the week vis-à-vis scheduled program shall be discussed for action to be taken for achieving targets. The program for subsequent week shall also be presented by Contractor for discussion. The contractor shall constantly update/revise his work program to meet the overall requirements and suit the material availability.

17. HOUSE KEEPING:

(a) The Contractor is expected to carry out daily house keeping of work areas/yard through a check list prepared in consultation with BHEL.

(b) The Contractor shall adopt pollution prevention / reduce / control approach in all his site activities.

(c) The Contractor shall arrange for segregation / collection of scraps and dispose off to the identified place meant for scrap collection.

(d) All the materials shall be stored with proper support above the ground level by the use of steel or wooden sleepers or wooden logs. However care should be taken that the height of the stacking shall not exceed 4 feet. Materials shall not be stacked in low lying areas where it is likely to get flooded during rain.

(e) For stacking the materials above the ground level, wooden / concrete sleepers, wooden logs, concrete blocks and tarpaulins etc., wherever deemed necessary shall be given by BHEL. Stacking of the materials shall be done as per the instructions and to the satisfaction of BHEL officials. The materials shall be stacked that it should facilitate easy handling during stacking. In case any negligence or improper stacking is noticed, it shall be the responsibility of the contractor to re-stack at his cost. Failure to do so may force BHEL to get the job done through other agencies and recover the same from the Contractor.

Dated :

Place :

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18. ADDITIONAL RESPONSIBILITIES

- (a) Since the consignments are expected to arrive during any time of the day or night, contractor shall have his workmen round-the-clock at site as required to unload the materials. Contractor's quoted rate should include all such contingencies.
- (b) Consignments coming on Sundays and Holidays are also required to be handled by the Contractor.
- (c) BHEL reserves the right to recover from the contractor any loss which arises out of undue delay/ discrepancy shortage,/damage or any other causes during handling or any time in the custody of the Contractor.
- (d) If the Contractor or his workmen or employees shall break, deface, injure and destroy any part of a building, road, kerbs, enclosures, water pipes, fence cables, drains, electric or telephone posts or wires, trees or any other property of BHEL, the contractor shall make good the same at his own expenses.
- (e) The Contractor should provide medical treatment to his staff and labour in case of accident on duty. BHEL shall in no manner be liable to the contractor or any members of his staff for injury or death caused as a result of accidents either within or outside the yard/premises any other areas of work in course of work. The contractor shall be wholly responsible for and will make good all claims for compensation claimed by his labour and or staff under the Workmen's Compensation Act. He shall indemnify BHEL and discharge all sums that may be awarded in respect of claims for compensation arising out of or consequent to the provisions of Workmen's Compensation Act or any subsequent modification or amendments thereof.

19. NOTE TO WORK RATE SCHEDULE

- (a) The tenderer shall quote the rate per TON as per the Work/Rate Schedule annexed in this Tender. Conditional offers are liable to be rejected. The scope of work and responsibility of the contractor as mentioned under all the clause etc., of the tender specifications shall be covered within the quoted rate.
- (b) The tenderers should assess the various distances and site conditions by visiting site before submitting their offer.

20. UNLOADING, MOVEMENT AND STACKING

The materials unloaded from the Wagon/Trailers shall be shifted to the specified stacking areas and properly stacked immediately. The unloading point shall be kept free for accommodating next consignment. If the same is not followed, any demurrage charged/and or other losses are incurred, the same will have to be borne by the Contractor.

21. PRICE ESCALATION:

The accepted rate has to be kept firm for the entire contractual period including total extended period if any and no claim for revision of rates is allowed under any circumstances.

Important Condition for Payment:

It may be noted that the first running bill will be released only on production of the following:

- a. PF Registration Number
- b. Labour Licence Number
- c. Workmen Insurance Policy Number
- d. Service Tax Registration
- e. ESI registration and photo identity cards

Dated :
Place :

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22. PERIOD OF CONTRACT

The period of Contract shall be for One Year from the date of awarding / commencement of Work. This period is extendable for such further period on same rates, terms and conditions as may be mutually agreed upon.

