

## Annexure-A

**BHEL & CONTRACTOR'S SCOPE OF WORK**

1.0	BHEL SCOPE OF WORK:
1.1	Relevant drawings will be provided by BHEL with work assignment.
1.2	BHEL will provide Space for working in shop floor.
1.3	Three roll & four roll machine as per schedule for rolling of aluminum sheet.
1.4	Shearing Machine as per schedule for cutting of aluminum sheet.
1.5	Radial drill machine as per schedule for making hole.
1.6	Fork Lift , Hydra with driver only as & when necessarily required for handling/shifting of ducts and raw material to bring it to work area of contractor and take the finished jobs out of the work area.
1.7	Raw Material will be issued vide SIV (Store Issue Voucher) from PDN Deptt. to Contractor as per the targeted requirement.
1.8	Electricity- Electrical Points as available in work area.
1.9	Filler Wire & Spool- Required quantity with the assigned work.
1.10	Argon Gas and compressed Air- Required quantity with the assigned work.
1.11	Radiography Test/DP Test to be performed on the offered welded joints. Test kit will be provided by BHEL.
1.12	Target completion will be mutually agreed with every assignment given by BHEL. In case any requirement to compress the schedule of activities to achieve project completion, BHEL decision in this regard will be final and the issue will not be open to arbitration.
1.13	Work assignments from BHEL will be communicated through email/hard copy as per the BHEL turnover targets.
1.14	All consumables of hand grinder, jig saw, circular saw, drilling machine like drill bits, jig saw / circular saw blades, sanding sheets, grinding wheels, Copper Tip, hand gloves etc. - Required quantity with the assigned work will be provide by BHEL.
1.15	With the increased loading of ducts and after meeting basic requirement of machines, hand tools & safety PPEs by contractor, if the need arises to meet BHEL's turnover/urgent requirements, BHEL may issue its own machine, hand tools and safety equipment's on chargeable basis as per existing rules of hiring prevalent in BHEL for the equipment's. BHEL decision to issue equipment's will not be open to arbitration. Such hiring charges will be deducted from the upcoming bills of contractor, based on BHEL issue & return forms.




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## BHEL &amp; CONTRACTOR'S SCOPE OF WORK

2.0	<b>CONTRACTOR SCOPE OF WORK:</b>
	Following machines and hand tools are mandatory and are to be arranged by sub contractor:- <b>Machines:-</b> <ol style="list-style-type: none"> <li>1. MIG Welding machine (-300 to 500 Amps or above rating )-2 no's.(Minimum)</li> <li>2. TIG Machines (300 to 500 Amps or above rating )- 1 no. (Minimum)</li> </ol> <b>Hand tools:-</b> <ol style="list-style-type: none"> <li>1. Jig saw machine-2 no's.(Minimum)</li> <li>2. Circular saw machine-2 no's.(Minimum)</li> <li>3. Hand Grinder-2 no's. small size(Minimum)</li> <li>4. Hand Grinder-1 big size</li> <li>5. Hand Drill Machine-2 no's .(Minimum)</li> <li>6. Drill Bits of different size as per requirement.</li> <li>7. All other measuring and marking tools.</li> </ol>
2.1	<b>Safety Equipment:-</b> <ol style="list-style-type: none"> <li>1. Welding Helmet – 5 nos.</li> <li>2. Dangry - All workers</li> <li>3. Safety Helmet - All workers</li> <li>4. Safety Shoe- All workers</li> <li>5. Nose Mask</li> <li>6. Ear Muff</li> </ol> <b>Note:</b> <ol style="list-style-type: none"> <li>1. Cost of maintenance for their machines and hand tools will be borne by subcontractor.</li> <li>2. No hand tools and safety equipment shall be provided by BHEL.</li> <li>3. Cost of Safety Helmet &amp; Safety Shoe with 10% admin charges will deduct from contractor bills if not provide within one week of Mobilization.</li> </ol>
2.3	Depute Sufficient semi-skilled & unskilled manpower which includes helpers and cleaners to support the highly skilled & skilled manpower to complete the assigned work.
2.4	Aluminum welders should be NTPC/Lloyd/BHEL qualified as per following documents: Procedure Qualification Record: PQR:AL:GTAW:00 & PQR:AL:GMAW:00 Welding Procedure Specification: WPS:AL:GTAW:00 & WPS:AL:GMAW:00
2.5	Aluminum Welding is to be done as per Approved WPS in accordance with ASME Sec IX (Welding Procedure Specifications).
2.6	Contractor has to obtain one time worker compensation policy to be obtain upon receipt of LOI/WO
2.7	All the contractor's employees will be issued photo gate pass. Cost of preparation of gate pass will be borne by contractor. Without WC policy, no gate pass would be issued.
2.8	Attendance register will be available at Main gate of Plant and daily attendance will be registered there.
2.9	All the PPE's for employees at work is provided by the contractor. PPE's like safety shoe, Ear muff, Nose Mask, helmet, welder's glass; welders shield etc is required to be used during execution of work inside BHEL, CFP, and Plant.