- 23. If the value of the work done at any time exceeds the accepted agreement value, the security deposit shall be correspondingly enhanced and the extra security deposit shall immediately be deposited by the Contractor or recovered from payments to due to him.
- 24. Failure to deposit the security within the stipulated time may lead to forfeiture of Earnest Money and cancellation of the award of work.
- 25. Any notice, direction or instruction to be given under the Contract shall be in writing and delivered by hand, post, facsimile or e-mail to the Contractor.
- 26. BHEL shall not be responsible for any consequences arising out of non-intimation of change of address.
- 27. This Special Condition shall also include “CONDITIONS RELATED TO THE WELFARE OF LABOURS” and “SAFETY CONDITIONS” given along with this tender.

Dated :
Place :

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2. SPECIAL CONDITIONS – II
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

- 01.** BHEL RESERVES THE RIGHT TO INCREASE OR DECREASE THE TENDERED QUANTITY AND SPLIT THE TENDERED QUANTITY AMONG MORE THAN ONE TENDERER AND PLACE ORDERS ACCORDINGLY IN ANY PROPORTION, BASED ON COMMITMENT, REQUIREMENT AND SUPPLIERS' CAPABILITY IN TERMS OF DELIVERY AND QUALITY.
- 02.** LOWEST PRICES RECEIVED AGAINST BHEL TENDERS NEED NOT BE THE TECHNICALLY ACCEPTABLE ONE AND IN THAT CASE BHEL RESERVES RIGHT NOT TO CONSIDER THE SAME.
- 03.** TO THE EXTENT POSSIBLE BHEL WOULD AVOID NEGOTIATION IF COMPETITIVE AND REASONABLE RATES ARE OBTAINED IN THE TENDER.
- 04.** IN CASE NEGOTIATION IF FOUND NECESSARY BHEL RESERVEES THE RIGHT TO RESTRICT / SELECT CONTRACTORS BASED ON THE MERITS FOR THE NEGOTIATIONS.
- 05.** BHEL RESERVES THE RIGHT TO NEGOTIATE OR REFLOAT THE TENDER OPENED IF L.1 PRICE IS NOT THE LOWEST ACCEPTABLE PRICE TO THEM INTER-ALIA OTHER REASONS.
- 06.** IF A RING FORMATION IS SUSPECTED, BHEL MAY REJECT ALL OFFERS OR RETENDER OR CALL NEW SOURCES WHO HAVE NOT BEEN CONTACTED OR RESPONDED AGAINST THIS TENDER.
- 07.** SOURCES CONTACTED IN THIS TENDER DOES NOT AUTOMATICALLY QUALIFY FOR CONSIDERATION JUST BECAUSE THEY ARE FOUND TO BE LOWEST IN THE TENDER. BHEL RESERVES THE RIGHT TO REJECT ANY OFFERS WITHOUT ASSIGNING ANY REASON.
- 08.** IN THE EVENT OF AWARDING OF WORK, THE PERFORMANCE OF THE TENDERER OF CONTRACT, WILL BE MONITORED FOR ALL CATEGORIES OF WORK AND BHEL RESERVES THE RIGHT TO INITIATE SUITABLE ACTION INCLUDING SUSPENSION / FORECLOSURE / TERMINATION OF THE CONTRACT.
- 09.** BHEL RESERVES THE RIGHT TO ACCEPT OR REJECT THE LOWEST OR ANY OTHER TENDER OR ACCEPT OR REJECT ANY PART OF SUCH TENDER WITHOUT ASSIGNING ANY REASONS THEREFOR. THE CONTRACT MAY BE AWARDED TO ONE OR MORE CONTRACTORS, EITHER IN FULL OR PART.PRICE TO BHEL.

Dated :
Place :

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3.SAFETY CONDITIONS
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

The Factories Act, 1948:

Section 32: Floors, stairs and means of access shall be properly maintained to ensure safety. Every place of working should have safe access. When any person has to work at a height from which he is likely to fall, provision shall be made, so far as is reasonably practicable, by fencing or otherwise, to ensure the safety of person so working.

Tamil Nadu Factories Rules, 1950

Rule 55: Hoists and Lifts & Rule 55A. Lifting machines, chains, ropes and lifting tackles: Shall be maintained in good condition, thoroughly inspected and examined by competent persons and records to be maintained.

Rule 57: Excessive Weights: No person shall, unaided by another person, lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the maximum limit in weight set out in the schedule (50 kg for adult male and 30 kg for adult female).

Rule 61E: Machinery and plant: No machinery, plant or equipment shall be constructed, situated, operated or maintained in any factory in such a manner as to cause risk of bodily injury.

Rule 61F: Methods of Work: No process or work shall be carried on in any factory in such a manner as to cause risk of bodily injury.

Rule 61G: Stacking and storing of materials etc.: No materials or equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.

Rule 61-K. Examination of eye sight of certain workers: No person shall be employed to operate a crane or to give signals to crane operator unless his eye sight and colour vision have been examined and declared fit by a qualified ophthalmologist.

Rule 61-N and Rule 61- O : Workers to be provided with Personal Protective equipment suitable for the hazards and should be of good quality / have certification by Indian Standard Institute.

Note: For the type of work envisaged, personal protective equipment such as helmet, safety shoes and gloves are essential.

Rule 96: Notification of accidents: Shall be complied with as required in the Factories Act (Section 88 and Section 88A) and Tamil Nadu Factories Rules.

Date:
Place:

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4.CONDITIONS RELATED TO THE WELFARE OF LABOURS
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

1. The Minimum Wages as prescribed by the State Government from time to time should be paid to the contract Workers and the Wage and Attendance Registers should be produced to Welfare Section every month.
2. If the contractor employs more than twenty employees, he has to obtain Licence to this effect from the Factory Inspectorate and renew the same periodically.
3. He has to have his own PF and ESI Codes and comply with the relevant Acts.
4. The Contractor has to remit PF for his workers for the same amount which he paid as total wages to the employees on monthly basis. He has to remit 13.61% from his side and deduct 12% of Wages from the monthly wages of the employees and a total of 25.61% of monthly wages should be remitted as PF i.r.o. each employee.
5. ESI Payment should be at the rate of 6.5% of monthly wages of the employee. This comprises the contribution at 1.75% of wages from the employee and 4.75% of wages from the contractor.
6. The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The contractor should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident/incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.

Date:
Place:

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5. SAFETY PRECAUTIONS TO BE OBSERVED WHILE TRANSPORTING MATERIALS
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

I. VEHICLES :

01. Vehicles carrying materials should have proper registration documents and must be produced on demand by BHEL security staff.
02. The lights on right side(i.e.) over driver's cabin should be in working condition.
03. Both the head lights as well as park lamps must be in working condition.

II. MOVEMENT OF VEHICLES :

01. The vehicle should not travel at more than 20 kmph in BHEL premises.
02. The driver of the vehicle must possess heavy duty licence and produce on demand by the security staff.
03. Vehicles carrying inflammable liquid in the tank containers should have grounding cabin or the tank should be coated with the insulating materials to avoid static electricity. In road junctions, speed breakers and railway crossing the speed should be lowered and vehicles should proceed cautiously.
04. The driving should be kept in the left at all places.
05. The vehicle should not be parked in the road in such a way to cause obstruction to vehicular traffic.
06. No persons other than driver should be allowed to sit or stand on the prime Movers of the trailer.
07. The vehicle should pass only through approved routes. Short cuts are forbidden.
08. There must be a safe distance behind another moving truck.
09. The driver should avoid making quick starts, jerky stops or quick turns at excessive speed.