2.10	All the statutory obligations like PF Challan (if applicable), ESI Challan (if applicable), Wages Record, Labour licensee copy (if required), Certificate regarding compliance to Labor Act for maintaining records required as per the law, Certificate for compliance to safety norms and other statutory papers, if required is in the scope of contractor and BHEL's will not be held responsible for any non-compliance issues. Failure to do so will result in hold of payment of contractor.
2.11	Safety at work will be ensured by Contractor and BHEL will assist, if required.
2.12	Contractor has to maintain scraps as per system defined by BHEL from time to time. Aluminium chips (Gray bins), Offcuts (Sky Blue bins), Al Dust (Black Bins) are to be segregated at source(SAS), bins weighed for returning it to central stores through scrap disposal note(SDN) processed through production department. There is a provision of penalty of minimum Rs. 500/- per instance at source(SAS) if scrap separation is not found in order.
2.13	In case of compression of fabrication schedule to meet align with BHEL targets contractor has to increase manpower, machines, Hand tools to meet the same.
2.14	<p>Guideline for COVID-19/Pandemic situations:</p> <ul style="list-style-type: none"> <li>■ In the given pandemic situation, prevailing here and in India, it is utmost necessary to take proper safety precautions by wearing of nose &amp; mouth mask, hand gloves/ washing hands frequently, maintaining minimum 2 feet social distancing during work and health check-up from time to time. This will ensure safe working environment for individual and co-workers. Furthermore, any Government guidelines issued from time to time may be adhered in order to overcome the pandemic situation.</li> <li>■ Use of Arogya Setu App is mandatory on individuals mobile who are entering plant premises. Any guidelines issued in this connection by BHEL, will be acceptable to individuals entering the plant.</li> </ul>

(Signature of bidder with seal)




**GENERAL CONDITIONS OF CONTRACT**

1. Material issued to contractor by BHEL, will be under the responsibility of contractor till he returns the same to Production / Central Stores.
2. Contractor has to prepare cutting plan and cut the material before rolling and bending of sheet to avoid the wastage of fresh material. All enclosure/conductor sheet and plate to be first cut as per cutting plan before rolling. Cutting of rolled sheet/plate are not allowed for making window opening/ tap-off cut outs and saddle plate fixing pad. If found responsible for any wastage of fresh material at any stage of fabrication, the cost of fresh material along with company overhead shall be recovered from his due payment.
3. Contractor has to return / hand over scrap material to BHEL official via scrap note with quantity and type of scrap clearly mention in the scrap note. All type of scrap shall be verified by weight at the time of return to BHEL official. Collection and separation of scrap to be done by contractor on daily basis after the shift is over.
4. Contractor's Engineer / supervisor have to maintain data of issued raw material, finished good and scrap material on day to day basis.
5. Contractor has to hand over finished job to BHEL representative / painting department in proper format along with all fittings like, window cover, assembly of Heater / CT terminal box, conductor etc.
6. Shop supervisor from contractor side will co-ordinate with shift in-charge, BHEL, Production Shop for all his requirements i.e. targets of month, issue of raw material, required consumables, maintenance of machine, material handling & work verification on daily basis.
7. Contractor has to submit the material accountal every month w. r. t. SIV issued by production, after the completion of fabrication.
8. The consumables will be issued (as per BHEL scope of work clause no. 1.11) only in proportion to the total tonnage of fabrication work. If the quantity increases, cost of excess qty. shall be recovered from contractors due payment.
9. Contractor has to execute the work order in 2 shifts on compulsory basis as per production requirement. He has to put off all the power switches of machines, fans, lights and other shop appliances before leaving the work place after duty is over or going for lunch. If BHEL finds any lapses, suitable penalty shall be imposed to the contractor.
10. Contractor's employees may use BHEL's canteen facility after purchasing the requisite coupons upon payment. BHEL is not bound for providing subsidized meal to contractor employee.
11. Boarding, lodging & transportation facility of subcontractor's employees has to be arranged by contractor.
12. A work-register has to be maintained containing following information regarding IP ducts:
  - a) Date of receipt of IPBD Al. Raw Material for enclosure/conductor from BHEL along with requisite Drawings.
  - b) Date of inspection offered to BHEL.
  - c) Date of handing over of finished IPBD Enclosures/ Conductors to BHEL Production/Quality, with re-work/rectification incorporated as per the remarks of BHEL, Quality Deptt.