III. SHIPPING :

01. Strong side supports should be provided on both sides of the trailer. The side supports should be fixed in such a way that it cannot be removed even temporarily.
02. Adequate packing must be given for easy slinging operations. The packing materials should be good enough to withstand the load.
03. The stacking of loads on the truck should be evenly placed. The load should not be heaped together or dumped over the chassis.
04. The load on the truck should not be beyond its standard capacity. The carrying capacity must be clearly marked on the trailers also.
05. The loaded materials should be fastened tightly with wire rope. Coil rope should not at all be used.
06. There must be side packing such as gunny, rubber-tyre between the sharp edges of the job and Wire rope in order to avoid cut in the wire rope.
07. There must be minimum two fastening and it should be more in case of lengthier loads.
08. The loose pieces should be bundled before loading on the truck.
09. There must be red flags or red lamps for the lengthy load which extend beyond chassis.
10. The materials should not be stacked too high to avoid hitting against live electric lines.
11. The load should not be over-hanging more than 3 feet from the end of the body.
12. While transporting the scrap, there must be wire knitting cover to prevent falling of scrap.
13. While loading/unloading proper slinging practice should be followed.
14. The vehicle should not be moved directly inside the production buildings in case the materials are to be loaded, un-loaded there. But the vehicle should be parked outside the building and the driver should ascertain the passage as well as the unloading points, with the help of shop officials. This will avoid the congestion or blocking of traffic in the gang-way.
15. When reverse operation are undertaken adequate helpers should be engaged to control the Movement.

Date:
Place:
OCP Attched.

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6. OPERATIONAL CONTROL PROCEDURE
TENDER No. CCC/MM/Mfg/S1/9/3017 Dt. 02.09.2009

 70-938	OCUPATIONAL HEALTH &SAFETY MANAGEMENT SYSTEM	REV. DATE	00 22.1.02
OCP:BMM:	OPERATIONAL CONTROL PROCEDURE	PAGE	1 of 2


1. Purpose : To ensure safe handling of materials within factory premises through Mobile crane
2. Scope : Operation of Mobile crane.
3. Responsibility : Contractor
4. Performance criteria : Accident/damage record.
5. Cross reference : Feed back from user departments
: OHSAS:18001:1999 Clause 44.6 Central Motor Vehicles Act and rules Handling Contract given by BHEL.
Record of Hazard and Risk

6. Activities

SL. No	Activity	Responsibility
01	Ensuring the availability of proper RC Book for the vehicle, Fitness certificate as per Motor Vehicle Act 1988 and amended 1992 Sec.(256)	Contractor / CCC
02	Verification of above documents at the factory gates/premises	BHEL Security staff
03	All the lights/horn of the vehicle should be in working condition.	Driver / Contractor
04	Insurance of motor vehicle against third party sec.146.	Contractor / CCC Security
05	Drivers must have valid licence as specified in the Motor Vehicle Act Sec.3 to 28	Contractor / Security
06	Wearing appropriate personal protective equipments.	Contractor / Executing Agency.
07	The contractor should submit relevant Form No.12 (Rule 64 prescribed for report of examination for lifting machine, rope and lifting tackles certified by the approved agency by Chief Inspector of Factories. The currency of the validity shall be verified.	Contractor / CCC
08	Use appropriate chain / steel wire ropes / Nylon belts confirming to Indian standards.	Contractor Executing Agency.
09	Contractor should submit the Form No.VI A (Rule 35/2) for commencement of the contract. and Form VI B (Rule 81.3) for completion of the contract.	Contractor/CCC
10	Movement of crane should be at not more than 20 kmph without causing any fall of material or damage to materials.	Contractor
11	In road junctions, speed breakers, sharp turnings and railway crossing the speed should be reduced and crane should proceed cautiously.	Driver / Random check by Contractor
12	The crane should not be parked in the road in such a way as to cause obstruction to vehicular traffic.	Driver / Contractor
13	No persons other than driver should be allowed to sit or stand in the cabin of the crane .	Driver
14	Declaration should be made for ensuring periodical maintenance of the crane.	Contractor
15	The driver should avoid making quick starts, sudden stops and sharp turns.	Contractor / Executing Agency

Place:
Date:

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 70-938	OCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	REV. DATE	00 22.1.02
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16	The stacking of load on the truck should be even. The load should not be heaped or dumped.	Contractor / Executing Agency	
17	The material should not be lifted too high to ensure the stability of the truck. The material should be properly tied with slings to avoid falling down taking into account the centre of gravity .	Contractor / Executing Agency	
18	When reverse operation is undertaken adequate helpers should be engaged to ensure safe movement.	Driver	
19	Random checking of vehicles for safe handling of materials	TLC	
20	Ensure communication to all user departments regarding safe transportation of materials.	Stores/CCC	
21	Giving feed back to CCC for taking corrective actions	User departments, Security & TLC	
22	Review of feed back for corrective action	Stores/Contracts	

Place:
Date:

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7. GENERAL TERMS & CONDITIONS OF CONTRACT
TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010

- 1. DEFINITION :-** In these General Conditions of Contract, the following terms shall have the meaning hereby assigned to them, except where the context otherwise requires:-
- (a) The "**Contract**" means, the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
 - (b) The "**work**" means, the work described in the tender documents in individual work-orders as may be issued from time to time to the contractor by the Officer-Incharge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.
 - (c) The "**contractor**" means, the individual Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.
 - (d) "The **Officer-In charge**" means, the Officer deputed by the DGM/CCC/MM/MFG., to supervise the work or part of the work.
 - (e) "**Approved**" and "**Directed**" means, the approval or direction of DGM/CCC/MM/MFG., or person deputed by him for the particular purposes.
 - (f) "BHARAT HEAVY ELECTRICALS LIMITED" (herein after referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or other Administrative Officer of the said Company including Manager/Stores (FB) authorised to invite tenders and enter into contract for works on behalf of the Company.
 - (g) The "**Contract sum**" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.
 - (h) A "**week**" means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.
 - (i) A "**day**" means, the day of 24 hours (TWENTY FOUR) irrespective of the number of hours worked or not worked in that day.
 - (j) A "**working day**" means, any day other than that prescribed by the NEGOTIABLE INSTRUMENTS ACT as being a Holiday, and consists of the number of hours of labour as commonly recognised by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulations.
- 2. HEADING TO THE CONTRACT CONDITIONS :-** The heading to these conditions shall not affect the interpretations thereof.
- 3. WORK TO BE CARRIED OUT:-** The Contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of the work. The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the work. No extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.
- 4. DEVIATIONS:-** The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of DGM/CCC/MM/MFG.,. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.
- 5. OCTROI AND OTHER DUTIES:-** All charges on account of Octroi terminal or Sales Tax and or other Duties on materials obtained for the work shall be borne by the Contractor.
- 6. PLANT AND EQUIPMENT:-** The Contractor shall at his own expense, supply all tools plant and equipment (Herein after referred to as T&P) required for the execution of the contract.

Dated :
Place :

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7. ASSIGNMENT OF TRANSFER OF CONTRACT:- The Contractor shall not without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.
SUB-CONTRACT :- The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL .

8. COMPLIANCE TO REGULATIONS AND BY-LAWS :- The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-Laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

9. SECURITY DEPOSIT:-

(a) Security Deposit should be paid by the contractor. Security Deposit shall be collected from the successful tenderer as shown below:

Upto Rs.10 Lakhs	: 10%
Above Rs.10 lakhs up to Rs.50 Lakhs	: Lakh + 7.5% of the amount exceeding Rs.10 Lakhs
Above Rs.50 Lakhs	: 4 Lakhs + 5% of the amount exceeding Rs.50 Lakhs

The Security Deposit shall be collected before start of the Work.

(b) **Security Deposit should be remitted only in the form of DD in favour of BHEL Trichy, payable at SBI Kailasapuram, Trichy-14**

Security Deposit shall also be recovered at the rate of 10% from the running Bills. However, in such cases at least 50% of the Security Deposit should be remitted before the start of the work and the balance 50% may be recovered from the running bills.

EMD of the successful tenderer shall be converted and adjusted against the Security Deposit.

The security deposit shall not carry any interest.