13. Quality of weld joint should be such as to qualify the radiography test (depends upon the project requirement).
14. The assignment as received from BHEL has to be completed as per schedule of work and if needed has to be realigned with the revised targets of BHEL by working in co-ordination with BHEL in two shifts/three shifts.
15. The contractor shall be fully responsible for the acts/omissions by the persons engaged by it for working at site under the contract. The persons engaged by the contractor should not have any criminal Record/or involved in any activity subversive of law and order. The contractor shall be fully responsible for injury/loss of life & property BHEL/contractor's own persons/any other party caused due to acts & omissions of sub contractor or its employee during course of execution of work.
16. Compliance and payment of PF of sub contractor staff employed for the work shall be the exclusive responsibility of the sub contractor.
17. The sub contractor should follow the rules of Health Safety and Environment Management Program as per requirement of ISO-14001 and OHSAS-18001.
18. **Cleaning of work area after completion of work is responsibility of subcontractor.**
19. Warranty: Not applicable.
20. Any loss/damage/intentional damages of BHEL's Tools & Plant during the execution of contract will be liable for recovery of cost involved, from the bills of contractor.

**(A) OFFER SUBMISSION IN RESPONSE TO INVITATION:**

1. Offer to be submitted in two bids. **(a). Techno-commercial bid & (b). Price Bid.**
2. **Techno-commercial bid** should contain signed & stamped pages of Annexure-A, B, C, D, E, F, G and Annexure-H2 (Unapprised Bid only) along with required **EMD as specified in NIT.** Copies of other documents (like PF, ESIC, & GST reg. etc) as mentioned in PQR Annexure-D to be attached OR submitted online.
3. **Price Bid** should contain only one filled price bid Annexure-H1, duly signed & stamped OR will be submitted online.
4. Party to confirm their acceptance Detailed scope of work, general terms & conditions and other terms & conditions by signing and stamping all pages of Annexure-A, B, C, D, E, F, G and Annexure-H2.
5. Offer to be submitted in two separate sealed envelopes Addressed to DGM (MM&CS BHEL-Store) CFP, Rudrapur. First Envelope containing Techno-commercial Bid with EMD amount, Tender No., due date, techno commercial bid & bidders name should be clearly mentioned on envelope. Second envelop contain only filled price bid & Tender No., due date, Price bid & bidders name should be clearly mentioned on envelope. Tender also has to be dropped in TENDER BOX placed in MM Deptt on or before due date & time.

OR

Offer to be submitted online.

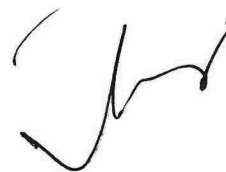



**(B) EVALUATION OF OFFERS:**

21. Technical cum commercial Bid shall be opened first on due date specified in NIT for technical evaluation.
22. Price Bid shall be opened only for Technical cum commercially qualified bidders.
23. **L-1 Party selection will be on the basis of overall offered price, received in price bid.**
24. *Offers not meeting Qualifying Requirements as per Annexure-II shall be out rightly rejected.*
25. Based on evaluation of the bids, successful bidder shall be awarded the contract.
26. Evaluation of offer will be strictly based on the information submitted by the bidder. In view of this the bidder is requested to go through tender document carefully and furnish all details clearly.
27. If any Bidder submits revised price bid before due date and time in that case only revised price will be opened. Bidder has to clearly mention "Revised price bid" on the envelope.
28. If two or more sealed price bids are submitted by single bidder then BHEL will take final decision for opening of any one price bid.
29. If any bidder submits two or more price bid in one envelop then bidder will be disqualified for further consideration in this tender.
30. The BHEL reserves its right to negotiate with the Bidder.