The Earnest Money paid at the time of tender will be adjusted as part of the Security Deposit and the balance amount will be recovered by deduction from the running bills of the contractor at the rates mentioned above.

Security Deposit shall not be refunded except in accordance with the terms of Security Bond or Agreement. No interest shall be allowed on Security Deposits. BHEL shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.

All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

10. REFUND OF SECURITY DEPOSIT:- The Security Deposit mentioned above may be refunded to the Contractor after a period of 6 months on termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE".

Dated :
Place :

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11. ORDERS UNDER THE CONTRACT:- All orders, notices etc. to be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.

12. CONTRACTOR'S SUPERVISION:- The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the DGM/CCC/MM/MFG., to act in his stead.

Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself.

The Contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the SR.MANAGER/STORES/Mfg., or the OFFICER-INCHARGE, to receive instructions.

The DGM/CCC/MM/MFG., shall have full powers and without assigning any reason, require the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.

13. LABOUR:- The Contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, thereunder from time to time.

14. PRECAUTIONS AGAINST RISK:- The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

15. DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN :- The Contractor shall at his own expense reinstate and make good to the satisfaction of the DGM/CCC/MM/MFG., and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

16. LAWS GOVERNING THE CONTRACT:- The contract shall be governed by the Indian Laws for time being in force.

17. CANCELLATION OF CONTRACT FOR CORRUPT ACTS:- BHEL , whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default.

Dated :
Place :

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If the Contractor shall :-

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

18. CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT :-

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

If the Contractor,

- (a) being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any

Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors

OR

- (b) being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,

OR

- (c) Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL .

- (d) Whenever BHEL exercise the authority to cancel the contract under this conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by SR.MANAGER/STORES (FB) which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by DGM/CCC/MM/MFG., or the same shall be recovered from the Contractor by other means.

- (e) In case the BHEL carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the DGM/CCC/MM/MFG., whose decision shall be final and conclusive.

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- 19. CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACTOR'S DEFAULT:
If the Contractor :**
- (a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from DGM/CCC/MM/MFG., or his authorised representative ;
 - (b) fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued thereunder ;
 - (c) BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by DGM/CCC/MM/MFG., which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by SR. MANAGER / STORES/FB or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the DGM/CCC/MM/MFG., whose decision shall be final and conclusive.

20. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR. :-

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated BHEL shall have the option of terminating the contract without compensation to the Contractor.

- 21. SPECIAL POWER TO TERMINATION:-** If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the DGM/CCC/MM/MFG., shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

- 22. SUBMISSION OF BILLS BY CONTRACTOR:-** The Contractor at the end of each month shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the DGM / CCC / MM / Mfg., separately details of his claims for the work done by him upto and including the previous month which are not covered by his contract agreement in any of the following respects:

- 01. Deviation from the items provided in the contract documents.
- 02. Extra items / new items of work.
- 03. Items in-respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done upto and including the period under report.

- 23. PAYMENT OF BILLS:-** All payments to be made to the Contractor, under this contract shall be by "CHEQUE" crossed "A/C PAYEE ONLY" within a reasonable time after the certification of bills by the DGM/CCC/MM/MFG.,.

- 24. RECOVERY FROM CONTRACTOR:-** Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

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- 25. POST TECHNICAL AUDIT OF WORK AND BILLS:-** BHEL reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. However no such recovery shall be enforced after three years of passing the final bill.
- 26. FORCE MEJEURE CLAUSE:-** If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefor neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the Manager/Stores/FB subject to prompt notification by the contractor.
- 27. ARBITRATION:** - All disputes between the parties to the contract, arising out-of or relating to the contract, other than those for which the decision of the DGM/CCC/MM/MFG., or Accepting Officer or any other person is by the contract expressed to be final and conclusive shall after written notice by either party to the contract to the other party be referred to the sole Arbitration of GENERAL MANAGER or other Officers of BHEL appointed as Arbitrator, by the GENERAL MANAGER of BHEL in his sole discretion.
Unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the contract.
The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract.
- 28. SIGNING OF CONTRACT:-** Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the persons so signing. Contracts by a Company shall be signed with the name of the Company by a person authorised in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.
- 29. STATUTORY REQUIREMENTS:**
- (a) All statutory requirements under Minimum Wages Act,1948, Factories Act 1948, Workmen Compensation Act 1923,Employees Provident Fund and Miscellaneous Provisions Act, 1952,Payment of Gratuity Act 1972, Employee State Insurance Act 1948, Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the Contractor.
 - (b) Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
 - (c) Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
 - (d) Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provide a copy of the same to BHEL.
 - (e) Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

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- 30. REGISTERS & RECORDS:-** The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor.
- 31. MOTOR VEHICLE ACT:-** The transporter shall carry the weight of the consignment to the rated capacity of the vehicle only and Honor the Supreme Court Judgment by not carrying Over Weight and comply the relevant Motor Vehicle Act and other statutory requirement.
- 32. REMOTE TRANSACTIONS:-** The Contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, teleservice operations (whether voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done.
- 33. CHANGE IN CONSTITUTION OF FIRM:-** Changes in constitution of firm whenever it is made after submission of application or during currency of the contract, the existing firm has to duly inform the proposed changes to contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL may reserve its rights for suspending or terminating the contract.
- 34. LIEN OF CONSIGNMENTS:-** The Contractor shall have no 'lien' of any kind over the consignments entrusted for transportation. Any dispute with the Contractor and the consignees shall be settled on negotiations but under no circumstances, delivery of the materials shall be withheld by the Contractor.
- 35.** Contractor shall watch and safeguard Employer's interests during the performance of the work. The Contractor shall carefully check each consignment with the relevant despatch documents to ensure correctness of each despatch and each delivery.

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8.PPE**TENDER No. CCC/LOGISTICS/S1/10/3029 Dt.25.09.2010****Personal Protective Equipment Recommended
For Various Trades**

Sl. No.	Job/Trade	PPE Recommended
1.	<u>Arc welder</u>	Leather gloves Leather apron Spectacle goggles Hand shield Filter lens 11-14 Leather leg guard Safety boots slip in type
2.	<u>Arc welder in preheated job</u>	Leather gloves Spectacle goggles Hand shield/Head shield Filter lens 11-14 Leather leg guard Slip in type Safety boots Asbestos gloves Asbestos apron Asbestos boots Respirator - light fume
3.	<u>Arc welder</u> (sub merged welding)	Asbestos gloves Asbestos boots Leather gloves Spectacle goggles Hand shield Safety boots slip in type
4.	<u>Arc welder</u> (castings repair shop)	Hand shield/head shield Filter lens 11-14 Slip in type safety boot Leather gloves Leather apron, Spectacle goggles
5.	<u>TIG welder</u>	Hand shield/head shield Filter lens 11-14 Slip in type safety boot Crust leather gloves Leather apron, Spectacle goggles
6.	<u>Gas welder</u>	Gas welding goggles Leather gloves Safety shoes
7.	<u>Gas welder/pre heated jobs</u>	Asbestos gloves Asbestos boots Gas welding goggles Leather gloves Safety boots

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Sl. No.	Job/Trade	PPE Recommended
8.	<u>Plasma cutting</u>	Asbestos gloves Asbestos boots Gas Cutting goggles Welding shield Leather gloves Safety shoes
9.	<u>Blacksmith</u>	Leather gloves Spectacle goggles Leather apron Leather leg guards Safety shoes
10.	<u>Brick layer/Mason</u>	Safety shoes Dust respirator BA set (on pool issue for furnace work)
11.	<u>Carpenter</u>	Safety shoes Face shield Leather apron Spectacle goggles
12.	<u>Painter</u>	PVC gloves Light fume respirator Safety shoes Barrier cream Spectacle goggles
13.	<u>Fitter / General</u>	Leather gloves Safety shoes Spectacle goggles
14.	<u>Fitter / Furnace</u>	Asbestos gloves Asbestos apron Asbestos boots Leather gloves Safety shoes Spectacle goggles
16.	<u>Fitter / Hydraulic test</u>	Leather gloves Gum boots Safety shoes Helmet with face shield Spectacle goggles