**(C) OTHER TERMS AND CONDITIONS:**

1. Safety obligation for contractor and general environmental obligation for contractor, as applicable to BHEL shall also be applicable to contractor inside the BHEL,CFP Plant except for the terms & conditions mentioned herein which shall be applicable as per Annexure-I.
2. **Earnest Money Deposit (EMD):**  
Earnest Money Deposit (EMD) as specified in NIT is must and shall be deposited along with the offer in the form of Bank Draft/Pay Order from any nationalized bank, in favor of BHEL Rudrapur. The EMD amount given by unsuccessful bidders shall be refunded within 15 days of acceptance of award of work by successful bidders. The EMD deposited by successful bidders shall be converted & adjusted against Security Deposit. *Offers without EMD shall not be considered and shall be out rightly rejected*
3. **Security Deposit (SD):**  
Successful contractor shall submit the interest free **security (S.D.), 5% of total Work order value**, before start of the work in form of DD/PAY ORDER/FDR or in form of bank guarantee in favor of BHEL issued by scheduled banks in the name of contractor, A/C BHEL.  
Work can be started before security deposit is collected in case of small value contracts not exceeding Rs 10 Lakhs. However, payment can be released only after collection/recovery of initial 50 % Security Deposit.  
The S.D. shall be refunded to the sub-contractor after three month of successful completion/termination of the contract subject to deduction on account of BHEL dues, non-deposit of statutory dues etc. (if any).

4. **Jurisdiction:** All disputes, claims or actions arising out of under or in connection with this contract shall be subject to the exclusive jurisdiction applicable over BHEL Rudrapur (Udham Singh Nagar) only.
5. The contractor shall be deemed to make them self familiar with the plant conditions before actual start of work and is expected to take adequate safety precautions for persons employed by it during execution of the work at site.
6. **Bidders are requested to furnish regret letter** through email/fax/speed post/courier, if for any reason they are not able to put forward their offer against this tender enquiry.

**(D) RIGHT OF BHEL:**

BHEL reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.

- i) To withdraw any portion of work and / or to restrict / alter quantum of work as indicated in the contract during the progress of work and get it done through other agencies to suit BHEL's commitment to its customer or in case BHEL decides to advance the date of completion due to other emergent reasons / BHEL's obligation to its customer.
- ii) To terminate the contract or get any part of the work done through other agency or deploy BHEL's own/ hired/ otherwise arranged resources, at the risk and cost of the contractor after due notice of a period of one week by BHEL, in the event of:-
  - i) Contractor's continued poor progress
  - ii) Withdrawal from or abandonment of the work before completion of the work
  - iii) Contractor's inability to progress the work for completion as stipulated in the contract
  - iv) Poor quality of work
  - v) Corrupt act of Contractor
  - vi) Insolvency of the Contractor
  - vii) Persistent disregard to the instructions of BHEL
  - viii) Assignment, transfer, sub-letting of contract without BHEL's written permission
  - ix) Non fulfillment of any contractual obligations
  - x) Violation of terms & conditions as specified in PQR.
- iii) In the opinion of BHEL, the contractor is overloaded and is not in a position to execute the job as per required schedule.
- iv) To meet the expenses including BHEL overheads on the differential cost at 10%, over and above the Liquidated damages/penalties arising out of "Risk & Cost" as explained above. BHEL shall recover the amount from any money due from Contractor, or from any money due to the Contractor including Security Deposit, or by forfeiting any T&P or material of the contractor under this contract or any other contract of BHEL or by any other means or any combination thereof.




- v) 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 customer are terminated for any reason, as per mutual agreement.
- vi) To effect recovery from any amounts due to the contractor under this or any other contract or in any other form, the moneys BHEL is statutorily forced to pay to anybody, due to contractor's failure to fulfill any of his obligations. BHEL shall levy overheads of 10% on all such payments along with interest as defined elsewhere in the GCC.
- vii) While every endeavor will be made by BHEL to this end, they cannot guarantee uninterrupted work due to conditions beyond their control. The Contractor will not be normally entitled for any compensation / extra payment on this account unless otherwise specified elsewhere in the contract.
- viii) In case the execution of works comes to a complete halt or reaches a stage wherein worthwhile works cannot be executed and there is no possibility of commencement of work for a period of not less than two months, due to reasons not attributable to the contractor and other than Force Majeure conditions, BHEL may consider permitting the contractor to de mobilize forthwith and re mobilize at an agreed future date. Cost of such demobilization/remobilization shall be borne by contractor. ORC in such cases shall not be applicable for the period between the period of demobilization and re mobilization. The duration of contract/time extension shall accordingly get modified suitably. In case of any conflict, BHEL decision in this regard shall be final and binding on the contractor.
- ix) In the unforeseen event of inordinate delay in receipt of materials, drawings, fronts, etc, due to which inordinate discontinuity of work is anticipated, BHEL at its discretion may consider contractor's request to short close the contract in following cases:  
The balance works cannot be done within a reasonable period of time as they are dependent on reasons not attributable to the contractor. At the point of requesting for short closure, contractor shall establish that he has completed all works possible of completion and he is not able to proceed with the balance works due to constraints beyond his control. In such a case, the estimated value of the unexecuted portion of work (or estimated value of services to be provided for carrying out milestone / stage payments) as mutually agreed, shall however be reduced from the final contract value.