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Sl. No.	Job/Trade	PPE Recommended
17.	<u>Fitter / Chemical Handling</u>	Rubber gloves Rubber Goggles Gum boots Safety shoes Spectacle goggles PVC apron Acid resistance suit Canister gas mask
18.	<u>Fitter (Electro plating)</u>	PVC apron Rubber gloves Rubber goggles Gum boots Respirators
19.	<u>Fitter (Heat treatment)</u>	Asbestos apron Asbestos gloves Heating goggles Asbestos boots Safety shoes Respirators
20.	<u>Chemist</u>	Rubber gloves PVC apron Safety shoes Rubber goggles Spectacle goggles
21.	<u>Inspection Assistant</u>	Safety shoes Spectacle goggles
22.	<u>Laboratory Assistant and Laboratory Attendant</u>	Leather gloves Rubber gloves PVC apron Safety shoes Spectacle goggles
23.	<u>Sample Technician</u>	Leather gloves Safety shoes Spectacle goggles
26.	<u>Lineman</u>	Elecl. Resistance Rubber gloves Safety belt Safety shoes Spectacle goggles Elecl. Resistant helmet
27.	<u>Machinist</u>	Spectacle goggles Leather gloves Safety shoes

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Sl. No.	Job/Trade	PPE Recommended
28.	<u>Machinist/Boring, machine</u>	Leather apron Safety shoes Spectacle goggles Leather gloves
29.	<u>Machinist/Radial drilling</u>	Leather gloves Safety shoes Spectacle goggles Barrier cream
30.	<u>Machinist/tool grinder</u>	Dust respirator Safety shoes Spectacle goggles
31.	<u>Tool hardener</u>	Leather gloves Leather apron Leather leg guards Asbestos apron Asbestos gloves Plastic face shield Safety shoes Spectacle goggles
32.	<u>Turner</u>	Leather gloves Spectacle goggles Safety shoes
33.	<u>Crane operator</u>	Safety shoes Canvas gloves Spectacle goggles
34.	<u>Rigger</u>	Leather gloves Safety helmet Safety shoes Spectacle goggles
35.	<u>Rigger/Furnace and Rigger working in other hot Conditions</u>	Asbestos gloves Asbestos jerkins Aluminised suit Asbestos boots Plastic face shield
36.	<u>Store Attendant and Store issuer</u>	Leather gloves Safety shoes Spectacle goggles Rubber gloves Respirator
37.	<u>Sanitary worker</u>	Safety shoes Leather gloves Rubber gloves Gum boots Respirator Barrier cream

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Sl. No.	Job/Trade	PPE Recommended
38.	<u>Unskilled / semi skilled worker</u>	Leather gloves Safety shoes Spectacle goggles Plastic face shield
39.	<u>Unskilled worker/ Gas services</u>	Rubber gloves Leather gloves Gum boots Safety shoes Spectacle goggles
40.	<u>Shunting</u>	Safety shoes Spectacle goggles Leather gloves
41.	<u>Boiler operator and Attendant</u>	Asbestos Apron Spectacle goggles Asbestos gloves Safety shoes
42.	<u>Fitter Water treatment</u>	Safety shoes Rubber gloves Leather gloves Respirator Spectacle goggles Rubber goggles
43.	<u>Fitter (Steam test)</u>	Asbestos apron Asbestos gloves Spectacle goggles Leather gloves Leather apron Ear plugs or ear muffs Safety shoes
44.	<u>Shot blaster</u>	Air line respirator Leather pant and jerkin Leather gloves Ear plug / Ear muff Face shield Gum boot Dust respirator
45.	<u>Other Employees</u>	Safety shoes Spectacle goggles

*** All the above employees are being issued with plain or power corrected spectacle type safety goggles.**

Besides the above, any specific requirement of PPE will be evaluated and appropriate PPE will be issued.

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